Ordinary Council Meeting - 14 December 2021
Attachments

7.1 Confirmation of minutes.....7

7.1.1 Ordinary Council Meeting Minutes - 16 November 2021.....7

7.1.2 Agenda Briefing Forum Notes - 30 November 2021.....266

7.1.3 Mindeera Advisory Group Notes - 3 November 2021.....498

8.1 Presentation of minutes from external bodies.....515

8.1.1 Mindarie Regional Council Minutes - 11 November 2021.....515

8.1.2 Minutes South East Metropolitan Zone - 17 November 2021.....550

8.1.3 Tamala Park Management Committee Meeting Minutes 11 November 2021.....563

11.1 Council Resolutions Status Report.....572

11.1.1 Outstanding Council Resolutions Report - November 2021.....572

11.1.2 Completed Council Resolutions Report - November 2021.....595

11.2 Memorandum of Understanding update.....605

11.2.1 Town of Victoria Park and City of South Perth - Memorandum of Understanding.....605

11.2.2 Town of Victoria Park and Shire of Morawa - Memorandum of Understanding.....610

11.2.3 Inner-City Council's Group - Memorandum of.....613

11.2.4 South East Corridor Councils Alliance - Memorandum of Understanding.....620

11.2.5 Town of Victoria Park, City of Canning, City of South Perth and Curtin University - Memorandum of Un.....626

11.2.6 ICG MOU Implementation Plan July 2019 - OCM Dec 2021.....633

11.3 VicVision - Approval for draft strategic direction to be advertised for public comment....637
11.3.1 Proposed strategic direction....637
11.3.2 Vic Vision engagement analysis....638
12.1 Section 31 reconsideration - Local Development Plan for No. 384 (Lot 3) Berwick Street, East Victoria Park....677
12.1.1 Pages from Ordinary- Council- Meeting- Minutes-12-October-2021....677
12.1.2 Amended LDP....689
12.1.3 Amended LDP justification....690
12.3 Vic Park Funding Program - Arts Season 2022....695
12.3.1 ATTACHMENT 1 Art Season Grants 2022 Evaluation Summaries ABF....695
12.4 Endorsement of Concept Plan and Preferred Option for Delivery of the Old Spaces, New Places Project No. 3....708
12.4.1 OSNP3 Final Concept Plan and Perspectives....708
12.4.2 Minutes of Ordinary Council Meeting dated 15 June 2021 (Notice of Motion)....721
12.4.3 Revised OSNP3 Cost Options further to Notice of Motion of 15 June 2021....726
12.4.4 OSNP3 Concept Plan Initial Costings (High-Med-Low) - March 2021....734
12.4.5 OSNP3 Preliminary Concept Plan....743
12.4.6 OSNP3 Community Engagement Summary Report - June....749
12.4.7 Minutes of Ordinary Council Meeting dated 15 December....822
12.4.8 Revised Cost Option Multi-Criteria Analysis....842

13.1 Petition of Electors, Upgrade Read Park Playground.....868
13.1.1 D 21 83110 Petition of Electors - Upgrade Read Park.....868
13.2 Bone St and Upton St Intersection Realignment.....872
13.2.1 Bone St & Upton St CONCEPT 1.....872
13.3 Albany Highway Cycle Lanes (Parking Removal).....873
13.3.1 E 10569-9 PARKING SIGNS.....873
13.3.2 E 10569-10 PARKING SIGNS.....874
13.4 Consideration of Projects for LRCI Funding Phase 3.....875
13.4.1 Attachment 1 - Eligibility criteria LRCI guidelines.....875
13.4.2 Attachment 2 - LRCI Multi criteria - weighted.....905
13.4.3 Attachment 3 - Elected Member MCA Survey results.....906
13.4.4 Attachment 4 - LRCI Project Ranking Results.....918
13.5 Rights of Way Strategy - Endorsement of future 10 Year Capital Works Program.....919
13.5.1 DRAFT 10 YEAR CAPITAL WORKS PROGRAMME FOR UNSEALED RIGHTS OF WAY - 2021 - 2031 Dec 2021.....919
13.5.2 DRAFT 10 YEAR RIGHTS OF WAY LIGHTING CAPITAL WORKS PROGRAM - Dec 2021.....920
13.5.3 DRAFT RIGHTS OF WAY MANAGEMENT STRATEGY 2021 - UNDER REVIEW.....921
13.6 Proposed Closure of Right of Way Bounded by Sussex Street, Albany Highway, Moorgate Street and Basinghall Street (ROW131)....947
13.6.1 Attachment 1 - Aerial Image of ROW 131.....947
13.6.2 Attachment 2 - Sketch of ROW 131.....948
13.6.3 Attachment 3 - Palina Nominees Pty Ltd Consultation Letter ROW 131.....949

13.6.4 Attachment 4 - Oahu Management Pty Ltd Consulation Letter ROW 131.....950
13.6.5 Attachment 5 - Water Corporation Consultation Letter ROW....951
13.6.6 Attachment 6 - Water Corporation Response Letter ROW.....952
13.6.7 Attachment 7 - Original Certificate of Title for ROW 131.....953
13.6.8 Attachment 8 - Probate Search ROW 131.....954
13.7 Draft Kent St Sand Pit Design.....955
13.7.1 Kent St Sand Pit Site Investigations Outcomes Summary.....955
13.7.2 Kent St Sand Pit Opinion of Probable Cost.....958
13.7.3 A 3 Kent Street Sand Pit Concept and Context 211207.....959
13.8 Grant for Lathlain Park 2.....961
13.8.1 CD G 907 Att D - Letter of Offer.....961
13.8.2 CD G 907 Final Draft Funding Agreement.....963
13.9 TVP/21/08 - Lathlain Park Zone 1 EOI.....1020
13.9.3 EOI TV P-21-08 - Lathlain Park Zone 1.....1020
13.11 METRONET Western Power Easement.....1038
13.11.1 Lot 121 and Lot 22 easement drawing.....1038
13.11.2 Lot 311 easement drawing.....1039
13.11.3 Fact Sheet LXR Power Lines.....1040
13.11.4 Vegetation Impact Update as at September 2021.....1044
14.1 Financial Statements for October 2021.....1052
14.1.1 Financial Statements - October 2021.....1052
14.2 Schedule of Accounts for October 2021.....1094
14.2.1 Payment Summary - October 2021.....1094
14.3 2021/22 Quarterly Budget Review.....1102
14.3.1 Quarterly Budget Review 2020/21.....1102

15.1 Draft Policy 008 - Disaster relief donations.....1115
15.1.1 DRAFT Policy 008 - Disaster relief donations.....1115
15.2 Review of Policy 022 - Elected member professional.....1117
15.2.1 Policy 022 Elected member professional development - proposed amendments marked up.....1117
15.3 Review of Policy 026 - Complaints for Council Members, Committee Members and Candidates.....1122
15.3.1 Complaints Policy for Council Members, Committee Members and Candidates - current.....1122
15.3.2 Complaints Policy for Council Members, Committee Members and Candidates - proposed amendments marked up.....1129
15.4 Review of Policy 006 – Gratuity payments to employees.....1137
15.4.1 Policy 006 Gratuity payments to employees.....1137
15.5 Review of Policy 306 - Business dealings with elected members and employees.....1139
15.5.1 Policy 306 - Business dealings with elected members and employees - current.....1139
15.5.2 Policy 306 - Business dealings with elected members and employees - proposed amendments marked up.....1141
15.6 Proposed Amendment (Prescribed Offences) Local Law 2021....1143
15.6.1 Proposed Amendment (Prescribed Offences) Local Law.....1143
15.7 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing.....1147
15.7.1 Policy 403 OCM minutes 20 August 2002.....1147
15.7.2 Policy-403- Management-of-noise-emissions-from-events-at-Belmont- Racecourse- Other-than-horse-raci.....1155

15.9 Strategic risk review.....1160
15.9.1 Strategic risk review outcomes 2021.....1160
15.10 Update on Outstanding Actions from Reg 17 Review.....1173
15.10.1 Update on Outstanding Actions from Reg 17 Review.....1173

TOWN OF VICTORIA PARK

Ordinary Council Meeting

Minutes – 16 November 2021

WE'RE OPEN
VIC PARK

Please be advised that an **Ordinary Council Meeting** will be held at **6:30 PM** on **Tuesday 16 November 2021** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Her Worship the Mayor Karen Vernon
19 November 2021

Table of contents

Item	Page no
1 Declaration of opening	4
2 Announcements from the Presiding Member	4
3 Attendance	9
3.1 Apologies	9
3.2 Approved leave of absence	9
4 Declarations of interest	10
5 Public question time	17
5.1 Response to previous public questions taken on notice at Ordinary Council Meeting held on 12 October 2021	17
5.2 Response to previous public questions taken on notice at Agenda Briefing Forum held on 2 November 2021	18
5.3 Public question time	19
6 Public statement time	21
7 Confirmation of minutes and receipt of notes from any agenda briefing forum	22
8 Presentation of minutes from external bodies	22
9 Presentations	23
10 Method of dealing with agenda business	24
11 Chief Executive Officer reports	26
11.1 Council Resolutions Status Report	26
11.2 2022 Council Meeting Dates	30
11.3 Tamala Park Regional Council alternate member appointment	34
12 Chief Community Planner reports	38
12.1 Tender TVP/21/07 - Design Review Panel	38
12.2 Section 31 reconsideration - Proposed Short-term accommodation at No. 119A Basinghall Street, East Victoria Park	48
12.3 Consideration of Community Gardens on Privately Owned Land	64
12.4 Draft Local Planning Strategy - Consultation Outcomes and Recommendation Modifications	69
12.5 Transport Strategy and Parking Management Plan	77
12.6 Social Infrastructure Strategy Review	93
12.7 Expression of interest process for Mindeera and Access and Inclusion Advisory Groups	102
12.8 Curtin Wesley Football Club - CSRFF Application	107

12.9 Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants 112
13 Chief Operations Officer reports 157
13.1 Energy Sustainability Project 157
13.2 Deed of Undertaking, Burswood Peninsula Maintenance 170
13.3 Tender TVP/21/06 - Cleaning of Council Buildings and Public Toilets 176
13.4 RFQ QTVP/21/21 - Hordern Street Black Spot Projects 182
13.5 Amendment (Signs on Thoroughfares) Local Law 2021 - Undertakings 187
13.6 New Fees and Charges - Annual Licence Fee for Town Buildings and Facilities Under a Licence Agreement 191
13.7 Koolbardi Park - Locking of Basketball Court Gates 197
13.8 West Coast Eagles Additional Permitted Purpose 202
13.9 Ursula Frayne Primary School Parking Zones 210
14 Chief Financial Officer reports 215
14.1 Consideration for Lathlain Park Game Day Parking Restrictions 215
14.2 Financial Statements for September 2021 230
14.3 Schedule of Accounts for September 2021 234
15 Committee Reports 238
15.1 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing 238
15.2 Review of Policy 225 – Hire and use of Town banner and flag sites 243
15.3 Draft Policy 105 - Advocacy 247
15.4 CEO Annual Performance Review - Appointment of Consultant 253
16 Applications for leave of absence 256
17 Motion of which previous notice has been given 256
18 Questions from members without notice 256
19 New business of an urgent nature introduced by decision of the meeting 256
20 Public question time 256
21 Public statement tIme 257
22 Meeting closed to the public 257
23 Closure 258

1 Declaration of opening

Mayor Karen Vernon opened the meeting at 6.30pm.

Acknowledgement of Country

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

This meeting is also being live streamed on the Town's website. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

In accordance with clause 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

When the presiding member speaks during public question time or public statement time any person then speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.3 No adverse reflection

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019,* both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.4 *Town of Victoria Park Meeting Procedures Local Law 2019*

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Meeting Procedures Local Law 2019*.

2.1 Recording and live streaming of proceedings

In accordance with clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to audio record proceedings of this meeting.

Due to technical difficulties this meeting will not be live streamed but audio recording will be provided on the Town's website. By being present at this meeting, members of the public consent to the possibility that their voice may be audio recorded.

2.2 Public question time and public statement time

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

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2.4 *Town of Victoria Park Meeting Procedures Local Law 2019*

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the Town of Victoria Park Meeting Procedures Local Law 2019.

2.5 Mayor's congratulations

I would like to take this opportunity to officially welcome our new and re-elected Councillors to their first Ordinary Council Meeting since October's election. I look forward to us all working together over the next 2 years to deliver the best outcomes for our community.

The October election also marked the conclusion of the appointment of the two independent members of our Audit & Risk Committee, Jonathon Carley and Dane Etheridge. Mr Carley has had two terms on the Committee since the introduction of independent committee members in 2018, and Mr Etheridge served 1 term since 2020. I would like to thank both of them for their contributions to the work of Council, and wish them well in their future endeavours.

Congratulations to Ray & Jean Webster who live in the Town who are celebrating their 65th wedding anniversary this month. I have written to them on behalf of Council to offer our congratulations on this significant achievement, and best wishes for their celebrations.

2.6 Mayor's report

On 13 October, the CEO and I hosted a meeting of SECCA (South East Corridor Councils Alliance), where we discussed progress on our latest collaborative projects, and agreed to add investigation of a regional procurement program for common products and services.

On 14 October, I attended a Guide Dogs WA Graduation Ceremony, and had a meeting with the new CEO of EverAbility & Guide Dogs WA, local Lathlain resident Anna Presser.

On 15 October, I attended the Curtinnovation Awards, which recognise innovations developed for commercial applications by students and staff at Curtin University.

On 16 October, at the local government elections, Cr Ife and Cr Lisandro were re-elected for their second terms on Council and Cr Hamer and Cr Devereux were newly elected.

On 18 October, all elected members attended a special smoking ceremony and welcome to country performed by Aboriginal leader Matthew Maguire, before we held a swearing in ceremony for the new and returning councillors.

On 20 October, together with Cr Ife and Cr Hendriks, the Town's Chief Financial Officer and Chief Operations Officer, I attended the Last Pole Ceremony held by Western Power to mark the completion of the State Underground Power Program in Victoria Park West and East by the removal of the last overhead power pole. Western Power have agreed to gift the pole to the Town for future reuse as local furniture/play equipment.

On 21 October, I met with the General Manager and Board members of Victoria Park Community Centre to discuss Macmillan Precinct Master Plan progress, and the needs of the Community Centre.

That evening, assisted by Cr Ife, Cr Karimi and Cr Hendriks, we held a citizenship ceremony to welcome 29 new citizens.

On 22 October, I attended the Kent St Senior High School Year 12 Graduation Ceremony, where I presented a Leadership award to Nicole Sumera. Congratulations and best of luck to all the graduating class of 2021.

On 27 October, I attended the official opening of the new building facilities at the Victoria Park Primary School by the Hon. Sue Ellery MLC, Minister for Education. The $7 million expansion of the school has allowed the kindy and pre-primary school students to return to the Cargill St campus with the rest of the students.

That afternoon, I went to the Town's first pop up engagement session for the Burswood South Streetscape Improvement Plan, led by the Town's Place Manager and a Senior Place Leader.

That evening I attended a fabulous Evening of Murder Mystery at the Library, which included live performances by Curtin University performing arts students, audience participation to solve the crime, led expertly by the Town's Literacy & Learning Librarian.

On 30 October, I attended the Town's first spring Twilight Trio concert at Harold Rossiter Park along with Deputy Mayor Anderson who was the MC for the evening and did a great job, and Cr Ife and Cr Hamer. Many thanks to the Town's Community Events team for delivering such a professional and entertaining evening of music from Neuva Salsa Orchestra and WAYJO, and dancing demonstrations from the finest young ballroom dancers at our local Humphreys Dance Studio.

On 1 November, together with most councillors and members of our local community, we raised the Rainbow Flag for the start of Pride Month to symbolise our commitment to fostering inclusion of our LGBTIQA community.

On 4 November, I represented the Town at the Auspire Australian of the Year WA 2022 Awards ceremony, where an inspiring group of West Australians were honoured for their contributions to our society. Fantastic to see Kendall Whyte, Founder and CEO of the Blue Tree Project named Young Australian of the Year WA for her work raising awareness of mental illness. The Town got its first Blue Tree at Lathlain Park in October, and Ms Whyte joined us on that occasion.

On 7 November, Cr Lisandro and I attended Alexandra Theatre's 2022 Season Launch which includes 2 musical productions, a youth production, single events, and a range of drama classes and workshops.

On 8 November, assisted by Deputy Mayor Anderson, and Cr Hendriks and Cr Devereux, we welcomed 29 new citizens at a citizenship ceremony.

On 9 November, in my role as Chair of Mindarie Regional Council, I met with the new Chair of the WA Waste Authority to discuss recent waste management developments for waste to energy and FOGO.

Later that day, the CEO and I attended a meeting of the Curtin University Local Government Strategy Group at Curtin University, which included a renewed commitment to our MOU, progress on mutual reconciliation actions, and a tour of their new buildings.

On 10 November, the CEO and I attended the morning tea launch of Have a Go Day for Seniors Week, at Burswood Park, hosted by the Seniors Recreation Council of WA, and Minister for the Ageing, Don Punch MLA.

On 11 November, I gave the commemorative address at the Town's Remembrance Day service in Memorial Gardens, which this year included a spotlight on the life of Arthur Lance Devenish, a local resident killed in Gallipoli in 1915. We were fortunate to have 10 relatives of the late Private Devenish attend our service. Congratulations to the Town on hosting such a friendly and respectful service for the community. Thanks to Cr Ife for being our MC on the occasion and keeping us all strictly on time.

That evening I presided at a Mindarie Regional Council meeting and workshop hosted at the Town.

On 12 November, the CEO and I attended our monthly meeting with Hannah Beazley MLA, Member for Victoria Park. We discussed funding in the next federal and state budgets for McCallum Park Active Zone and Edward Millen Park upgrade.

That was followed by Share with the Mayor in the afternoon, and again on Saturday 13 November.

3 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
Chief Operations Officer	Ms Natalie Adams
Chief Financial Officer	Mr Michael Cole
Chief Community Planner	Ms Natalie Martin Goode
Manager Development Services	Mr Robert Cruickshank
Manager Governance and Strategy	Ms Bana Brajanovic
Environment Officer	Mr Brendan Nock
Mayoral and Governance Support Officer	Ms Natasha Horner
Secretary	Ms Mikayla Phillips
Public liaison	Ms Alison Podmore
Public	5

3.1 Apologies

Nil.

3.2 Approved leave of absence

Nil.

4 Declarations of interest

Declaration of financial interest

Name/Position	Cr Vicki Potter
Item No/Subject	12.9 - Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants
Nature of interest	Financial
Extent of interest	I am an employee of Connect Victoria Park which has been recommended for 2 community grants.

Declaration of proximity interest

Nil.

Declaration of interest affecting impartiality

Name/Position	Mayor Karen Vernon
Item No/Subject	12.1 - Tender TVP 21/07 – Design Review Panel
Nature of interest	Impartiality
Extent of interest	One of the applicants (Madlen Jannaschk) who is seeking appointment to the Design Review Panel is a member of the Town's MacMillan Precinct Working Group, of which I am also a member.

Name/Position	Cr Luana Lisandro
Item No/Subject	12.1 - Tender TVP 21/07 – Design Review Panel
Nature of interest	Impartiality
Extent of interest	I sit as a member on the Town's Macmillan Precinct Working Group where one of the applicants (Madlen Jannaschk) who is seeking appointment to the Design Review Panel.

Name/Position	Cr Vicki Potter
Item No/Subject	12.1 - Tender TVP 21/07 – Design Review Panel
Nature of interest	Impartiality
Extent of interest	I have attended Macmillan Precinct meetings with Madlen Jannaschk.

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	12.1 - Tender TVP 21/07 – Design Review Panel
Nature of interest	Impartiality
Extent of interest	One of the applicants who is seeking appointment to the DRP is a meter of the Town's McMillan Precinct working group of which I am a member.

Name/Position	Cr Jesvin Karimi
Item No/Subject	12.2 - Section 31 reconsideration - Proposed Short-term accommodation at No. 119A Basinghall Street, East Victoria Park
Nature of interest	Impartiality
Extent of interest	The individuals making the application, being Choon Ping Tan and Milton James Goodchild, are known to me.

Name/Position	Mayor Karen Vernon
Item No/Subject	12.2 - Section 31 reconsideration - Proposed Short-term accommodation at No. 119A Basinghall Street, East Victoria Park
Nature of interest	Impartiality
Extent of interest	I met with the applicant Choon Tan in his role as CEO of Pride WA in August 2021 to discuss inclusion for the LGBTIQ community.

Name/Position	Cr Jesse Hamer
Item No/Subject	12.2 - Section 31 reconsideration - Proposed Short-term accommodation at No. 119A Basinghall Street, East Victoria Park
Nature of interest	Impartiality
Extent of interest	I attended the property while campaigning. The owner discussed the plans for AirBNB and the previous application that was submitted to council.

Name/Position	Cr Jesvin Karimi
Item No/Subject	12.9 - Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants
Nature of interest	Impartiality
Extent of interest	I am a parent of a student who attends East Victoria Park Primary School and a member of the school's P & C Association. I have also attended events and held meetings with members of: • Victoria Park Community Centre Incorporated • Connect Victoria Park Incorporate • Victoria Park Carlisle Bowling Club Incorporated • Victoria Park Xavier Hockey Club Incorporated.

Name/Position	Cr Jesse Hamer
Item No/Subject	12.9 - Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants
Nature of interest	Impartiality
Extent of interest	Currently a paid member of the WAMC and likely to attend the event on the 8 August 2022.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	12.9 - Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants
Nature of interest	Impartiality
Extent of interest	I know or have met with members of the following groups: • Vic Park Community Centre • Connect Vic Park • Vic Park Junior Football Club • Vic Park Xavier Hockey Club • Vic Park/ Carlisle Bowling Club • Dismantle.

Name/Position	Cr Luana Lisandro
Item No/Subject	12.9 - Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants
Nature of interest	Impartiality
Extent of interest	I was a past executive member and member of the Carlisle/Victoria Park Toy Library Incorporated. I have also attended events and/or functions at the following community organisations: Victoria Park Community Centre, Connect Victoria Park, Victoria Park Carlisle Bowling Club, Victoria Park Xavier Hockey Club and Alexandra Theatre.

Name/Position	Cr Bronwyn Ife
Item No/Subject	12.9 - Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants
Nature of interest	Impartiality
Extent of interest	I have attended events hosted by the Victoria Park Community Centre, the Victoria Park Carlisle Bowling Club and the Victoria Park Junior Football Club.

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	12.9 - Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants
Nature of interest	Impartiality
Extent of interest	I have attended meetings with the Xavier Hockey Club and Sit on the working group. I have also attended events at the Vic Park Bowling Club.

Name/Position	Mayor Karen Vernon
Item No/Subject	12.9 - Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants
Nature of interest	Impartiality
Extent of interest	I am a co-Patron of the Victoria Park Carlisle Bowling Club. I have attended meetings of the Boards/committees/management of the following organisations: • Centre for Stories • Victoria Park Community Centre • Victoria Park Carlisle Bowling Club • Alexandra Theatre. I have attended events held by the following organisations: • Centre for Stories • Curate Arts • Alexandra Theatre • Victoria Park Community Centre • Burswood Peninsula Neighbourhood Watch Group • Connect Victoria Park • Victoria Park Junior Football Club • Victoria Park Xavier Hockey Club.

Name/Position	Cr Jesse Hamer
Item No/Subject	13.3 Tender TVP/21/06 - Cleaning of Council Buildings and Public Toilets
Nature of interest	Impartiality
Extent of interest	I received a phone call this afternoon from the owner of CCM Cleaning in regards to the tender process up for vote this evening.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	13.3 Tender TVP/21/06 - Cleaning of Council Buildings and Public Toilets
Nature of interest	Impartiality
Extent of interest	I had a conversation with the owner of the Town's current cleaner and they are one of the tenderers.

Name/Position	Cr Peter Devereux
Item No/Subject	13.6 New Fees and Charges - Annual Licence Fee for Town Buildings and Facilities Under a Licence Agreement
Nature of interest	Impartiality
Extent of interest	I am a member of the Higgins Park Tennis club and it is one organisation potentially affected.

Name/Position	Cr Jesvin Karimi
Item No/Subject	13.6 New Fees and Charges - Annual Licence Fee for Town Buildings and Facilities Under a Licence Agreement
Nature of interest	Impartiality
Extent of interest	My family are members of the Perth Basketball Association and it is an organisation that may be affected by this item.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.7 Koolbardi Park - Locking of Basketball Court Gates
Nature of interest	Impartiality
Extent of interest	I have had communications and meetings with local residents regarding issues arising from the public use of the playing courts at Koolbardi Park, including the lighting, basketball noise, timing of the availability of the courts, the locking and unlocking of the gates to the courts.

Name/Position	Chief Financial Officer - Michael Cole
Item No/Subject	13.8 West Coast Eagles Additional Permitted Purpose
Nature of interest	Impartiality
Extent of interest	I'm a member of the West Coast Eagles. I've had no involvement with the preparation of the report to Council.

Name/Position	Cr Jesse Hamer
Item No/Subject	13.8 West Coast Eagles Additional Permitted Purpose
Nature of interest	Impartiality
Extent of interest	My wife is a Eagles member.

Name/Position	Cr Vicki Potter
Item No/Subject	13.8 West Coast Eagles Additional Permitted Purpose
Nature of interest	Impartiality
Extent of interest	I am an employee of Connect Victoria Park which runs a programme with West Coast Eagles under the Community Benefits Strategy.

Name/Position	Cr Peter Devereux
Item No/Subject	13.8 West Coast Eagles Additional Permitted Purpose
Nature of interest	Impartiality
Extent of interest	I am an In the Wings member of West Coast Eagles.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.8 West Coast Eagles Additional Permitted Purpose
Nature of interest	Impartiality
Extent of interest	I have attended meetings with Board members of West Coast Eagles (Indian Pacific Pty Ltd), and attended events at the invitation of the West Coast Eagles.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	13.8 West Coast Eagles Additional Permitted Purpose
Nature of interest	Impartiality
Extent of interest	I have attended events run by the West Coast Eagles and have known Trevor Nesbitt since about the 1980's when he used Photo Hendriks for team photos.

Name/Position	Cr Jesse Hamer
Item No/Subject	13.9 Ursula Frayne Primary School Parking Zones
Nature of interest	Impartiality
Extent of interest	Children attend Ursula Frayne, very aware of the parking issues around the school.

Name/Position	Cr Vicki Potter
Item No/Subject	13.9 Ursula Frayne Primary School Parking Zones
Nature of interest	Impartiality
Extent of interest	My children attend Ursula Frayne Catholic College Highschool.

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	13.9 Ursula Frayne Primary School Parking Zones
Nature of interest	Impartiality
Extent of interest	My daughter attended the high school.

5 Public question time

5.1 Response to previous public questions taken on notice at Ordinary Council Meeting held on 12 October 2021

Sam Zammit

1. *What has happened to the signs on the trees at Edward Millen? Can we have them back or have they been destroyed?*

The signs have been held in the Parking and Rangers team. Arrangements have been made to return them to Mr Zammit.

2. *Would you regard woodchips as a fire hazard?*

Woodchips are inherently a carbon-based material and combustible, however, they do not represent the same fire hazard as leaf litter in natural areas due to their dimensions and thickness. The Town considers correctly selected woodchips as representing a low fire risk.

5.2 Response to previous public questions taken on notice at Agenda Briefing Forum held on 2 November 2021

Vince Maxwell

1. *Who authorised the town to take over the maintenance agreement when it is the developers responsibility, under what delegated authority was this?*

The agreement to take over the maintenance for the infrastructure relating to risk such as roads, infrastructure and trees is incorporated into all previous budgets that are presented by the Town and endorsed by the Council. It is important to note that the maintenance taken over by the Town relates to items that represent a risk to a Town asset and replacement, and renewal does not form part of maintenance. For example, the Public Open Space is vested to the Town, so any infrastructure on the Public Open Space is owned by the Town.

2. *Why is the town using 2016 census data for the amount of dwellings?*

The Draft Local Planning Strategy uses the 2016 census data as the base year for counting the number of additional dwellings the Town must plan for up to 2050 because the State government's infill dwelling targets (as outlined in the Central Sub-Regional Planning Framework) are calibrated to Census years.

Sam Zammit

1. *In regards to the Camfield situation, have we tried to do anything regarding the Camfield situation and are we providing services such as rubbish collection to them?*

The Town has sought advice in relation to The Camfield and the SAT decision. In relation to rubbish charges, The Camfield have made their own commercial arrangements for rubbish collection.

John Gleeson

1. *Next to Swan River trough, are fireworks still being loaded?*

The Town's Environmental Health Officers are not aware of fireworks being loaded near the Swan River Trust building at McCallum Park.

5.3 Public question time

Steve Walker, Bentley

1. *In regards to item 12.5, when will all queries by submitters be answered?*

The Chief Community Planner advised that the Town has a response time turnaround of seven days, she advised the Mr Walker's submission has been responded to. If there is a longer response time, the Town will advise the submitter.

2. *In regards to the hidden attachment 5 stakeholders, why don't the Town publish the responses of state agencies and adjoining local governments in regards to the draft advertised strategy?*

The Chief Community Planner advised that in the six local governments that she has worked in there is a mixture and certainly a varied response. Some will advertise the whole response and some will summarise. The Town publish a summary, if the Town were to publish the entire submission the Town would have to get consent from those government agencies, she does not believe the Town would have a problem with doing that.

Graham Ferstat, Burswood

1. *In regards to item 13.2, the report $312,000 was approved under work order 1971 on the 2021/2022 budget. Were you aware at time that the Council were passing the budget that you were voting to approve this work order?*

Mayor Karen Vernon advised that Council adopts the budget but each councillor votes for themselves. The preparation of the budget does not necessary include a work order number. Mayor Karen Vernon is aware of the increase in the maintenance budget in relation to the matters that are in the item for decision tonight.

2. *Is there any legal reason that is forcing the Town to change this contract with Mirvac?*

The Chief Operations Officer advised that she is not aware of any legal reasons although the Town have had it reviewed by the Town's lawyers.

3. *The report at point 20, says the Town has been receiving rates from 2005. I assume these rates are being paid from people who has purchased properties off Mirvac. Is there anything in the deed of arrangement that requires the Town to let Mirvac off the hook because the people that have bought the properties are paying the rates?*

The Chief Operations Officer advised that she is not aware of that specific clause in the deed.

Sam Zammit

1. *Is this audio issue linked to Fiona Stanley?*

The Mayor advised that to the best of her knowledge no.

2. *Is it possible to give me some result on the Town investing $100,00 on electric solar panels that have been in for over a year, so we have a period that we can compare the bills?*

Mayor Karen Vernon advised that the solar panels installed a year ago were those put on Aqualife. The solar panels on the administration building were done earlier this year.

The Chief Financial Officer took the question on notice. The Town are expecting the results to that in March 2023 in terms of the final result.

3. *How often do we clean our bus stop seats, would you consider reviewing that policy?*

The Chief Operations Officer took the question on notice.

Mayor Karen Vernon advised that it is a procedure not a policy.

Vince Maxwell, Victoria Park

1. *In regards to item 13.8, the report and some attachments refer to Lathlain Park as Mineral Resources Park which is a commercial arrangement. Is it wise to be using this commercial name in legal documents?*

Mayor Karen Vernon advised that she would prefer the gazetted name to be use.

The Chief Operations Officer advised that the Town will review the use of Mineral Resources park in documents going forward.

2. *In attachment 1 in the report, it indicates that each party of the deed of agreement shall pay all of their own respective costs and expenses to be incurred in connection with preparation, negotiation and execution of the deed of agreement. As the request to change the lease conditions came from the tenant, isn't it more appropriate that the tenant pay the costs associated with the changes?*

The Chief Operations Officer advised that the Town have thought it appropriate for the Town to pay the Town's costs and the West Coast Eagles to pay their costs.

3. *Why?*

The Chief Operations Officer advised that it has been the Town's normal practice. The Chief Operations Officer took the question on notice.

4. *On average how much does the West Coast Eagles charge the Town to use their function room?*

The Chief Community Planner advised that in the past when the Town has had a large Citizenship ceremony there and it was approximately $1,000 from memory.

Mayor Karen Vernon that the Town has hosted the Town faithful afternoon team, VicVision workshop, Australian Citizenship and Community Citizenship of the year award at the facility. Mayor Karen Vernon took the question on notice.

6 Public statement time

Steve Walker, Bentley

1. *Made a statement in regards to item 12.5 expressing his concerns about consultation communication with surrounding Local Governments and urged deferring the item to later months.*

Sam Zammit

1. *Made a statement expressing his concerns regarding the Town's hazardous tree planting schedule which impacts line of sight for traffic.*

Vince Maxwell, Victoria Park

1. *Made a statement expressing his concerns regarding letting the West Coast Eagles have access to Lathlain for game days and apologised for the lack of action whilst a Councillor on this matter. He urged Council to consider this information.*

7 Confirmation of minutes and receipt of notes from any agenda briefing forum

COUNCIL RESOLUTION (237/2021):	

Moved: Cr Vicki Potter **Seconded:** Cr Bronwyn Ife

That Council:

1. Confirms the minutes of the Ordinary Council Meeting held on 12 October 2021.
2. Receives the notes of the Agenda Briefing Forum held on 5 October 2021.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

8 Presentation of minutes from external bodies

AMENDMENT:	

Moved: Mayor Karen Vernon **Seconder:** Cr Bronwyn Ife

That item 1 be deleted and renumber the other points accordingly.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
It is premature to confirm the minutes of the Mindeera Advisory Group as it has not gone through at ABF is part of next months receipt of minutes from external bodies.

COUNCIL RESOLUTION (238/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Vicki Potter

That Council:

1. Confirms the minutes of Tamala Park Regional Council held 14 October 2021.
2. Confirms the minutes of Metro Inner-South Joint Development Assessment Panel held 29 September 2021.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

9 Presentations

9.1 Petitions

Nil.

9.2 Presentations

Nil.

9.3 Deputations

COUNCIL RESOLUTION (239/2021):	

Moved: Mayor Karen Vernon **Seconded:** Cr Vicki Potter

That Council receives a deputation from Mr Steve Walker in relation to item 12.5 Transport Strategy and Parking Management Plan.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Steve Walker

Mr Steve Walker made a deputation expressing his concern on the report relating to item 12.5 and stated his concerns during his experience through the consultation process and the end results.

Cr Luana Lisandro

1. Is it possible to have a raw copy of your submission?

Mayor Vernon advised that Mr Walker can provide the submission to any councillors after the meeting.

10 Method of dealing with agenda business

The Chief Executive Officer left the room at 7.34pm, returned at 7.36pm.

AMENDMENT:	

Moved: Mayor Karen Vernon **Seconder:** Cr Luana Lisandro

1. Remove Item 3.2 Deed of Undertaking, Burswood Peninsula Maintenance from exception resolution.
2. Add item 12.3 Consideration of Community Gardens on Privately Owned Land to exception resolution.
3. Add item 14.1 Consideration for Lathlain Park Game Day Parking Restrictions to exception resolution.
4. Add item 15.4 CEO Annual Performance Review - Appointment of Consultant to exception resolution.
5. Renumber the items accordingly.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason: I previously requested that item 13.2 be removed from the list of exception resolution items. Item 12.3, 14.1 and 15.4 as all those matters being noting and can all be dealt with under exception resolution without difficulty.

COUNCIL RESOLUTION (240/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That the following items be adopted by exception resolution, and the remaining items be dealt with separately:

a) 11.2 2022 Council Meeting Dates
b) 12.3 Consideration of Community Gardens on Privately Owned Land to exception resolution.
c) 12.6 Social Infrastructure Strategy Review
d) 12.7 Expression of interest process for Mindeera and Access and Inclusion Advisory Groups
e) 12.8 Curtin Wesley Football Club - CSRFF Application
f) 13.3 Tender TVP/21/06 - Cleaning of Council Buildings and Public Toilets
g) 13.4 RFQ QTVP/21/21 - Hordern Street Black Spot Projects
h) 13.5 Amendment (Signs on Thoroughfares) Local Law 2021 – Undertakings
i) 13.7 Koolbardi Park - Locking of Basketball Court Gates
j) 13.9 Ursula Frayne Primary School Parking Zones
k) 14.1 Consideration for Lathlain Park Game Day Parking Restrictions
l) 14.2 Financial Statements for September 2021
m) 14.3 Schedule of Accounts for September 2021
n) 15.1 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing
o) 15.2 Review of Policy 225 – Hire and use of Town banner and flag sites
p) 15.4 CEO Annual Performance Review - Appointment of Consultant

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

11 Chief Executive Officer reports

11.1 Council Resolutions Status Report

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Outstanding Council Resolutions Report - October 2021 [**11.1.1** - 16 pages] 2. Completed Council Resolutions Report - October 2021 [**11.1.2** - 10 pages]

Recommendation

That Council:

1. Notes the Outstanding Council Resolutions Report as shown in attachment 1; and
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:

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	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	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. Comments on what action has been taken to date have been included by the relevant officers.

4. The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 30 September 2021 to 27 October 2021. Comments on how these resolutions have been actioned has been included by the relevant officers.

5. These reports will be provided to each Ordinary Council Meeting. The Completed Council Resolutions Report will only provide details of those resolutions completed since the previous report to Council.

Relevant documents

Not applicable.

Further Consideration

The following information was requested at the Agenda Briefing Forum held 2 November 2021.

6. *Include information on when the other waste management positions will be recruited.*

The new management and officer positions proposed for the roll out of the 3 bin system and other functions are currently being processed via the Town's recruitment system. It is expected that these positions will be advertised externally either before or soon after the coming Christmas holiday season.

7. *Include information on why the proposal is to wait until the 22/23 budget and also include information on the consideration for the need to be preparing for the third bin before the next financial year starts*.

The recruitment process does not need to wait until 2022/23 as per the reasons included in item 11.

We are working back from August 2022, which is the rollout date for the commencement of the GO system. This necessitates the preparation of procurement, negotiation with contractors, communication plans, and education materials during the 2021/22 financial year to meet that projected rollout date. The Town has also had to undertake detailed research and analysis working with other metropolitan local governments.

8. *Include information on when a report will be presented to Council on the results of the public submission period for the Edward Millen lease transaction.*

The Town is finalising negotiations of the Agreement for Lease and Lease with Blackoak. Subject to the agreements being finalised in time, the Town will present the report to Council in December 2021.

9. *Include information on the anticipated time that the ground lease with Blackoak will be executed.*

An Agreement for lease will be executed following:

(1) Finalisation of negotiations on detailed final commercial terms

(2) Council resolution to proceed following the December 2021 Council meeting

(3) Finalisation of an agreement with the Commonwealth for $4m of funding to be provided.

The draft Agreement for Lease provides for condition precedents (eg development, liquor licence, heritage and Ministerial approvals) the fulfilment of which are pre-requisites to completion of the lease. The Lease will be executed following the completion of all the conditions set out in the Agreement for Lease.

10. *Include information on the outcome of the community consultation on the renaming to Elizabeth Baille House and Park and what other information is being gathered.*

In response to Council's proposal to rename the House and Park to Elizabeth Baillie House and Park 102 responses were received, 80.4% agreed, 3.9% were unsure and 15.7% disagreed. The Town has now received advice from the Department of Planning, Lands and Heritage on the required documentation to submit a formal request for renaming to the Heritage Council and will proceed to submit a formal request to rename the Park and House as per the Council resolution. This will be accompanied by the consultation findings and any other historical information that can be sourced from available records to support the name change.

COUNCIL RESOLUTION (257/2021):	

Moved: Mayor Karen Vernon **Seconded:** Cr Jesse Hamer

That Council:

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

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

11.2 2022 Council Meeting Dates

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

Recommendation

That Council:

1. Adopts the schedule of Agenda Briefing Forums and Ordinary Council Meetings for 2022, with all meetings being held from 6.30pm in the Town of Victoria Park Council Chambers, 99 Shepperton Road, Victoria Park 6100.

Month	Agenda Briefing Forum	Ordinary Council Meeting
January	No meeting	No meeting
February	1 February 2022	15 February 2022
March	1 March 2022	15 March 2022
April	5 April 2022	12 April 2022
May	3 May 2022	17 May 2022
June	7 June 2022	21 June 2022
July	5 July 2022	19 July 2022
August	2 August 2022	16 August 2022
September	6 September 2022	20 September 2022
October	4 October 2022	18 October 2022
November	1 November 2022	15 November 2022
December	29 November 2022	13 December 2022

2. Gives local public notice of its meetings for the 2022 calendar year, in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*.

Purpose

To set the meeting dates for Council meetings open to the public for the 2022 calendar year.

In brief

- The Town of Victoria Park Council has two meetings open to the public each month, the Agenda Briefing Forum and Ordinary Council Meeting.
- Council is required to set the dates for its public meetings and provide local public notice at least once each year.
- In 2021, the Agenda Briefing Forum was held on the first Tuesday of the month, and the Ordinary Council Meeting was held on the third Tuesday of the month.
- The schedule of meetings proposed for the 2022 calendar year follows the same format that was adopted for 2021.

Background

1. Prior to 2018, Council held its briefing forum, known as the Elected Members' Briefing Session, and the Ordinary Council Meeting on the first and second Tuesday of the month respectively. This was changed to allow elected members more time to engage with the community before making decisions, and to allow the Town time to provide any further information requested to allow for informed decisions to be made.

2. At the Ordinary Council Meeting held on 13 November 2018, Council resolved to continue to hold a briefing forum, now known as the Agenda Briefing Forum, on the first Tuesday of the month and moved the Ordinary Council Meeting to the third Tuesday of the month.

3. The meeting schedule has followed this format since it was introduced for the 2019 calendar year.

Strategic alignment

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	Whilst legislatively required, the setting and communicating of Council meeting dates provides the community with information on when decisions will be made and assists with planning their participation in meetings.

Engagement

Not applicable.

Legal compliance

Section 5.3 of the *Local Government Act 1995*

Regulation 12 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.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Non-compliance with the statutory requirement to set and advertise Council meeting dates.	Minor	Unlikely	Low	Low	TREAT risk by adopting meeting dates for 2022 and public notice given prior to January 2022.
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

4. The schedule of meetings proposed for the 2022 calendar year follows the same format that was adopted for 2021 except for the Ordinary Council Meeting to be held on 12 April 2022. This meeting was moved a week earlier due to the easter long weekend being on 15-18 April 2022 as it was felt that having a meeting the day after a four-day long weekend may not allow sufficient time for elected members and staff to address any questions. This will mean that there will only be one week between the April Agenda Briefing Forum and Ordinary Council Meeting.

5. It is noted that the Agenda Briefing Forum to be held on 7 June 2022 also follows a long weekend however, as this is a three-day long weekend moving the meeting was not felt to be necessary.

6. It is recommended that Council set its meeting schedule for 2022 as detailed in the recommendation. Meetings will begin at 6.30pm on the listed date and be held in the Town of Victoria Park Council Chambers, 99 Shepperton Road, Victoria Park 6100.

7. The Town is required to provide local public notice of its Council meetings at least once each year, in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*. To do this, Council must adopt its schedule of Agenda Briefing Forums and Ordinary Council Meetings for 2022.
8. Following adoption of the meeting schedule, the Town will communicate all Council meeting dates through a public notice in the Perth Now Southern, on the Town's website, noticeboards and social media.

Relevant documents

Policy 051 – Agenda Briefing Forum, Concept Forum and Workshops

COUNCIL RESOLUTION (241/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council:

1. Adopts the schedule of Agenda Briefing Forums and Ordinary Council Meetings for 2022, with all meetings being held from 6.30pm in the Town of Victoria Park Council Chambers, 99 Shepperton Road, Victoria Park 6100.

Month	Agenda Briefing Forum	Ordinary Council Meeting
January	No meeting	No meeting
February	1 February 2022	15 February 2022
March	1 March 2022	15 March 2022
April	5 April 2022	12 April 2022
May	3 May 2022	17 May 2022
June	7 June 2022	21 June 2022
July	5 July 2022	19 July 2022
August	2 August 2022	16 August 2022
September	6 September 2022	20 September 2022
October	4 October 2022	18 October 2022
November	1 November 2022	15 November 2022
December	29 November 2022	13 December 2022

2. Gives local public notice of its meetings for the 2022 calendar year, in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

11.3 Tamala Park Regional Council alternate member appointment

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

Recommendation

That Council appoints Councillor _____ for the period 16 November 2021 to 21 October 2023 to act as the Town of Victoria Park alternate member at Tamala Park Regional Council.

Purpose

To appoint an elected member as the Town of Victoria Park alternate member at Tamala Park Regional Council (TPRC).

In brief

- The Town has membership on eight external bodies that relate to the interests and functions of the Town and its community.
- A resolution of Council is required to appoint members and deputy members to external bodies to allow for the Council to meet legislative responsibilities and be involved in matters that impact on the Town and its community.
- At the Special Council Meeting held on 25 October 2021 council appointed Councillor Bronwyn Ife to the Tamala Park Regional Council for the period 25 October 2021 to 21 October 2023.
- An alternate member for the Tamala Park Regional Council can be appointed to act temporarily in place of the member during any period in which the member is unable to perform the functions of the office.

Background

1. Following the local government election held on 16 October 2021, consideration needs to be given to appointing elected members to vacant positions on external bodies that the Town is a member of.
2. Appointments to Council Committees and external bodies were made at the Special Council Meeting held on 25 October 2021, following the 2021 ordinary election.
3. At the Special Council Meeting held on 25 October 2021 council appointed Councillor Bronwyn Ife to the Tamala Park Regional Council for the period 25 October 2021 to 21 October 2023.
4. An alternate member for the Tamala Park Regional Council can be appointed to act temporarily in place of the member during any period in which the member is unable to perform the functions of the office.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Having representation on external bodies ensures that Council has input into matters affecting the Town of Victoria Park and its community.

Legal compliance

Local Government (Administration) Regulations 1996 Section 30(3C)

Local Government Act 1995 Section 5.99

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	Not applicable					
Infrastructure/ ICT systems/ utilities	Not applicable					
Legislative compliance	Not applicable					
Reputation	Town perceived as not having an interest in the matters considered by external organisations.	Moderate	Unlikely	Moderate	Low	TREAT risk by appointing elected members to external bodies.
Service delivery	Not applicable					

Financial implications

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

Analysis

5. Tamala Park Regional Council is the corporate entity representing the interests of seven local governments in the urban development of 180 hectares of land in Clarkson and Mindarie located in Perth's northern suburbs. The seven local governments represented are the Cities of Joondalup, Perth, Stirling, Wanneroo and Vincent, and the Towns of Cambridge and Victoria Park.
6. The purpose of the Tamala Park Regional Council is to undertake the rezoning, subdivision, development, marketing and sale of the Tamala Park land.
7. The objectives of the regional council are to:
    a) develop and improve the value of the land
    b) maximise, within prudent risk parameters, the financial return to the participants
    c) balance economic, social and environmental issues
    d) produce a quality development demonstrating the best urban design and development practice.
8. The TPRC comprises delegates from each of the member local governments on the basis of the acknowledged equity held in the land. This currently constitutes the following representation:
    - City of Joondalup Two delegates.
    - City of Perth One delegate.
    - City of Stirling Four delegates.
    - City of Vincent One delegate.
    - City of Wanneroo Two delegates.
    - Town of Cambridge One delegate.
    - Town of Victoria Park One delegate.
9. The Town has a one-twelfth share in the project, entitling it to be represented by one elected member.
10. TPRC meetings are held every two months.
11. TPRC member delegates receive an annual attendance fee of $10,560.
12. The Establishment Agreement for the TPRC allows for the appointment of deputy in the event that the Town member representative on the TPRC is unable to attend a meeting for any reason. It is recommended that one elected member be nominated as deputy member to the TPRC.
13. An elected member deputising for a delegate at a TPRC meeting is not eligible to receive a payment for attending the meeting, in accordance with Section 6.1 (4) and 6.1 (5c) of the *Salaries and Allowances Tribunal*, Local Government CEO and Elected Members Determination effective 8 April 2021; refer below extract:

    (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –

    (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.

Relevant documents

Determination of the *Salaries and Allowances Tribunal* on local government chief executive officers and elected members.

Tamala Park Establishment Agreement

Mayor Vernon called for nominations.

Deputy Mayor Anderson nominated herself as the alternate member.

COUNCIL RESOLUTION (258/2021):	

Moved: Cr Vicki Potter **Seconded:** Cr Luana Lisandro

That Council appoints Deputy Mayor Claire Anderson for the period 16 November 2021 to 21 October 2023 to act as the Town of Victoria Park alternate member at Tamala Park Regional Council.

Carried (9 – 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

12 Chief Community Planner reports

12.1 Tender TVP/21/07 - Design Review Panel

Location	Town-wide
Reporting officer	Senior Planning Officer
Responsible officer	Manager Development Services
Voting requirement	Simple majority
Attachments	1. TV P-21-07 Design Review Panel [**12.1.1** - 41 pages] 2. TVP 21 07 Design Review Panel Part 4 [**12.1.2** - 5 pages] 3. CONFIDENTIAL - Design Review Panel - Evaluation Report [**12.1.3** - 12 pages] 4. CONFIDENTIAL - Appendix B – Evaluation Matrix [**12.1.4** - 5 pages]

Recommendation

That Council accepts the submissions and awards the contracts associated with TVP/21/07 - Design Review Panel to the below recommended consultants for an appointment of two (2) years to the Town's Design Review Panel commencing from 1 December 2021, with appointment for an additional one (1) year to be approved by the Chief Executive Officer at the Town's discretion at the end of the initial term of appointment:

1.Landscape Architecture
a) Tony Blackwell
b) Robin Burnage

2.Architecture
a) Chris Maher
b) David Barr

3.Sustainability/Building Services
a) Glen Tatam
b) Robert Mulcahy

4.Urban Design
a) Annelise Safstrom
b) Malcolm Mackay

Purpose

For Council to consider and appoint members to the Town's Design Review Panel for a two (2) year period commencing from 1 December 2021.

In brief

- A request for proposal (TVP/21/07) for membership of the Town's Design Review Panel was published in the newspaper The West Australian, Tenderlink, the Town's website and Council Administration Centre and Library public notice boards from 11 August 2021 and closed, after an addendum issued, on 7 September 2021.
- Respondents were required to address their eligibility for membership based on local knowledge of the Town, demonstrated high level of expertise and knowledge in one of the prescribed fields, experience in design review and relevant professional experience.
- The approved operational budget allocation for this item per annum is $99,000 with an estimated total contract value of approximately $57,000 per year based on 2020-2021 expenditure.
- The evaluation of the submissions received has been undertaken against the prescribed criteria and it is recommended that the Council accepts the submissions from and appoints the above indicated members to the Town's Design Review Panel for a period of two (2) years commencing from 1 December 2021, with appointment for an additional one (1) year to be approved by CEO at the Town's discretion at the end of the initial term of appointment. Refer to attached Evaluation Report for further details about evaluation process.

Background

1. Design review is the process of independently evaluating the design quality of a built environment proposal. It is carried out by a panel of appropriately-trained, multi-disciplinary built environment professionals, who are experienced in offering objective and constructive design advice.

2. Design review, particularly when undertaken early, has a multitude of benefits for a range of stakeholders including the delivery of quality design outcomes, a reduction in time and cost through early identification of issues, and progressive certainty for design teams provided through collaborative resolution of planning and design issues.

3. A design review panel comprising of suitably qualified and independent experts provides confidence and empowers decision makers to better meet the needs of the community and the delivery of high-quality design and projects. Wherever possible, proponents are encouraged to seek the advice of the Design Review Panel from the earliest possible stages of conceptual design.

4. The Town established a Design Review Committee at the March 2001 Ordinary Council Meeting, which functioned in a capacity as Committee of Council until 2018, at which point it was disbanded and a Design Review Panel (DRP) was appointed for a period of three (3) years.

5. The DRP is a well-regarded multi-disciplinary panel that currently comprises membership from the following fields (2 members from each field making a pool of 8 members):

   i) Architecture;
   ii) Urban Design;
   iii) Landscape architecture; and
   iv) Building services and/or sustainability.

6. In approaching the completion of the term of appointment of the existing panel, a request for proposal was published seeking responses from professionals in the above nominated fields to be appointed as new members starting from 1 December 2021.

7. The new members to be appointed are to act as a panel providing expert advice to the Town in relation to development and other planning proposals as discussed in the background section of this report. The Design Review Panel acts in an advisory capacity only providing advice and recommendations to Town's officers and the decision-maker, and do not make decisions on development applications or any other planning proposal.

8. The purpose of the Design Review Panel is to provide advice and recommendations that improve the quality of development within the Town of Victoria Park and excellent design outcomes for the community and the users of buildings, specifically in relation to:

   i) Proposals for buildings that are three (3) or more storeys in height above natural ground level; or

   ii) Proposals for developments of a value exceeding $2 million; or

   iii) Any relevant Scheme Amendment, Structure Plan, Policy, Precinct Plan, Local Development Plan or Design Guidelines, as determined by the Chief Community Planner (CCP) or Manager Development Services (MDS); or

   iv) Any other proposal as determined by the CCP or MDS.

Compliance criteria

9. The Town's Contract and Procurement Officer assessed all submissions against the compliance criteria set out in Section 4.2 of the tender documents.

10. All submissions were deemed compliant.

Evaluation process

11. Evaluation was conducted as per the evaluation process rules set out in the request for proposal document. Refer to attached Evaluation Report for further details about evaluation process.

12. Evaluation of the submissions was undertaken by a three staff member evaluation panel based on qualitative criteria set out in the request for proposal document. The Town's Contract and Procurement Officer provided procurement support to the Evaluation Panel.

13. Pricing was not evaluated as new members will be paid at the all-inclusive rate of $250/hour plus GST as set out in the request for proposal document.

14. Submissions were assessed against the following qualitative criteria:

Local Knowledge of the Town of Victoria Park • Demonstrated knowledge of the existing character of the Town; and • Demonstrated understanding of the relevant planning and development issues within the Town.	**15%**
Experience in Design Review • Demonstrated professional experience in undertaking design review; and • Examples (no more than 3) of specific design issues that have raised in design review, and the resulting benefits for the project.	**40%**

Experience in New Developments and Planning • Demonstrated professional experience in the design and delivery of significant developments, projects and planning proposals. • Demonstrated understanding of planning and development application processes.	**20%**
Skills and Experience in Nominated Fields • Demonstrated high level of expertise and knowledge in one of the following fields: a. architecture b. urban design c. landscape architecture d. sustainability and/or building servicing. Respondents must clearly indicate the specific field(s) they are proposing themselves as members for. • Ability to work in a multidisciplinary team. • Curriculum Vitae. • Current registration with relevant professional body is desirable. • Any other relevant information.	**25%**

Relevant planning framework

Legislation	N/A
State Government policies, bulletins or guidelines	State Planning Policy 7.0 Design of the Built Environment Design Review Guide (Guidance for local governments to set up and operate design review processes)
Local planning policies	Not Applicable.
Other	Not Applicable.

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	Good design outcomes for developments as part of a design review process that result in quality buildings and environments that contribute and perform for the users and broader community.

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	This procurement process will have followed all policies and procedures resulting in a project that meets all expectations.

CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The probity of the procurement process ensures that the appropriately managed and accountable.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The procurement process is accountable and decisions allocating the contract have been made at the appropriate elected member level.

Engagement

Internal engagement	
Stakeholder	**Comments**
Procurement	Provided advice and acted as a probity advisor throughout the process.

Legal compliance

Section 3.57 of the Local Government Act 1995

Part 4 Division 2 of the Local Government (Functions and General) Regulations 1996

Risk management considerations

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	Insufficient budget to deliver the scope of work required as part of the tender submission.	Minor	Unlikely	Low	Low	TREAT Ensure sufficient funds are budgeted over multiple financial years via the annual budget and Long-Term Financial Plan.
Environmental	Nil	-	-	-	-	-

Health and safety	Consultant team does not comply with the Towns Occupation Health and Safety requirements.	Minor	Unlikely	Low	Low	TREAT Procurement procedures adhered to ensuring that consultant team are aware and committed to the Towns OHS standards.
Infrastructure / ICT systems/ utilities	Nil.	-	-	-	-	-
Legislative compliance	Probity of procurement process was not sufficient.	Minor	Unlikely	Low	Low	TREAT Procurement officer engaged throughout procurement process to manage probity.
Reputation	Negative public perception if the procurement process is not adhered to in a transparent manner.	Minor	Unlikely	Low	Low	TREAT Procurement services engaged throughout procurement process to manage probity and adherence to procedures.
Service delivery	Interruption to design assessment of planning proposals if there is not a Design Review Panel in place.	Minor	Unlikely	Low	Medium	TREAT Appoint Design Review Panel as recommended to continue to advise regarding development applications

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation. The current operational budget funding for the Design Review Panel is $99,000. Within the 2020/2021 financial year, $57,063 was expended with the appropriate amounts (based on the awarded contract) budgeted in the 2021/2022 financial year.
Future budget impact	Funds will need to be set aside in the 2022/23 budget for the operation of the Panel.

Analysis

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

    - Manager Development Services
    - Senior Planning Officer
    - Place Leader

16. The Town received thirteen submissions, and all were deemed compliant.

17. The evaluation of the submissions against the qualitative criteria resulted in the rankings as shown below:

Respondent	Specialist field	Overall Ranking
Chris Maher of Hames Sharley	Architecture	**1**
Annelise Safstrom	Urban Design	**1**
Malcolm Mackay of Mackay Urban Design	Urban Design	3
Tony Blackwell of Blackwell & Associates	Landscape architecture	4
David Barr of Cast Collective t/a David Barr Architects	Architecture	5
Robin Burnage	Landscape architecture	6
Robert Mulcahy of ROME Energy & Environment	Building services/sustainability	7
Brett Clayton Wood-Gush of Insight Urbanism	Urban Design	8

Glen Tatam of ACMV Design Consultants	Building Services/Sustainability	9
Stephen Carrick of S & S Carrick Family Trust t/a Stephen Carrick Architects	Architecture	10
Sam Klopper of Klopper & Davis Architects	Architecture	11
Gordana Nesic-Simic	Urban Design	12
Madlen Jannaschk of Cundall Johnston and Partners	Building Services/Sustainability	13

18. Respondents have been assessed only for the field of their main area of expertise so their ranking is to be considered within each field. Additionally, the request for proposal was advertised and has been assessed on the basis of their being 2 members from each of the 4 fields of expertise (ie. total of 8 members).

19. It is recommended that Council appoint the following (8) members to the Design Review Panel based on the rankings above:

- Landscape Architecture
  - o Tony Blackwell
  - o Robin Burnage
- Architecture
  - o Chris Maher
  - o David Barr
- Sustainability/Building Services
  - o Glen Tatam
  - o Robert Mulcahy
- Urban Design
  - o Annelise Safstrom
  - o Malcolm Mackay

Relevant documents

Council Purchasing Policy 301

Town of Victoria Park Town Planning Scheme No. 1

Cr Lisandro declared an impartiality interest.

Cr Potter declared an impartiality interest.

AMENDMENT:	

Moved: Mayor Karen Vernon **Seconder:** Cr Peter Devereux

1. Amend point 3 to remove the word "Sustainability".

2. Insert a further point 5 as follows:

"5. Sustainability (on a project basis as required)
a. Madlen Jannaschk"

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
The appointment of an expert in sustainability to the Design Review Panel for suitable projects will ensure that:

1. the Town has access to a qualified and panel-assessed sustainability professional;
2. recognition is given to the importance of sustainability as a professional field in its own right in the composition of the Panel, especially having regard to the focus on sustainability in the Town's recently adopted Climate Emergency Plan;
3. there is flexibility for the Town to choose to balance the mix of experts from each of the fields of architecture, urban design, landscape architecture and building services with a sustainability expert where required;
4. the Town builds capacity of its Design Review Panel to meet sustainability challenges and opportunities.

At the Agenda Briefing Forum on 2 November 2021, the Manager of Development Services advised that if Council were to consider such an appointment, rather than commence a further tender process, there was sense in appointing from the available candidates who had already been assessed by the Evaluation Panel.

Given the Town used an acceptable and established method has to invite and assess tenders for appointment to the Design Review Panel, it seems appropriate that the person to be appointed under this new category should be the person who scored the next highest panel evaluation score for sustainability qualifications, skills and experience, which according the Evaluation Matrix is Madlen Jannaschk from Cundall Johnston and Partners Ltd.

COUNCIL RESOLUTION (259/2021):

Moved: Cr Wilfred Hendriks **Seconded:** Cr Vicki Potter

That Council accepts the submissions and awards the contracts associated with TVP/21/07 - Design Review Panel to the below recommended consultants for an appointment of two (2) years to the Town's Design Review Panel commencing from 1 December 2021, with appointment for an additional one (1) year to be approved by the Chief Executive Officer at the Town's discretion at the end of the initial term of appointment:

1. Landscape Architecture
   (a) Tony Blackwell
   (b) Robin Burnage
2. Architecture
   (a) Chris Maher
   (b) David Barr
3. Building Services
   (a) Glen Tatam
   (b) Robert Mulcahy
4. Urban Design
   (a) Annelise Safstrom
   (b) Malcolm Mackay
5. Sustainability (on a project basis as required)
   (a) Madlen Jannaschk"

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

12.2 Section 31 reconsideration - Proposed Short-term accommodation at No. 119A Basinghall Street, East Victoria Park

Location	East Victoria Park
Reporting officer	Planning Officer
Responsible officer	Manager Development Services
Voting requirement	Simple majority
Attachments	1. Attachment 1 - Development Plans - 119 A Basinghall Street East Victoria Park [**12.2.1** - 13 pages] 2. Attachment 2 - Management Plan - 119 A Basinghall Street East Victoria Park [**12.2.2** - 5 pages] 3. Attachment 3 - Applicant description of business - 119 A Basinghall Street East Victoria Park [**12.2.3** - 1 page] 4. Attachment 4 - Applicant Justification letter change of use - 119 A Basinghall Street East Victoria [**12.2.4** - 2 pages] 5. Attachment 5 - Summary of Submissions - 119 A Basinghall Street East Victoria Park [**12.2.5** - 1 page] 6. Attachment 6 - Further information and justification [**12.2.6** - 7 pages]

Landowner	Choon Ping Tan and Milton James Goodchild
Applicant	Choon Ping Tan and Milton James Goodchild
Application date	21 April 2021
DA/BA or WAPC reference	DA5.2021.225.1
MRS zoning	Urban
TPS zoning	Residential
R-Code density	R20
TPS precinct	East Victoria Park
Use class	Residential Building (Short Term Accommodation)
Use permissibility	AA (Discretionary) Use
Lot area	721m2
Right-of-way (ROW)	No
Municipal heritage inventory	No

Residential character study area/weatherboard precinct	No
Surrounding development	Single houses and grouped dwellings surrounding subject site.

Recommendation

That Council :

A. Pursuant to Section 31 of the *State Administrative Tribunal Act 2004*, reconsider its decision of 20 July 2021, and vary its decision by approving the application submitted by Choon Ping Tan and Milton James Goodchild (DA5.2021.225.1) for a Change of Use from Single House and Ancillary Dwelling to Single House and Residential Building (Short Term Accommodation) at 119A (Lot 109) Basinghall Street, East Victoria Park in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No.1 and the Metropolitan Region Scheme, subject to the following conditions:

1. The development, once commenced, is to be carried out in accordance with the approved plans at all times, unless otherwise authorised by the Town.

2. Prior to the development commencing, the applicant/owner shall provide the property owner(s) and tenant(s) of adjoining properties a copy of the Complaints Management Form to the satisfaction of the Town.

3. This approval is valid for a period of 12 months only until 16 November 2022, after which time the permitted use of the premises shall revert to a 'Single House and Ancillary Dwelling' use unless further development approval is obtained. Prior to or upon the expiry of this temporary approval, the owner/applicant must cease the development or submit a fresh application for development approval to continue the use.

4. Any changes to the approved operations of the Residential Building (Short Term Accommodation) will require further approval to first be granted by the Town.

5. The Residential Building (Short Term Accommodation) shall be occupied by no more than 4 guests at any one time.

6. The approval for the development hereby permitted allows the development to be operated by Choon Ping Tan and Milton James Goodchild. If the operator ceases to operate the development on the subject site, the approval for the development shall expire.

7. A minimum of one (1) on-site car parking bays being available for use by guests and visitors at all times.

8. All resident, guest, staff or visitor car parking associated with the Residential Buildings (Short Term Accommodation) shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas.

9. The property, including the building surrounds and all garden areas, is to be kept in a clean, tidy and well-maintained state of repair at all times to the satisfaction of the Town.

Advice Notes

AN1 - The 12-month time-limited approval is intended to serve as a trial period during which the efficacy of management measures can be established/evaluated by neighbours and the Town of Victoria Park. An Application for Development Approval should be lodged after 9 months if seeking permanent approval for the use.

AN2 - This approval is for the use of the buildings as Single House and Residential Building (Short Term Accommodation) only. Any alternative use of the premises will require the submission of an application to Council for a change of use.

AN3 - Any amendments or modifications to the approved drawings or documents forming part of this development approval may require the submission of an application for amendment to development approval and reassessment of the proposal.

AN4 - This approval does not include the approval of any signage. Any signage for the development to be the subject of a separate building permit application, in accordance with Town's Local Planning Policy No. 38 – 'Signs'. Please also note that should any signage not comply with the Town's Local Planning Policy No. 38 – 'Signs' a separate development approval will need to be obtained prior to a building permit being submitted to the Town.

B. Request the Chief Executive Officer to advise the State Administrative Tribunal of Council's decision.

Purpose

For Council to reconsider its previous decision to refuse the development application that is now subject to a review before the State Administrative Tribunal (SAT). The application is seeking to change the use of 119A Basinghall Street, East Victoria Park from a 'Single House with Ancillary Dwelling' to a 'Single House and Residential Building (Short Term Accommodation)'.

As the application is for a change in land use that was previously refused by Council, staff do not have the delegation to determine the application, accordingly the matter is referred to Council for determination.

In brief

- The application seeks to change the use of the property from 'Single House and Ancillary Dwelling' to 'Single House and Residential Building (Short Term Accommodation)'.
- Community consultation concluded on 21st May 2021. A total of one submission was received objecting to the proposal (refer to schedule of submissions at Attachment 5).
- The Council refused the application at its July 2021 meeting.
- On further review and given the need to apply the Policy requirements flexibly, it is considered that the proposal satisfies the objectives for Short Term Accommodation as outlined in the Town's Local Planning Policy 31- Serviced Apartments and Residential Buildings including Short Term Accommodation.
- On this basis the proposal is now recommended for approval.

Background

1. A review of the Town's historical aerial imagery indicates the site had been occupied by a single dwelling since prior to 1953 (earliest available aerial imagery) until early 2020.

2. On 13 March 2019 the Town issued an exemption from Development Approval for development of a two-storey dwelling with below ground swimming pool and ancillary dwelling to be located on the subject site.

3. Subsequently, the Town issued permits for demolition of the existing (pre-1953) dwelling (31 January 2020), construction of the two-storey dwelling with ancillary dwelling (27 May 2020), and for a below ground swimming pool (3 July 2020).

4. On 21 April 2021, the Town received an application for development approval from the owner of 119A Basinghall Street proposing to change the use of the ancillary dwelling located at the rear of the subject site to 'Residential Building (Short Term Accommodation)'.

5. The Council at its Ordinary Meeting held on 20 July 2021 resolved to refuse the application for a change of use of the Ancillary Dwelling to short stay accommodation (Council Resolution (148/2021) for the following reasons:

    a. *The location of the proposed use is considered to be incompatible with the surrounding residential development and contrary to objectives a) and d) of Local Planning Policy 3 'Non-Residential Uses in or Adjacent to Residential Areas' and objectives a), d) and e) of Local Planning Policy 31 'Serviced Apartments and Residential Buildings including Short Term Accommodation'.*

    b. *The proposed use is considered to be inconsistent with matters a), g), m), n) and y) of deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015.*

6. The applicant has applied to the SAT for a review of Councils decision to refuse the application. At a Directions Hearing the SAT invited Council to reconsider its decision at the Ordinary Council Meeting of 16 November 2021. In support of the proposal further information was submitted on 24 September 2021 (see Attachment 6).

Application Summary

7. The Development Application proposes a change of use from 'Single House with Ancillary Dwelling' to 'Single House and Residential Building (Short Term Accommodation)' at 119A Basinghall Street. The categorisation of the application as being both 'Single House' and 'Residential Building' reflects the continued use of the main dwelling for residential purposes, with the ancillary dwelling proposed to be changed to a short term accommodation use.

8. The applicant states that their intention is to target guests travelling from outside metropolitan Perth, interstate and overseas, promoted primarily through online services such as AirBnB.

9. The accommodation is proposed to be operated and managed by the owners, who live on the subject site in the main dwelling.

10. The submitted development plans depict a single-storey two-bedroom ancillary dwelling located at the rear of the subject site to be used as short term accommodation. Access to the residential building is via a side walkway from the street.

11. Car parking for the ancillary dwelling consists of parking in the driveway in a tandem arrangement in front of the double garage provided to the main dwelling.

12. One double bed is provided in each bedroom with a maximum of four (4) guests allowed at any given time. Guests are permitted up to 4 visitors in total, but visitors are not permitted to stay overnight.

13. The applicant in further information supplied to the Town on 24 September 2021 (see Attachment 6) contends that in the proposal meets at least 2 of the locational requirements outlined under 1.2 of Local Planning Policy 31.

Applicants submission

14. A copy of a management plan was provided to the Town as part of the initial application (refer to Attachment 2). The objective of the management plan is to *"set out the manner in which the short-term accommodation will be managed so all stakeholders including potential guests, Town of Victoria Park Council and neighbours have a clear understanding of processes including resolution in the unlikely event of disturbances to neighbours."*

15. The management plan provides information in relation to the following:

    - Contact details of owner/manager;
    - Check in/check out times: 10.00am and 2.00pm respectively;
    - Mitigation and complaints procedure;
    - Use and maintenance of the premises;
    - Safety, hygiene and security;
    - Car parking.

16. With regard to mitigation and complaints the applicant notes that the manager/owner lives on site and will be available to respond to issues immediately. Outdoor areas are not to be used after 9.30pm. A complaints management form is to be made available to adjoining property owners and tenants. In respect to car parking the management plan notes that the site is located in close proximity to a High Frequency bus stop (Etwell St Before Basinghall St - Stop No: 12009) and stipulates that a requirement for a single vehicle to be parked in the driveway will be enforced.

Relevant planning framework

Legislation	Town Planning Scheme No. 1 Planning and Development (Local Planning Schemes) Regulations 2015
State Government policies, bulletins or guidelines	State Planning Policy 7.3 – Residential Design Codes Volume 1
Local planning policies	Local Planning Policy 3 – Non-Residential Uses in or Adjacent to Residential Areas (LPP3) Local Planning Policy 23 – Parking Policy (LPP23) Local Planning Policy 31 – Serviced Apartments and Residential Buildings including Short Term Accommodation (LPP31)

Other	Not applicable.

General matters to be considered

TPS precinct plan statements	The following statements of intent contained within the precinct plan are relevant to consideration of the application. • The East Victoria Park Precinct will be enhanced and consolidated as a residential neighbourhood in which a range of housing types of low scale is predominant. • Other types of accommodation, and some non-residential uses to serve the day-to-day needs of local residents are appropriate to these localities.
Local planning policy objectives	The following objectives of Local Planning Policy 3 – Non-Residential Uses in or Adjacent to Residential Areas are relevant in determining the application. • to ensure non-residential uses are compatible with the residential character, scale and amenity of surrounding residential properties; • to provide for non-residential uses which serve the needs of the community; • to minimise the impacts of non-residential development through appropriate and sufficient management of car parking and traffic generation, noise, visual amenity and any other form of emissions or activities that may be incompatible with surrounding residential uses; • to maintain and enhance the amenity of residential environments through ensuring appropriate landscaping treatments, location of car parking and vehicular access legs, and the protection of visual privacy when considering applications for non-residential development; The following objectives of Local Planning Policy 23 – Parking Policy are relevant in determining the application. • To ensure the adequate provision of parking for various services, facilities and residential developments and to efficiently manage parking supply and demand. The following objectives of Local Planning Policy 31 – Serviced Apartments and Residential Buildings including Short Term Accommodation are relevant in determining the application. • To facilitate the development of appropriately located and high quality accommodation other than permanent residential dwellings within the Town of Victoria Park; • To define and control the use, management and level of service provided for Residential Buildings and Serviced Apartments, including specialised forms of accommodation such as Lodging Houses, Bed and Breakfast Accommodation and Short Term Accommodation; • To protect the residential amenity of permanent and long term residents and minimise the perceived negative impacts that may be

	caused by the transient nature of alternative forms of accommodation; • To ensure various forms of accommodation, particularly where they are to be located within existing residential areas, are of a compatible scale and design with surrounding development; • To locate Residential Buildings and Serviced Apartments in a coordinated manner that provides accessibility and convenience for guests/occupants while minimising potential adverse amenity impacts, particularly within low density residential areas and local neighbourhood streets; • To recognise the positive contribution that Serviced Apartments and Residential Buildings including Short Term Accommodation may have on the local economy.
Deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015	The following are relevant matters to be considered in determining the application. (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area; (g) any local planning policy for the Scheme area; (m) the compatibility of the development with its setting, including — (i) the compatibility of the development with the desired future character of its setting; and (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the (n) the amenity of the locality including the following — (ii) the character of the locality; (iii) social impacts of the development; (s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles; (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety; (u) the availability and adequacy for the development of the following — (i) public transport services; (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;

	(y) any submissions received on the application; (zb) any other planning consideration the local government considers appropriate.

Compliance assessment

17. The table below summarises the planning assessment of the proposal against the provisions of the Town of Victoria Park Town Planning Scheme No.1, the Towns local planning policies, the Residential Design Codes and other relevant documents, as applicable. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the detailed assessment section following from this table.

Change of use application		
Planning element	Permissibility/deemed-to-comply	Requires the discretion of the Council
Land use	'Residential Building' (Short Term Accommodation) – 'AA' use	Yes

18. A 'Residential Building (Short Term Accommodation)' land use is a discretionary (AA) use within the 'Residential' zone.

19. Under TPS1, a 'Residential Building' is defined as follows:

> *"A building or portion of a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be used for the purpose of human habitation:*
>
> *a. Temporarily by two or more persons; or*
>
> *b. Permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school. "*

20. Under LPP31, 'Short Term Accommodation' is defined as a type of 'Residential Building,' as follows:

> *"means a Residential Building occupied on a short term/temporary basis by no more than 6 persons that do not comprise a single family at any one time; and excludes a Lodging House, Bed and Breakfast Accommodation and Serviced Apartments."*

21. The Statement of Intent of Precinct Plan 12 – East Victoria Park identifies that other accommodation options are appropriate and can be considered in the residential locality. Notwithstanding, additional locational criteria for such accommodation types are outlined in LPP31.

22. The following policy provisions of LPP31 are relevant:

1.1. *Residential Buildings [short term accommodation] and Serviced Apartments should be appropriately located to ensure they are in convenient, easily accessible locations for their guests, and to minimise potential adverse impacts on the amenity of surrounding residential properties, particularly within low density, suburban environments.*

1.2. *To achieve 1.1 above, Residential Buildings and Serviced Apartments will only be supported by the Council where they are located on sites which meet at least two or more of the following criteria:*

a) *Are on a Primary, District or Local Distributor road;*

b) *Are within 400 metres of a train station or high frequency bus route stop;*

c) *Are within 400 metres of an area of tourist potential as determined by the Town, such as adjacent to the Swan River foreshore and major sporting/entertainment complexes;*

d) *Are within 400 metres of a District Centre zone, Commercial zone or other location providing convenience shopping and access to everyday goods and services; and/or*

e) *Are within 800 metres of a higher education provider (TAFE or University campus), where the proposal is for Short Term Accommodation to house students.*

23. The application was assessed against the above criteria and was found to satisfy only item b). The site is located approximately 100m from Etwell Street with high frequency routes 72 and 75, and approximately 400m from Kent Street with high frequency route 960. Basinghall Street is a local access road and the site is located approximately 1km from the Albany Highway District Centre zone. The proposal is not to be used for student accommodation and therefore Clause 1.2 e) is not applicable.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	Diversifies the existing accommodation offering in the Town, enhancing tourism potential.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town's character.	Provides for alternative housing options within the Town in particular to meet needs for short term housing.

Engagement

Internal engagement	
Stakeholder	Comments
Environmental Health Department	Do not object – Recommend conditions related to compliance with the Environmental Protection (Noise) Regulations 1997 (Noise Regulations).

External engagement	
Stakeholders	Owners and occupiers of adjoining properties.
Period of engagement	Fourteen (14) day advertising period (7th May 2021 to 21st May 2021) as per Local Planning Policy 37 – Community Consultation on Planning Proposals.
Level of engagement	Consult
Methods of engagement	Letters provided to owners and occupiers of adjoining properties outlining the proposed change of use and provision of relevant documents and information on the Town's website.
Advertising	Letters provided to owners and occupiers of adjoining properties outlining the proposed change of use and provision of relevant documents and information on the Town's website.
Submission summary	One (1) submission received objecting to the proposal. Refer to Attachment 5 for summary of submission.
Key findings	Concerns related to the land use not being appropriate for the locality particularly in relation to noise and privacy impacts for adjoining residents.

Risk management considerations

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	SAT has invited the Town to reconsider the decision that is the subject of review proceedings before SAT. The applicant may be	Minor	Unlikely	Low	Low	TREAT by ensuring that the merits of the proposal are outlined for Council's consideration

	awarded costs if the application was again refused by Council and the SAT consider that the Town did not reconsider the proposal on its merits.					
Environmental	Not applicable					
Health and safety	Not applicable					
Infrastructure / ICT systems/ utilities	Not applicable					
Legislative compliance	Not applicable					
Reputation	Negative public perception towards the Town may result if the use is approved, taking into consideration the single objection received from an adjoining property owner.	Minor	Unlikely	Low	Low	Accept noting only 1 submission received and the reasons for support outlined in the report
Service delivery	Not applicable					

Financial implications

Current budget impact	Not applicable

Future budget impact	The application constitutes an invitation for Council to reconsider the decision that is the subject of review proceedings before SAT. Should the applicant be aggrieved by the Council's reconsideration then the matter may progress to a full hearing of the SAT. If the applicant were to exercise this right, then there may be financial implications for the Town in terms of representation to defend Council's decision.

Analysis

24. Town Planning Scheme No. 1 requires the exercise of discretion when considering the appropriateness of the proposed 'Residential Building (Short Term Accommodation)' use on a 'Residential' zoned lot, taking into consideration Council policies and the potential for amenity impact on surrounding properties.

25. In respect to satisfaction of the locational requirements outlined under Clause 1.2 of Local Planning Policy 31 (LPP 31) it is pertinent to note that the proposed Short Term Accommodation is located 72m from a high frequency bus stop - Etwell St before Basinghall St (Stop No: 12009). The applicant contends that the proposal also satisfies the locational requirement outlined under 1.2(e) of LPP 31 as it is located 605m to the South Metropolitan TAFE, Bentley Campus (Lot boundary to lot boundary).

26. In regards to the applicants submission the Town notes that the LPP 31 explicitly states that the 800m distance to a higher education provider (TAFE or University campus) is only applicable where the proposal is explicitly for Short Term Accommodation to house students. In this respect, the applicant's original submission said that the premises is intended to be occupied by travelling guests from intrastate, interstate and overseas. Subsequently only one of a minimum of two locational criteria has been met. Consequently, the proposal remains inconsistent the locational criteria in LPP31 for the land use to be considered appropriately located.

27. In terms of the appropriateness of the use and potential amenity impacts, the applicant in their management plan outlines management strategies and a mitigation and complaints procedure to satisfy potential amenity impacts on neighbouring properties.

28. The applicant's intended measures to manage the property are noted, and given the owner lives on-site it is expected that the property will be well managed, and any amenity impacts upon adjoining properties will be addressed promptly.

29. Additionally it is noted that in an alternative scenario where the ancillary dwelling was to be rented out for a period of six months or more (ie. permanent accommodation), thereby still being classed as a dwelling, this would not require further development approval. The need for development approval arises in this instance because the occupancy period is proposed to be for a temporary period (ie. less than six months, and in this instance, opportunity exists for turnover of occupants to be occurring every few days).

30. In the context of the proposal satisfying only one of the locational criteria outlined in LPP31, the following comments were previously made in the Officer's report contained at the July 2021 Ordinary Council Meeting:

    - *"On balance, and having regard to Council's Policy, the land use is not considered appropriate at this location. In particular, the location in a low-density residential area, without proximity to activity nodes / other points of tourist potential/interest, is contrary to the provisions of LPP3, LPP23 and LPP31. There is sufficient land elsewhere in the Town, better suited to the proposed use.*
    - *While the use of the premises is likely to be well managed in this instance, approval of the development would undermine the intent of the Policy to only permit such land uses to be located in areas which meet at least two of the locational criteria in the policy."*

31. On reflection, the Officers previous recommendation for refusal and subsequent basis of Council's refusal was largely premised upon the proposal not satisfying the requisite number of criteria outlined in LPP31 rather than there being any specific amenity impacts resulting from the proposal.

32. In this respect there are a number of previous SAT decisions which have considered the application of policies in decision-making. Relevant commentary from SAT cases include the following:

    - *"An administrator exercising discretionary power will be found to have acted beyond their powers if the discretion is exercised inflexibly, by the application of a policy without regard to the merits of a particular case.*
    - *The existence of a policy cannot replace the discretion of the decision-maker in the sense that it is to be inflexibly applied regardless of the merits of the particular case."*

    Noting the above and that Policies guide decision making, but are not determinative, the policy cannot be applied inflexibly without regard for the merits of the application.

33. On this basis and having reconsidered the proposal it is concluded to broadly meet the objectives of LPP 31, in that it facilitates the development of appropriately located high quality short-term accommodation of a compatible scale and design with the surrounding development. Importantly in this instance, the proposal itself will have minimal impact on the residential amenity of permanent and long term residents of the area as perceived negative impacts will be mitigated by the owner living on site and a detailed Management Plan having been provided as part of the application.

34. Having regard to the Towns development requirements outlined under LPP31, as well as the broader objectives of the policy, the use of the subject lot for the purposes of Short Term Accommodation is considered consistent with the objectives of the policy, notwithstanding the proposal meeting only one of the five locational criteria under the Policy.

35. On balance of the analysis conducted above the proposed development is considered to meet the provisions of LPP3, LPP23 and LPP31 and is likely to be well managed with negligible amenity impacts for surrounding properties. The proposal is considered to be acceptable and following reconsideration is recommended for approval.

Relevant documents

Town of Victoria Park Town Planning Scheme No.1

Town of Victoria Park Precinct Plan 12 – East Victoria Park

Local Planning Policy 3 – Non-Residential Uses in or Adjacent to Residential Areas

Local Planning Policy 23 – Parking Policy

Local Planning Policy 31 – Serviced Apartments and Residential Buildings including Short Term Accommodation

State Planning Policy 7.3 – Residential Design Codes Volume 1

Transperth Bus Network Map

AMENDMENT:	

Moved: Cr Wilfred Hendriks **Seconder:** Cr Jesse Hamer

That point 8 of the officer recommendation be amended to read:

All resident, guest, staff or visitor car parking associated with the Residential Building (Short Term Accommodation) shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas unless the owner/occupier of the front single house authorises that the resident, guest, staff or visitor associated with the Residential Building (Short Term Accommodation) may park on the verge area directly adjacent to the property.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
1. In 3.6 of the management plan it is stated "As there is no pedestrian walkway on our side of Basinghall St, we do not anticipate driveway parking to interfere with pedestrian access." This infers that the owner intends to have guests vehicles park on a section of the driveway which is on a Council verge area. The amendment would make this allowable.

2. This amendment brings the proposal in line with the Town's Verge parking rules which states "The owner/occupier directly adjacent to the verge, or person authorised by that owner/occupier, may park on the verge".

COUNCIL RESOLUTION (260/2021):

Moved: Mayor Karen Vernon **Seconded:** Cr Jesse Hamer

That Council :

A. Pursuant to Section 31 of the *State Administrative Tribunal Act 2004*, reconsider its decision of 20 July 2021, and vary its decision by approving the application submitted by Choon Ping Tan and Milton James Goodchild (DA5.2021.225.1) for a Change of Use from Single House and Ancillary Dwelling to Single House and Residential Building (Short Term Accommodation) at 119A (Lot 109) Basinghall Street, East Victoria Park in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No.1 and the Metropolitan Region Scheme, subject to the following conditions:

1. The development, once commenced, is to be carried out in accordance with the approved plans at all times, unless otherwise authorised by the Town.

2. Prior to the development commencing, the applicant/owner shall provide the property owner(s) and tenant(s) of adjoining properties a copy of the Complaints Management Form to the satisfaction of the Town.

3. This approval is valid for a period of 12 months only until 16 November 2022, after which time the permitted use of the premises shall revert to a 'Single House and Ancillary Dwelling' use unless further development approval is obtained. Prior to or upon the expiry of this temporary approval, the owner/applicant must cease the development or submit a fresh application for development approval to continue the use.

4. Any changes to the approved operations of the Residential Building (Short Term Accommodation) will require further approval to first be granted by the Town.

5. The Residential Building (Short Term Accommodation) shall be occupied by no more than 4 guests at any one time.

6. The approval for the development hereby permitted allows the development to be operated by Choon Ping Tan and Milton James Goodchild. If the operator ceases to operate the development on the subject site, the approval for the development shall expire.

7. A minimum of one (1) on-site car parking bays being available for use by guests and visitors at all times.

8. All resident, guest, staff or visitor car parking associated with the Residential Building (Short Term Accommodation) shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas unless the owner/occupier of the front single house authorises that the resident, guest, staff or visitor associated with the Residential Building (Short Term Accommodation) may park on the verge area directly adjacent to the property.

9. The property, including the building surrounds and all garden areas, is to be kept in a clean, tidy and well-maintained state of repair at all times to the satisfaction of the Town.

Advice Notes

AN1 - The 12-month time-limited approval is intended to serve as a trial period during which the efficacy of management measures can be established/evaluated by neighbours and the Town of Victoria Park. An Application for Development Approval should be lodged after 9 months if seeking permanent approval for the use.

AN2 - This approval is for the use of the buildings as Single House and Residential Building (Short Term Accommodation) only. Any alternative use of the premises will require the submission of an application to Council for a change of use.

AN3 - Any amendments or modifications to the approved drawings or documents forming part of this development approval may require the submission of an application for amendment to development approval and reassessment of the proposal.

AN4 - This approval does not include the approval of any signage. Any signage for the development to be the subject of a separate building permit application, in accordance with Town's Local Planning Policy No. 38 – 'Signs'. Please also note that should any signage not comply with the Town's Local Planning Policy No. 38 – 'Signs' a separate development approval will need to be obtained prior to a building permit being submitted to the Town.

B. Request the Chief Executive Officer to advise the State Administrative Tribunal of Council's decision.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

12.3 Consideration of Community Gardens on Privately Owned Land

Location	Town-wide
Reporting officer	Manager Development Services
Responsible officer	Chief Community Planner
Voting requirement	Simple Majority
Attachments	1. Guidelines-for- Community- Gardens-in- Cockburn [**12.3.1** - 15 pages]

Recommendation
That Council note the Officer's report and that no further work be undertaken on reviewing opportunities for privately owned undeveloped land to be used as community gardens.

Purpose

For Council to consider the report relating to opportunities for privately owned land to be used as community gardens.

In brief

- There are a number of opportunities and challenges relating to the use of privately owned undeveloped land as a community garden.
- On balance it is considered that the uptake of using private land for such purposes will be extremely limited.
- Should there be any instances where a landowner and interested persons have come to an agreement regarding a proposal for a community garden on private land, then this can be dealt with through the normal development application process.

Background

1. The following Notice of Motion was submitted to the June 2021 Ordinary Council Meeting:

   "That Council requests that the Chief Executive Officer provide a report no later than the September 2021 Ordinary Council Meeting investigating opportunities for privately owned undeveloped land to be used as community edible gardens until such as time as the owner of the land wishes to develop."

2. The following reasoning was provided in support of the Notice of Motion:

   "At the Vic Vision workshop on 15 May there was interest among participants in finding creative ways to encourage more planting of trees and shrubs on vacant private and town-owned land. There was some discussion about the potential for community vegetable patches on vacant blocks, which has multiple benefits. These benefits include community social and health aspects related to creating, maintaining and using an edible micro farm, the increased amenity of the streetscape; increased safety and maintenance of vacant land; and benefits to the owners of that land that mean the land is cared for and maintained by the community while it remains undeveloped. There could be scope for the owner of that land to benefit from a rate reduction if they are prepared to allow the people in neighbouring residences to "farm" the land."

3. Council considered the Notice of Motion at the June 2021 Ordinary Council Meeting and resolved as follows:

> *"That Council requests that the Chief Executive Officer provide a report no later than the November 2021 Ordinary Council Meeting investigating opportunities for privately owned undeveloped land to be used as community edible gardens until such as time as the owner of the land wishes to develop."*

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	The proposal has the potential to transform vacant land into a green space, albeit possibly only for a temporary period.

Engagement

Internal engagement	
Stakeholder	Comments
Operations, Place Planning, Community Development and Environment	Have all provided feedback on the proposal and the opportunities and challenges.

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	Risk if the Town were to be responsible for managing the use of private land for community gardens	Moderate	Unlikely	Medium	Low	Treat – Town to remove itself from management
Environmental	N/A					
Health and safety	N/A					

Infrastructure/ ICT systems/ utilities	N/A
Legislative compliance	N/A
Reputation	N/A
Service delivery	N/A

Financial implications

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

Analysis

4. Community gardens are a valuable recreation activity that can build strong community relationships, contribute to health and well-being and provide a range of environmental, social and educational benefits.
5. The establishment of community gardens on land controlled by the Town is subject to support from the Town's Land and Properties team and a lease agreement being entered into.
6. The Notice of Motion relates not to land controlled by the Town, but private properties.
7. A meeting of relevant Service Areas was convened to discuss the merits of the proposal, the opportunities and the challenges.
8. The following general comments are made by Officers:
    - The Town should not be responsible for managing the use of privately owned land as community gardens. Town involvement would require resourcing, risks to the Town and increased red tape. These will increase depending upon the number of vacant lots and the potential uptake.
    - If supported, it should be a private arrangement between the landowner and interested persons/groups, with some form of agreement between them to outline responsibilities, timeframes and defaults.
    - There is likely to be increased uptake if community driven and privately managed rather than Council driven.
    - If progressed, the Town's role should be only to support the use and possibly prepare some guidelines to assist.

9. The following opportunities and challenges have been identified:

Opportunities	Challenges
Improved appearance of land	Landowner's willingness to make their land available and this possibly constrains the longer term development of the land
Increased surveillance and activation of land	Insurance implications for landowner
Positive environmental and health impacts	If/when the community garden is decommissioned to allow the landowner to develop the land for its ultimate purpose, there is likely to be negative community sentiment to removal of the garden given the community attachment that has been built up
Community building and empowerment of the community	Apathy from users and the land potentially being left in a worse state
Produce available for the community generally	Responsibility for cost of water use
Possible rate reduction/rebate for landowner where land used as a garden	Availability of land is probably limited, particularly in proximity to interested community members
	Potential negative neighbour feedback
	Parking for users
	Potential signage
	Need to secure the land from after-hours access
	Development approval – consider exempting
	Use/storage of chemicals
	Making good the land when the use as a community garden comes to an end
	Community interest to sustain the garden
	Providing universal access Need for pest and weed control

10. A review has been undertaken of the approach adopted by other local governments, which has been found to be varied. Some local governments have policies dealing with community gardens while others may not have a policy but do encourage community gardens. The focus of Policies, for those local governments who have adopted a policy, is on the use of Council land for community gardens.

11. A copy of Guidelines prepared by the City of Cockburn is contained at Attachment 1 for reference.

12. From the perspective of managing land use and neighbourhood impact, the development of a set of Guidelines for the Town may be useful in encouraging people to adequately plan and manage the operation of a community garden. This could include allowing small scale operations with limited impacts on neighbours to proceed without development approval, and that larger scale proposals be the subject of community consultation and a development application.

13. The use of private properties as community gardens does present positive opportunities, as outlined above. However, as also outlined there are a number of challenges that would need to be overcome. Noting the challenges, the uptake of private land for use as community gardens is expected to be extremely limited, given the limited number of sites, the likely reluctance from landowners and the operational issues to be overcome by interested persons.

14. Accordingly, at this time it is recommended that a set of Guidelines not be prepared as the resourcing impacts of preparing a set of Guidelines is outweighed by the likely uptake of community gardens on private land. Instead, should there be any instances where a landowner and interested persons have come to an agreement regarding a proposal for a community garden on private land, then this can be dealt with through the normal development application process, with any development application needing to address the challenges identified above.

15. It is therefore recommended that no further work be undertaken on investigating opportunities for privately owned undeveloped land to be used as community gardens.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (242/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council note the Officer's report and that no further work be undertaken on reviewing opportunities for privately owned undeveloped land to be used as community gardens.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

12.4 Draft Local Planning Strategy - Consultation Outcomes and Recommendation Modifications

Location	Town-wide
Reporting officer	Place Leader - Strategic Planning
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	1. Appendix 1 - Summary of Draft Strategy Changes April 2020 to March 2021 [**12.4.1** - 2 pages] 2. Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report [**12.4.2** - 51 pages] 3. Appendix 3 - Local Planning Strategy Community Submissions Summary - Individual [**12.4.3** - 28 pages] 4. Appendix 4 - Local Planning Strategy Other Strategy Modifications [**12.4.4** - 7 pages] 5. Appendix 5 - Draft Local Planning Strategy Part One Oct 2021 [**12.4.5** - 52 pages] 6. Appendix 6 - Draft Local Planning Strategy Part Two Oct 2021 [**12.4.6** - 143 pages] Appendix 1 - Summary of Draft Strategy Changes April 2020 to March 2021 Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report Appendix 3 - Local Planning Strategy Community Submissions Summary – Individual Appendix 4 – Local Planning Strategy Other Strategy Modifications Appendix 5 – Part One – Local Planning Strategy (November 2021) Appendix 6 - Part Two – Background Information and Analysis (November 2021)

Recommendation

That Council:

1. Notes the submissions received and supports the Local Planning Strategy with proposed modifications as contained in the Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report and Appendix 4 - Other Strategy Modifications pursuant to Regulation 14(2)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015.
2. Requests the Chief Executive Officer forwards the Local Planning Strategy documentation to the Western Australian Planning Commission for consideration pursuant to Regulations 14(3) of the Planning and Development (Local Planning Schemes) Regulations 2015.
3. Resolves to prepare a new Local Planning Scheme No.2 pursuant to Regulation 19(1) of the Planning and Development (Local Planning Schemes) Regulations 2015 and Section 72(1) of the Planning and Development Act 2005.

Purpose

For Council to consider submissions received during advertising of the draft Local Planning Strategy (March 2021) (the "draft Strategy") and proposed modifications to the Strategy, before requesting the Western Australian Planning Commission (WAPC) to consider final endorsement of the Strategy. For Council to resolve to prepare a new Local Planning Scheme No.2 (LPS2).

In brief

- In 2017, the Council resolved to prepare a new Local Planning Scheme No.2. This requires the preparation of a guiding Local Planning Strategy that sets out the long-term planning direction and rationale for local planning framework (Scheme, Local Planning Policies, Precinct Structure Plan etc).
- The draft Local Planning Strategy was supported by Council for advertising in April 2020 and Certified by the WAPC in September 2020. The draft Strategy was advertised in April-May 2021 and received 103 valid submissions.
- Submissions resulted in widespread support for the draft Strategy proposals. A number of minor modifications are recommended with the most notable modifications relating to the removal of the Victoria Park Future Investigation Area and minor modifications to the Lathlain and St James Future Investigation Areas.
- A further review of the draft Strategy has also resulted in minor modifications to the proposed Precinct Structure Planning timeframes to better align with available resources and other projects such as METRONET.

Background

1. The Town of Victoria Park Town Planning Scheme No.1 (TPS1) was gazetted on 30 September 1998. The Planning and Development (Local Planning Schemes) Regulations 2015 (the "Planning Regulations") require Planning Schemes to be reviewed every five years. As such, on the 20 September 2017, the Council considered a report that reviewed TPS1. The Council resolved to prepare a new LPS2 to replace TPS1. The review concluded a new Scheme was required to reflect contemporary strategic and legislative planning requirements.
2. Planning Regulations 11(1) requires a Local Planning Strategy to support a Local Planning Scheme. Planning Regulation 11(2) requires Local Planning Strategy's to:
   a. Be prepared in the manner and form approved by the WAPC.
   b. Set out the long-term planning direction for the local government.
   c. Apply any relevant State or regional planning policies.
   d. Provide the rationale for zoning and classification of land under the Scheme.
3. In addition, the Local Planning Strategy also provides the conduit for implementing the Council's other major plans and strategies through the planning system where relevant.
4. On 21 April 2020, the Council endorsed a draft Strategy (dated April 2020) for public advertising subject to Certification of the draft Strategy (ie. permission for public advertising) by the WAPC pursuant to Planning Regulation 12.
5. The draft Strategy was lodged with the Department of Planning Lands and Heritage (DPLH) in May 2020 and received Certification from the WAPC on 15 September 2020, subject to modifications. The DPLH provided final support for advertising in late December 2020 subject to further modifications.
6. The draft Strategy had been significantly modified between Council adoption of a draft for advertising in April 2020 and advertising in May 2021. Appendix 1 - Summary of Draft Strategy Changes April 2020 to March 2021 provides a summary of the modifications requested by the DPLH and the WAPC prior to advertising.
7. Planning Regulation 13 (Advertising and notifying local planning strategy) requires the Town to advertise the draft Strategy for a minimum of 21 days.
8. Planning Regulation 14 (Consideration of submissions) requires the Town to review the draft Strategy after advertising having regard to any submissions, to support the Strategy without modifications or

with modifications that address issues raised in submissions, and lodge a schedule of submissions and particulars of any proposed modifications to the WAPC.

9. Planning Regulation 15 (Endorsement by Commission) states the WAPC will decide to either - endorse, endorse with modifications or refuse the Strategy - within 60 days, or an extended timeframe approved by the Minister. An extended timeframe is the usual case and final approval could take 12 months or longer.
10. The decision to prepare a new Local Planning Scheme (draft Strategy Action 1.2) requires a resolution of the Council under Planning Regulation 19(1) (Resolution to prepare or adopt a Scheme). The resolution enables the Town to formally commence preparation of the new Scheme which includes advertising the resolution, notifying adjoining local governments and relevant public agencies pursuant to Regulation 20.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Finalisation of the draft Strategy ensures compliance with the Regulations and enables the Town to commence preparation of a new Scheme.

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 draft Strategy sets out priorities for preparing detailed plans for the Town's key retail and commercial areas to ensure up-to-date planning requirements supporting business growth, along with plans for public realm infrastructure upgrades to attract more customers.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town's character.	The draft Strategy promotes integrated planning of the private realm (ie. updated planning requirements to encourage appropriate development for current and future populations) and the public realm (ie. quality of streetscapes). The draft Strategy provides for a diversity of housing and identifies affordable housing as a key issue for future investigation.

Engagement

Internal engagement	
Elected Members	Concept Forum March 2020 on draft Strategy outline and relationship to proposed LPS2. Elected Member updates in January 2020, February 2020, April 2020, July 2020, March 2021.
C-Suite / CEO	Updates in September 2019, December 2019, July 2020, September 2020, October 2021.
Urban Planning	Review of submissions and responses. Review of proposed draft Strategy modifications.
Place Planning	Liaison to ensure alignment with other key strategies and plans eg. Draft Transport Strategy, draft Social Infrastructure Strategy, Economic Development Strategy, Public Open Space Strategy, Urban Forest Strategy.
Environment	Liaison to ensure alignment with the Town's suite of environmental plans.

External engagement	
Stakeholders	Residents, landowners, businesses, adjoining local governments, State government agencies.
Period of engagement	Public advertising was from 6 April to 31 May 2021 (56 calendar days).
Level of engagement	2. Consult
Methods of engagement	Pop-up information stalls at community locations: • 9 April (Friday) - Vic Park Central Shopping Centre • 10 April (Saturday) - Harold Hawthorne Hall • 16 April (Friday) - Park Centre Shopping Centre • 17 April (Saturday) - Vic Park Community Centre • 9 May (Sunday) - Dogs Breakfast Event Carlisle. Future Investigation Area information sessions held at the Town's Administration Centre or on-line: • 29 April, 5 May – Lathlain FIA • 3 May, 6 May - St James FIA • 10 May – Vic Park FIA Phone calls and counter enquiries. Your Thoughts engagement platform. For further details, refer to Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report.

Advertising	• Southern Gazette - Two newspaper adverts (8 April and 6 May) and one news article (9 April). • Town media - One news article on the Town's website, business e-news, multiple social media posts. • 14,800 postcards distributed to letterboxes (6 and 10 April). • 764 letters mailed directly to residents and landowners (Future Investigation Areas). • 191 letters mailed directly to residents and landowners (selected Precinct Planning Areas). • 32 notices to State government agencies and local governments. • Summary documents and flyers available at the Town's Administration, recreation centres and library.
Submission summary	103 valid written submissions were received comprising: • 89 community submissions • 11 State government submissions • 3 local government submissions. The Town's community engagement webpage Your Thoughts included two optional surveys: • a survey seeking an indication of support / non-support for key town-wide strategy directions received between 58 and 63 responses for each question. • quick-poll surveys (4 questions) received between 30 and 41 responses for each question.
Key findings	The Your Thoughts optional survey received the following % of "support" or "strong support" for each key town-wide strategy direction: • Neighbourhoods and housing - 66% • Activity centres and employment areas – 64% • Public open space / community facilities – 80% • Natural Environment – 75% • Movement – 75% • Infrastructure funding – 70% Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report provides a detailed summary of points raised in community and government submissions.

Legal compliance

Planning and Development (Local Planning Scheme) Regulations 2015.

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
Legislative compliance	The WAPC either refuses the Strategy or requires further major changes to the Strategy.	Moderate	Possible	Low	Low	Accept the risk and act on any further instructions from the WAPC.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	None.

Analysis

11. A full analysis of community and government submissions is contained in Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report and Appendix 3 - Local Planning Strategy Community Submissions Summary – Individual.

12. The key modifications recommended to the draft Strategy as a result of community submissions include:
    a. Victoria Park Future Investigation Area (FIA) – remove the proposal to consider lifting the multiple dwelling restriction in the Residential R40 zone, as a greater number of submissions opposed the proposal than supported the proposal. Retain the proposal to consider a review of the planning framework for the VisAbility site at 61 Kitchener Avenue.
    b. Lathlain Future Investigation Area (FIA) – extend the FIA boundary to cover the entire Milliax landholdings over the Empire Bar site (7 lots between Maple and Cornwall Streets currently zoned Commercial and Residential R20). This change responds in part to the landowner's submission and provides an opportunity to review the planning framework for the entire site.
    c. St James Future Investigation Area (FIA) - modify the FIA boundary to include lots along Upton Street between Bush Street and Boundary Road at the request of several landowners. This portion of Upton Street includes 7 properties owned by the Department of Community (Housing) and the FIA provides an opportunity to engage the Department in a discussion about redevelopment of the properties. The majority of submissions from St James residents supported the FIA, however there was also some opposition to the FIA with most concerns relating to potential social issues associated with future development, loss of suburban character and minimal gain in additional dwellings. It should be noted that a Future Investigation Area will investigate potential options for change, including further engagement with the community but it does not necessarily mean a change in LPS2 will occur. FIA investigations will occur at some point over the next 4-5 years.

13. Submissions from government agencies resulted in minor modifications to the draft Strategy (refer to Appendix 2, section 8 Government Submissions). The most notable submissions were:

a. The Main Roads submission requested the Town undertake a Traffic Impact Assessment to assess the ability of key intersections to accommodate traffic generated from future developments. The WAPC Guidelines do not require Local Planning Strategies to undertake this level of assessment.
b. The Department of Education provided a preliminary assessment of future government primary school needs, indicating the potential for a further 3 government primary school sites (Burswood Peninsula, Carlisle Town Centre and Bentley-Curtin University). The Town will support the Department where possible to identify sites to accommodate future demand for primary school places through precinct structure planning. However, the Town also strongly encourages the Department to work with the Department for Planning to secure sites and/or develop strategies for future provision of primary school places/sites through future reviews of the Burswood District Structure Plan and the Bentley-Curtin Specialised Activity Centre Plan (both under the remit of the WAPC).

14. A further review of the draft Strategy has also resulted in several modifications which are contained in Appendix 4 - Other Strategy Modifications. The most notable modifications include:
    a. Adjustment to the Town's Precinct Structure Planning priorities to better align with available resources and other projects (such as METRONET).
    b. Removal of the Precinct Structure Plan designation over the Burswood Station West (sub-precinct of the Burswood District Structure Plan) as instructed by the Department for Planning Lands and Heritage in July 2020 prior to advertising.
    c. Extension of the Lathlain FIA to include several additional properties along Rutland Avenue (42, 44, 46-48 Rutland and 29 Egham Road) which support existing apartments and should have been included in the original FIA to enable a review of the planning framework.
    d. Adjustment to the timeframe for the Lathlain FIA and St James FIA action from Short-Term (1-2 years) to Short to Long-Term (1-5 years) to provide flexibility for when the Town carries out further these further investigation and engagement with community as separate strategic planning projects after the preparation LPS2.
15. Should the Council support the proposed modification to the Strategy (as outlined in Appendix 2 and Appendix 4), the next step is to lodge the schedule of submissions and proposed modifications with the Commission for consideration in accordance with the Planning Regulations. A full copy of the proposed modified Part One - Local Planning Strategy (November 2021) and Part Two – Background Information and Analysis (November 2021) are contained in Appendix 5 and 6.

Relevant documents

Not applicable.

Further considerations

The following question was asked at the 2 November ABF and was taken on notice:

16. Why is the town using 2016 census data for the amount of dwellings?

The Draft Local Planning Strategy uses the 2016 census data as the base year for counting the number of additional dwellings the Town must plan for up to 2050 because the State government's infill dwelling targets (as outlined in the Central Sub-Regional Planning Framework) are calibrated to Census years.

PROCEDURAL MOTION

Moved: Cr Luana Lisandro **Seconded:** Cr Jesse Hamer

Pursuant to clause 89(1) of the Meeting Procedures Local law 2019 that Council refer item 12.4 Draft Local Planning Strategy - Consultation Outcomes and Recommendation Modifications back to a Concept Forum at February 2022 for further consideration.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
That given this is significant modification to an existing planning scheme it would be prudent for all elected members especially those who are new to be fully briefed and were not briefed at previous concept forums. This item should be referred to a concept forum so further considerations can be looked at in terms of the draft planning scheme.

12.5 Transport Strategy and Parking Management Plan

Location	Town-wide
Reporting officer	Place Leader - Transport
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	1. Transport Strategy 2. Parking Management Plan 3. Table of Public Comments 4. Public Comment Summary Report 5. Stakeholder Feedback 6. Community Engagement Report – March 2021

Recommendation

That Council notes the submissions received and adopts the Transport Strategy and Parking Management Plan.

Purpose

The purpose of the report is to present the draft Transport Strategy and draft Parking Management Plan to Council for adoption.

In brief

- In October 2020, Council endorsed the scope for an update to the Integrated Movement Network Strategy (2013) and Parking Management Plan (2012).
- In January, the Town engaged WSP and Australian Parking Consultants (APC) to conduct community engagement and develop the documents as per the approved scope. This included changing the name from the "Integrated Movement Network Strategy" to "the Transport Strategy."
- In June 2021 Council endorsed the draft Transport Strategy and Parking Management Plan to proceed to a period of public advertising.
- Both documents received over 90% support during the public comment period.

Background

1. In October 2020, Council endorsed the scope for an update to the Integrated Movement Network Strategy and Parking Management Plan. The endorsed project scope is as follows:

(b) Create a clear and logical strategy for transport and parking related decision making and business planning via the Town's Place Plans and Corporate Business Plan, which:

1. Provides detailed strategic direction for the relevant outcomes in the Town's Strategic Community Plan.

2. Is complimentary and consistent with the Town's other relevant Informing Strategies including (but not limited to) the Draft Local Planning Strategy, Town Planning Scheme No.1 and future Local Planning Scheme. No2, Public Open Space Strategy, Urban Forest Strategy and Land Asset Optimisation Strategy.

3. Encourages highly accessible places, with a pedestrian focus that encourages local populations that sustain local businesses and make use of local amenities.

4. *Prioritises active transport modes with a focus on achieving public health, economic development and climate change mitigation and adaptation outcomes.*
5. *Adopts a Dynamic Parking Management regime based on user pay, parking bay demand and value.*
6. *Provides a clear plan for investing parking surplus back into the places where it is generated.*
7. *Adopts a movement and place approach to the categorisation of lanes, streets, roads and paths (in line with the State government's proposed Movement and Place Framework) to give clear guidance to the Town to assist with future design and capital works.*
8. *Identifies those major projects that require the Town to advocate to an external body.*
9. *Reviews parking requirements as they relate to the Town's planning framework and recommendations for any necessary changes to these requirements to ensure they are appropriately aligned to the Town's strategic transport direction.*
10. *Explore travel demand management initiatives and plans to guide the Town in managing travel demand and creating a balanced and sustainable transport network by promoting sustainable transport modes.*
11. *Integrate the Town's Joint Bike Plan as a chapter within the document.*
12. *Reviews the Town's parking management practices and compare with other inner-urban local governments in Perth and Australia.*
13. *Develop clear guidelines for parking treatments and practices that provide a matrix of when to intervene and implement these practices in various scenarios.*
14. *Review the Town's pricing model for parking with intent to extend demand based pricing and its impact on the broader transport network and travel behavior.*
15. *Identify methods for promotion and education of the parking management approach and focus on active transport.*
16. *Identification of any land that might be required for future parking needs in collaboration with the Town's Property and Leasing Team.*

2. In January, the Town engaged WSP and Australian Parking Consultants (APC) to conduct community engagement and develop each document as per the approved scope.
3. During the project, the Town agreed with the consultant to change the name of the updated Integrated Movement Network Strategy to be the Transport Strategy to more appropriately align with the documents vision and improve clarity for the community.
4. Throughout February 2021, the Town and WSP conducted community engagement primarily through a community survey and interactive map. These tools were used to help understand the community's aspirations and priorities for how transport and parking should look in the Town and receive location specific information on issues and opportunities in the Town's transport network. Results of the consultation revealed an emphasis on pedestrian and bicycle infrastructure and improving public transport services. Details of the consultation are provided in Attachment 4.
5. After conducting rigorous community engagement and analysis, the Town worked with WSP to develop a vision, themes and objectives that would guide the recommendations and actions in both the draft Transport Strategy and draft Parking Management Plan. In April, the Town presented the draft vision, themes and objectives to Elected Members via the Elected Members Portal before finalising the vision and developing draft recommendations and actions.
6. In June 2021, Council endorsed the draft Transport Strategy and draft Parking Management Plan to proceed to public comment. These documents were publicly advertised for a period of four weeks during July and August 2021.

7. During the public comment period, the Town sought feedback from community members as well as key stakeholders including Town advisory groups, state government agencies and other local governments.
8. Both documents received broad support from the community and key stakeholders during the public comment period. However, several changes have been made to the documents due to feedback provided in this process as identified in Attachment 3.
9. The Transport Strategy and Parking Management Plan have now been finalised for council consideration and approval.
10. Should Council adopt these documents, the Town will proceed to implementation, which will include design of the Transport Strategy Program of work, and subsequent information in the Town's Long-Term Financial Plan.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The Town has conducted rigorous community engagement, which is summarised in Attachment 3, 4 and 5. These documents have been developed based on community engagement findings and public comment feedback.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	These documents are focused on improving safety and accessibility for all users of the Town's streets, paths and activity centres.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	The Town's Transport Strategy and Parking Management Plan provide the strategic direction that determines how to achieve a safe, interconnected and well-maintained transport network.
EN03 - A place with sustainable, safe and convenient transport options for everyone.	Creating a 'safe, sustainable and balanced network that provides convenient transport options for everyone' is a key pillar of the draft Transport Strategy and draft Parking Management Plan. This is captured in the strategy's vision and key themes.
EN07 - Increased vegetation and tree canopy.	Community engagement on these documents revealed that improving the vegetation and tree canopy on local streets and activity centres is key to improving pedestrian safety and amenity and is therefore a focus of the Transport Strategy.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	One of the three key themes of the Transport Strategy is "A Healthy Community" and this has been embedded into the document's objectives. This involves facilitating active modes of transport and improving the safety and well-being of all road users.

Engagement

Internal engagement	
Place Planning	As the co-coordinator for this project, the Place Planning team has significantly contributed to the content and direction of the draft documents.
Parking & Rangers	As a co-coordinator for this project, the Parking and Rangers team has significantly contributed to the content and direction of the draft documents.
Urban Planning	The Urban Planning team support these documents and value the detailed assessment of private parking regulations.
Street Improvement	Street Improvement has supported the development of the Transport Strategy and Parking Management Plan.

External engagement	
Stakeholders	Residents, Visitors, Business Owners, other key local and state government stakeholders.
Period of engagement	Community Engagement: 5 March 2021 – 21 March 2021 Public Comment: 14 July – 11 August 2021
Level of engagement	3. Involve
Methods of engagement	Community Survey via Your Thoughts Interactive Mapping Tool via Your Thoughts Written Submissions Stakeholder Meetings
Advertising	Newspaper Advertisement – Southern Gazette x2 Social Media (Facebook, Instagram, LinkedIn) - Including several paid Facebook pushes throughout the engagement and public comment periods.
Submission summary	Community Engagement: 66 unique responses. Public Comment: 35 unique responses.
Key findings	Initial Engagement Results in March 2021 revealed a strong emphasis on pedestrian and bike infrastructure improvements and public transport services as

	priorities for improving the transport network. Further information is provided in the Consultation Report in Attachment 3. The Public Comment period revealed significant support from community members and key stakeholders for both documents. Summary results are provided below, however further details are provided in Attachments 3, 4 and 5. Transport Strategy Support: 25 Support with some concerns: 8 Oppose: 2 Parking Management Plan Support: 21 Support with some concerns: 9 Oppose: 3

Other engagement	
Department of Transport	Supports the Strategy and Plan and provides detailed comments in Attachment 5.
Public Transport Authority	Supports the development of these documents and provides detailed points that have been considered in the final version of the Transport Strategy. Details of the response are provided in Attachment 5.
Main Roads WA	Supports the vision, objectives and initiatives of these documents and is particularly supportive of the Town's place-based approach. Details of the response are provided in Attachment 5.
City of South Perth	Supports the actions and objectives of the document. Details of the response are provided in Attachment 5.

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	Failing to adopt the Transport Strategy and Parking Management Plan may result in actions not being considered in	Moderate	Possible	Medium	Low	TREAT risk by considering alternative project timelines that would reduce likelihood of project delays.

	the 2022/23 Council budget.					
Environmental	Failure to align projects to an endorsed strategy may impact the Town's ability to achieve sustainability goals and targets in the Climate Emergency Action Plan.	Major	Unlikely	Medium	Medium	TREAT risk by aligning projects to the Town's strategic framework
Health and safety	Failure to deliver a detailed Transport Strategy may impact the Town's ability to improve road safety and overall community health and well-being outcomes.	Moderate	Rare	Low	Low	TREAT risk by ensuring strategy is aligned to the Town's Public Health Plan and the State Government's Road Safety Targets.
Infrastructure/ ICT systems/ utilities	Not completing the project in the scheduled timeframes may delay planning and delivery of necessary infrastructure improvements.	Moderate	Possible	Medium	Medium	TREAT risk by following project and/or program specific planning and where appropriate business case development, update the 5-year capital works program, Place Plans and Long-Term Financial Plan to inform renewal, upgrade and new works.
Legislative compliance	Failure to adopt a Transport	Insignificant	Rare	Low	Low	TREAT risk by conducting

	Strategy may indirectly impact approvals processes for infrastructure regulations – but will not directly impact legislation.					rigorous communicating the strategy rigorously to stakeholders following adoption.
Reputation	As the documents received significant community and stakeholder support, failure to adopt the Transport Strategy may be perceived negatively by these parties.	Moderate	Possible	Medium	Low	TREAT risk by ensuring stakeholders are updated regularly on the progress of the Transport Strategy and Parking Management Plan.
Service delivery	Delivery of initiatives and actions may be disruptive to services during implementation.	MInor	Possible	Medium	Medium	TREAT risk by ensuring all stakeholders and the community is engaged meaningfully during planning and implementation of each project.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Passing the recommendation will determine what transport and parking related projects are planned and scoped and then proposed to Council for budget allocation in future years.

Analysis

11. The draft Transport Strategy in Attachment 1 presents the vision, themes and objectives for the Town's future transport network. The Transport Strategy also determines what work should be progressed and prioritised over the next 10 years to help achieve the documents vision and objectives.

12. The draft Transport Strategy vision is:

    'To provide an integrated, accessible and sustainable transport network which connects people to places and supports the Town as a liveable inner-city community.'

13. The draft Transport Strategy has used a place-based approach to understand and evaluate how transport can better support the desired place outcomes of the Town. This approach reflects best-practice in modern transport planning and includes an assessment of the current and future condition of the Town's places and streets. The document provides guidance on how these streets and places might change to enable the Town to incrementally adapt its transport network to achieve the vision and themes.

14. To help guide the Transport Strategies objectives and recommendations, a user mindset exercise was conducted to evaluate the diverse needs and desires of the Town's existing and future residents, businesses, and visitors. Eight user profiles were developed to reflect a sample of the Town's population and test the Transport Strategy's ability to cater for different customer needs and highlight any gaps in the transport network.

15. WSP assessed the remaining actions of the existing Integrated Movement Network Strategy (2013) and included all actions that remain valid into the draft Transport Strategy. The new recommendations and actions in the draft Transport Strategy are a product of rigorous analysis, community engagement and best-practice transport planning.

16. To help both the Administration and the community comprehend the range of actions proposed, and to assist the implementation of the strategy, the actions have been logically arranged into sub-programs within an overall Transport Strategy Program. Individual officers and Service Areas of the Town can be arranged to lead or contribute to the delivery of these sub-programs. This approach is based on the ongoing successful structure of the Urban Forest Strategy Program (Vic Park Leafy Streets, Green Basins, etc). The Transport Strategy Program is made up of the following sub-programs:

    (a) Skinny Streets;

    (b) Intersections and Vehicle Safety;

    (c) Transport Advocacy and Partnership;

    (d) Parking Management;

    (e) Transport Modelling and Performance;

    (f) Travel Demand Management;

    (g) Active Transport Education & Promotions;

    (h) Bike Network;

    (i) Pedestrian Infrastructure;

    (j) Streetscape Improvement.

17. The Transport Strategy also identifies actions which relate to and are captured in existing programs of the Town. These existing programs deliver outcomes aligned to the themes in the Transport Strategy:

    (a) Public Open Space Program (sub-programs include Old Spaces New Places Program, etc.)

    (b) Vic Park Planning Reform Program

    (c) Urban Forest Strategy Program

    (d) Climate Change Mitigation and Action Program.

18. The lifespan of the Transport Strategy is 10 years. However, the Transport Strategy includes actions that may extend beyond the 10-year timeframe before delivery is completed and these are identified as long-term as explained below.

19. An indication of cost, delivery timeframe and level of stakeholder involvement has been noted against each action in the strategy to help guide implementation planning for each program. These indicators are marked next to each action as follows.

    (a) Cost:

$	$$	$$$
< $100,000	$100,000 - $500,000	>$500,000

    (b) Timeframe:

Short term	Medium term	Long term
< 2 years	2-10 years	> 10 years

    (c) Stakeholder Involvement:

Low	Moderate	High
Town Only, potential local engagement	Town, max 2 Stakeholders and/or Community	Various Stakeholders potentially private and public), extensive community engagement

20. The draft Transport Strategy reflects the Town's commitment to achieving an integrated, accessible and sustainable transport network and will help the Town achieve its vision for a dynamic place for everyone.

21. A key plan to deliver this strategy is the draft Parking Management Plan in Attachment 2 which was developed to assess the Town's parking needs and determine its approach to parking management. The draft Parking Management Plan details what measures and direct interventions the Town should take to improve its parking network and management practices to help achieve the vision of the draft Transport Strategy.

22. The draft Parking Management Plan provides an intervention matrix that determines what measures should be taken when responding to various parking issues. The plan also provides detailed recommendations and actions for 10 key precincts within the Town which are listed below:

    (a) Oats Street Station Precinct

    (b) East Victoria Park Precinct

    (c) Victoria Park Precinct

    (d) Burswood South Precinct

    (e) Raphael Park Precinct

    (f) Victoria Park Station Precinct

    (g) Technology Park Precinct

    (h) Burswood Station East Precinct

    (i) Lathlain Precinct

    (j) Carlisle Town Centre Precinct.

23. Recommendations in the draft Parking Management Plan are based on community feedback and rigorous analysis of the Town's parking data and national trends in parking management while comparing the Town's parking management to similar local governments in Perth, Australia and internationally.

24. Developing the draft Transport Strategy and draft Parking Management Plan together has ensured the documents are directly linked. The draft Transport Strategy sets the vision and objectives for the Town's transport network and provides recommendations and actions for the Town. The draft Parking Management Plan responds to the draft Transport Strategy and provides specific recommendations and actions for the Town to improve the provision and management of parking.
25. Should the draft Transport Strategy and Parking Management Plan be adopted then the Town will commence with the development of an annual program of work that will be workshopped with Elected Members via the annual budget process and the ongoing review of the Long Term Financial Plan. The Transport Strategy and Parking Management program is likely to include a mix of renewal, upgrade and new projects and in some instances will assist the Town meet asset renewal targets as well as the strategic aims of the draft Strategy and Parking Management Plan and other informing strategies of the Town.
26. It is recommended that Council adopt the draft Transport Strategy and Parking Management Plan.

Relevant documents

Existing Integrated Movement Network Strategy – Town of Victoria Park

Existing Parking Management Plan – Town of Victoria Park

Further consideration

27. In accordance with clause 10 of the *Town of Victoria Park Vehicle Management Local Law 2021*:

    The local government, by resolution, may determine and vary and indicate by signs:

    (a) prohibitions;
    (b) regulations; and
    (c) restrictions,
    on the parking and stopping of vehicles of a specified class or by persons of a specified class in the parking region, but a determination shall not be inconsistent with any provision of this local law.

    on the parking and stopping of vehicles of a specified class or by persons of a specified class in the parking region, but a determination shall not be inconsistent with any provision of this local law.
28. Adoption of the Parking Management Plan will allow the Town to implement changes to parking within the district which are in line with the actions identified within the Intervention Matrix and implemented in numerical order as detailed in the Plan.
29. Any proposed introduction of new paid parking or changes to parking that are outside of those listed in the Intervention Matrix will be submitted to Council for determination.

The following information was requested at the Agenda Briefing Forum held 2 November 2021.

30. Include Information on what is a dutch style roundabout.

Dutch style roundabouts are different to common roundabouts in Australia because they include both pedestrian and bicycle priority crossing points at each entry to the roundabout. They are also designed to facilitate slower vehicle speeds and improved safety outcomes for all road users.

31. Include information on whether the town has a policy on the accessibility of communication materials to allow accessibility of messages to culturally and linguistically diverse and other members of communities both young and older.

The Town has a Disability Access and Inclusion Plan, which outlines its approach to accessibility across seven domains (services and events; buildings and facilities; information services; quality of services; complaints process; public consultation and employment). Depending on the nature and extent of the request or requirement for communication materials, information can be made available to members of the public in alternate formats upon request including but not limited to braille, large print, electronically by email and in audio format. Should the Strategy be endorsed the Town will consider any graphic design changes to the table (without amending its content/structure) to make it easier to read digitally (ie. Enlarging the font size).

32. Include information on the possibility of having more images like figure 5.5 "impression of new pedestrian and cycling bridge over river" or the potential use of images from street party that show vibrant interaction between people and business-as shown in parking plan on page 18.

Figure 5.5 is an artist impression from the Department of Transport. The Town will review its image library to include more vibrant and people focused images throughout the document following approval of the Strategy.

33. Include information on whether the photo on page 10 of Albany highway at night with no pedestrians or cyclists and dominated by cars and car lights captures the three key themes mentioned on the page of a healthy community, accessible town, and liveable town.

The Town will review its image library to include more vibrant and people focused images throughout the document following approval of the Strategy.

34. Include information on whether final photos or graphics provided could include pedestrians or cyclists to demonstrate 'vibrant streets' and 'streets for people'.

The Town will review its image library and where appropriate include more vibrant and people focused images throughout the document following approval of the Strategy.

35. Include information on whether the Active Transport Education & Promotions Sub-Program should be promoted as a crucial element for the successful implementation of the strategy and where it needs a greater number of concrete initiatives to help show people the value and long term efficacy of the approach.

The Active Transport Education & Promotions Sub-Program is considered crucial to the successful implementation of the strategy. Each sub-program is connected and compliments each other to contribute to achieving the vision of the strategy. For example, the Active Transport Education & Promotions Sub-Program, the Travel Demand Management Sub-Program and the Bike Network Sub-Program include

actions that compliment and amplify the outcomes of each sub-program. Given this the Town considers the Active Transport Education & Promotions Sub-Program to be sufficient, especially when considered in the context of the other sub-programs and also the limitations of the Town's existing and future resources and funding.

36. Include information on what the cost implications are for the Town to model good behaviour in relation to end of trip facilities at all Town offices and facilities (for initiative 45).

Upgrades to provide End of Trip facilities at the administration building is estimated at approximately $80,000 and has been identified in the Town's Asset Works Program.

37. Include information on whether there has been any consideration of using the Agenda 2030 Sustainable Development Goals (which Australia is a signatory to) as an additional frame of reference for evaluation.

The United Nations Agenda 2030 Sustainable Development Goals have not been included as a framework for evaluating the Strategy. However, the objectives of the Transport Strategy are aligned to the 17 Sustainable Development Goals, particularly Goal 11 - "Sustainable Cities and Communities", Goal 3 "Good Health and Wellbeing", Goal 9 "Industry Innovation and Infrastructure", 17 "Partnerships for the Goals". The Town's Strategic Objectives in the Strategic Community Plan are considered to align closely to the UN Sustainable Development Goals while providing more specific guidance to the Town's unique circumstances. The high-level objectives of the Town's SCP were considered the most important framework to guide the construction and then future evaluation of the Strategy in addition to other more targeted evaluation metrics.

38. Include information on how the noted challenge of the absence of secure bicycle parking at key destinations within the town deters people from cycling to their destination is addressed directly in the parking Management Plan.

This challenge is addressed in several initiatives of the Transport Strategy including initiative 46 "Improve cycling end of trip facilities within the Town" and identifies specific actions to be undertaken in further detail. This challenge is also addressed through initiative 48 of the Transport Strategy. Details of the action includes advocacy to stakeholders to provide, and for the Town to provide, secure bike parking to suit all bike types at key destinations throughout the Town including Albany Highway, Perth Stadium, Curtin University and various train stations. The parking management plan includes an action to develop parking benefits districts to enable funding for measures such as secure bike parking in areas where paid parking revenue is generated.

39. Include information on whether the opportunity for implementation of bike boulevards to improve cycling for all ages and abilities is being considered to help tackle parking issues for local schools or education facilities like TAFE, Bentley College and Curtin University.

Yes, the Transport Strategy incorporates actions from the bike plan to deliver safe active streets (also commonly known as bike boulevards) on key local bike routes in the Town. Routes identified for this type of street treatment have been identified on Gallipoli Street, Lion Road, Riverview/Hampshire/Dane st among other routes connecting to schools and key destinations in the Town. The Town may also target key routes relating to destinations such as education facilities in the proposed Skinny Streets Sub-Program.

40. Include information on why, when cycling initiatives for schools are addressed directly in the joint bike plan, are they not considered with walking as an important part of the solution to school parking issues in both transport strategy and parking management plan.

Walking is an important part of the solution to school parking issues and is reflected in the Transport Strategy and Parking Management Plan. Initiative 41 of the strategy details travel demand management initiatives such as implementing the Your Move Schools program as an action for the Town. This is also reflected in the Streetscape Improvement Program which has a key objective to create a safer, convenient and more attractive pedestrian environment – with key streets accessing schools identified as priorities such as Archer/Mint Street connecting to East Victoria Park Primary School and Duncan Street connecting to Ursula Frayne High School and Burswood Road connecting to Perth Individual School.

Initiative 35 of the Strategy also states, "Undertake an audit of walking and cycling infrastructure in the vicinity of all schools within the Town and assess current behavioural interventions in place to improve walking and bike access for school students."

41. Include information on why the elevated rail is not mentioned given it should improve walking connectivity.

The Victoria Park-Canning Level Crossing Removal Project features throughout the document and the strategy addresses the various opportunities and challenges this project presents the Town from a transport and parking perspective. The project is specifically discussed in section 5.1.3 on page 72 of the Strategy. The impact of the project is also reflected in the Town's Future Movement and Place Assessment in section 5.3.

42. Include information on the lack of connectivity between the Albany highway strip and the train line and stations.

Poor connectivity between Albany highway and the Train line is considered a challenge in the Transport Strategy. Initiatives in the strategy specifically address this issue including within the Town's Streetscape Improvement Sub-Program that includes delivering improvements to;

- Archer/Mint Street to improve connectivity as a priority,
- Duncan Street to connect Victoria Park Station to Albany hwy.
- Preparing a design to improve bicycle infrastructure on Oats Street.

The strategy also addresses this issue through initiative 44 which includes improving pedestrian and cycle priority signals at Mint Street and Shepperton Road.

43. Include information on the whether the Parking Management Plan for the success of the Transport strategy sufficiently addresses community interest and cultivates a deep understanding of the underlying requirements for a vibrant, accessible, healthy and sustainable town.

The Transport Strategy and Parking Management Plan were developed collaboratively by the same team of Town Staff and consultants to ensure these documents were aligned to the same vision and objectives. This intent of the Parking Management Plan is central to its recommendations and is best demonstrated on page 16 of the PMP which states;

"The PMP was developed in response to the Transport Strategy and uses its assessment of the Town through the Movement and Place approach. This approach recognises that streets are not just for the movement of people and goods but are also places."

It is further demonstrated in the summary on page 8 of the PMP which states;

"The Parking Management Plan provides for a balanced approach to parking management that better matches the range and location of parking options to emerging needs. The Parking Management Plan will help the Town manage car parking and deliver the following improvements:

- *Increase parking turnover to help promote economic activity for local businesses.*
- *Help reduce local traffic congestion and increase the attractiveness of urban areas.*
- *Promote behavioural change through improved travel choices and encourage more public transport, walking and cycling.*
- *Make better use of available land for community benefit."*

44. Include information on the appropriateness of the language used that the community needs to understand and would it likely be received better if a more careful explanation with good examples and images was provided.

The Town agrees that this language could be altered to frame future parking actions as a partnership/two-way conversation. Should Council approve the Parking Management Plan this wording would be refined accordingly. Further to this, any future parking relation communications, education, and advocacy efforts will include real and local case studies, including Town of Victoria Park based data (where possible) like that recently collected and analysed by Curtin University at the 2020 Car Free Day event.

These education and communication efforts would directly connect with the Active Transport Education and Promotion Sub-Program identified in the Transport Strategy.

45. Include information on the language used especially "community needs to understand the cost of parking", stronger explanations with photos of sustainable transport may be more appropriate.

This phrasing is used on page 44 of the Parking Management Plan in the Advocacy and Education section of the document. This section refers to the need for sincere education efforts from the Town to educate the community on the true cost of parking. This is language is used to demonstrate the need for the following actions;

- Continue to provide communication surrounding the unsustainability of current parking practices within the Town and the benefits to the residents of parking management.
- Require parking officers to inform visitors and residents of the most suitable parking opportunities for their needs and encourage the use of sustainable transport options.
- Advise the Business Advisory Group of the effectiveness of parking management through evidence-based data to show that the parking management is successful.

Nonetheless, the Town agrees (as per the answer to question 15 above) that this language could be refined and therefore it is proposed that this should occur following Council approval of the Parking Management Plan.

46. Include information on whether the images and graphics in the Parking Management Plan were carefully chosen to portray the same messages as the plan itself.

The images used in the Parking Management Plan were selected by the Town specifically for the document. Most images were selected to reflect the content of the section in which it features. For example, an image of Lathlain Place was selected for the Lathlain Parking Plan section and an image of the Towns most recent Car Free Day was used in figure 4.6 on page 92 in the Car Free Day section.

47. Include information on whether the school parking section on page 42 address integrated solutions to parking problems at schools by considering "safe routes to school' and other programs like bike boulevards and better streetscapes and parent and children education, drawing on examples from the Town Joint Bike Plan.

The School Parking Section of the Parking Management Plan on page 42 of the plan addresses the role of schools in providing parking. As detailed in the plan and the Transport Strategy, other measures such as improved active transport infrastructure and education and travel demand management initiatives are most effective and appropriate for addressing congestion around schools. These measures are considered an important action for the Town. In addition, there is also a responsibility for the Town to work with schools to ensure congestion during peak periods is responsibly managed by the schools, and this is the focus of this section in the PMP.

48. Include information on whether the actions of electric vehicles include investigating charging stations at Town facilities and prepare for likely gradual electrification of the Town vehicle fleet.

There is no specific initiative within the Transport Strategy or Parking Management Plan that recommends the transition of the Town's fleet vehicles to electric vehicles or implementing charging stations within Town facilities. Actions within both strategies focus on working with key stakeholders such as the State Government and the RAC to investigate opportunities for implementing charging stations throughout the Town and contribute to the delivery of the State Government's Electric Vehicle Strategy (see Action 8 and the Electric Vehicles actions within the PMP).

49. Include information on whether incentives will be offered to residents who do not take up residential parking permits.

Residents who are eligible for residential parking permits from the Town are not currently offered any incentives if they choose not to use a parking permit. There is no proposal in the Transport Strategy or Parking Management Plan to change this. While only a small percentage of residents are eligible for a residential parking permit – there is still a $25 administration fee for those households on application.

50. Include information on whether the data feeds into the approach being implemented into cycling and foot traffic plans.

The Town is not certain as to which bike network or street improvement actions are being referred to; however, the Strategy considers a range of inputs when determining which connections require intervention. Further data may be collected and analysed to assist detailed design responses as individual initiatives are enacted. Key inputs may include (but are not limited to) pedestrian counts, vehicle and public transport data, land use, density, and growth projection information, google mobility reports, spend data,

urban heat island mapping, canopy coverage and from time to time detailed public space/public life analyses.

51. Include information on when paid parking functions are to be updated.

There is an action within the Parking Management Plan to implement appropriate technology to benefit drivers and to provide responsive and informed parking management. This includes a range of technologies associated with parking management. This action is identified as being implemented within 1-3 years. The first piece of technology being implemented will be parking sensors which detect and communicate the availability of parking.

A further action to 'Integrate technologies for the management of parking operations, enforcement, and communication' is noted as a medium term action to be implemented within 3-5 years.

52. Include information on Mr Walkers submission.

Mr Walkers feedback has been included within Attachment 3 with a summary of other public comment submissions. Two other pieces of feedback have also been added to the Attachment. These comments related to the Town's Transport Strategy but were emailed to the Town independently instead of being provided through the Town's Your Thoughts page. Therefore, these comments were not captured in the survey results in Attachment 6. While the comments did not address questions through the public survey, they were provided during the public consultation period and were deemed to be relevant. They were therefore considered during finalisation of the Transport Strategy and Parking Management Plan.

PROCEDURAL MOTION

Moved: Mayor Karen Vernon **Seconded:** Cr Vicki Potter

Pursuant to clause 89(1) of the Meeting Procedures Local law 2019 that Council refer item 12.5 Transport Strategy and Parking Management Plan back to a Concept Forum in February 2022 for further consideration.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
To enable Elected Members to give further consideration to the principles, concepts, and actions in the draft strategy and parking management plan.

12.6 Social Infrastructure Strategy Review

Location	Town-wide
Reporting officer	Place Leader – Strategic Planning
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	1. Draft Social Infrastructure Strategy 2021 [**12.6.1** - 92 pages]

Recommendation
That Council consent to advertising the draft Social Infrastructure Strategy 2021 for public comment.

Purpose

The purpose of this report is to present the draft Social Infrastructure Strategy 2021 to Council and request Council consent to proceed to a public comment period.

In brief

- The draft Social Infrastructure Strategy 2021 (SIS 2021) provides a strategic approach for the Town to plan, deliver and manage social infrastructure based on forecasted population growth as per the Town's Draft Local Planning Strategy (Draft LPS).
- The SIS 2021 builds upon earlier work commenced in the Draft Social Infrastructure Plan 2017 (Draft SIP 2017) and provides a recommended series of actions and work programs to facilitate delivery of high-level social infrastructure planning needs.
- The SIS 2021 lays out a social infrastructure hub hierarchy for the Town, identifying that the Macmillan Precinct project will provide the primary social infrastructure hub for the Town and will be complemented by neighbourhood level hubs servicing the Lathlain and Aqualife/Oats Street areas. A series of social infrastructure hub investigation areas are also identified in response to the planned future communities in Burswood Peninsula and the Bentley-Curtin Specialised Activity Centre, and to address potential gaps in the Burswood South / Victoria Park and Carlisle areas as required.
- The Town is now seeking approval to release the strategy for public comment, prior to returning to Council for final endorsement.

Background

1. A Social Infrastructure Strategy provides a strategic approach for the Town to plan, deliver and manage social infrastructure based on forecasted population growth as per the Town's draft Local Planning Strategy.
2. The Town previously engaged a consultant to prepare a Draft Social Infrastructure Plan in 2017 ("Draft SIP 2017"). At its meeting of 12 September 2017, Council considered the Draft SIP 2017 and resolved as follows:
   . *The Town of Victoria Park Social Infrastructure Plan attached to and forming part of this report be received.*
   a. *Strategic Asset Management Plans for the Aqualife Centre, Leisurelife Centre and Library be developed in 2017/18.*
   b. *A Public Open Space Strategy for the Town to be developed in 2017/18.*
   c. *The Town to work with key stakeholders to identify strategic partnerships and explore setting up a Social Infrastructure Taskforce.*

d. *Explore the development of an information portal in collaboration with the community to facilitate community group networking, information sharing, event advertising and other information needs identified by the community.*

3. Notably, the Council did not resolve to endorse the Draft SIP 2017. Progress on other actions laid out in the resolution has achieved varying degrees of completion.
4. Since the time of this report, the Town has made considerable progress on progressing its key strategic documents, in particular the Draft Local Planning Strategy and several of the strategic documents identified in the 2017 resolution. Further, the Town has adopted its place-based approach and reviewed several of its processes relating to budget and asset planning. It is an opportune time to return to the Draft SIP 2017 and update the document to reflect the Town's current planning approach and needs.

Strategic alignment

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.	The SIS will assist the Council in facility planning appropriate to the population's needs.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	There is crossover between social infrastructure and public open spaces, particularly for active recreation facilities (such as football ovals). The SIS provides a community infrastructure need perspective on the management of these spaces.

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	Social infrastructure facilities provide opportunities for the community to converge and form relationships, and for community service providers (particularly NFPs) to establish and service the local community.

Engagement

Internal engagement	
Stakeholder	Comments
Community Planning (All service areas)	Participated in two workshops with the consultant and several one-on-one meetings with the project lead. Ideas and feedback have been considered in preparation of the report.
Property and Leasing	Participated in two workshops with the consultant and several one-on-one meetings with the project lead. Ideas and feedback have been considered in preparation of the report.
Asset Management	Participated in two workshops with the consultant and several one-on-one meetings with the project lead. Ideas and feedback have been considered in preparation of the report.

C-Suite	Two updates on the progress of the work, most recently an outline of the proposed works programs (which Elected Members also received)

External engagement	
Stakeholders	Community groups with regular usage arrangements for social infrastructure facilities provided by the Town.
Period of engagement	12 April 2021 to 30 April 2021
Level of engagement	Consult
Methods of engagement	Online survey, one-one-one interviews
Advertising	Consultation by invitation only. Community groups were contacted by email.
Submission summary	6 survey responses, 2 interviews
Key findings	Community groups have strong connections to the Town. Space and funding are key concerns for growing organisations.

Other engagement	
Stakeholder	Comments
Department of Education	Acknowledge the need for increased school capacity in Burswood and East Victoria Park if the population of these areas grows in keeping with projections.

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 Town does not set aside adequate funds to deliver social infrastructure in accordance with the assessed need	Major	Possible	High	Low	TREAT risk by preparing a process for regular review of social infrastructure need and performance and ensuring this is aligned with the budget and service area delivery planning processes.
	The Town over-provides social infrastructure, resulting in underutilised, low-return facilities	Minor	Unlikely	Low	Low	TREAT risk by preparing a process for regular review of social infrastructure need and performance, and ensuring this is aligned with the budget and property management processes
	The Town fails to consider long-term social needs when making decisions about the future of its property assets	Major	Possible		Low	TREAT risk by preparing a process for regular review of social infrastructure need and performance and ensuring this is aligned with the asset management and property management

						decision making processes.
Environmental	Planned social infrastructure delivery conflicts with preservation of a Town-managed environmental or heritage asset	Moderate	Unlikely	Medium	Medium	TREAT risk by ensuring that environmental and heritage values are considered at the early stages of all site planning and project delivery
Health and safety	Nil				Low	
Infrastructure/ ICT systems/ utilities	Nil				Medium	
Legislative compliance	Nil				Low	
Reputation	Recommendations in the Social Infrastructure Strategy do not align with community wants or expectations	Minor	Possible	Medium	Low	TREAT risk by providing clear information to community on the reasoning behind recommendation, and proactively and genuinely considering any feedback received during the consultation periods
	The Town does not deliver recommendations in the Social Infrastructure Strategy in alignment with community expectations	Minor	Possible	Medium	Low	TREAT risk by preparing a process for regular review of social infrastructure need and performance and ensuring this is aligned with the budget and service area

						delivery planning processes. Use the Place Plans and Town media to provide regular snapshots of upcoming projects and progress.
Service delivery	The Town does not have adequate internal resources to facilitate delivery of the social infrastructure	Major	Possible	High	Medium	TREAT risk by preparing a process for regular review of social infrastructure need and performance and ensuring this is aligned with the budget and service area delivery planning processes. Regularly review the Social Infrastructure Strategy alongside the Place Plans to ensure the number of scheduled projects does not exceed organisational capacity.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	The SIS 2021 lays out a substantial broad program of work for future infrastructure delivery. The release of this document for public advertising will create some level of community expectation for assets to be delivered in the future.

	Should Council endorse the SIS 2021 for public advertising then the proposed programs of work will start to be planned in detail and costs (and their timing) included in the Long-Term Financial Plan where they are known or can be estimated.

Analysis

5. The project approach to reviewing the Draft SIP 2017 has been a combination of:
   (a) reviewing the document itself and identifying any gaps in the analysis and recommendations; and
   (b) incorporating the outstanding implementation-focused recommendations from the resolution of 12 September 2017.
6. The review of the Draft SIP 2017 is separated into a two-phased process that builds upon each logical step of planning and implementation.
7. The first phase of the project has involved reviewing the needs analysis, context, and broad recommendations for social infrastructure in the Town to result in a reviewed Social Infrastructure Strategy. The SIS 2021 primarily considers infrastructure managed or provided by the Town. Community engagement during the development of this first phase was targeted, as broader consultation has already been undertaken for the preparation of the Draft SIP 2017, and there is currently a high amount of consultation occurring for other current major strategic projects. A rigorous consultation process is intended to be undertaken for the reviewed SIS 2021 prior to progressing to a request for adoption and then the design and then implementation of the proposed work programs.
8. The SIS 2021 provides a strategic approach for the Town to plan, deliver and manage social infrastructure based on forecasted population growth.
9. The SIS 2021 builds upon earlier work commenced in the Draft SIP 2017 and the key strategic principles of the Draft LPS to provide a dynamic, flexible approach to collaborative and growth-responsive social infrastructure planning.
10. A review of the Draft SIP 2017 assessment of need has been undertaken alongside a desktop study of key strategic developments and several consultation processes with Town of Victoria Park administration, Elected Members, and key facility users.
11. This approach has positioned the SIS 2021 to be aligned to the Draft LPS and be formulated to consider both population capacity (that is, the absolute potential population having regard for local planning and development controls) and actual changes in population, growth, need and activity trends over time.
12. The SIS 2021 Vision is:

    Residents of the Town of Victoria Park enjoy access to safe, welcoming and diverse social infrastructure spaces that support a diverse range of activities to build a stronger community for everyone.
13. The SIS 2021 provides a series of actions and work programs to facilitate delivery of high-level social infrastructure planning needs, based on the principle that continuous refinement is an integral part of the social infrastructure planning process to achieve the vision.
14. Notably, the SIS 2021 is not a prescription for facility delivery but rather a framework for future planning and facility management approach. In particular, the SIS 2021 outlines a social infrastructure hub hierarchy for the Town, based on the principle that social infrastructure should be agglomerated in community focal points for efficiency and neighbourhood-building purposes, and that all residents of the Town should have access to a community focal point within a 10-minute walk of their home.

15. The SIS 2021 recognises the Macmillan Precinct project as the primary social infrastructure hub opportunity for the Town, catering to a range of both district and neighbourhood level needs. The Macmillan Precinct will be complemented by neighbourhood level hubs servicing the Lathlain and Aqualife/Oats Street precinct areas.

16. Additionally, the SIS 2021 identifies a series of social infrastructure investigation hubs, which are potential hubs requiring further investigation to determine the appropriate level of provision. These hub investigation areas will cater to the planned future communities in Burswood Peninsula and the Bentley-Curtin Specialised Activity Centre, and potentially address gaps in the Burswood South / Victoria Park and Carlisle areas as required.

17. The SIS 2021 is also intended to be implemented through a series of work programs, rather than a long list of actions. The benefits of this approach include:

    Reflects the Town's current approach with implementation of major strategic plans.

    Elevates the key principles for social infrastructure planning by embedding them into work programs that are overseen by the Place Planning team. Social infrastructure planning can therefore be more dynamic, growth responsive and integrated with (and subsequently achieved through) the Town's other key strategic programs.

    Responds to the Social Infrastructure Hub Hierarchy and the need to provide place-specific, growth-driven solutions through establishing a work program for each hub.

    Provides a simpler framework for planning for delivery of the strategy and reporting on progress.

18. The proposed Work Programs are identified below:

    Adapt and Act program: The program is a cross-functional effort to monitor, understand and adapt the social infrastructure strategy to emerging needs and trends.

    Sharing Spaces program: The program guides the philosophical and administrative components of transition from the dominant single-use facility approach to the flexible, multi-purpose hub approach.

    ***Strategic Partnerships program*:** To develop positive relationships with other social industry providers, including both government agencies and the private sector, to further develop collaboration and advocacy in social infrastructure projects.

    ***Small Steps, Big Impact program*:** To deliver small projects that improve the usage and viability of the social and active recreation infrastructure facilities in the Town.

    Macmillan Precinct Hub program: To create a vibrant and innovative hub for living, learning, culture, wellness, community, and civic opportunities, that forms the social infrastructure 'heart' for the Town of Victoria Park

    Aqualife Precinct Neighbourhood Hub program: To consolidate the Town's aquatic recreation facility with complimentary social infrastructure to create a hub servicing the southern population of the local government area.

    Lathlain Neighbourhood Hub program: To consolidate social infrastructure assets in Lathlain Park and Lathlain Place to create a hub servicing the northern population of the local government area.

    Burswood Peninsula Local Hub Investigation Area program: To proactively identify opportunities for strategic partnerships with major facilities in the Burswood Peninsula, and opportunities to deliver social infrastructure to the Peninsula's future population.

    Burswood South Local Hub Investigation Area program: To proactively plan for local-level social infrastructure facilities to serve the future population.

Bentley – Curtin Specialised Activity Centre Investigation Area program: To collaborate with stakeholders in the delivery of social infrastructure aligned with the delivery of the Bentley – Curtin Specialised Activity Centre Structure Plan.

Carlisle Centre Local Hub Investigation Area program: To ensure appropriate provision of local-scale social infrastructure as the Carlisle Centre and Carlisle and Oats Street station precincts are redeveloped.

19. The recommendations of the SIS 2021 are based on and build upon the extensive engagement and analytical processes undertaken in the preparation of the Draft SIP 2017, the preparation of the Draft LPS and current Strategic Community Plan Review.
20. Should the recommendation be approved by Council, the Town will proceed to a four-week public advertising period to capture community and stakeholder feedback on the draft document. Following the public advertising period, the Town will assess the feedback provided and make any necessary changes to the draft document before seeking Council endorsement of the final Social Infrastructure Strategy.

Relevant documents

Draft Social Infrastructure Plan 2017

COUNCIL RESOLUTION (243/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council consent to advertising the draft Social Infrastructure Strategy 2021 for public comment.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

12.7 Expression of interest process for Mindeera and Access and Inclusion Advisory Groups

Location	Town-wide
Reporting officer	Coordinator Community Development
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council:

1. Approves re-advertising for expression of interest applications for the Access and Inclusion Advisory Group and the Mindeera Advisory Group for the remaining 12 months of the 24-month term of the current group.
2. Requests that the Chief Executive Officer presents a further report back to Council by the February 2022 Ordinary Council Meeting with recommended additional appointment of members and recommended changes to the terms of reference to reflect the new membership.

Purpose

To expand the reach and community involvement within the Access and Inclusion Advisory Group and Mindeera Advisory Group by re-advertising for expression of interest applications for the remaining 12 months of the 24-month term of the current group.

In brief

- Over the last 12 months the Access and Inclusion Advisory Group and Mindeera Advisory Group have been meeting as outlined in their terms of reference.
- Two resignations and one maternity leave have occurred during this time that have impacted member numbers and attendance to meetings.
- Community and advisory group members have brought forward to Town officers the need, desire, and interest for the recruitment of additional members.

Background

1. At the 21 July 2020 Ordinary Council Meeting, Council resolved to establish the Access and Inclusion Advisory Group and the Mindeera Advisory Group, and an expression of interest process was undertaken.
2. At the 18 August 2020 Ordinary Council Meeting, Council endorsed the following:
    a. five community members and two elected members (Cr Luana Lisandro and Cr Claire Anderson) to be appointed to the Access and Inclusion Advisory Group
    b. re-advertising for expression of interest to occur for the Access and Inclusion Advisory Group due to low uptake in the first expression of interest process
    c. one community member to be appointed to the Mindeera Advisory Group
    d. re-advertising for expression of interest to occur for the Mindeera Advisory Group due to low uptake in the first expression of interest process

3. At the 20 October 2020 Ordinary Council Meeting, two additional community members were appointed to the Access and Inclusion Advisory Group.
4. At the 20 October 2020 Ordinary Council Meeting, eight additional community members and three elected members (Cr Luana Lisandro, Cr Ronhhda Potter and Deputy Mayor Bronwyn Ife) were appointed to the Mindeera Advisory Group.
5. On 11 November 2020, the first Mindeera Advisory Group meeting was held. The draft terms of reference were presented to the Group.
6. On 13 November 2020, the first Access and Inclusion Advisory Group meeting was held. The draft terms of reference were presented to the Group.
7. On 13 November 2020, after requested changes by the Mindeera Advisory Group and additional governance advice, the terms of reference were recirculated to the group for consideration. Consensus was reached via email.
8. At the 15 December 2020 Ordinary Council Meeting, Council endorsed the following:
    a. The terms of reference for the Mindeera Advisory Group as included in attachment one of that report; subject to clause 4b of the terms of reference to read "4 Elected Members" instead of "3 Elected Members".
    b. The terms of reference for the Access and Inclusion Advisory Group as included in attachment two of that report.
    c. A term of 24-month membership for the Access and Inclusion Advisory Group and the Mindeera Advisory Group.
    d. To appoint Cr Vicki Potter to the Mindeera Advisory Group.
    e. To appoint Mayor Karen Vernon to the Access and Inclusion Advisory Group.
9. As per the Council resolutions and endorsed terms of reference, the Mindeera Advisory Group shall be comprised of the following members:
    a. Nine community members selected following an Expression of Interest process;
    b. Three elected members; and
    c. Four Town officers. Additional officers and guests may be invited based on meeting agenda and priorities.
10. As per the Council resolutions and endorsed terms of reference, the Access and Inclusion Advisory Group shall be comprised of the following members:
    a. Seven community members selected following an Expression of Interest process;
    b. Three elected members; and
    c. Four Town officers. Additional officers and guests may be invited based on meeting agenda and priorities.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Community members have the opportunity to be engaged and provide advice on plans and strategies.

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	Town plans and strategies are driven and informed by the community.
S03 - An empowered community with a sense of pride, safety and belonging.	Community members have the opportunity to actively participate in the development and delivery of Town plans and strategies.
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	Community members have the opportunity to provide expertise and advice during the development and delivery of Town plans and strategies.

Engagement

Internal engagement	
Stakeholder	Comments
Governance	Advice provided on the requirements for additional expression of interest process within requirements outlined in *Policy 101 Governance and Council advisory and working groups*.

External engagement	
Stakeholders	Access and Inclusion Advisory Group and Mindeera Advisory Group members
Period of engagement	n/a
Level of engagement	2. Consult
Methods of engagement	Agenda items and information discussions
Advertising	n/a
Submission summary	n/a
Key findings	Members of both groups have indicated the desire to have additional community member and community organisation representation on the groups.

Other engagement	
Stakeholder	Comments
Various community members	Enquiries and various correspondence over the last 12 months have provided officers with the understanding that more community members are interested in being involved in these advisory groups.

Various community organisations	Enquiries and various correspondence over the last 12 months have provided officers with the understanding that more community organisations are interested in being involved in these advisory groups.

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	Limited group member representation and engagement as part of the review and development of the new RAP and DAIP.	Minor	Possible	Medium	Medium	TREAT – Council approves for additional expression of process to occur.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Nil.

Analysis

11. Based on feedback from current members and correspondence with community, Officers conclude there is a community interest for more members and organisations to have representation on the Access and Inclusion Advisory Group and Mindeera Advisory Group.

12. To meet the requirements within Policy 101, Officers recommend re-advertising for expression of interest applications for the Access and Inclusion Advisory Group and the Mindeera Advisory Group for the remaining 12 months of the 24-month term of the current group.

Relevant documents

Policy 101 Governance of Council Advisory and Working Groups
Access and Inclusion Advisory Group terms of reference
Mindeera Advisory Group terms of reference

COUNCIL RESOLUTION (244/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council:

1. Approves re-advertising for expression of interest applications for the Access and Inclusion Advisory Group and the Mindeera Advisory Group for the remaining 12 months of the 24-month term of the current group.
2. Requests that the Chief Executive Officer presents a further report back to Council by the February 2022 Ordinary Council Meeting with recommended additional appointment of members and recommended changes to the terms of reference to reflect the new membership.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

12.8 Curtin Wesley Football Club - CSRFF Application

Location	Bentley
Reporting officer	Coordinator Events, Arts and Funding
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council approves submission of a $2 million grant application by Curtin University Wesley Amateur Football Club (CUWAFC) to the Department of Local Government, Sport and Cultural Industries (DLGSC) through the Community Sport and Recreation Facilities Fund (CSRFF) for the re-development of the playing facilities located at South Oval, Curtin University.

Purpose

To seek Council approval for the CUWAFC to submit a Community Sport and Recreation Facilities Fund (CSRFF) grant application for $2 million to DLGSC. The DLGSC application was submitted by CUWAFC by the closing date of 30 September 2021 on the condition that the project was supported by the Town of Victoria Park at the November 2021 Ordinary Council Meeting (OCM). If CUWAFC's CSRFF application is successful, CUWAFC will receive the funds and not the Town of Victoria Park.

In brief

- The CSRFF, which is administered by Department of Local Government, Sport and Cultural Industries (DLGSC), provides financial assistance to community groups and Local Government Authorities (LGA) to develop basic infrastructure for sport and recreation, capped at one-third of the total infrastructure cost (excluding GST).
- LGAs are required to review, rank, prioritise and submit CSRFF grant applications to DLGSC, upon approval by Council.
- The Town has received a CSRFF Grant application from CUWAFC. CUWAFC has allocated funding through its capital planning program to fund the project with Curtin University and CSRFF Funds.
- There are no upfront or ongoing financial implications associated with Council supporting CUWAFC's application.

Background

1. The CSRFF program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.
2. CSRFF Forward Planning Funding is for projects over $500,001 to $2 million.
3. Other examples of CSRFF forward planning projects include new sports courts, cricket nets, small floodlighting projects, sports storage and change room refurbishments.

4. It is anticipated that the re-development of the club's current home ground at South Oval within Curtin University will help ensure it is able to cater for the diverse nature of its membership base and continue to provide a strong community contribution and presence. It will assist in attracting and retaining players, allowing for an increase in the number of people who can undertake physical activity at the location.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	Renewed facilities which meet current standards and maximised facility usage, through a well planning project management framework.

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.	New and upgraded facilities, keeping them well maintained, modern, fit for purpose to allow for 'all' community use.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Facilitate an active lifestyle for members of the Victoria Park community through the provision of quality recreation facilities. Promote participation in community sport through the provision of high-quality playing facilities.

Engagement

Internal engagement	
Stakeholder	Comments
Town of Victoria Park	Town Officers have discussed the application and support the submission of the application by CUWAFC.

External engagement completed by Curtin University Wesley Amateur Football Club	
Stakeholders	CUWAFC have undertaken engagement with the following stakeholders
WA Football Commission	No engagement comments were supplied by CUWAFC.
Perth Football League	No engagement comments were supplied by CUWAFC.

Curtin University	Project discussed with Curtin University who own the facility; are supportive of the project going ahead and are providing funding for the project.
Town of Victoria Park	Officers have discussed the application and support the submission of the application by CUWAFC.
Wesley College	No engagement comments were supplied by CUWAFC.
Canning South Perth Football Club	No engagement comments were supplied by CUWAFC.
Curtin University Football Club	No engagement comments were supplied by CUWAFC.
Curtin University Stadium	No engagement comments were supplied by CUWAFC.

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	
Reputational	Not approving the application will impact the Town and Elected Members reputation and relationship with CUWAFC	Moderate	Almost certain	High	Low	Treat: Council approves the application for submission to DLGSC
Service Delivery	Not applicable.				Medium	

Financial implications

Current budget impact	Nil. The project will be fully funded by CUWAFC and grant funding.
Future budget impact	Nil. The project will be fully funded by CUWAFC and grant funding.

Analysis

5. The DLGSC will assess the total eligible cost of each project (excluding GST) from the information provided as part of the application process.
6. The CSRFF program aims to increase participation in sport and recreation, with an emphasis on physical activity, by providing financial assistance to community groups and local governments to develop basic infrastructure for sport and recreation.
7. The CUWAFC has experienced a rapid growth in the size and composition of its membership over the last five years and now has 10 teams with close to 400 active playing members. This rapid growth in players means the club requires a second playing oval to accommodate all teams. Currently training and playing times are spread across five nights of the week to allow each team access to playing ovals and changerooms.
8. A needs assessment has been completed over a number of years by both the football club and Curtin University. A formal masterplan was completed for South Oval in January 2021.
9. The need for the project has been identified through consultation by CUWAFC with Curtin University. It has been assessed that without the redevelopment of the grounds and facilities the club will not be able to continue to grow nor will it be able to provide the appropriate level of inclusive facilities that are needed.
10. An application for the development will be submitted to the Metropolitan Regional Scheme for this project. Approval will be determined by the Western Australian Planning Commission at which time the Town of Victoria Park Planning team will be asked for comment on the application.
11. A Town based CSRFF application - McCallum Park Active Area project was submitted by the Town at the September 2021 OCM. At that meeting Council resolved to approve the application and rank it 1/1. This CUWAFC application will now be ranked 2/2.
12. Should the CSRFF grant be unsuccessful, the works will be funded by Curtin University.
13. Should the application be successful, CUWAFC will receive these funds. The Town will not be contributing any funds to this project.
14. Works will not commence until 2022 and this project will be managed by CUWAFC.

Relevant documents

Not applicable.

The Chief Operations Officer left the meeting at 8.05pm and returned at 8.07pm.

COUNCIL RESOLUTION (245/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council approves submission of a $2 million grant application by Curtin University Wesley Amateur Football Club (CUWAFC) to the Department of Local Government, Sport and Cultural Industries (DLGSC) through the Community Sport and Recreation Facilities Fund (CSRFF) for the re-development of the playing facilities located at South Oval, Curtin University.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

12.9 Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants

Location	Town-wide
Reporting officer	Community Development Officer – Grants, Donations and Administration
Responsible officer	Chief Community Planner
Voting requirement	Simple majority
Attachments	Nil

Recommendation

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

1. Arts grants
   a. Centre for Stories - $2,000
   b. Curate Arts Incorporated - $5,000
   c. East Victoria Park Primary School Parents and Citizens Association - $5,000
   d. Kids Camps Incorporated T/A Cahoots - $4,200
   e. Victoria Park Community Centre Incorporated - $3,800

2. Community grants
   a. Burswood Peninsula Neighbourhood Watch Group - $4,535
   b. Carlisle/Victoria Park Toy Library Incorporated- $5,290
   c. Connect Victoria Park Incorporated- $9,000
   d. Connect Victoria Park Incorporated - $8,520
   e. Happiness Co Proprietary Limited - $2,000 and $100 (In Kind)
   f. Victoria Park Community Centre Incorporated - $6,350

3. Sports grants
   a. Curtin Trinity Pirate Hockey Club Incorporated - $4,680
   b. Perth Cricket Club Incorporated - $8,000
   c. Perth Royals Football Club Incorporated - $6,617.63

4. Sports grant recommended to be transferred to Sport Equipment grants
   a. Sword Fish Fencing Club Incorporated- $1,242.81

5. Sport Equipment grants
   a. Curtin Trinity Pirate Hockey Club Incorporated - $720
   b. Perth Cricket Club Incorporated - $2,000
   c. Perth Royals Football Club Incorporated - $987.50
   d. Victoria Park Carlisle Bowling Club Incorporated - $357
   e. Victoria Park Cricket Club Incorporated - $2,000
   f. Victoria Park Junior Football Club Incorporated - $1,881
   g. Victoria Park Xavier Hockey Club Incorporated - $2000
   h. West Australian Marathon Club Incorporated - $637.50

Purpose

To provide Council with oversight of the Town's Arts, Community, Sports and Sports equipment grant applications and assessments for Council endorsement.

In brief

- The Town's Community Funding program increases opportunities for local collaboration and partnership between the Town, local organisations, and community to enhance achievement of the Town's strategic objectives.
- Round one of the Arts, Community, Sports and Sports Equipment grants program opened 5 July 2021, closing 27 August 2021.
- The Town received 10 Arts, 13 Community, five Sport, and nine Sport Equipment grant applications with a total request of $158,626.37 and $100 (In-Kind).
- A review of applications by the Town's Community Fund Assessment Panels (CAFP) concluded the following number of grants sufficiently met the criteria and are recommended for Council endorsement with a *total funding request* of $86,818.44 and $100 (In-Kind)
  - Five Arts grants – totaling $20,000
  - Six Community grants totaling $35,695 and $100 (In-Kind)
  - Three Sport grants totaling $19,297.63
  - Eight Sport Equipment grants totaling $10,583
  - One Sport grant totaling $1,242.81 recommended to be transferred to Sport Equipment grants.

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 aims to enhance the success and prosperity of the local community while ensuring transparency of funding decisions and accountability of those parties receiving community grant funding.

3. At the December 2019 Ordinary Council Meeting, item 14.5 Policy 114 Community Funding was adopted by Council (with subsequent amendments).

4. To improve efficiency and transparency in December 2019, Town officers reviewed all funding round practices and procedures delivered by the Town. This review initiated a project to procure a funding platform to manage the Town's funding.

5. In March 2020, the Town procured the online grant funding platform SmartyGrants. The implementation of this platform aims to improve the Town's governance, increase transparency, and improve efficiency within Town processes in relation to funding.

6. Further to the adoption of Policy 114 Community Funding at the December 2019 Ordinary Council Meeting, Council resolved that the Chief Executive Officer investigate:
   a. The establishment of a panel for the assessment of applications for community funding to commence in July 2020; and
   b. Future decision on community funding being reported to Council.

7. At the July 2020 Ordinary Council Meeting, Council endorsed the CEO to establish a panel of no

less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and present a report to council for endorsement.

8. In making a recommendation to Council the Community Funding Assessment Panel (CFAP) will provide the following information to ensure Council can make accurate timely and transparent decisions:
   a. Details of all applications include title, project scope, amount of assistance applied for (ex GST), evaluation and score.
   b. Information provided will be inclusive of successful, unsuccessful and ineligible applications.

9. To ensure that the CFAP continues to be fit-for-purpose and remains meaningfully engaged, membership for the panel positions were recruited via direct approach to ensure the appropriate skills, knowledge and experience could be applied to the assessment process.

10. After feedback from the Sports grant applicants and Sports grant panel assessors, it was decided to have separate applications for Sports grants separating into Sport and Sport equipment grant programs for ease of applying for grants and assessing the grants.

11. Due to potential conflicts with Policy 011 – Elections, implications related to the planning and delivery timing of Vic Park Funding activities and Council reporting timeframes requirements, officers are providing elected members with Vic Park Funding assessment recommendations at the November Ordinary Council Meeting rather than the September Ordinary Council Meeting.

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.	Funds are managed with full, accurate and timely disclosure of financial information relating to Council. Town grant funds are maximized by seeking the greatest possible benefit to the community within the available monetary resources.
CL09 - Appropriate devolution of decision-making and service provision to an empowered community.	The program enables community groups and other organisations to provide services to the local community.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	To support organisations that provide programs, services and events that will positively influence the health and wellbeing of the community.
S03 - An empowered community with a sense of pride, safety and belonging.	Empowered local service providers who are supported by the Town to deliver services and initiatives that provide a sense of pride, safety and belonging within the community.

S04 - A place where all people have an awareness and appreciation of arts, culture, education, and heritage.	To support local organisations and individuals to deliver services and initiatives that encourage and awareness of arts, culture, education, and heritage.

Engagement

Internal engagement	
Stakeholder	Comments
Events, Arts and Funding	Consultation and management of grant administration.
Stakeholder Relations	Consultation relating to advertising and promotion.
Community Assessment Funding Panels (CAFP)	Consultation and Panel evaluation.

External engagement	
Stakeholders	All Community
Period of engagement	The grant round opened 5 July 2021 and closed 5pm 27 August 2021 – Arts, Community, Sports and Sports Equipment. The grants were due to close on 30 July 2021 but were extended to 27 August 2021. The extension occurred due to potential conflicts with Policy 011 – Elections, implications related to the planning and delivery of Vic Park Funding activities and Council reporting timeframes.
Level of engagement	1. Inform
Methods of engagement	Local newspaper advertising Town's website Town's social media platforms – Facebook and the Town's e-newsletters Flyers and posters Digital Marketing Direct email Grants workshop
Advertising	Local newspaper advertising Town website Town's social media platforms – Facebook and Town's e-newsletters Flyers and posters Digital Marketing Direct email
Submission summary	Ten Arts grant submissions were received. Thirteen Community grant submissions were received.

	Five Sports grant submissions were received. Nine Sports Equipment grant submissions were received.
Key findings	Arts Grants • 10 submissions met the Town's criteria. • Five submissions are recommended for endorsement as Arts grants. • One submission was ineligible. Community Grants • 12 submissions met the Town's criteria. • Six submissions are recommended for endorsement as Community grants. • One submission did not meet the Town's assessment criteria. Sports Grants • Four submissions met the Town's criteria. • Three submissions are recommended for endorsement as Sports grants. • One submission did not meet the Town's assessment criteria. Sports Equipment Grants • Eight submissions met the Town's criteria. • Eight submissions are recommended for endorsement as Sports Equipment grants. • One submission did not meet the Town's assessment criteria.

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	Unlikely	Low	Low	TREAT - Acquittal process to be well organised and communicated to all successful participants.
Environmental	Not applicable					
Health and safety	Not applicable					

Infrastructure / ICT systems/ utilities	Not applicable					
Legislative compliance	Not applicable					
Reputation	Negative public perception towards the Town should applications not be funded	Minor	Possible	Medium	Low	TREAT - Transparent approval process. Managed by an online funding platform and council endorsed Town funding panel.
Service delivery	Not applicable				Medium	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation. The budget allocations for 2021/2022 was: • Arts grants - $20,000 • Community grants – $50,000 • Sports equipment and sports grants - $40,000
Future budget impact	Not applicable – funds will be expended this financial year.

Analysis

12. The Vic Park Funding – Arts grants, Community grants, Sports and Sports equipment grants were widely promoted across various platforms, using a range of communication methods to reach target audiences.

13. The Vic Park Funding, Art grants, Community grants, Sports and Sports equipment grants were accessible to the community via the SmartyGrants application platform on the Town's website.

14. The Town delivered a free grant writing workshop to the community on 14 July 2021. The workshop provided the community with information on the following:
    a. an introduction to grants, including what they are, information on where to find them and an explanation of eligibility and assessment criteria
    b. the process of best-practice project planning to prepare for grant success
    c. information on how to address grant criteria

d. an explanation of the grant writing approach; what are assessors looking for and how do you give them what they need?
e. answers to specific grant writing questions the attendees may have

Arts Grants

15. The Arts grants application form was aligned with the Town's Strategic Community Plan outcomes and consisted of four questions with a maximum score of 20 points per question. With the CFAP scoring across the four criteria the maximum weighted score for each applicant is 80.

16. The Town's internal Community Funding Assessment Panel consisted of Town officers:
    a. Manager Community
    b. Coordinator Events, Arts and Funding
    c. Communications, Advisor – Stakeholder Relations
    d. Arts Development Officer - Events, Arts and Funding

17. Applications were assessed individually and then reviewed with a formal panel meeting by the Town's CFAP members in line with Policy 114 Community Funding and the criteria outlined for the Arts funding Program.

18. The Town's initial assessment questions are as follows:
    a. Eligibility
    b. Applicant details (organization, auspice arrangements etc)
    c. Project details (brief description, risks, locations, dates etc)
    d. Assessment criteria questions as outlined in the table below:

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

Assessment criteria questions	Weighting per question per panel member
Question 1 Describe how your project/activity provides a quality arts and culture experience for the Vic Park community?	(Weighting 40%) • Five points per panel member • Total of 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%) • Five points per panel member • Total of 20 points available
Question 3 How will your initiative align with any of the Town's Strategic Community Outcomes?	(Weighting 25%) • Five points per panel member • Total of 20 points available
Question 4 Tell us about your experience managing projects like this?	(Weighting 10%) • Five points per panel member • Total of 20 points available

	Total weighting for four questions = 100% Total score available = 80 points

20. The Arts Grant funding attracted 10 applications, with a total requested of $42,609.93.

21. It is recommended Council endorse five of the 10 applications for a requested funding total of $20,000 of the $20,000 available.

Arts Grant Successful Applications:

22. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
East Victoria Park Primary School Parents and Citizens Association	**Urban Flora Mural Project** The funding is to facilitate workshops with the students at East Victoria Park Primary School. They will be exploring the local flora of the area, including identification and traditional Indigenous uses. Senior school students will take part in drawing and design-based activities which will inform a mural design based on local flora, whilst Kindergarten students will create their own ceramic keepsake, using foraged nuts, seedpods, and leaves. The project will be completed with the painting of a 3D urban flora mural to be fixed to the exterior of the kindergarten building, creating a vibrant entrance to the school grounds.	69	$5,000.00

Panel Assessment:

- Fantastic initiative which genuinely engages students in creative and learning activities by producing an interactive mural to benefit the external community.

- Project involves both an engaging Indigenous flora and fauna workshop with East Victoria Park Primary School students in addition to the outcome of a completed mural on the exterior building to benefit the visiting and passing local community.

- Initiative fosters active participation, learning and engagement with local primary school students in addition to collaboration with the Indigenous workshop facilitator and artist with parents and teachers.

- Initiative expands on and aligns with six specific Town strategic community outcomes including sense of pride, importance of the arts and ongoing school vision.

The panel recommends project funding of $5,000.00

23. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
Centre for Stories	**Backstories** Backstories is an annual, multi-sited storytelling festival held in backyards across Western Australia. Every weekend in March, Backstories brings diverse storytellers trained in the craft of oral storytelling into backyards to share their stories with the local community. Backstories are an opportunity to learn from each other through storytelling, build community, and activate suburban spaces with arts and cultural programming. Now in its third year, Backstories 2022 will present 20 events across WA, including five regional events in the Southwest, Goldfields, Peel, Kimberley and Pilbara regions.	65	$3,000.00

Panel Assessment:

- Initiative is a promising platform to create a local sense of place and belonging among neighbours and locals to the Town through shared storytelling and provoked conversation.

- A different (creative and quirky) idea of what can be achieved in this space.

- The initiative is closely aligned to the Town's strategic community outcome of promoting sustainable, connected, safe and diverse places for everyone. Particular interest in sharing stories from people who identify as culturally and linguistically diverse, LGBTQIA+, Aboriginal and/or Torres Strait Islander, or living with a disability.

- Applicant advised that event could proceed if the total funding amount was reduced to $2,000.00

The panel recommends partial project funding of $2,000.00

24. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
Curate Arts Incorporated	**Moving Music Workshops: A new Recycle Project Initiative** The Moving Music Workshop is Curate's newest Recycle Instrument Project initiative. With our Moving Music Workshops, we turn to our forgotten sheet music. In this digital age, we are now accessing our sheet music via iPads and tablets and, thus, our forgotten sheet music now needs a new lease on life, too. Join us as we turn our languishing beautiful, notated scores into pinwheels, airplanes, paper birds and more! The purpose of the workshops is to help address the Town's Arts and Culture Plan, by offering free, easily accessible workshops held at convenient times and in a central location. These workshops are intergenerational and would assist with rebuilding community ties (which have been strained or broken due to lockdowns), address social isolation and increase community wellbeing and cohesion. The workshops offer an innovative solution to paper waste and offer residents an active opportunity to partake in high-quality arts and culture offerings (Fringe World 2021 award winner, The Recycle Instrument Project).	65	$5,000.00

Panel Assessment:

- Unique and free workshop project for all ages and backgrounds coming together which taps into arts development and sustainability benefits to the Town.

- Curator is a highly established and has a proven track record of successful arts workshop projects. Specifically, the Recycle Instrument Project workshop won the Fringe World 2021 Award for the Best Event and Community Event.

- Supportive of application with workshops being hosted at Hawaiian Park Centre, Victoria Park Library and Victoria Park Centre for the Arts.

The panel recommends project funding of $5,000.00

25. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
Kids Camps Incorporated Trading as Cahoots	**Cahoots Art Wellbeing Program (CAWP)** The funding will be used for Cahoots to launch an Art Wellness Program within the community, which will bring together young people with a range of disabilities in a safe and inclusive environment to discover the benefits of art therapy on mental health and well-being. It will provide weekly opportunities over a three-week period to create personalised artwork themed to positive mental health topics under guidance by qualified integrated holistic arts therapists. Following the program, they will hold an Art in the Park exhibition event where arts works will be displayed and sold to fundraise future scholarships for Cahoots camps and programs.	64	$5,000.00

Panel Assessment:

- The initiative has a connection between the arts and improving mental health for young people with a disability, and the incorporation of local and Noongar artists.
- Opportunity to collaborate with Victoria Park Centre for the Arts.
- Meets four strategic community outcomes including S1 (healthy community) and S2 (An informed and knowledgeable community). Offers a proactive and innovative approach to improve the mental health and wellbeing of the community.
- Recommend funding product elements excluding the purchase of the easels (quoted at $800.00) since these will become property of Cahoots and therefore should be funded by the applicant.

The panel recommends partial project funding for $4,200.00

26. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
Victoria Park Community Centre Incorporated	**Upskilling for the Greater Wood (Good)** The funding requested is for Maker Change Creative to run workshops for the community where they would make a shelf/key rack to take home. The process will teach a series of skills that are transferable to other projects. The following workshops would involve participants assisting with the design, build and assembly of furniture to be used in the Victoria Park Community Centre.	58	$5,000.00

Panel Assessment:

- Facilitated by local business Make Change Creatives who have a shop at The Carlisle Collective and have recently leased a warehouse space in Carlisle with plans to become a collaborative working space for makers and creatives.

- The workshop is for 10 participants but provides an opportunity to build capacity and learn new skills. It also involves participation and engagement with the local community in a collaborative environment.

The panel recommends partial project funding of $3,800.00

Art Grants Unsuccessful Applications:

27. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
Perth Region NRM Incorporated	**Six Seasons Mural Artwork** The funding is for a Mural Artwork based on six seasons of the Noongar calendar and will be created for Perth NRM's new home located in the Town of Victoria Park. The calendar acts as a guide to what is happening in nature throughout the year, as well as understanding respect for the land in	53	$5,000.00

	relation to plant and animal fertility cycles and land and animal preservation.

Panel Assessment:

- While important to raise awareness of the Noongar Six Seasons, the commissioned mural will be painted on the internal walls of the Perth NRM offices only and is not public facing or street based.
- The mural will only be seen by a limited clientele visiting the offices and will not have wider benefit to the community.
- Somewhat aligns to strategic directions relating to an informed community, sense of pride, and appreciation of the arts and would like to ensure that a local artist is used where possible.

28. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
Alexandra Theatre Incorporated	**Alexandra Theatre – Venue upgrades** The funding is to upgrade the Alexandra Theatre to create the capacity to host a range of performances in Victoria Park as part of the Fringe World Festival, the Town of Victoria Park Arts Season and on an ongoing basis. The Alexandra Theatre are requesting electrical components and sound lighting equipment.	49	$4,898.10

Panel Assessment:

- The initiative does not directly benefit the local community and its creatives, and the timing of project implementation has an unspecified future/end date.
- Application loosely references strategic community outcomes as a premier place for entertainment and appreciation for the arts in the outcomes of the venue, however, is not relevant to the specific project funding request.

29. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
Ivan Gian-Piero	**It's Incredibly Cool Film Festival!** The funding is for a three-day pop culture film festival showcasing a range of diverse independent short films produced by	44	$5,000.00

	international filmmakers as well as premier content plus customized screen culture productions, workshops and presentations. It will be held inside a large marquee with black draped ceiling and walls to create an immersive cinema experience installed inside the Alexandra Theatre on Albany Highway, Victoria Park.	

Panel Assessment:

- The Panel does not support the rationale of erecting a marquee inside an existing theatre space and hiring individual headsets for participants in lieu of making use of the purpose-built performing arts venue.

- Application has not included income from ticketing sales in initiative budget (mentioned a $15 per ticket in proposal attachment) and will impact actual funding required for project.

- Applicant has experience in delivering film projects; however, has not demonstrated experience in community or youth specific projects.

- Application has not addressed any strategic community outcomes.

30. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (out of 80)	Requested Funding
Bernard Taylor	**Classical Photo Shoot** The funding is to hire five models to partake in a photo shoot. The desire is to create a final image full of drama and beauty that looks like a classical painting. Bernard's inspiration for the photo shoot is acclaimed Artist Caravaggio.	37	$499.00

Panel Assessment:

- Application is lacking in detail, would be more likely to support (as this is a small grant), if more information about participation by other local people was included.

- More individually focused project, with limited to no wider community benefit.

- The Panel would have considered the final exhibition component for funding as this would be a direct benefit to the local community and align with the Town's strategic community objectives. The proposed photoshoot; however, benefits the applicant only and the proposed funding aspects would not positively impact community members.

- Application does not mention specific strategic community outcomes and focuses on the outcome of entertainment; however, the project does not provide entertainment or a cultural experience for the community.

31. Funding not recommended as ineligible. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Art Grant be used for?)	Panel score total (Out of 80)	Requested Funding
Fran Mitchell/Creative Collective	**Community Gallery Wall** Creative Collective are offering a gallery exhibition wall/space to showcase local art for four weeks per year – free from charge or commission fees. The funding requested is to display work professionally with the purchase of professional hanging rails, gallery spot lighting and a projector for media art.	62	$4,212.83

Panel Assessment:

- Gallery tracking installation was completed by the applicant on premises in September, therefore, the funding application is ineligible as per Policy 114 Community Funding.

- Policy 114 Community Funding - Point 7(c). Unless otherwise stated in additional ineligibility criteria under each funding program, applicants will be ineligible where: *The application is submitted retrospectively I.e., after a project, activity and/or program has already taken place*.

The Town recommends the following tabled applications for endorsement by Council:

Art Grant Funding Recommendations

Applicants:	Project	Amount
East Victoria Park Primary School Parents and Citizens Association	Urban Flora Mural Project	$5,000.00
Centre for Stories	Backstories	$2,000.00
Curate Arts Incorporated	Moving Music Workshops: A new Recycle Project Initiative	$5,000.00
Kids Camps Incorporated T/A Cahoots	Cahoots Art Wellbeing Program (CAWP)	$4,200.00

Victoria Park Community Centre Incorporated	Upskilling for the Greater Good (Wood)	$3,800.00
Total		**$20,000.00**

Arts Grants Funding Not Recommended

Applicants:	Project	Amount
Fran Mitchell	Community Gallery Wall	$4,212.83
Perth Region NRM Incorporated	Seasons Mural Artwork	$5,000.00
Alexandra Theatre	Alexandra Theatre – Upgrades	$4,898.10
Ivan Gian-Piero	It's Incredibly Cool Film Festival!	$5,000.00
Bernard Taylor	Classical Photo Shoot	$499.00
Total		**$19,609.93**

Community Grants

32. The Community Grants application form was aligned with the Town's Strategic Community Plan outcomes and consisted of four questions with a maximum score of 20 points per question. With the CFAP scoring across the four criteria the maximum weighted score for each applicant is 100.

33. The Town's internal Community Funding Assessment Panel consisted of Town officers.
    a. Chief Community Planner
    b. Coordinator Project Support – Project Management
    c. Coordinator Community Development
    d. Coordinator Digital Hub

34. Applications were assessed individually and then reviewed within a formal panel meeting by the Town's CFAP members in line with Policy 114 Community Funding and the criteria outlined for the Arts funding Program.

35. The assessment questions and criteria are outlined in the tables below.

Community Grant Assessment Questions

36. The application forms four parts:
    a. Eligibility
    b. Applicant details (organisation, auspice arrangements etc.).
    c. Project details (brief description, risks, locations, dates etc.); and
    d. Assessment criteria questions (as outlined in the table below).

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

Assessment criteria questions	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%) • Five points per panel member • Total of 20 points available
Question 2 Outline how the initiative is suitable, accessible and inclusive of all members of the community.	(Weighting 25%) • Five points per panel member • Total of 20 points available
Question 3 How do you know the project is needed by the community? How many people will it benefit?	(Weighting 25%) • Five points per panel member • Total of 20 points available
Question 4 Demonstrate how does this initiative encourage involvement of Victoria Park community?	(Weighting 25%) • Five points per panel member • Total of 20 points available
	Total weighting for four questions = 100% Total score available = 80 points

38. The Community Grant funding attracted 13 applications, with a total requested of $84,493.40.

39. It is recommended Council endorse six of the 13 submitted applications for a requested funding total of $35,695.00 ($100 In-Kind) from the $50,000 available.

Community Grant Successful Applications:

40. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Connect Victoria Park Incorporated	**Caterpillars and Butterflies Intergenerational Garden Play Group** The funding is requested for a weekly intergenerational play group which will be based at the Victoria Park Community Garden Association Garden at Read Park. The group will target pre-school aged children (Caterpillars) and their parents, and	62	$9,000.00

	people aged 55 and over (Butterflies) living in the Town of Victoria Park. The play group will provide an opportunity for intergenerational connection and exchange in a natural garden environment on 40 occasions during the year. A paid facilitator with expertise in running intergenerational activities will be engaged to ensure participants of all ages are engaged in gardening and related activities.	

Panel Assessment:

- Great inter-generational program idea at the local community garden and inclusive of a wide range of community members.

- Good use of demographic statistics and research in application with population statistics provided and numbers of individuals who will benefit. Good reference to why a program is needed.

- Engagement of local schools and existing Victoria Park residents demonstrates direct benefit to Victoria Park community.

The panel recommends project funding of $9,000.00

41. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Victoria Park Community Centre Limited	**Wellness Program with Nardine** The funding is for Victoria Park Community Centre to partner with Nardine Wimmin's Refuge. The Victoria Park Community Centre will deliver a wellness program that will benefit current residents of Nardine, as well as other community members with experience with domestic violence. The project will provide opportunities for the broader Victoria Park community to learn about domestic violence and the work done in the local community by giving Nardine a new platform for their story.	62	$6,350.00

Panel Assessment:

- Co-design with Nardine, inclusive of local community leaders and members, and local businesses. Accessible to current residents of Nardine (well established refuge based in Victoria Park) and open to other community members who have/or are experiencing domestic violence.

- Aligns well with the Town's Strategic Community Plan.

- The aim of the program seems to be to promote a safe space with the provision of programs that will benefit people affected by domestic violence.

- Application lists of how the program will impact the community and participants by promoting a safe space for people affected by domestic violence as well as increased patronage of the community centre.

The panel recommends project funding of $6,350.00

42. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Connect Victoria Park Incorporated	**Connect Community Kitchen** Funding is requested for a community kitchen to operate once a month from January to December 2022 to provide an inclusive Community Dinner. The community kitchen is to bring people together on a regular basis to plan, cook and share healthy and affordable meals.	62	$8,520.00

Panel Assessment:

- Good use of statistics of Victoria Park residents living alone. Encourages people who live alone to partake in the community kitchen or community garden. Produce sourced locally or grown on site in the community garden.

- Project aligns with the Town's Strategic Community Plan. Application refers to Strategic Community Plan – S1 (health community) and S3 (an empowered community with a sense of pride, safety and belonging).

- Appears to welcome people of all ages, cultural diversity, people with disabilities (with Carer).

- Good reference to the Healthy Vic Park Plan (Healthy Community data/Statistics) and local demographic data. It offers social connection and cohesion and mentions the use of local businesses to source produce.

The panel recommends project funding of $8,520.00

43. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Carlisle/Victoria Park Toy Library	'**Lets Moove' Stay and Play**	54	$5,290.00

Incorporated	Funding is requested for 'Lets Moove' stay and play session. It is a free drop-in active event targeted at young children 0-7 years of age and their families in the community. The aim of the event is to ignite an interest in active play, from an early age. The Carlisle/Victoria Park Toy Library will be using the existing Toy Library space to showcase new and existing toys that encourage movement and play.	

Panel Assessment:

- Aligns with S1 (A healthy community) and S2 (An informed and knowledgeable community) of the Town's Strategic Community Plan.
- Good statistics outlining the need. Good reference to census data and the percentage of children in the community who are developmentally vulnerable.
- Great service provided to the community and supports the less fortunate in having toys available for use, with a good range of toys that cover developed and underdeveloped children.
- The application highlighted the involvement of several local businesses, child health nurses and surrounding services that support each other.

The panel recommends project funding of $5,290.00

44. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Burswood Peninsula Neighbourhood Watch Group	**Burswood Peninsula NHW and Residents Association Community Fiesta** The funding is requested for a Family Fun Day for the whole community to build capacity and wellbeing of the Burswood Peninsula. They will promote Neighbourhood Watch, Burswood Residents Association, Western Australian Police, local businesses, Town of Victoria Park and Mirvac.	51	$4,535.00

Panel Assessment:

- A great community-led event in Burswood to support community connection and get to know your neighbours with direct services and benefit to the local Burswood community.

- A wide variety of promotion techniques to encourage involvement from all members of the community, a variety of dietary food options will be available, there is entertainment aimed at all ages and a diverse range of members from the community.

- Successful similar events have been delivered in the past with positive feedback and good attendance with about 200 residents. Involvement and promotion to all members of the community using established networks.

The panel recommends project funding of $4,535.00

45. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Happiness Co Proprietary Limited	**Find Your Happy** The funding requested is to deliver content on all areas of mental health via group programs online and a community picnic. The community picnic lunch will be in December where Santa will come along and bring gifts for the children. This will be a no-cost event and Happiness Co Hero's individuals who have completed their programs and volunteers who have supported Happiness Co will be invited.	48	$10,000.00

Panel Assessment:

- Panel supportive of the Christmas picnic but not the online course that would not be limited to residents. Some aspects of the application did not demonstrate direct benefit to the Vic Park community specifically, hence why the panel has recommended partial funding.

- Happiness Co provides a service to the community, through numerous avenues, in a time when the well-being of our community is very important, especially during the pandemic and the effect it has had on everyone.

The panel recommends partial project funding of $2000 and $100 (In-Kind) for the picnic component only.

Community Grants Unsuccessful Applications:

46. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Riverview Community Services Incorporated	**Duo** The funding is to provide funds for the DUO (Do unto Others) Program that assists refugees and people seeking asylum in our community. The DUO program assists clients with advocacy, bill payment and administrative assistance by appointment. The funding will increase their capacity to provide Emergency Relief and ensure that their services are easily accessible by funding access to phone interpreters. Also, to expand the assistance that they can provide through Job Training and ID assistance.	36	$10,000.00

Panel Assessment:

- Application states that the project is $60,000 but expenditure only adds up to $53,925. Request for funds including bills and rent is not acceptable to be funded by Community Funding Program.
- Overall providing emergency relief and assistance, interpretive services and assisting with obtaining identification are all great ideas and use of funds, however how the funds would be used and how many people would benefit is not well outlined in the application.
- The Panel would have liked further information on community involvement and quantitative data on how many people this could impact.

47. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Alexandra Theatre Incorporated	**Men's Drama Shed** The funding is to provide a six-month series of workshops for adults and adolescent males to develop skills in music, drama and movement. As the name implies this is modeled on the "Men's Shed" Movement. The Men's Shed	35	$10,000.00

	movement has done a lot to address men's mental health in a myriad of ways. This project effectively takes the men's shed model, takes out "manual arts" and replaces it with "theatre arts".	

Panel Assessment:

- A great local idea, however, application was very poorly written and did not address criteria adequately.
- Men only initiative – yet applicant states that they want to create a local environment including affordable and accessible opportunities for all residents and visitors.

48. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Dismantle Incorporated	**Youth Community Engagement Project** The funding is to engage, mentor and employ up to 10 young people at risk of long-term unemployment residing within the Town of Victoria Park. In collaboration with a local high school or youth organisation Dismantle will deliver an outreach program where two BikeRescue Mentors will run 10 three-hour sessions on bicycle mechanics and mentoring. BikeRescue graduates are encouraged to participate in the Job Ready Program where they complete 600 hours of on-the-job training.	33	$6,500.00

Panel Assessment:

- Application did not provide direct connection and reference to the Town's Strategic Community Plan.
- No mention of the wider community participation in application and does not specify how Victoria Park residents would be targeted.
- Doesn't specifically identify the benefits/statistics to youth within the Victoria Park community, with Generic statistic quotes not specific to the Victoria Park community. The research provided in application by Australian Bureau of Statistics is statewide.
- $6500 for 10 participants is not value for money and it is not clear what the funds will be spent on.

49. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Chinese Dance Australia Incorporated	**Community Christmas Party** The funding is requested for a Community Christmas Party at the Victoria Park Community Centre. The purpose of this community event is to improve physical and mental health and wellbeing for Chinese migrants. This would be an opportunity for the Chinese community to learn more about the Australian culture.	25	$3,798.40

Panel Assessment:

- No real involvement with the whole community, just the members of the dance group, which they intend to pay them for dancing as well.
- Nice initial idea but poorly written application to express the benefit and need for funding.
- Question the following costs:
  - Facilitator fee $450
  - Accountant fee $253 (to provide financial statement ending 30 June 2021)
  - Portable speaker for $475
  - Two x MC for $400 and $450 facilitator.
  - Food at $249 for 60 people.
- Proper tax quotes were not provided.

50. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
HeartKids Limited	**Two Feet and A Heartbeat Charity Walk** The funding was requested for the Two Feet and A Heartbeat, a four km charity walk to pay tribute to our Heart Kids. The walk is held across Australia in over 30 locations. Each walk commences with an acknowledgement to Country, followed by the opportunity for Heart Angel families and	22	$500.00

	friends to participate and remember their loved ones in a memorial service.	

Panel Assessment:

- The event is on 17 October 2021 which is after Council will determine the application - therefore ineligible.
- This is a national event taking place on the same date, so it is not possible to change the date.
- Poorly written application – did not address the criteria.

51. Funding is not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Cannington Punjabi Club Incorporated	**Mela Trinjana da** The funding requested is for event hire, cleaning costs, security and sound equipment for an Indian community event called Teeyan. Teeyan is celebrated throughout Punjab which is dedicated to the onset of monsoon and focuses on daughters and sisters. Girls celebrate this event before and after marriage. The brothers bring gifts and biscuits for their sisters.	18	$10,000.00

Panel Assessment:

- Poorly written application that did not address the criteria, particularly for $10,000.
- Project (value = $35k) that is not located within the Town of Victoria Park (City of Canning).
- The group has never delivered this type/scale of event before.
- No quotes provided or any other attachments other than a certificate of incorporation.

52. This application is not recommended for funding due to a blank application being submitted:

Applicant	Funding requested (What will the Community Grant be used for?)	Panel score total (out of 80)	Requested Funding
Wendy Zoccoli	Blank Application submitted	0	$0.00

The Town recommends the following tabled applications for endorsement by Council:

Community Grant Funding Recommendations

Applicants:	Project	Amount
Connect Victoria Park Incorporated	Caterpillars and Butterflies Intergenerational Garden Play Group	$9,000.00
Victoria Park Community Centre Incorporated	Wellness Program with Nardine	$6,350.00
Connect Victoria Park Incorporated	Connect Community Kitchen	$8,520.00
Carlisle/Victoria Park Toy Library Incorporated	'Let's Moove' - Stay and Play	$5,290.00
Burswood Peninsula Neighbourhood Watch Group	Burswood Peninsula NHW and Residents Association Community Fiesta	$4,535.00
Happiness Co Proprietary Limited	Find Your Happy	$2,000.00 and $100 (In Kind)
Total		**$35,695.00 and $100.00 (In Kind)**

Community Grants Funding Not Recommended

Applicants:	Project	Amount
Riverview Community Services Incorporated	Duo	$10,000.00
Alexandra Theatre Incorporated	Men's Drama Shed	$10,000.00
Dismantle Incorporated	Youth Community Engagement Project	$6,500.00
Chinese Dance Australia Incorporated	Community Christmas party	$3,798.40
HeartKids Limited	Two Feet and a Heartbeat Charity Walk	$500.00
Cannington Punjabi Club Incorporated	Mela Trinjana da	$10,000.00
Total		**$40,798.00**

Sports Grants

53. The Sports Grant application form was aligned with the Town's Strategic Community Plan outcomes and consisted of four questions with a maximum score of 20 points per question. With the CFAP scoring across the four criteria the maximum weighted score for each applicant is 100.

54. The Town's internal Sports Funding Assessment Panel consisted of Town officers:
    a. Community Development Officer – Clubs, Events and Bookings
    b. Leisure Facilities Program Manager
    c. Coordinator Strategic Assets
    d. Manager Infrastructure Operations

55. Applications were assessed individually and then reviewed within a formal panel meeting by the Town's CFAP members in line with Policy 114 Community Funding and the criteria outlined for the Sports funding Program.

56. The assessment questions and criteria are outlined in the tables below.

Sport Grant Assessment Questions

57. The application forms four parts:
    a. Eligibility
    b. Applicant details (organisation, auspice arrangements etc.).
    c. Project details (brief description, risks, locations, dates etc.); and
    d. Assessment criteria questions (as outlined in the table below).

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

Assessment criteria questions	Weighting per question per panel member
Question 1 How does the project/initiative align with the Town's Strategic Community Plan 2017-32 objectives?	(Weighting 25%) • Five points per panel member • Total of 20 points available
Question 2 What measures have you taken to ensure this initiative is suitable, accessible, and inclusive of all members of the community?	(Weighting 25%) • Five points per panel member • Total of 20 points available
Question 3 How do you know the project is needed by the community?	(Weighting 25%) • Five points per panel member • Total of 20 points available
Question 4 Demonstrate the applicant's capacity to deliver proposed initiative within specified period?	(Weighting 25%) • Five points per panel member • Total of 20 points available
	Total weighting for four questions = 100% Total score available = 80 points

59. The Sports Grant funding attracted five applications, with a total requested of $35,498. Four of the submitted applications are recommended to Council for endorsement with the requested funding total of $20,540.44 of the $40,000 available for Sports Grants and Sports Equipment grants.

60. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Grant be used for?)	Panel score total (out of 80)	Requested Funding
Curtin Trinity Pirate Hockey Club Incorporated	**Replacement of Premier League Uniforms and Introduction of an Indigenous Clash Strip** The funding is for Curtin Trinity Pirate Hockey Club to replace its Premier League uniforms. The Club's Premier League uniforms are worn by the players in the Club's top division for both the Men's and Women's. These uniforms are viewed by thousands of spectators each year, both in person and online via live-streamed matches. The Club are now required to have two playing uniforms, a home uniform (referred to as a home strip in this application) or an away uniform (referred to as an away strip). The Club's away strip will be an indigenous design in recognition of the Indigenous Australia people, their culture and heritage. They have organised local Indigenous artist, Jami McGuire, to commission a design for the Club's away strip.	66	$7,560.00

Panel Assessment:

- This is a good initiative, and the Club has done research with suppliers to ensure it can happen within the time frame.

- Club explains specifically the individual social outcomes they feel align with the proposed project – S1, S3 and S4. A good explanation.

- Sports kits are due to be replaced and with the new equipment - is an obvious need for the club.

The panel recommends partial funding of $4,680.00 for the away/indigenous strip and the regular home strip uniform to be moved to a Sports Equipment grant for $720.00.

61. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Grant be used for?)	Panel score total (out of 80)	Requested Funding
Perth Cricket Club Incorporated	**Girls Skill Development for new teams** The requested funding is to engage with local community cricket clubs to advise of Perth Cricket Clubs expansion into girls' cricket. They will run a skill development and squad selection trials to up skill young girls to be ready for Premier Cricket competitions. Six skills development sessions for each age group will be held. Then large squads for each age group will continue to receive professional coaching before the final squads are selected. The program will be led by Cricket Australia Certified Level 3 Coaches Lindsay Flinn and Alan Singer. The proceeds of the grant application will go towards paying the coaches and hire and preparation of turf wickets and oval.	65	$10,000.00

Panel Assessment:

- The program meets all the criteria, but the panel questioned the overall cost of operating the service.
- Perth Cricket has explained in detail how the program engages extensively with local community cricket clubs with experienced coaches and selectors. From this engagement they identified the need for the program.
- Support funding for $8,000 but not support funding for the curator or the Hire of Fletcher Park which is leased and controlled by the Perth Cricket Club. Due to $2,000 of funding being recommended in the Sports Equipment Grant only $8,000 can be approved for the coaches' fees.

The panel recommends partial funding of $8,000.00

62. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Grant be used for?)	Panel score total (out of 80)	Requested Funding
Sword Fish Fencing Club Incorporated	**Swordfry Fencing**	57	$4,971.24

	Sword Fish Fencing Club has requested funding for full protective equipment so they can run training courses for children aged six to 13 years of age. Existing young Swordfish fencing members will be running the courses and will be offering their coaching services as volunteers. This will boost their coaching and training skills. The club is requesting electronic pistes and real epees in small sizes for each of the children.	

Panel Assessment:

- This application requested funding for the purchase of equipment and none of the funds is for program delivery.

- Recommend partial funding of $1,242.81 only for Sport Equipment. A Sports Equipment grant was not submitted.

Recommend this Sport Grant (Swordfish Fencing Club Inc.) be moved to a Sport Equipment and payment of $1,242.81

63. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Grant be used for?)	Panel score total (out of 80)	Requested Funding
Perth Royals Football Club Incorporated	**Perth Royals Sustainability Program** Perth Royals Football Club have requested funding for St John Ambulance on-site training and to provide a defibrillator which will be available for community use. Also, to upgrade their catering facilities with a new fridge and to develop their coaches and referees. Perth Royals are keen to develop player welfare, player growth, growth of the club within the community and work within their current Strategic Community Plan to make this happen.	47	$8,567.00

Panel Assessment:

- A big focus on upskilling the club members with coaching sessions and to provide training through St John Ambulance and the need and the importance of quick access to medical equipment and AEDs.

- The club has explained the benefits of providing their players and representatives with training that will improve the quality of service provided by the club.

Recommend partial funding of $6,617.63 and move the fridge amount of $987.50 to the Sports Equipment Grant.

Sport Grant Unsuccessful Application:

64. Funding is not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Grant be used for?)	Panel score total (out of 80)	Requested Funding
West Australian Marathon Club Incorporated	**Perth Half Marathon - Town of Victoria Park – Burswood August 2022** West Australian Marathon Club are conducting a 21.1 km half marathon on 8 August 2022. They have requested funding for medals, lanyards, medal freight, permits, set up and other operating costs.	35	$4,400.00

Panel Assessment:

- The application fails to explain how this will develop the sport of running. They are hosting a running event targeting the same runners they usually have attended.

- The applicant does not outline how the event will attract new runners or on a program that will develop the skills and abilities of runners.

The Town recommends the following tabled applications for endorsement by Council:

Sport Grant Funding Recommendations

Applicants:	Project	Amount
Curtin Trinity Pirate Hockey Club Incorporated	Replacement of Premier League Uniforms and Introduction of an Indigenous Clash Strip	$4,680.00
Perth Cricket Club Incorporated	Girls Skill Development for new teams	$8,000.00
Perth Royals Football Club Incorporated	Perth Royals Sustainability Program	$6,617.63

Sword Fish Fencing Club **(Panel recommend transferring to Sport Equipment Grant)**	Swordfry Fencing	$1,242.81
Total		**$20,540.44**

Sports Grants Funding Not Recommended

Applicants:	Project	Amount
West Australian Marathon Club Incorporated	Perth – Half Marathon – Town of Victoria Park – Burswood – August 2022	$4,400.00
Total		**$4,400.00**

Sports Equipment Grants

65. The Sports Equipment Grants application form was aligned with the Town's Strategic Community Plan outcomes and consisted of four questions with a maximum score of 20 points per question. With the CFAP scoring across the four criteria the maximum weighted score for each applicant is 100.

66. The Town's internal Community Funding Assessment Panel consisted of Town officers.
    a. Community Development Officer – Clubs, Events and Bookings
    b. Leisure Facilities Program Manager
    c. Coordinator Strategic Assets
    d. Manager Infrastructure Operations

67. Applications were assessed individually and then reviewed within a formal panel meeting by the Town's CFAP members in line with Policy 114 Community Funding and the criteria outlined for the Arts funding Program.

68. The assessment questions and criteria are outlined in the tables below.

Sports Equipment Grant Assessment Questions

69. The application forms four parts:
    a. Eligibility
    b. Applicant details (organisation, auspice arrangements etc.).
    c. Project details (brief description, risks, locations, dates etc.); and
    d. Assessment criteria questions (as outlined in the table below).

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

Assessment criteria questions	Weighting per question per panel member
Question 1 What are you planning to purchase from the grant funding?	(Weighting 20%) • Five points per panel member • Total of 20 points available
Question 2 Why is uniforms and equipment necessary?	(Weighting 30%) • Five points per panel member • Total of 20 points available
Question 3 How does purchasing uniforms or equipment align with the Town's Strategic Community Plan 2017-2032 objectives?	(Weighting 40%) • Five points per panel member • Total of 20 points available
Question 4 Is the sporting club located within the Town? If No, how does the Sporting Club service the Town of Victoria Park Sporting community?	(Weighting 10%) • Five points per panel member • Total of 20 points available
	Total weighting for four questions = 100% Total score available = 80 points

71. The Sports Equipment Grant funding attracted nine applications, with a total requested of $13,809.28. Eight of the submitted applications are recommended to Council for endorsement with the requested funding total of $10,583 of the $40,000 available for Sports Grants and Sports Equipment grants. In summary, a total of $31,123.44 across 12 Sports Grant and Sports Equipment Grant applications of the $40,000 available is recommended for Council endorsement.

Sports Equipment Successful Applications:

72. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
Curtin Trinity Pirate Hockey Club Incorporated	**Replacement of Premier League Uniforms and Introduction of an Indigenous Clash Strip** The funding is for Curtin Trinity Pirate Hockey Club to replace its Premier League uniforms. The Club's Premier League uniforms are worn by the players in the Club's top division for both the Men's and Women's. These uniforms are viewed by thousands of spectators each year, both in person and online via live-streamed matches.	74	$2,000.00

	The Club are now required to have two playing uniforms, a home uniform (referred to as a home strip in this application) or an away uniform (referred to as an away strip). The Club's away strip will be an indigenous design in recognition of the Indigenous Australia people, their culture and heritage. They have organised local Indigenous artist, Jami McGuire, to commission a design for the Club's away strip.	

Panel Assessment:

- Good application, with a clear explanation of what the funds are required for and the reason the uniforms are being purchased.
- Funding is to support uniforms with an Indigenous design in recognition of the Indigenous Australian people, their culture and heritage.
- The club was able to provide several community plan objectives that align with the project.

Recommend partial funding of $720.00 for the Premier League Uniforms as $4,680.00 has been recommended through the Sports Grants for the indigenous strip.

73. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
Victoria Park Junior Football Club	**A Kick In the Right Direction 2022** The funding is for new footballs, portable goals and bottle refill station. Each year they need to replace approximately half of their training balls due to wear and tear or loss. Each team needs to start the year with 20 balls and with currently 14 teams as well as Aus kick, they need 200+ balls to start the year. Portable goals – while Higgins Park has permanent goals in place for the more senior teams as well as some larger portable goals available for younger teams. They need to provide two sets of portable for the girls' teams who are currently required to play away at Curtin University. This will avoid	69	$1,881.28

	having to transport the Higgins goal sets there and back on game nights. Water refill station – Higgins Park currently only has a small water fountain near the playground, and it is difficult to fill bottles there. As a result, they often use the canteen, which is inconvenient. They believe if the club purchases a refill station the Town will install it. They propose to install it on the wall near the entry to the changerooms and Umpire room for use by players and umpires.	

Panel Assessment:

- The Panel supports the purchase of footballs, goals and water fountain proposal.
- Great application provided all required information and addressed the selection criteria well and how it links to the Strategic Community Plan.

The panel recommends sport equipment funding of $1,881.00

74. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
Perth Cricket Club Incorporated	**Perth Cricket Club – Match Clothing Costs** The requested funding is for match clothing which meets the specifications as outlined in the general rules of the competition as administered by the Western Australian Cricket Association. • 40 – Two-Day Cricket Shirts • 35 – Two-Day Long Sleeve Cricket Shirts • 80 – Two-Day Cricket Pant • 40 – One Day Cricket Shirt • 40 – One Day Cricket Pant	66	$2,000.00

Panel Assessment:

- Outlines clearly how the funding will be used and what benefit it will have on the club.
- The club was able to align its project to three of the Strategic Community Plan objectives.

The panel recommends sport equipment funding of $2,000.00

75. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
Victoria Park Xavier Hockey Club Incorporated	**Hockey Goal Replacement Program** The requested funding is to replace one set (two goals). Existing goals have reached the end of their useful life. The existing goals have become rusted and being the old steel construction is extremely heavy and difficult to move and dangerous, especially for junior teams.	65	$2,000.00

Panel Assessment:

- Good application. All supporting documents and evidence have been provided.
- Clear and concise reasoning for replacement of old equipment reaching the end of their lifecycle.

The panel recommends sport equipment funding of $2,000.00

76. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
Victoria Park Carlisle Bowling Club Incorporated	**New Mats and Jacks** The requested funding is to replace 24 lawn bowl mats and 12 new jacks. The lawn bowls mats are worn, broken, and need to be replaced for the safety of the bowlers. The Club requires 12 new jacks as they have a shortfall.	65	$1,428.00

Panel Assessment:

- The Club raised concerns about the equipment reaching the end of this usable life and safety issues. Twenty-four lawn bowl mats need to be replaced as they are worn and broken, and they do not have enough jacks.
- The application addressed the criteria and the alignment of the project to the Strategic Community Plan objectives and provided some good examples.

The panel recommends project funding of $357.00

77. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
West Australian Marathon Club Incorporated	**Sports equipment – Race timing tags** The requested funding is to purchase race timing chips which are provided to each member/runner. They are tied to a runner's shoes or race number. This allows the runners time to be accurately recorded. They will be used at the following races: **New Year's Run (Burswood)** 31st December 2021 – 250 runners (8km and 4km distance) **Burswood Twilight** 9th January 2022 – 250 runners (5km distance) **32km Burswood** 1st May 2022 – 250 runners (32km and 10km distance) **Women's Classic (Burswood)** 11th September 2022 – 250 runners (10km and 5km)	63	$2,000.00

Panel Assessment:

- The Club was able to explain what the funds would be required for and the events that the equipment would support.
- Good application addressing the selection criteria.
- Not all events are held within the Town of Victoria Park. Details of each of the races where chips are required provided.

The panel recommends sports equipment funding of $637.50

78. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
Perth Royals Football Club Incorporated	**Perth Royals Football Club Sustainable Project** Funding is requested for new sports equipment, uniforms, balls, goals and training equipment. The club is going through a period of transition, and they require new equipment. By refreshing their equipment, it will help sustain their current membership levels as well as attract new members within the local area.	54	$500.00

Panel Assessment:

- A good application with a clear explanation of equipment being purchased. Detailed list and pricing of equipment provided.
- Club is going through a period of transition. A significant amount of the equipment requires refreshing, with some equipment out of date.
- Recommend approving $500 and another $487.00 (25% of the cost of the fridge from Perth Royals Football Club's Grant Application).

The panel recommends project funding of $987.50 including the fridge component from their Sport Grant application.

79. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
Victoria Park Cricket Club Incorporated	**Equipment and Clothing Support** The requested funding was for cricket balls and training uniforms. They are both expensive line items for the club and they cannot fully recoup the cost from their members without increasing fees. The club strives to make cricket as affordable as possible for them as they have a large number of student membership.	59	$2,000.00

Panel Assessment:

- The application outlines why funding is required and how the Strategic Community Plan objectives align with the club's overall objectives.

- Main aim is to keep costs down for members, especially with some of them being students.

The panel recommends sport equipment funding of $2,000.00.

Sport Equipment Grant Unsuccessful Application:

80. Funding is not recommended as an ineligible application. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested (What will the Sport Equipment Grant be used for?)	Panel score total (out of 80)	Requested Funding
Ringfit/Boxing Fitness Proprietary Limited	**Equipment Grant** The requested funding was for equipment to support the organisation to develop athletes. There was no description or quotes, and they were deemed ineligible for funding as they are a private company.	24	$2,000.00

Panel Assessment:

- Application is ineligible as Ringfit/Boxing and Fitness Pty Limited is a private company and thus does not meet within the guidelines of the Sports Equipment Grant.

- Insufficient details, no quotes for equipment or details on types/numbers, may be commercial entity.

Sport Equipment Grant Funding Recommendations:

Applicants:	Project	Amount
Curtin Trinity Pirate Hockey Club Incorporated	Replacement of Premier League Uniforms and Introduction of an Indigenous Clash Strip	$720.00
Victoria Park Junior Football Club Incorporated	A Kick In the Right Direction 2022	$1,881.00
Perth Cricket Club Incorporated	Perth Cricket Club – Matching Clothing Costs	$2,000.00
Victoria Park Xavier Hockey Club Incorporated	Hockey Goal Replacement Program	$2,000.00

Victoria Park Carlisle Bowling Club	New Mats and Jacks	$357.00
West Australian Marathon Club Incorporated	Sports equipment – Race timing tags	$637.50
Perth Royals Football Club Incorporated	Perth Royals Football Club Sustainable Project	$987.50
Victoria Park Cricket Club Incorporated	Cricket Balls and Playing and Training Uniforms	$2,000.00
Total		**$10,583.00**

Ineligible Sports Equipment Grants Funding

Applicants:	Project	Amount
Ringfit/Boxing and Fitness Proprietary Limited	Equipment Grant	$2,000.00
Total		**$2,000.00**

81. Subject to Council endorsement, successful arts, community, sport and sports equipment applications will be notified of the decision within five business days of Council resolution.

82. 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.

83. The Town encourages previous unsuccessful applicants to contact the Town for feedback to support future applications.

84. Successful Arts, Community, Sport and Sports Equipment Grants applicants are required to complete the Town's acquittal reporting documentation within three months of completion of the program or event.

Relevant documents

Policy 114 Community Funding

Further Considerations

The following information was requested at the Agenda Briefing Forum held 2 November 2021.

85. *Provide information on whether Alexander Theatre application for funding was related to some of the compliance issues with the Town.*

The Town is currently working with Alexandra Theatre to comply with the Health, Building and Planning requirements so that the Theatre can operate in a safe and compliant manner.

The following issues have been identified
- Portable Fire extinguishers
- Emergency lighting
- Facilities accessible to the affected parts
- Accessible unisex toilet

Until these issues are resolved the Theatre has a maximum accommodation approval of 50 people.

The grant funding Alexandra Theatre applied for relates to event lighting and sound equipment ($4,299.09) and associated cabling / mains socket equipment ($599.01). The proposed project in the grant application is not to resolve or assist with remediation works relating to improving the building standard.

86. The inclusion of Victoria Park Community Centre in the 'Not Recommended' table was an error. The overall Council recommendation reflects the correct information of an Arts grant to Victoria Park Community Centre for $3,800, noting the Panel recommendation for this application is for partial project funding of $3,800. This has now been rectified by removal from within the Arts Grants Funding Not Recommended table.

Below is the table with the correction:

Art Grant Funding Recommendations

Applicants:	Project	Amount
East Victoria Park Primary School Parents and Citizens Association	Urban Flora Mural Project	$5,000.00
Centre for Stories	Backstories	$2,000.00
Curate Arts Incorporated	Moving Music Workshops: A new Recycle Project Initiative	$5,000.00
Kids Camps Incorporated T/A Cahoots	Cahoots Art Wellbeing Program (CAWP)	$4,200.00
Victoria Park Community Centre Incorporated	Upskilling for the Greater Good (Wood)	$3,800.00
Total		**$20,000.00**

Arts Grants Funding Not Recommended

Applicants:	Project	Amount
Fran Mitchell	Community Gallery Wall	$4,212.83
Perth Region NRM Incorporated	Seasons Mural Artwork	$5,000.00
Alexandra Theatre	Alexandra Theatre – Upgrades	$4,898.10
Ivan Gian-Piero	It's Incredibly Cool Film Festival!	$5,000.00
Bernard Taylor	Classical Photo Shoot	$499.00
Total		**$19,609.93**

87. Sports Grants

An error has been identified in paragraph 72. Sports Applications will be assessed in line with Policy 114 Community Funding and the criteria outlined for the Sports Grants funding Program (not Arts funding program as stated in the ABF report).

Cr Potter left the meeting at 8.09pm due to a financial interest and returned at 8.22pm.

PROCEDURAL MOTION

Moved: Mayor Karen Vernon **Seconded:** Cr Jesse Hamer

That Council deals with each point of the recommendation separately.

Carried (8 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
To take account that they are all different grants.

AMENDMENT:

Moved: Mayor Karen Vernon **Seconder:** Cr Bronwyn Ife

That point 1 of the officer's recommendation be amended by inserting a new subparagraph as follows:

f. Alexandra Theatre - $4,898.10

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
This application for funding should be granted to:

1. support the only theatre company in the Town, which was established in 2020 and is renting the only remaining original theatre left in the Town, to grow as an organisation that will have both performance and training capacity;
2. assist the theatre company to rehearse for performances that will ultimately have to held elsewhere;
3. assist the company to hold drama workshops which they have scheduled in their 2022 program, and
4. help them become performance ready.

COUNCIL RESOLUTION (261/2021):

Moved: Cr Jesvin Karimi **Seconded:** Cr Claire Anderson

That Council endorsed the following arts grants:

a. Centre for Stories - $2,000
b. Curate Arts Incorporated - $5,000

c. East Victoria Park Primary School Parents and Citizens Association - $5,000
d. Kids Camps Incorporated T/A Cahoots - $4,200
e. Victoria Park Community Centre Incorporated - $3,800
f. Alexandra Theatre - $4,898.10

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

COUNCIL RESOLUTION (262/2021)):	

Moved: Mayor Karen Vernon **Seconded:** Cr Luana Lisandro

That Council endorses the following Community grants:

1. Burswood Peninsula Neighbourhood Watch Group - $4,535
2. Carlisle/Victoria Park Toy Library Incorporated- $5,290
3. Connect Victoria Park Incorporated- $9,000
4. Connect Victoria Park Incorporated - $8,520
5. Happiness Co Proprietary Limited - $2,000 and $100 (In Kind)
6. Victoria Park Community Centre Incorporated - $6,350

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

COUNCIL RESOLUTION (263/2021):

Moved: Cr Jesvin Karimi **Seconded:** Cr Wilfred Hendriks

That Council endorses the following sports grants:

a. Curtin Trinity Pirate Hockey Club Incorporated - $4,680
b. Perth Cricket Club Incorporated - $8,000
c. Perth Royals Football Club Incorporated - $6,617.63

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

COUNCIL RESOLUTION (264/2021):

Moved: Cr Jesvin Karimi **Seconded:** Cr Bronwyn Ife

That Council endorses a sport grant recommended to be transferred to sport equipment grants:

a. Sword Fish Fencing Club Incorporated- $1,242.81

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

AMENDMENT:

Moved: Mayor Karen Vernon **Seconder:** Cr Claire Anderson

That point 5c of the officer's recommendation be deleted.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
A fridge is not sporting equipment, as it is not necessary for, or related to, the playing of football, nor is it needed for maintaining the club's equipment. It is related to the recreational and revenue raising activities of the club, and it sets a precedent to encourage other sporting clubs to consider grant funding for similar items.

COUNCIL RESOLUTION (265/2021):

Moved: Cr Wilfred Hendriks **Seconded:** Cr Luana Lisandro

That Council endorses the following sport equipment grants:

a. Curtin Trinity Pirate Hockey Club Incorporated - $720
b. Perth Cricket Club Incorporated - $2,000
c. Victoria Park Carlisle Bowling Club Incorporated - $357
d. Victoria Park Cricket Club Incorporated - $2,000
e. Victoria Park Junior Football Club Incorporated - $1,881

f. Victoria Park Xavier Hockey Club Incorporated - $2000
g. West Australian Marathon Club Incorporated - $637.50

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

PROCEDURAL MOTION

Moved: Mayor Karen Vernon **Seconded:** Cr Jesvin Karimi

That the meeting be adjourned for 10 minutes and return at 8.23pm

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

The meeting adjourned at 8.23pm and reconvened at 8.33pm.

13 Chief Operations Officer reports

13.1 Energy Sustainability Project

Location	Town-wide
Reporting officer	Environmental Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. Energy Project Award - WALGA CEO Address - Victoria Park [**13.1.1** - 2 pages] 2. 18675 Business Terms and Conditions April 2021 [**13.1.2** - 17 pages] 3. 18675 DRAFT Form of Agreement - Bundled [**13.1.3** - 5 pages] 4. 18675 DRAFT Form of Agreement - Unbundled [**13.1.4** - 17 pages] 5. 18675 Electricity Sale General Conditions April 2021 [**13.1.5** - 17 pages] 6. Offer Document - Victoria Park [**13.1.6** - 12 pages] 7. Appendix 1 - Energy Sustainability and Renewables Project - Unbundled option (Option 1) - Analysis [**13.1.7** - 3 pages] 8. Appendix 2 - Energy Sustainability and Renewables Project - Bundled option (Option 2) – Analysis [**13.1.8** - 2 pages] 9. Appendix 3 - Energy Sustainability and Renewables Project – Bridging Offer [**13.1.9** - 1 page]

Recommendation

That Council:

1. Approves that the Town proceed with the Energy Sustainability and Renewables Project contract execution with Synergy under the three-year contract term, plus the Bridging Offer from December 2021 until April 2022.
2. Approves Option1 (Unbundled) inclusive of the 100% Natural Power option, to supply the Town's contestable energy sites as listed below:
   - AQUALIFE
   - LEISURELIFE
   - ADMINISTRATION
   - LIBRARY
   - DEPOT
   - G.O. EDWARDS PARK
   - HIGGINS PARK
   - FLETCHER PARK

Purpose

For Council to consider the Energy Sustainability and Renewables Project and support the Town in entering a contract with Synergy to provide 100% renewable energy supply to the Town's contestable sites.

In brief

- The Town's Electrical Supply Agreement with Landfill Gas and Power (LGP) will be terminating at the end of the year due to LGP closing its retail operations.

- WALGA was requested by its Members to explore alternative options for a whole of sector Power Purchase Agreement (PPA).
- WALGA is assisting the Local Government sector in order to facilitate an aggregate market process to reduce the cost of conventional energy supply and renewable energy, known as the Energy Sustainability and Renewables Project, which seeks a cost-effective solution to enable Local Government in Western Australia to achieve their renewable energy and carbon emissions targets. This will be for contestable sites initially, and non-contestable sites may be able to be powered under a future agreement.
- The recommendation from the Energy Sustainability and Renewables Local Government Steering Group to award the supply to Synergy.
- Under the proposed Synergy contract of an initial three-year period (April 2022 – March 2025), the Town of Victoria Park may select from either Option 1 (Unbundled) or Option 2 (Bundled) for our electricity supply.
- The Administration recommends the election of the unbundled option with 100% renewable energy.
- Under this option the Town has the opportunity of operating the facilities with a saving of approximately $72,771 over the three-year term at the Low Point rate, however the High Point rate represents a cost implication of approximately $174,339 extra.
- With the use of WALGA's relevant models, ledgers and management systems to help manage our energy use, the Administration anticipates that the Town will be charged at the Low Point rate. The High Point rate applies where factors such as remote locality, intermittent supply or significant unmanaged increase in energy use may occur.
- Where a Local Government has a contract date that starts prior 01/04/2022, Synergy has provided a Bridging Offer available from December 2021 until April 2022, after which the three-year contract would commence. As the Town's Electrical Supply Agreement with Landfill Gas and Power will be terminating at the end of the 2021 calendar year this Bridging Offer is available to the Town and equates to a saving of $28,818 from December 2021 – April 2022.
- Through the Energy Sustainability and Renewables Project and its expanded opportunities, the Town of Victoria Park and other participating Local Governments can ensure we are on the front foot in shaping this new era in energy and supporting our commitments to climate change action.

Background

1. The Town entered into an Electricity Supply Agreement with Landfill Gas Power for 100% renewable energy supply for the Town's contestable sites on 28th November 2014. The minimum supply period expired in 2016 and the agreement has continued on a rolling month-to-month basis since.
2. Landfill Gas and Power have advised they will be closing its retail operations and therefore will not be extending this current contract for the supply of renewable energy.
3. As the peak representative body for Local Government in Western Australia, WALGA is uniquely situated to facilitate positive collaboration between Local Governments across the state. WALGA's Corporate Strategy 2020-2025 set a sector vision in which Local Governments enhance community well-being and enable economic prosperity.
4. As of January 2021, forty-six (46) Local Governments have made declarations acknowledging that climate change is occurring, and that climate change will continue to have significant effects on the WA environment, society, economy, and Local Government sector. The Town of Victoria Park signed the WALGA Declaration on Climate Change in 2012.

5. WALGA was requested by its Members to explore alternative options for a whole of sector Power Purchase Agreement (PPA).
6. WALGA is assisting the Local Government sector in order to facilitate an aggregate market process to reduce the cost of conventional energy supply and renewable energy, known as the Energy Sustainability and Renewables Project. Under this project, WALGA is seeking a cost-effective solution to enable Local Government in Western Australia to achieve their renewable energy and carbon emissions targets, and the aggregate approach means that there is power in buying in bulk.
7. The phasing of the Energy Sustainability and Renewables Project comprises:

    - Phase 1 – Contestable energy supply and renewable energy options
    - Phase 2 – Load shifting, minimising cost (i.e. energy management systems, contestability assessments, understanding emissions, non-contestable supply investigation, preparation for carbon offset integration and preparation for a PPA).
    - Phase 3 – Carbon management, offsets, integrated technologies
    - Phase 5 – Long Term PPA
    - Phase 6 – Sustainable Fleet Transition and Sustainable Infrastructure Technologies
    - Phase 7 – Large-scale Local Government Sustainability projects

8. Using a staged approach, WALGA is looking to develop a long-term partner, or consortium of partners, to provide energy and sustainability solutions for the sector.

9. WALGA has commenced Phase One of the Energy Sustainability and Renewables Project. Activity through this first phase aims to reduce Members' current energy supply costs whilst also providing a commercial solution to renewable energy utilising Western Australian wind, solar and biomass projects.
10. A Steering Group – comprising Stirling, Mandurah, Perth, Fremantle, Cockburn, Bayswater, Canning, Joondalup, Wanneroo, Gosnells and Armadale – was assembled with the task of conceiving an optimal solution to rising energy costs and inflated renewables prices.

11. On the 26th of August 2021, the Australian Competition & Consumer Commission (ACCC) decided to grant authorisation to the Western Australian Local Government Association to enable local governments who are current and future members of a proposed joint renewable energy purchasing group to pool their demand and collectively tender for and negotiate an electricity supply arrangement.

12. The Tender process has been conducted in consideration for compliance with Local Government (Functions and General) Regulations 1996, internal Local Government Procurement Policies and has been granted Authorisation from the Australian Competition and Consumer Commission.

13. The ACCC has decided to grant authorisation for 15 years, until 30 September 2036. The ACCC determined the period intended to cover an initial 3-year agreement, which will provide price transparency and align Local Government contract terms for the development of a potential longer-term 10-year agreement when the initial 3-year agreement expires.

14. On the 28th of November 2021, the Finance and Services Committee, a delegated authority of WALGA State Council endorsed the recommendation from the Energy Sustainability and Renewables Local Government Steering Group to award the supply to Synergy (subject to contracting, satisfaction of minor variations and the minimum thresholds of Local Government participation reached).

15. Through this project and its expanded opportunities, the Town of Victoria Park and other participating Local Governments can ensure we are on the front foot in shaping this new era in energy and supporting our commitments to climate change action.

Offer in Brief

16. Under the proposed Synergy contract, the Town of Victoria Park may select from either Option 1 (Unbundled) or Option 2 (Bundled) for the contestable sites electricity supply.

Option 1. Western Australia Uniform Supply

Unbundled		Supply Period (3 Years)			
1/04/2022 - 31/03/2023 (Yr. 1)		1/04/2023 - 31/03/2024 (Yr. 2)		1/04/2024 - 31/03/2025 (Yr. 3)	
Peak (c/kWh)	Off-Peak (c/kWh)	Peak (c/kWh)	Off-Peak (c/kWh)	Peak (c/kWh)	Off-Peak (c/kWh)
5.691	5.174	5.940	5.400	5.862	5.329
Daily Supply Charge (Per NMI)		N/A ($0)			
CPI		There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term.			

Benchmarking range for non-Commodity Cost (Applied flat)	Low-Point Rate (c/ kWh)	High-Point Rate (c/ kWh)
	13.692	18.322
Local Government's managing their energy profiles and consumption may expect lower non-commodity costs. Factors such as remote locality and intermittent supply result in a higher rate.		
Weighted Average Price (Calculated using the total WA portfolio. Each Local Government will have minor variations due to unique energy profiles)	Flat (c/ kWh)	
	5.57	

Option 2. Specific to Town of Victoria Park

Bundled	Supply Period (End of Existing Agreement – 31/3/2025)
Peak (c/kWh)	Off-Peak (c/kWh)
26.45	14.50
Daily Supply Charge (Per NMI)	$2.53
CPI	There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term.

17. 'Bundled' pricing is a simple pricing that includes the aggregated price of network, metering and other charges. Cost components are 'on-peak' and 'off-peak' rates with all other costs factored into these rates.

18. Conversely, 'Unbundled' pricing disaggregates the price into energy, network, capacity, and other charges separately. Using an unbundled pricing proforma, contractors can pass through regulated cost components over which they have no control. In this manner, they can offer customers a more competitive rate based on the cost components that they have control over.

19. Synergy also offers the Local Government's Natural Power under its standard terms and conditions at the rates set out below:

Renewable Energy.

Natural Power (Renewable Energy) Option available per Supply Period		
1/04/2022 - 31/03/2023 (Yr. 1)	1/04/2023 - 31/03/2024 (Yr. 2)	1/04/2024 - 31/03/2025 (Yr. 3)
Rate (c/ kWh)	Rate (c/ kWh)	Rate (c/ kWh)
3.00	2.60	2.23
CPI	There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term.	

20. Synergy will sell Local Governments a portion of Natural Power, based on your chosen Natural Power contribution (e.g. 25%, 50%, 75% etc).

21. Should the Town not want to commit to volumes upfront, then Synergy recommend their standard Natural Power offer. Synergy offers the standard Natural Power product whereby each Local Government has the option to purchase Natural Power as it decides each year. The current standard Natural Power product is 3.537c/kWh.

Term

22. The term of the contract with Synergy is three years. This is broken down as per below:
    - Contract Year 1: 1 April 2022 - 31 March 2023
    - Contract Year 2: 1 April 2023 - 31 March 2024
    - Contract Year 3: 1 April 2024 - 31 March 2025

23. Where a Local Government has a contract date that starts prior 01/04/2022, Synergy has provided the below preliminary Bridging Offer. This Bridging Offer is available from December 2021 until April 2022, after which the three-year contract would commence.

Bridging Offer for Town of Victoria Park

Bridging Offer	Supply Period (End of Existing Contract – 31/03/2022)
Peak (c/kWh)	Off-Peak (c/kWh)
25.17	14.50
Daily Supply Charge (Per NMI)	$2.52
CPI	There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term.

Strategic alignment

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.	The Energy Sustainability Project is a cost-effective solution to enable Town of Victoria Park to achieve renewable energy and carbon emissions targets for our facilities.

Engagement

Internal engagement	
Stakeholder	Comments
Assets team	Supportive of the proposed entry into a Power Purchase Agreement.
Procurement team	The tender legislation provides a public tender exemption for projects undertaken through WALGA, therefore from a procurement perspective the offer is acceptable under this exemption and both proposed options (unbundled, bundled and bridging options) are fine.

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	Supplier of choice goes into administration or financial distress during the term of the contract.	High	Low	High	Medium	Consistent monitoring of supplier by WALGA. Ongoing monitoring and assessment of financial due diligence during the term of the contract.
Financial	Green energy price spikes in WA.	Medium	Low	Low	Medium	WALGA evaluation process to identify green energy and alternative offers. WALGA to begin negotiating long term PPA as soon as possible.
Financial	Town pays the High Point rate for non-commodity charge, which will result in a net cost to the Town rather than saving.	High	Medium	Medium	Medium	Administration to review the contract details, namely the non-commodity rate.
Reputation	Minimum collective energy volume not achieved.	High	Medium	Medium	Low	Memorandum of Understanding signed by participants.

Financial implications

Current budget impact	The Town currently sources energy from Landfill Gas and Power to power several of the Town's high energy consuming (contestable) facilities. These include: • AQUALIFE • LEISURELIFE • ADMINISTRATION • LIBRARY DEPOT • G.O. EDWARDS PARK • HIGGINS PARK • FLETCHER PARK

	The current rate at which the Town is charged is between 36 cents/kWh (Peak) and 12 cents/kWh (Off-Peak), with a $2 supply charge. Where a Local Government has a contract date that can start prior 01/04/2022 – which is the case for the Town as are out of contract with Landfill Gas and Power – Synergy has provided a preliminary Bridging Offer: Under this Bridging Offer the Town will be charged 25.7 c/kWh (Peak) and 14.50 c/kWh (Off-Peak) for standard (Brown) energy, with a $2.52 supply charge. The Peak rate is typically charged between 8am and 10pm. According to WALGA's calculations this option will save the Town at least an estimated $49,809 from December 2021 – April 2022. If the Town were to add 100% Natural Power this would add an additional cost of 3.00 c/kWh, which equates to a saving of $28,818 from December 2021 – April 2022. There is no non-commodity charge for the Bridging Offer. Please see calculations in the respective spreadsheets at the base of this report.
Future budget impact	**Bundled Option (Option 2)** The Bundled Option (Option 2) charge is between 26.45 cents/kWh (Peak) and 14.50 cents/kWh (Off-Peak), with a $2.53 supply charge. After applying the 100% Natural Power charges outlined in the above years, this will result in an additional cost of $15,376 in 2022/23; $8,260 in 2023/24; and $1,678 in 2024/25. As such, this option has not been recommended for the Town. **Unbundled Option (Option 1)** Under an unbundled option (Option1) to power the same facilities the Town will be charged 5.7 c/kWh (Peak) and 5.2 c/kWh (Off-Peak). This equates to a weighted average of 5.57 c/kWh. This combined with the non-commodity charge of between 13.7 c/kWh (Low Point) and 18.3 c/kWh (High Point) will result in a charge of between 19.3 c/kWh and 23.9 c/kWh for each facility. For an explanation of non-commodity, high and low point charges, please refer to **Recommended Future Energy Use Option** section (paragraphs 30-36). • **2022/23 - Unbundled Option** According to WALGA's calculations this option will save the Town at least an estimated $38,130 – and potentially as much as $120,499 – from the first year of operation (April 2022 onwards) for standard (Brown) energy. If the Town were to add 100% Natural Power this would add an additional cost of 3.00 c/kWh. Depending on the non-commodity charges (see above), if the Town were to increase its energy use across its facilities then this would cost the Town an overall additional $65,051 (High Point charge). Conversely, if the Town continued to undertake appropriate energy management and utilised the models, ledgers and management systems forthcoming from WALGA/Synergy, it is anticipated that this would save $17,319 (Low Point).

- **2023/24 - Unbundled Option**

According to WALGA's calculations this option will save the Town at least an estimated $38,130 – and potentially as much as $120,499 (April 2023 onwards) for standard (Brown) energy.

If the Town were to add 100% Natural Power this would add an additional cost of 2.60 c/kWh. Depending on the non-commodity charges (see above), if the Town were to increase its energy use across facilities then this would cost the Town an overall additional $57,935 (High Point). Conversely, if the Town continued to undertake appropriate energy management and utilised the models, ledgers and management systems forthcoming from WALGA/Synergy, it is anticipated that this would save $24,435 (Low Point).

- **2024/25 - Unbundled Option**

According to WALGA's calculations this option will save the Town at least an estimated $38,130 – and potentially as much as $120,499 (April 2023 onwards) for standard (Brown) energy.

If the Town were to add 100% Natural Power this would add an additional cost of 2.23 c/kWh. Depending on the non-commodity charges (see above), if the Town were to increase its energy use across facilities then this would cost the Town an overall additional $51,353 (High Point). Conversely, if the Town continued to undertake appropriate energy management and utilised the models, ledgers and management systems forthcoming from WALGA/Synergy, it is anticipated that this would save $31,017 (Low Point).

Please see below graphical display of the various energy options and financial implications by year. For further information, please see calculations in the respective spreadsheets at the base of this report.

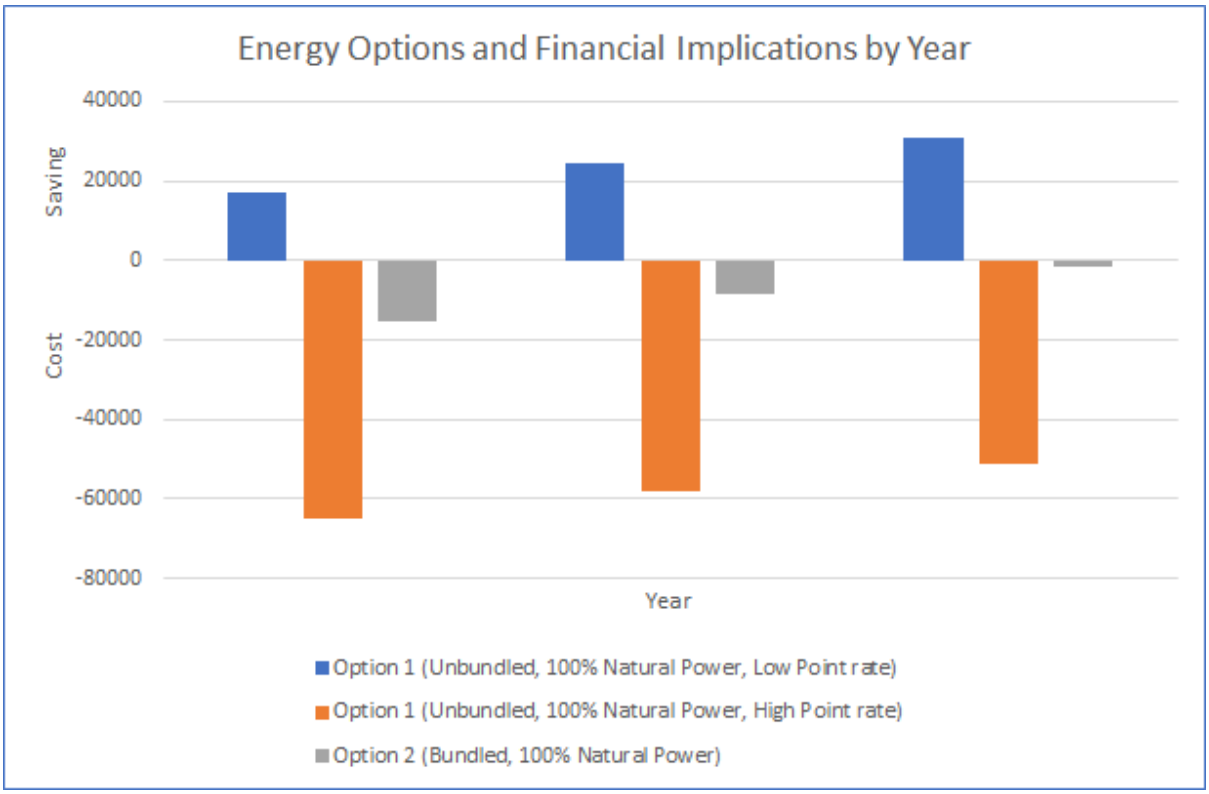
Aqualife

Based on the calculations in the respective spreadsheets at the base of this report, should 100% Natural Power be desired it appears that the Town's Aqualife facility may experience an increase in consumption cost, even at the Low Point rate.

Whilst these costs may be reduced with the operation of the solar system on the facility, and also supplemented by savings gained in the other Town facilities, it is recommended that the Town anticipate an increase in the below energy budget for Aqualife to accommodate any potential cost additional costs:

2022/23: $30,737.80
2023/24: $26,903.47
2024/25: $23,356.72

NOTE: the solar power system installed on the facility will only provide savings during the peak period but not during off-peak periods in which some of these facilities have higher usage during these times.



Analysis

24. The project will assist the Town of Victoria Park and broader Local Government sector to meet the renewable energy and carbon reduction targets set into policy at the Local, State and Federal levels of Government.

25. The sector is in a unique position to lead the sustainability charge in Western Australia by adopting for locally sourced renewable energy derived from Albany Wind Farm, Collgar Wind Farm and Emu Downs Wind Farm. A complete renewable adoption from the Sector is the carbon reduction equivalent to planting 14 million new trees. More information on these wind farms can be found in the Energy Framework and Offer Document attached to this report.

26.

27. The Town's current contract with Landfill Gas and Power has expired. The Town has received notification that Landfill Gas and Power will be terminating their operations in Western Australia from December 2021.

28. NOTE: With Landfill Gas and Power terminating their operations, the Town will be required to undertake a new contract imminently. The Energy Sustainability and Renewables Project will enable the Town to transition to a new initial three-year contract from December 2021.

Current energy usage

29. The Town currently sources energy from Landfill Gas and Power to power several of the Town's facilities. These include:

    - AQUALIFE
    - LEISURELIFE
    - ADMINISTRATION
    - LIBRARY
    - DEPOT
    - G.O. EDWARDS PARK
    - HIGGINS PARK
    - FLETCHER PARK

30. The current rate at which the Town is charged is between 36 cents/kWh (Peak) and 12 cents/kWh (Off-Peak), with a $2 supply charge. This form of power is generated from gas extracted from decomposing organic matter in refuse landfills. This gas would otherwise be released to the atmosphere or flared. However, this is not renewable energy (e.g. solar, wind, wave), as it is not truly sustainable. Landfill gas is ultimately a finite resource.

Recommended Future Energy Use Option

31. 'Unbundled' energy (see paragraph 17 above) allows Local Governments to immediately realise a reduction in non-commodity charges that make up the energy bill. When Local Governments are quoted a bundled price, the retailer fixes the non-commodity costs for the life of the contract. These charges typically represent 60-70 percent of invoice charges. By unbundling the Town supply, the Project Team and WALGA Members will be granted the ability to reduce the non-commodity charge of their energy bill and realise the cost saving immediately. Non-commodity charges include other charges that make up the energy bill that are not for electricity (the commodity) itself. These charges cover the cost of delivering electricity, balancing the grid and all network costs.

32. In order to realise the full potential of the options on offer under the PPA, the Project Team highly recommends electing for the unbundled offer and encourages all tender participants to adopt 100% renewable energy.

33. The Administration and WALGA acknowledge that the non-commodity rate associated with the unbundled option will determine if the Town saves money (Low Point) or if it results in additional cost (High Point) more money than what we are paying currently paying. The High Point rate applies where factors such as remote locality, intermittent supply or significant unmanaged increase in energy use may occur. For instance, the trigger for the High Point rate would be relative to the historical highest energy usage for any one facility. If that usage is exceeded by 20%-50% then the Town would be charged a High Point rate.

34. In conjunction with Synergy, WALGA will produce relevant models, ledgers and management systems to assist all participating Local Governments manage their energy use to realise energy reductions and associated reductions in charges. As such, the Administration anticipates that the Town will be charged at the Low Point rate.

35. By pursuing a 100% renewable energy option, this accelerates the Town's ability to meet the following actions of the endorsed Climate Emergency Plan:

    - Undertake a consideration for a Power Purchase Agreement contract for all major facilities that provides power that produces 20% less carbon than the grid.

- Through installation of solar and power purchase agreements, ensure that at least 50% of all energy used for council facilities is sourced from renewables by 2030.

36. Further, WALGA have indicated that the cost of renewable energy will increase significantly in the coming years, making reference to the cost of Large-scale Renewable Energy Certificates (LGC) market (for instance, see http://lgc.mercari.com.au/). The Energy Sustainability and Renewables Project offers an opportunity to capitalise on the collective buying power of a PPA, whilst supporting our commitments to climate change action. As a result, it is the Administration's understanding that almost all participating Local Governments have indicated that they will be pursuing an option of 100% renewable energy through this PPA.

37. Given this, the Administration recommends the election of the unbundled option with 100% renewable energy. For projected charges and budget impacts, please see Financial Implications section above.

Critical Action Required

38. The offer has a strict validity period for acceptance and is contingent on a collective minimum scaled volume of 60 Gigawatt hours across a three-year term. Due to market pricing processes and vesting arrangements, no extensions can be sought, and if WALGA is not able to accept this offer due to a lack of collective participation levels then it will lapse. It is therefore critical that this offer is accepted in writing from tender participants as soon as possible with a deadline of 19th November.

39. Should Council approve the Town proceed with the Energy Sustainability and Renewables Project contract execution with Synergy, the Administration will notify WALGA in writing. The Town's volumes will be attributed to a Sector portfolio in order to calculate committed volumes. Once the minimum volumes of Electricity Supply and Renewable Adoption have been met, Synergy will distribute contracts for execution.

40. Further details of the Energy Sustainability and Renewables Project, including the relevant Energy Framework and Offer Document are attached to this report.

* With the use of WALGA's relevant models, ledgers and management systems to help manage our energy use, Relevant documents

Town of Victoria Park Climate Emergency Plan.

COUNCIL RESOLUTION (266/2021):	

Moved: Cr Bronwyn Ife **Seconded:** Cr Peter Devereux

That Council:

1. Approves that the Town proceed with the Energy Sustainability and Renewables Project contract execution with Synergy under the three-year contract term, plus the Bridging Offer from December 2021 until April 2022.
2. Approves Option1 (Unbundled) inclusive of the 100% Natural Power option, to supply the Town's contestable energy sites as listed below:
   - AQUALIFE
   - LEISURELIFE
   - ADMINISTRATION
   - LIBRARY
   - DEPOT
   - G.O. EDWARDS PARK
   - HIGGINS PARK
   - FLETCHER PARK

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

13.2 Deed of Undertaking, Burswood Peninsula Maintenance

Location	Burswood
Reporting officer	Manager Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL - Original D 17 13524 Deed of Agreement; AG R 135; BL Developments; Lake Park; The Promenade; Reserve [**13.2.1** - 10 pages] 2. CONFIDENTIAL - Deed of Undertaking - The Peninsula Burswood - Maintenance Costs - Execution Version 25 August 2021 [**13.2.2** - 30 pages]

Recommendation

That Council:

1. In accordance with section 9.49A(1)(a) of the Local Government Act 1995 authorises the Chief Executive Officer and Mayor to execute all necessary documents on behalf of Town of Victoria Park in relation to the amended maintenance Deed for Public Open Space at The Peninsula estate, Burswood.
2. Approves BL Developments Pty Ltd to continue the maintenance at the Town's cost backdated to 1 October 2021 for a period of up to six months.
3. Approves the undertaking of a public tender process for the ongoing maintenance of the Peninsula Public Open Space for a 3-year contract with possible two twelve-month extensions, with the intention of award of the Contract to the recommended tenderer at the March 2022 OCM.

Purpose

To seek the authority in accordance with section 9.49A(1)(a) of the Local Government Act 1995 for the Chief Executive Officer and Mayor to execute all necessary documents on behalf of Town of Victoria Park in relation to the amended maintenance Deed and authorise the Developer, BL Developments Pty Ltd, to continue to maintain the site for up to 6 months while a new maintenance tender is developed, assessed and awarded.

In brief

- The Town has been in negotiation with the Developer of The Peninsula Estate, Burswood regarding maintenance of the Public Open Space vested in Council since January 2018.
- The Developer has been maintaining the site for 15 years under the current Deed of undertaking as part of the original structure plan.
- Usually, Public Open Space maintenance commitments revert to the local government after two years.
- A new Deed of Undertaking has been finalised in conjunction with Town staff, lawyers for the Town, lawyers for the Developer, and the Developer.

Background

1. The 2005 Deed of undertaking was part of the structure plan for The Peninsula estate.
2. Under the original Deed, the Proponent was to carry out the Commitments until they had completed the development of lots 1 to 25.

3. This included;
   (a) the roads, public open space and landscaped areas within, and as shown on, the Structure Plan Area would be vested in, and under the control of, the Town; and
   (b) the Town would be responsible and liable for the Maintenance Commitments.
4. Notwithstanding that the development of lots 1 to 25 as shown on the structure plan has not been completed:
   a. the Proponent has carried out the POS Works; and
   b. the POS Land associated with completed developments of lots on the Structure Area Plan has been vested in, and is under the care, control and management of, the Town. The Town also carries the liability for the infrastructure and it is listed on the Town's Asset register.
5. The Developer has been maintaining the site since the 2005 deed. In most cases, developers are required to maintain the Public Open Space for a maximum of two years after construction.
6. Negotiations were prompted by the Developer, as they have been maintaining the site for 15 years.
7. The Town agreed to take over items of risk, such as trees, infrastructure (Lighting, benches, playground), roads and paths, and have been carrying out maintenance on those areas for at least 2 years.
8. Due to the age of some of the infrastructure, the Town has already had to replace some of it, including streetlights and the playground.
9. Over the last two years, negotiations for a new amended Deed have occurred seeking for the Town to take over the remaining maintenance for the Public Open Space, including grass areas, garden beds, streetscapes and the irrigation system.
10. A position was agreed to between the Developer and Town staff proposing the Town take over the remaining public open space maintenance from 1 October 2021.
11. It was proposed that the Developer be paid to maintain the area to the current standard, at the Town's expense, for a period of up to 6 months, until a new maintenance tender is finalised.
12. Funds of $312,000 were approved under Work Order 1971 on the 2021/2022 budget to facilitate this maintenance. The original budget for the Peninsula Public open Space was $12,000. An increase of $300,000 was highlighted in the 2021/2022 Parks maintenance budget specifically to cater for this maintenance.
13. It is anticipated, based on the information we have acquired from the developer and market conditions for Public Open Space of this size and standard, that an ongoing commitment of over $300,000 per annum will be required on the Parks Maintenance budget. This figure will depend, however, on the outcome of the public tender process going forward. The proposed tender for the area is for a three-year contract with two 12-month extensions based on the contractor's performance.

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 public tender will allow a transparent process and a best value for money approach for the Peninsula area high standard of maintenance.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Regular maintenance ensures excellent quality aesthetically pleasing accessible areas for residents to use.

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Ensuring the Public open space in the Peninsula area is kept up to the same high standard it is currently maintained, in line with its high profile surrounds.

Engagement

Internal engagement	
Stakeholder	Comments
Governance	Provide advice on whether the matter is required to go to Council
Planning	Background information on Deeds and developer handover requirements
Operations	Provide information on possible maintenance implications
Procurement	Provide assistance with tender requirements

External engagement	
Stakeholders	BL Developments Pty Ltd
Period of engagement	Over the last two years
Level of engagement	Direct negotiation
Methods of engagement	Exchange of legal paperwork with amendments, e-mails, face to face meetings and phone calls.
Advertising	*N/A*

Submission summary	*N/A*
Key findings	*N/A*

Other engagement	
Stakeholder	Comments
McLeods Barristers and Solicitors	Working on Behalf of the Town
LSV Borrello Solicitors	Working on behalf of BL Developments Pty Ltd

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	Failure to maintain area to accepted standard for a competitive price	Moderate	Likely	High	Low	TREAT risk by going through a public tender process with detailed specifications.
Environmental	N/A				Medium	
Health and safety	N/A				Low	
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	N/A				Low	
Reputation	N/A				Low	

Service delivery	Failure to maintain POS to current standard, causing complaints in high profile area	Moderate	Likely	High	Medium	Appoint an appropriate maintenance contractor

Financial implications

Current budget impact	Sufficient funds exist within the 2021/22 annual budget to address this recommendation.
Future budget impact	Sufficient recurring funds will need to be included in future Parks Maintenance budgets to service the Public Open Space in The Peninsula estate.

Analysis

14. The maintenance of the Public Open Space in The Peninsula estate was always going to revert to the Town at some point.
15. Considering most of the maintenance by developers ceases after two years, it is an unusual set of circumstances in that it has continued for 15 years.
16. The Town has had a good working relationship with the developers, and they have kept the site to a high standard.
17. The cost to maintain the site is more than $300,000 per annum. To continue to expect the Developer to maintain it after such a long time is unrealistic.
18. Tender documents are in the process of being drafted for the future maintenance of the area.

Relevant documents

Original Deed of Agreement and amended Deed of Undertaking are confidential attachments to this report.

Further consideration

19. A question was asked at the Agenda Briefing Forum on 2nd November 2021 and the following is provided to clarify the response. The initial position agreed to by the Developer and the Town formed the basis for the Deed that was drafted for signing. The Town advised the Developer in October 2021 that the Deed would require a Council resolution. The infrastructure items are already the Town's assets. The Town took over the maintenance of some of these assets due to the age, risk or replacement (renewal) requirements of the assets, as well as the protracted maintenance period.
20. In addition, the Town has been receiving rates since 2005 that would ordinarily contribute towards maintenance of these areas. Inclusion of maintenance of these assets within the budgets from FY22 onwards is therefore included.

The Environment Officer left the meeting at 8.44pm.

COUNCIL RESOLUTION (267/2021):	

Moved: Mayor Karen Vernon **Seconded:** Cr Vicki Potter

That Council:

1. In accordance with section 9.49A(1)(a) of the Local Government Act 1995 authorises the Chief Executive Officer and Mayor to execute all necessary documents on behalf of Town of Victoria Park in relation to the amended maintenance Deed for Public Open Space at The Peninsula estate, Burswood.
2. Approves BL Developments Pty Ltd to continue the maintenance at the Town's cost backdated to 1 October 2021 for a period of up to six months.
3. Approves the undertaking of a public tender process for the ongoing maintenance of the Peninsula Public Open Space for a 3-year contract with possible two twelve-month extensions, with the intention of award of the Contract to the recommended tenderer at the March 2022 OCM.

Lost (0 - 9)

For: Nil

Against: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

13.3 Tender TVP/21/06 - Cleaning of Council Buildings and Public Toilets

Location	Town-wide
Reporting officer	Coordinator Strategic Assets
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. 2021-10-14 - Probity Certificate - TV P-21-06 [**13.3.1** - 2 pages] 2. CONFIDENTIAL - TV P 21-06 Cleaning Services - Evaluation Report signed [**13.3.2** - 119 pages]

Recommendation

That Council accepts the submission and awards contract associated with tender TVP/21/06 for Cleaning of Council Buildings and Public Toilets to CSCJ Pty Ltd trading as Charles Service Company (ABN 66 619 947 429), for initial contract term of three (3) years with the option of two, one-year extensions with the terms and conditions as outlined in the contract, for the estimated price of $916,149.48 (Excluding GST) as follows:

1. Separable Portion 1 - Cleaning of Council Buildings including Administration and Community Buildings.
2. Separable Portion 2 – Cleaning of Town's Public toilets and clubroom toilets.

Purpose

To seek Council approval to accept the submission by Charles Service Company to carry out the cleaning services for the Council Building and Public Toilets. As the value of the contract exceeds $250,000, the acceptance of the offer and any subsequent award of such contract is to be determined by the Council.

In brief

- A Request to Tender #TVP/21/06- Cleaning of Council Building and Public Toilets was published through The West, Tenderlink, Town's Public Notice Board, Victoria Park Library Notice Board and Localised.
- Tenderers were requested to provide Schedule of Rates.
- The tender submission deadline closed at 2pm on 27 August 2021.
- The Town received eleven (11) submissions for each of the Separable Portions 1 and 2. All submissions were deemed compliant.
- The approved municipal funding allocation for this item is [amount (ex GST)].
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by CSCJ Pty Ltd trading as Charles Service Company and enters a contract to provide cleaning services for the Council Buildings and Public Toilets.

Background

1. The Town employs a contract for its cleaning services for all Council buildings and public toilets.
2. The current contracts for both the cleaning of Council buildings (including the Administration and Community buildings) and for public toilets are due to expire in October 2021.

3. As both these contract expiry dates coincide, it was decided to combine into one request for tender with the works separated into Separable Portions so the Town could optimise best value, either awarding as one contract for both services or two contracts on the separable portions.

Compliance criteria

The following compliance criteria was included in the tender:

4. Compliance with the conditions of the tender.
5. Compliance with the Conditions of Contract
6. Compliance with the Specification
7. Compliance with Occupational Health and Safety
8. Attendance at mandatory tender briefing/site briefing
9. Pandemic Continuity Plan
10. Completion of tender sections 4.3.1 and 4.3.2
11. Completion of Pricing Schedules.
12. Organizational Profile, Referees, Subcontractors, Financial Position and
13. Insurance

Evaluation process

14. Evaluation was conducted as per the Evaluation Plan that was prepared and endorsed by the Evaluation Panel prior to commencement of the assessment.
15. Evaluation of the submission was undertaken by a three staff member evaluation panel based on the following qualitative criteria:

Relevant experience i). Provide details of experience working on similar works/projects undertaken, including information on: • *Project Start and end dates* • *Role of the tenderer, Contract value, variations, and final costs, including details of outcomes produced.* • *Details of personnel and subcontractors involved* • *Issues that arose during the project and how these were managed.* ii). References from past and present clients (minimum of 3). iii). Relevant industry experience of company personnel. iv). Past record of performance and achievement.	Weighting 30%
Demonstrated Understanding i). Level of understanding of work required ii). Ability to meet delivery dates in regard to overall work commitments iii). Warranties offered iv). Added value items offered v). Special conditions included in the Tender Vi) Tenderers must include a statement of understanding the potential for variation about how pandemic may affect cleaning services and how they manage their resources/workforces to respond to the changing demand.	Weighting 20%
Occupational, Health and Safety i). Occupational Safety and Health track record	Weighting 20%

ii). Occupational Safety and Health (OS&H) Management Plan	
Capacity i). Qualifications, skills and experience of key personnel ii). Detail the number and type of Plant, equipment and Machinery to be used in this contract and staff resources available iii). Percentage of operational capacity represented by this work iv). Quality Systems	Weighting 30%

16. The evaluation was conducted with oversight from an independent Probity Advisor. A Probity certificate from the probity advisor has been provided as an attachment to this report.

17. The full evaluation report contains commercially sensitive information and, as such, is a confidential attachment.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The tender was advertised as public tender and evaluated against compliance and qualitative criteria as well as price. This process will ensure that the Town gets quality value for money contractors for the services provided to the community.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Cleaning of Council and public amenities is vital for Community safety, health and the reputation of the Town.

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.	Cleaning of Council and public amenities ensures they are kept at the appropriate level of service desired by the community and rate payers. Cleaning ensures the buildings are well maintained and managed by the Town

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Cleaning of all Council, publicly accessible, buildings is required for the health and safety of our community.

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice, administrative support and appointed external Probity Advisor.
Community Development	Library toilet cleaning – scope of works expanded to provide additional lunch time cleaning.
Assets	Developing the cleaning schedules and updating to include allowance for COVID-19 or pandemic occurrence.

Legal compliance

Section 3.57 of the Local Government Act 1995

Part 4 Division 2 of the Local Government (Functions and General) Regulations 1996

Risk management consideration

Risk 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 awarding cleaning contract will leave the Town out of contract which will incur higher rates and/or limited access to contractor to undertake required services	Moderate	Likely	High	Low	TREAT risk by Awarding the contract as recommended
Health and safety	Public toilets or Council buildings not being maintained/cleaned properly causing contamination or spread of germs/disease.	Moderate	Possible	Medium	Low	TREAT risk by awarding contract and holding contractor to account for KPI and service delivery.
Reputation	Public toilets and Council facilities not being cleaned to the satisfaction of the	Moderate	Likely	High	Low	TREAT risk by awarding contract and holding contractor to account for KPI

	community/ratepayers					and service delivery.
Service delivery	Not awarding a contract may impact service delivery due to the unavailability of alternative contractors outside of a contract	Moderate	Possible	Medium	Medium	TREAT risk by awarding contract.

Financial implications

Current budget impact	As the value of the contract exceeds $250,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by the Council. Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	As this is a business-as-usual service provided as part of building and facility management, future budget for this service is already considered in the future building maintenance budgets.

Relevant documents

Council Policy 301 Purchasing

Analysis

18. The assessment of the submissions was formally undertaken by a panel that included:
    - Coordinator Strategic Assets
    - Building Assets Officer
    - Parks Project Officer
19. The Town received eleven (11) submissions for each of the separable portions 1 and 2. All submissions were deemed compliant.
20. The evaluation was conducted as per the Evaluation Plan.
21. Price assessment was carried out separately using the annual estimates multiplied by the schedule of rates the tenderers provided to provide the estimated annual contract sum.
22. Once the consensus was completed on the qualitative requirement, the Evaluation panel members examined the price schedule of the Six (6) highest scored tenderers for each of the Separable Portions in accordance with the evaluation plan.
23. For both Separable Portions 1 and 2, once pricing was reviewed and combined with the qualitative scores, the Panel were happy to accept the highest-ranking tenderer with the best value for money as the Preferred Tenderer.

COUNCIL RESOLUTION (246/2021):

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council accepts the submission and awards contract associated with tender TVP/21/06 for Cleaning of Council Buildings and Public Toilets to CSCJ Pty Ltd trading as Charles Service Company (ABN 66 619 947 429), for initial contract term of three (3) years with the option of two, one-year extensions with the terms and conditions as outlined in the contract, for the estimated price of $916,149.48 (Excluding GST) as follows:

1. Separable Portion 1 - Cleaning of Council Buildings including Administration and Community Buildings.
2. Separable Portion 2 – Cleaning of Town's Public toilets and clubroom toilets.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

13.4 RFQ QTVP/21/21 - Hordern Street Black Spot Projects

Location	Town-wide
Reporting officer	Strategic Projects Manager
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. QTVP 21-21 - Horden Street Black Spots Project [**13.4.1** - 27 pages] 2. CONFIDENTIAL - QTVP 21 12 Evaluation Matrix as attached to OCM Report [0IS5] [**13.4.2** - 38 pages]

Recommendation

That Council accepts the submission from WCP Civil Pty Ltd (ABN 44 168 729 977) and awards the contract for the Hordern Street Black Spot Projects construction works, issued through the Western Australia Local Government Association (WALGA) Preferred Supplier Arrangement for a lump sum price of $381,842.01 excl. GST.

Purpose

To seek Council approval to accept the submission by WCP Civil Pty Ltd to carry out the Hordern Street Black Spot Projects construction works. As the value of the contract exceeds $250,000, the acceptance of the offer and subsequent award of any such contract is to be determined by Council.

In brief

- RFQ QTVP21/21 Hordern Street Black Spot Projects was published through WALGA eQuote tender exempt platform (WALGA reference number VP266442).
- The quotation submission deadline closed on 1st October 2021.
- Respondents were requested to provide a lump sum price for the construction of the two roundabouts at the intersections of Hordern Street and Geddes Street, and Hordern Street and MacMillan Street, which combined are named the Hordern Street Black Spot Projects.
- This project is funded by 50% Main Roads of WA Black Spot funding revenue.
- The approved municipal funding allocation for this item is the combined project funding of $211,997 and $256,000 (excl. GST) for the intersections of Hordern Street and Geddes Street, and Hordern Street and MacMillan Street respectively, totaling $468,169 (excl. GST)
- Three (3) submissions were received. One (1) of these submissions was deemed to be non-compliant with the project requirements as set in the request for quotation document.
- An evaluation of the two submissions deemed compliant has been completed against the prescribed qualitative criteria and it is recommended that Council accepts the submission made by WCP Civil Pty Ltd and awards the contract to construct the scope within the Hordern Street Black Spot Projects.

Background

1. The intersection of Hordern Street and Geddes Street in Victoria Park and Hordern Street and McMillan Street have previously been identified as accident black spots by the Town.
2. In order to reduce accidents at these locations, the Town has received grant funding from the Main Roads WA (MRWA) Black Spot Program.

3. The Town intends to package both projects to one contractor since the scopes of work are similar and locations are within 800m from each other.
4. On 14 September 2021 the request for quotation RFQ QTVP21/21 has been issued through WALGA Panel Contract PSP009 Roads, Infrastructure & Depot Services incorporating Member Contract Conditions (Minor Works) 6022_21.04.05/ 92367612.

Compliance criteria

5. Submissions must comply with the compliance criteria as indicated in Section 4.2 of the request for quotation document.
6. The Town's Contract and Procurement Officer completed the compliance assessment and, after discussion with the Evaluation Panel at the consensus meeting, one of the submissions was deemed non-compliant with the project requirements (in particular with Sections 2.2.1 and 2.4 of the request for quotation document).
7. The other two (2) submissions were deemed compliant and progressed into qualitative assessment.

Evaluation process

8. The evaluation was conducted as per the rules of the Evaluation Process set out in the request for quotation document (Section 1.11).
9. The two compliant submissions were assessed against the following qualitative criteria:

Understanding of Requirements/Methodology Demonstrate understanding of scope of works and clear methodology in carrying out the works.	Weighting 40%
Demonstrate current resourcing to be allocated to this project. Respondents must provide information on their current capacity, capability, structure and experience in carrying out similar works of staff/resources to be allocated to this project.	Weighting 20%
Occupational, Health and Safety track record and OS&H Management Plan	Weighting 10%
Price Respondents to complete the Price Schedule provided in Clause 4.4 of this Request	Weighting 30%

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	This procurement process will have followed all policies and procedures resulting in a project that meets all expectations.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The probity of the procurement process ensures that the appropriately managed and accountable.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	The project is specifically funded and designed to address a key road traffic incident black spot and as such will make the road network safer in line with this strategic outcome.

Engagement

Internal engagement	
Stakeholder	MRWA has been involved in the Engineering Design.
Procurement	Provided advice and acted as a probity advisor throughout the process.
External engagement	
Stakeholder	MRWA has been involved in the Engineering Design review and approval process.
Local residents	Engagement has occurred with the roundabouts requiring land truncation with all owners agreeing to the proposed land boundary changes for the roundabouts.

Legal compliance

Section 3.57 of the Local Government Act 1995

Part 4 Division 2 of the Local Government (Functions and General) Regulations 1996

Risk management consideration

Risk 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	Failing to meet the deadlines set under the funding commitment and contribute to a carry forward for the municipal funds	Minor	Unlikely	Low	Low	Secured a resourcing and construction schedule to allow the works to be completed with the financial year
Financial	Failure to comply with financial requirements	Moderate	Possible	Low	Low	Go through a Western Australian Local Government Association (WALGA)

	under the Act in relation to Procurement.					Preferred Supplier Arrangement.
Environmental	Failure to comply with environmental requirements of the work	Minor	Unlikely	Low	Medium	Review Contractor's construction methodology, risk and controls prior to work starting.
Health and safety	Potential injuries from works to Contractor staff	High	Possible	Medium	Low	Safety plan a compliance criteria for the evaluation of the submissions
Health and safety	Potential injuries from works to the public	High	Possible	High	Low	Full review of the OSH documentation, approved traffic management plans incorporating the pedestrian access near the school will be put in place
Infrastructure/ ICT systems/ utilities	Potential for the works to impact existing town assets	Moderate	Possible	Low	Medium	Designs have been undertaken as well as service location and hold points prior to final construction approval.
Legislative compliance	Not applicable				Low	
Reputation	Residential and business complaints during the works.	Moderate	Likely	Medium	Low	Traffic Management and communications to inform of upcoming works will be instigated
Reputation	Road closures impact the local school	Moderate	Likely	Medium	Low	Any traffic management plan will take into account the peak hours of usage near the school, and wherever possible the access will be maintained to allow normal activity
Service delivery	Failure in the completion of the Town's Capital Works Program	Moderate	Unlikely	Low	Medium	Appoint preferred Contractor for the works.

Financial implications

Current budget impact	As the value of the contract exceeds $250,000, the acceptance of the offer and subsequent award of any such contract is to be determined by the Council.

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

Relevant documents

Council Policy 301 Purchasing

Analysis

10. The assessment of the submissions was formally undertaken by a panel that included:
    - Strategic Projects Manager
    - Operations Engineer Officer
    - Acting Technology and Digital Strategy Manager
11. The Town received 3 submissions. Of these submissions, one was deemed non-compliant with the requirement, among others, to submit a Construction Program (which was provided in the request for quotation document as autonomous compliance criterion).
12. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

Company	Ranking
Average	
Drainflow Services Pty Ltd	2
RCA Civils Group - Non Compliant	
WCP Civil Pty Ltd	1

13. It is recommended that the contract is awarded to WCP Civil Pty Ltd based on the ranking of the evaluated submissions against the quantitative and qualitative criteria.

COUNCIL RESOLUTION (247/2021):

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council accepts the submission from WCP Civil Pty Ltd (ABN 44 168 729 977) and awards the contract for the Hordern Street Black Spot Projects construction works, issued through the Western Australia Local Government Association (WALGA) Preferred Supplier Arrangement for a lump sum price of $381,842.01 excl. GST.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

13.5 Amendment (Signs on Thoroughfares) Local Law 2021 - Undertakings

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Technical Services
Voting requirement	Simple majority
Attachments	1. Amendment (Signs on Thoroughfares) Local Law 2021 [**13.5.1** - 10 pages] 2. CONFIDENTIAL - Letter from the Joint Standing Committee - request for undertakings [**13.5.2** - 3 pages]

Recommendation

That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

a. Within the next six months, correct the reference errors in Schedule 1 to clause 3.6 (items 32 to 44).

b. Ensure all consequential amendments arising from undertaking 1 will be made.

c. All copies of the *Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021* and consolidated *Town of Victoria Park Activities on Thoroughfares and Trading on Thoroughfares and Public Places Local Law 2000,* publicly available whether in hard copy or electronic form, will be accompanied by a copy of the undertaking above.

Purpose

To provide undertakings to the Joint Standing Committee on Delegated Legislation (the Committee) in relation to the *Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021* (the local law).

In brief

- The local law was published in the *Government Gazette* on 24 August 2021.
- Following gazettal, in accordance with the *Local Laws Explanatory Memoranda Directions 2010,* the local law was submitted to the Committee for review.
- The Committee have considered the local law and requested the Council to give undertakings as detailed in the above recommendation.
- Town officers have considered the requested undertakings and have no objections.

Background

1. Council adopted the local law on 20 July 2021 and it was subsequently published in the *Government Gazette* on 24 August 2021.
2. Following gazettal, in accordance with the *Local Laws Explanatory Memoranda Directions 2010,* the local law was submitted to the Committee for consideration under its terms of reference.
3. The Joint Standing Committee on Delegated Legislation is a committee of the Western Australian Parliament consisting of eight members, with equal representation from the Legislative Council and Legislative Assembly.
4. Where the Committee finds that a local law offends one or more of its terms of reference, it seeks a written undertaking from the local government to amend or repeal the instrument in question.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Providing the undertaking to the Committee will ensure that the amendment local law will continue to operate. This local law provides the public with an understanding of the advertising sign requirements on thoroughfares within the Town.

Engagement

Internal engagement	
Stakeholder	Comments
Development Services	Infrastructure Operations was consulted on the requested undertakings.

Legal compliance

Local Laws Explanatory Memoranda Directions 2010

Section 3.12 of the *Local Government Act 1995*

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	Local law is disallowed by the Legislative Council.				Low	TREAT risk by Council giving undertakings to the Committee as requested, within the required timeframe.
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

5. The Committee has considered the local law and requested undertakings to:
    a. Within the next six months, correct the reference errors in Schedule 1 to clause 3.6 (items 32 to 44).
    b. Ensure all consequential amendments arising from undertaking 1 will be made.
    c. Ensure all copies of the local law publicly available, whether in hard copy or electronic form, be accompanied by a copy of the undertakings made.
6. The gazetted local law amended clause 3.6 by separating it into subclauses 3.6(1) and 3.6(2) however, this amendment was not reflected in Schedule 1 - Prescribed Offences.
7. Once a local law is published in the *Government Gazette*, this becomes the official copy of the local law. Any typographical errors can only be corrected by enacting an amendment local law.
8. The Committee has requested that the incorrect clause references in the Schedule 1 - Prescribed Offences be amended within six months of the undertaking being approved by Council. Until this time, the amendment and consolidated local law must include a copy of undertakings to ensure that the public is aware of the errors.
9. The Committee has requested these undertakings be provided by 8 November 2021 however, this has been clarified with the Advisory Officer of the Committee. As this matter will not be considered by Council until 16 November 2021, the undertakings must be provided to the Committee by 22 November 2021.
10. Where a local government does not comply with the Committee's request for an undertaking, the Committee may resolve to report to the Parliament recommending the disallowance of the local law in the Legislative Council.
11. A local law will cease to have effect from the date on which it is disallowed. Where the local law amends another local law, the earlier local law will be re-enacted on and after the day of disallowance.
12. It is recommended that Council provide the undertakings to the Committee within the requested timeframe to ensure a motion of disallowance is not progressed through the Legislative Council.
13. Following acceptance of the undertakings by the Committee, the Town will prepare a draft amendment local law and present this to the December Ordinary Council Meeting for public consultation. This will allow public consultation to be undertaken early in the new year and a final report to Council within the six month timeframe requested.

Relevant documents

Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 (consolidated)

COUNCIL RESOLUTION (248/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

a. Within the next six months, correct the reference errors in Schedule 1 to clause 3.6 (items 32 to 44).

b. Ensure all consequential amendments arising from undertaking 1 will be made.

c. All copies of the *Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021* and consolidated *Town of Victoria Park Activities on Thoroughfares and Trading on Thoroughfares and Public Places Local Law 2000,* publicly available whether in hard copy or electronic form, will be accompanied by a copy of the undertaking above.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

13.6 New Fees and Charges - Annual Licence Fee for Town Buildings and Facilities Under a Licence Agreement

Location	Town-wide
Reporting officer	Land and Properties Project Officer
Responsible officer	Chief Operations Officer
Voting requirement	Absolute majority
Attachments	1. Policy 310 - Leasing [**13.6.1** - 6 pages]

Recommendation

That Council approves:

1. The creation and introduction of a new annual licence fee of $5,000.00 (plus GST) for tenants occupying a Town of Victoria Park building or facility under a licence agreement (as in Policy 310 Leasing) pursuant to Section 6.19 of the *Local Government Act 1995*.
2. 14 days local public notice of its intention to introduce a new fee to the Town of Victoria Parks 2021/22 Schedule of Fees and Charges pursuant to Section 6.19 of the *Local Government Act 1995*.
3. The implementation of the licence fee effective from 1 February 2022 should no submissions be received. If submissions are received, then a further report considering those submissions will be presented to Council.

Purpose

To introduce a new fixed annual licence fee for Licence Agreements in accordance with the Town's Policy 310 - Leasing, Section 9 (d).

In brief

- On 16 December 2020 Council reviewed and adopted amendments to Policy 310 - Leasing.
- Policy 310 refers to a licence fee. However, no fee or charge was determined or approved at that time.
- Leasing Policy 310 guides the leasing and licensing arrangements of facilities used by community groups for community purposes and facilities used by commercial organisations for commercial purposes.

Background

1. At its meeting held on 17 December, 2020 Council reviewed Policy 310 – Leasing.
2. The Policy aims to:
    a. Balance appropriate management and responsible use of the Town's facilities for the benefit of the community.
    b. Ensure sound financial management and effective administration of the Town's building portfolio.
    c. Balance the administration of the Town's leases with consideration of the underlying Town's land portfolio requirements.
    d. Ensure Town managed properties are appropriately maintained, developed, and occupied.
    e. Ensure any in-kind support from the Town, including subsidised rent, is recognised and transparently applied in light of the community benefit to be achieved.
    f. Establish the circumstances in which a lease agreement or licence agreement may be assigned.

3. Council may consider offering a licence where the intention is to grant non-exclusive possession of a property. The Policy provides that these agreements will be based on a licence fee as opposed to rent determined by a market rental valuation assessment.

Strategic alignment

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

Engagement

Internal engagement	
Community Development	Discussions have been undertaken on the licence fee.
Finance	Discussions have been undertaken on the licence fee.
Asset Management	Discussions have been undertaken on the licence fee.

External engagement	
Stakeholders	All current licence holders of the Town will be consulted
Period of engagement	14-day public notice period required from Wednesday 1 December to Wednesday 15 December (inclusive)
Level of engagement	2. Consult
Methods of engagement	Written submissions will be received during the advertising period
Advertising	West Australian Newspaper and Council Notice Boards
Submission summary	The summary of the information resulting from engagement to be presented to the Council subject to submissions being received.
Key findings	Not Applicable

Legal compliance

Section 6.19 of the Local Government Act 1995

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 adopting the annual licence fee will result in a financial loss that can be managed within the organisational budget $10,000 to less than $100,000	Minor	Likely	Medium	Low	TREAT risk by increasing the annual budget for building maintenance to cover the loss of income on the buildings.
Environmental	Not Applicable					
Health and safety	Not Applicable					
Legislative compliance	Section 6.16 of the *Local Government Act 1995*	Minor	Unlikely	Low	Low	Accept the loss of income
Legislative Compliance	Council Policy 310 – Leasing	Moderate	Likely	Medium	Medium	Accepting the risk will result in no income being received for the use of Council building
Reputation	Reputation of the Town will be affected	Moderate	Likely	Medium	Medium	Negative local coverage. Loss of credibility and public / key stakeholder support
Service delivery	Failure to maintain the Town's assets appropriately	Minor	Unlikely	Lot	Low	Some maintenance items will not be undertaken

Financial implications

Current budget impact	• approval by absolute majority is required. • The income received will be an increase of approximately $15,000 to the annual budget based on three licence agreements.
Future budget impact	The proposed change to the Schedule of Fees and Charges will provide revenue to undertake preventative maintenance of the Town's buildings and facilities when a licence agreement is in place. The fee and charge will sit within the Property Development and Leasing functional area.

Analysis

4. The Town of Victoria Park owns and manages a number of land assets and property on behalf of its community. These provide facilities that are available for use and managed for the benefit and in the best interest of the residents and ratepayers.
5. Leasing Policy 310 provides a consistent approach for the occupancy of the Towns buildings and facilities with the inclusion of standard tenure guidelines obligating tenants to adhere to various terms and conditions which vary slightly depending on how the building or facility is being used, who by and for which purpose.
6. Considering the Town has a limited supply of buildings and facilities available for community groups and not-for-profit organisations, the Policy allows multiple groups to collocate under a shared-use arrangement. This is managed through a licence agreement that enables a greater number of people to access limited properties to provide additional services for the benefit of the community.
7. Leasing Policy 310 imposes a licence fee for buildings or facilities shared by multiple users under a licence agreement.
8. Unlike rent which is determined through a market rental valuation assessment, the proposed annual licence fee has been informed by research into licence fees charged by other local governments who provide access to facilities for the benefit of the community under shared-use arrangements.
9. It is suggested that the proposed licence fee can be used to fund preventative maintenance items for the building or facility.
10. Section 6.19 of the *Local Government Act* 1995 states that if a local government wishes to impose any fees and charges under this subdivision after the annual budget has been adopted it must, before introducing the fees and charges, give local public notice of-
    a. Its intention to do so, and
    b. The date from which it is proposed the fees or charges will be imposed.
11. Should no submissions be received, the annual licence fee will be included in the 2021/2022 Annual Budget Fees and Charges from 1 February 2022.

Relevant documents

- Local Government Act 1995
- Council Policy 310 – Leasing

Further considerations

The following information was requested at the Agenda Briefing Forum held 2 November 2021.

12. *Provide information on whether the organisation within those buildings pay outgoings.*

Organisations within the licenced facilities are paying outgoings in the form of utility costs.

13. *Provide information on what the Higgins Tennis Club is paying in fees now.*

The Higgins Park Tennis Club pay an annual licence fee of $5,000 plus GST.

14. *Provide information on why is it being suggested that this be effective from 1 February 2021 rather then the fees and charges determined at the next budget 1 July 2022?*

It is suggested the licence fee be effective following the mid year budget review so it can be applied to the agreements currently subject to negotiation which are expected to be finalised prior to the end of the 2021/2022 financial year.

15. *Provide information on whether the Town has discussion with clubs around their capacity to pay.*

The Town presented Policy 310 Leasing to each community group/club detailing the standard tenure guidelines for leases and licences. For those groups subject to current licence negotiations, their capacity to pay has been included within discussions.

16. *Provide information on whether it is licence versus fees.*

The proposed fixed licence fee is $5,000 plus GST per annum. The booking/hire fees within the 2021-2022 schedule of fees and charges provides charges to be based per hour, per session, per game or per person, all of which vary according to the facility being used.

17. *Provide information on the difference between licence and the organisations who have seasonal hire and the difference between these two arrangements.*

Licences are arrangements for non-exclusive use and aim to provide sporting clubs and other community based user groups with secure, medium term tenure of a Council facility with other users. They also allow the finite resources of the Town to be fully utilised. Fees and charges for facility hire are adopted on a yearly basis by Council as part of the annual budget process and are based on a proportion of cost recovery. Groups are able to hire facilities on a casual basis (one off) or a regular basis (seasonal) and are not required to pay for any utility costs. The amount charged is based on the number of playing members and times used per week and is not based on an hourly rate. It can vary from a low use club that starts at $361.20 for the season (a soccer club with two teams and use the club rooms once a week) to $2,270.40 for a high use club (Aussie Rules club with four senior teams and use the club rooms twice a week).

The Manager Development Services left the meeting at 9.20pm and returned 9.22pm.

OFFICERS RECOMMENDATION

Moved: Mayor Karen Vernon **Seconded:** Cr Bronwyn Ife

That Council approves:

1. The creation and introduction of a new annual licence fee of $5,000.00 (plus GST) for tenants occupying a Town of Victoria Park building or facility under a licence agreement (as in Policy 310 Leasing) pursuant to Section 6.19 of the *Local Government Act 1995*.
2. 14 days local public notice of its intention to introduce a new fee to the Town of Victoria Parks 2021/22 Schedule of Fees and Charges pursuant to Section 6.19 of the *Local Government Act 1995*.
3. The implementation of the licence fee effective from 1 February 2022 should no submissions be received. If submissions are received, then a further report considering those submissions will be presented to Council.

PROCEDURAL MOTION

Moved: Mayor Karen Vernon **Seconded:** Cr Bronwyn Ife

That clause 50 - Speaking twice of the Meeting Procedures Local Law 2019 be suspended for the duration of the meeting, in accordance with clause 58 of the *Meeting Procedures Local Law 2019*.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

PROCEDURAL MOTION

Moved: Cr Vicki Potter **Seconded:** Cr Luana Lisandro

Pursuant to clause 89(1) of the Meeting Procedures Local law 2019 that Council refer Item 13.6 back to a Concept Forum February 2022 for further consideration.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
To make a decision tonight would be a mistake, it requires the proper time and consideration through a concept forum.

13.7 Koolbardi Park - Locking of Basketball Court Gates

Location	Lathlain
Reporting officer	Coordinator Project Support
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council:

1. Receives the results of investigations into the provision of self-locking, time-controlled gates for Koolbardi Park.
2. Requests the Chief Executive Officer to present a report to Council by March 2022 inclusive of further investigation outcomes.

Purpose

To provide the Council with information on alternative options for locking gates to the basketball courts at Koolbardi Park.

In brief

At the Ordinary Council Meeting on 12 October 2021, Council resolved:
That Council:

1. *Accepts the Financial Activity Statement Report – 31 August 2021, as attached.*
2. *Requests the CEO to investigate alternative options for the locking of gates to the basketball courts at Koolbardi Park and bring a report back to the Council in November 2021.*

Background

1. Since the opening of the courts in December 2020 the Town has received several complaints from nearby residents regarding the use of the basketball courts at Koolbardi Park. The Town currently has its contracted cleaners opening the gates between 6.00am and 7.00am each morning once they have finished cleaning the facilities in the park. The evening lock up is undertaken by our Rangers at 7.30pm.

2. Initially the contracted cleaners were opening and closing the gates each day during their designated cleaning schedule. At times the cleaners were subjected to abuse from court users when they were asked to leave in the evening and subsequently the cleaners refused to continue with locking in the evenings.

3. The Rangers were then appointed to undertake the evening locking. This arrangement can be interrupted when the Rangers are called to a higher priority matter resulting in the gates not attended to by the lock up time of 7.30pm. This then causes concerns with the local residents as the users of the court continue to play later in the evening thus creating the noise issues that have been documented and are currently being addressed.

4. Officers sought quotations from our contracted security firm to undertake the locking of the gates so that a regular time would be maintained. The security firm have been locking the gates on the weekend and public holidays due to the unavailability of the Rangers, who do not work past 5.30pm on those

days. This arrangement was working well, with only one or two instances when the gates were locked past 7.30pm and was due to attendance at a ToVP building alarm. This late lockup was deemed acceptable due to the higher priority service required.

5. Officers then obtained a quotation from our contracted security firm to undertake the opening and locking of the gates for the remainder of the financial year. This was the reason for the original request for a budget amendment of $9,000 and this would ensure the opening and locking of the gates would be undertaken at the current times of 7.00am and 7.30pm.

6. The current 7.30pm closing time of the gates is under review due to the noise complaints received from neighbouring residents. The Town has an acoustic specialist liaising with a local resident to undertake noise monitoring when there is high usage at the basketball courts. Once the results of this monitoring are known, a determination can be made on the closing times for the basketball courts and permanent signage and light usage at the courts can be defined.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	Ensure that any modifications to the gates at Koolbardi Park are well thought out and will resolve the current issues.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	To make available timely and relevant information so that Council can make informed decisions for the future.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Programmed maintenance and facilities of the Town's public open space ensures an aesthetically pleasing area for public use.

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.	Providing quality well-lit and secure active playing surfaces for members of the community through the provision of high-quality sporting infrastructure.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Regular maintenance of the Town's public open space ensures they are kept to an acceptable standard for passive recreation and community sport.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Providing high quality recreation areas encourages public participation in passive recreation, exercise and sport promoting a healthy community.
S02 - An informed and knowledgeable community.	Ensure sufficient information is provided regarding the proposal to allow the community and Elected Members to be informed.

Engagement

Other engagement	
Kool Line Electrical	Seeking advice on self-locking systems.
Blue Force	Seeking advice on self-locking systems.
Basketball WA	Seeking advice on self-locking systems.
ABA Automatic Gates	Seeking advice on self-locking systems.
Other local authorities	Seeking advice on self-locking systems.

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	N/A					
Environmental	N/A					
Health and safety	Residents' quality of life will be impacted by ongoing issues.	Insignificant	Possible	Low	Low	TREAT the risk by investigating other locking options.
Infrastructure/ ICT systems/ utilities	N/A					
Legislative compliance	N/A					
Reputation	Negative media coverage and	Moderate	Possible	Medium	Low	TREAT the risk by investigating

	reputational risk from residents' perceived impairment of amenity.	other options and informing residents of outcome of investigations following Council consideration.
Service delivery	N/A	

Financial implications

Current budget impact	Sufficient funds exist within the Reserve Maintenance budget.
Future budget impact	Once investigations into the self-locking, time-controlled gates are completed, it may be necessary to allocate funds either in the current budget or in the 2022/2023 budget.

Analysis

7. Officers have consulted with four electrical suppliers, two gate specialists, other local authorities and Basketball WA on the options available to install self-locking, time-controlled gates ("gates"). Unfortunately, this has been a difficult exercise with very few options available. Officers have scheduled a meeting with a Consultant on Wednesday 27 October 2021 to undertake a site visit to investigate options for the gates. At the time of writing this report, no detailed specifications or financial information on this option is known.
8. In discussions with the Consultant, the following comments are to be noted:
    a. The gates can be set to open at 7.00am and lock at 7.30pm (or the designated times) and will not require an individual/team to attend site.
    b. Once locked, users within the court area will be able to leave, however outside users will not be able to open the gates to enter the courts.
    c. If further users turn up after 7.30pm, the users already in the court can open the gates and let these users in.
    d. Users within the court area may 'wedge' open the gates after hours.
    e. Once the gates lock at 7.30pm, the users on the court can still play as they have not been physically removed from the courts; the lights, however, will turn off at 7.30pm and the courts will be dark.
9. Investigations to be made into a potential power supply to the gates, as this may involve excavating surrounding property.
10. The existing gates may need to be replaced to support the self-locking, time-controlled infrastructure.
11. Officers' recommendation is for Threat Protect to be appointed to undertake the opening and locking of the gates at Koolbardi Park for the remainder of the financial year, at an estimated cost of $8,200, being $36.14 per day @ 226 days to 30 June 2022. This amount can be accommodated in the Reserve Maintenance Budget.

12. Officers will continue to investigate opening and locking options and present findings to Council when the investigations have been completed. There are no funds allocated in the 2021/2022 financial year to install gates at Koolbardi Park.
13. Until further investigations and costings can be undertaken, the potential installation of self-locking, time-controlled gates be deferred with a further report being presented to Council.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (249/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council:

1. Receives the results of investigations into the provision of self-locking, time-controlled gates for Koolbardi Park.
2. Requests the Chief Executive Officer to present a report to Council by March 2022 inclusive of further investigation outcomes.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

13.8 West Coast Eagles Additional Permitted Purpose

Location	Lathlain
Reporting officer	Land and Properties Project Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. Attachment 1 - Proposed WCE Terms Sheet Summary 271021 [**13.8.1** - 5 pages] 2. Attachment 2 - Proposed WCE Monday and Thursday Game Days Summary 271021 [**13.8.2** - 3 pages] 3. WCE Terms Summary - Tabulated [**13.8.3** - 1 page]

Recommendation

That Council:

1. Permits up to 45 game days on Oval 1 at Mineral Resources Park further to the WAPC development approval dated 22 December 2020 and in accordance with the further terms and criteria-based assessment set out in Attachments 1 and 2 to this report.
2. Authorises the Mayor and Chief Executive Officer to enter into a Deed of Agreement with Indian Pacific Limited and any other documentation required to give effect to (1) above.

Purpose

To consider the high-level terms and conditions for a proposed Deed of Agreement to permit up to 45 game days (including AFL, AFLW and AFL pre-season football games) on Oval 1 at Mineral Resources Park as well as other amendments to leasing arrangements with the West Coast Eagles. In addition, information for elected members on process agreed with WCE on process and reporting on the player hours required for community benefit purposes.

In brief

- The Town received a proposal from WCE seeking approval to play AFLW and AFL pre-season football games at Mineral Resources Park for up to 6,500 spectators on Friday, Saturday, Sunday and Public Holidays.
- Further consideration is sought from Council to approve AFLW games being played on Thursday and Monday provided the season has been impacted due to a COVID-19 event to allow for cancelled games to be rescheduled and the competitions full seasons to be completed.
- The playing of competitive football games by the WCE is not currently an expressly specified Permitted Purpose in the lease.
- Given the reservation of the land, the WAPC has planning responsibility for the land.
- Lathlain Park Management Plan does not contemplate the playing of games by WCE and does not provide for the playing of football games by any club that would attract a crowd that would significantly exceed 2,000 people.
- WAPC concluded a proposal that would increase the crowd capacity substantially would require either a Development Application or an amendment to the Management Plan.
- The WCE lodged a development application with the WAPC seeking approval to increase the crowd capacity and to permit up to 45 game days at Mineral Resources Park.

- Council resolution 553/2020 dated 17 November 2020 advised the WAPC of the Council's support for the development application, subject to detailed conditions.
- WAPC granted development approval on 22 December 2020 subject to conditions.
- The Town and the WCE, under the lease definition of Permitted purpose item (i), will need to agree a separate lease approval for the additional permitted purpose. The proposed amendments to leasing rights and responsibilities provide an opportunity to include terms to expressly set out the tenant's rights and responsibilities pertaining to liquor licensing.

Background

1. Indian Pacific Limited, (the West Coast Eagles Football Club, West Coast Eagles, WCE), are the Lessee of a portion of land within Lathlain Park. The subject portion of land is known as Mineral Resources Park (MRP).
2. The ground lease area within MRP comprises of two football ovals, (Oval 1 and Oval 2) and a training facility including administration offices.
3. Oval 1 is designated for the priority use of the WCE whilst the public at large and community groups must be given access to Oval 2 in accordance with lease terms.
4. Any competitive games played on the ovals would require authorisation under the provisions of the WCE lease.
5. AFLW, WCE and WAFL representation team and AFL March Community Series football scheduled fixtures were not known or contemplated when the WCE lease agreement was negotiated.
6. The WCE lease defines the Permitted Purpose as being:
    a. Administration offices for an AFL football club;
    b. Administration offices associated with community organisations such as the Wirrpanda Foundation Ltd;
    c. Indoor and outdoor training, education, aquatic, medical, rehabilitation and recovery activities associated with an AFL sports organisation;
    d. Functions and catering space (open to the public);
    e. Museum (open to the public);
    f. Café (open to the public);
    g. Sports medicine and medical facilities (open to the public);
    h. Child care (open to the public); and
    i. Any other purpose from time to time agreed by the Parties,

    and without expanding the definition of 'Permitted Purpose', it does not include music concerts or live music events.
7. Lathlain Park is reserved under the Metropolitan Region Scheme as 'Parks and Recreation – Restricted Public Access' and the planning provisions of the WAPC approved Lathlain Park Management Plan. Given the reservation of the land, the WAPC has planning responsibility for the land.
8. WAPC advice was sought in respect of the playing of competitive games.
9. The Lathlain Management Plan does not contemplate the playing of matches by WCE and does not provide for the playing of football games by any club that would attract a crowd that would significantly exceed 2,000 people.

10. WAPC concluded a proposal that would increase the crowd capacity substantially, (such as WCE games), would warrant either a Development Application (for use), or an amendment to the Management Plan.
11. The WCE lodged a development application seeking WAPC approval to increase the crowd capacity to permit game days at Mineral Resources Park.
12. The WAPC granted approval on 22 December 2020 subject to the following conditions:
    a. For a period of three years from the date of this approval, no more than 6,500 spectators are to attend the site at any time. After that three year period, no more than 3,500 spectators are to attend the site at any time and the approval for 6,500 spectators shall lapse and be of no further effect.
    b. No more than 45 game days are permitted per year, of which no more than three are to be an Australian Football League (AFL 'pre-season' men's games (currently called AFL Marsh Community series). Fixtures are to be provided to the Town prior to the commencement of each season.
    c. Prior to the commencement of the development a Transport Impact Assessment, Parking and Traffic Management Plan and a Travel Plan are to be submitted and thereafter implemented to the specifications of the Town of Victoria Park and the satisfaction of the Western Australian Planning Commission on the advice of the Town of Victoria Park.
    d. Prior to the commencement of the development an acoustic report demonstrating compliance with relevant environmental requirements is to be submitted and thereafter implemented to the specifications of the Town of Victoria Park and the satisfaction of the Western Australian Planning Commission on the advice of the Town of Victoria Park.
13. The Town has previously undertaken internal and external consultation further to consideration of the development application. That consultation process will have considered and addressed feedback within the relevant management plans provided for in the development approval as well as in the term sheet conditions.

Strategic alignment

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.	To consider evolving operational needs and viability requirements of WCE as well as the associated commercial benefits to commence within the Town, in conjunction with the amenity of the surrounding community.

Engagement

Internal engagement	
Stakeholder	Comments
Property Development and Leasing	There is an existing lease between the Town of Victoria Park and WCE that does not expressly permit the playing of competitive football matches by WCE at Mineral Resources Park. A Deed of Agreement is required to capture the additional use and allow the additional permitted purpose. The Deed of Agreement will be prepared by the Town's solicitor and align with the development approval conditions.

	There are no statutory requirements for community consultation.

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.					
Environmental	Noise and light spill into adjoining residential areas.	Moderate	Possible	Medium	Low	TREAT - Appropriate noise and light management.
	Potential waste and litter within the surrounding area.	High	High	High	Low	Appropriate waste management.
Health and safety	Safety associated with vehicles and pedestrians.	High	High	High	Low	TREAT - Appropriate transport management.
	Anti-social behavior before and after events.	Medium	Medium	Medium	Low	Appropriate crowd management.
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	WAPC conditions of approval	Medium	Low	Low	Low	TREAT - Ensure that the Deed of Agreement captures the WAPC development approval conditions.
Reputation	Negative public perception of the Town for not ensuring WCE is compliant with its lease and planning approval.	Moderate	Likely	High	Medium	TREAT - Ensure that any Deed of Agreement conditions are complied with.

Service delivery	Not applicable.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Nil

Analysis

14. The WCE are seeking landlord approval from the Town of Victoria Park for the Permitted Purpose under WCE's lease to be amended, to expressly provide for the matters set out in the attached proposed Terms Sheet Summary. Further details are below.
15. Further to the WAPC development approval dated 22 December 2020, WCE seek landlord approval to have 45 game days per year on Oval 1 (within this 45 day limit, up to 10 games may be played under lights). The 45 games days shall include WAFL, AFLW and AFL pre-season football games as well as no more than 3 AFL pre-season men's games.
16. Further consideration is sought by the Council to approve AFLW games being played on Thursday and Monday provided the season has been impacted due to a COVID-19 event. This will allow for cancelled games to be rescheduled and the competitions' full season to be completed.
17. Games played on Friday, Saturday, Sunday and Public Holidays will be subject to the terms and conditions outlined within the attached proposed Terms Sheet Summary (Attachment 1).
18. Games played on Monday and Thursday will be subject to the terms and conditions outlined within the attached proposed Terms Sheet Summary as well as the additional conditions and criteria-based assessment within the attached proposed Monday and Thursday Game Days Summary (Attachment 2).
19. The principal concern is the impact of the level of intensity of proposed crowds on the amenity of the locality (e.g. traffic and parking impacts). In this respect it is understood that WCE seek to accommodate up to 6,500 patrons for a competitive game.
20. To mitigate any adverse community impacts, WCE will comply with the 2020 development approval conditions, management plan requirements and criteria-based assessment.
21. The WCE will be prohibited from playing any WAFL, AFLW or AFL pre-season games on Oval 2 at any time and consider the use of Oval 1 by the Perth Football Club. Additionally, WCE will not restrict or prohibit public access to Oval 2 during any WAFL, AFLW or AFL pre-season games.
22. The WCE will be required to comply with all statutes and local laws as well as express obligations for the WCE to hold a liquor licence and comply with liquor licensing requirements.
23. The Town and WCE, under the lease definition of Permitted Purpose item (i), will need to reach a separate agreement for the proposed amended Permitted Purpose.
24. Permitted Purpose item (i) provides for the Town and WCE to agree to WCE using the Premises for "any other purpose from time to time agreed" not listed in items (a) to (h) of the definition of 'Permitted Purpose'. Whilst the lease does not expressly provide for the WCE playing football games at MRP in items (a) to (h) of the definition of 'Permitted Purpose', that can be overcome by the parties agreeing to that purpose.

25. Entering into a Deed of Agreement between the Town and WCE, based on the proposed Terms Sheet Summary and proposed Monday and Thursday Game Days Summary will provide for WCE playing football games at MRP.
26. The Deed of Agreement terms require WCE to comply with the WAPC DA conditions and Town of Victoria Park requirements to the satisfaction of the Town of Victoria Park.
27. The proposed Deed of Agreement will match the term of the three year time limit prescribed by the WAPC DA issued on 22 December 2020. This will provide the Town with the opportunity to review the arrangements in due course, and to consider whether and on what terms any extension may be permitted.
28. With reference to the additional game days under the proposed deed (maximum 45), the WCE will provide a table displaying which league is being played on each day and the type of game being played with projected crowd numbers, over the period of a year. This will assist the Town with understanding the impact on residents.
29. The WCE have provided the Town with the following management plans:
    a. Acoustic Report – Noise Management Plan
    b. Crowd Management Plan
    c. Parking Management Plan
    d. Traffic Management Plan
    e. Travel Management Plan
    f. Transport Impact Assessment.
30. The Town will instruct its solicitor to prepare a Deed of Agreement based on the terms and conditions included within the attached summaries (Attachment 1 and 2) to facilitate the playing of games at Mineral Resources Park in accordance with the 2020 DA conditions of approval.
31. The WCE table and Deed of Agreement will then be presented to the Elected Members through the EM Portal for information prior to executing the agreement.

Relevant documents

Nil.

Further consideration

32. The WCE table is attached.

The following information was requested at the Agenda Briefing Forum held 2 November 2021.

33. Provide information on whether these approvals been approved yet and if not how reliant are they on this parking.

The various management plans are currently awaiting approval from the WAPC. The Town has indicated its support for the plans which require approval from the WAPC.

34. Provide information on when will the parking situation be reviewed.

The condition of the WAPC approval provides once the Transport Impact Assessment, Parking and Traffic Management Plan and Travel Plan are approved by the WAPC they are to be implemented to the satisfaction of the Town and satisfaction of the WAPC on the advice of the Town.

35. *Provide information on whether the arrangement of the West Coast Eagles providing their parking was in place.*

If this question relates to the Parking Management Plan, then Yes the WCE have provided a Parking Management Plan which is awaiting approval from the WAPC.

36. *Provide information on why this item is not being presented to Council with the deed of agreement attached.*

The Town's lawyers have been instructed to draft the deed of agreement. The draft deed will be sent to the Tenant (West Coast Eagles) for their review. It is possible that the Tenant may wish to have the draft deed reviewed by its own lawyers and amended prior to agreeing the final draft deed. The final draft deed is therefore subject to third party time frames and is not available at the time of preparing this response.

37. *Provide information on initiative ways to arrive at the games such as giving tickets to people that are walking distance to the games*

The methods of travel contained within the Travel Management Plan include: Walking and Cycling, Public Transport and Carpooling. This plan seeks to reduce single occupant car use by encouraging alternative modes of travel, WCE will therefore encourage spectators to travel to Mineral Resources Park via public transport and car share arrangements through game day promotion on the clubs website and social media platforms. Additionally, WCE are currently enrolled in the Your Move Workplaces program which aims to build interest and momentum in changing travel behaviours as well as providing ongoing support and resources. WCE won't be providing tickets to people within walking distance to Mineral Resources Park as the AFL takes charge of all ticketing operations and fixturing.

38. *Provide information on does that include any view on having a shuttle service from train station to oval.*

WCE won't be providing a shuttle service from Victoria Park Station to Mineral Resources Park on game days as this is only a short direct walk of approximately 350 metres on easily accessible footpaths along Bishopsgate Street. This is similar to other venues in Perth where WAFL, AFLW and AFL mens pre-season games are played with shuttle services not provided from the nearest train station to the venue.

The Manager Governance left the meeting at 9.51pm and returned at 9.54pm.

AMENDMENT:	

Moved: Mayor Karen Vernon **Seconder:** Cr Jesvin Karimi

1. Add the words to point 1: add to point 19 of attachment 1 to provide for Indian Pacific LTD to pay the costs of and associated with the preparation of the deed of agreement and any other documentation.

2. Delete in point one the words Mineral Resources Park and insert the words Lathlain Park.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
It is a point well made by a member of the community that this is an indulgence being sought by Indian Pacific LTD to the original deed of lease and there is no good reason why the Town should pay associated with the preparation of any type of document.

COUNCIL RESOLUTION (268/2021):	

Moved: Mayor Karen Vernon **Seconded:** Cr Vicki Potter

That Council:

1. Permits up to 45 game days on Oval 1 at Lathlain Park further to the WAPC development approval dated 22 December 2020 and in accordance with the further terms and criteria-based assessment set out in Attachments 1 and 2 to this report, subject to an additional point 19 of attachment 1 reading: to provide for Indian Pacific LTD to pay the costs of and associated with the preparation of the deed of agreement and any other documentation.
2. Authorises the Mayor and Chief Executive Officer to enter into a Deed of Agreement with Indian Pacific Limited and any other documentation required to give effect to (1) above.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

13.9 Ursula Frayne Primary School Parking Zones

Location	Balmoral Street, Camberwell Street and Archdeacon Street, East Victoria Park
Reporting officer	Engineering Officer
Responsible officer	Manager Technical Services
Voting requirement	Simple majority
Attachments	1. Ursula Frayne Map [**13.9.1** - 1 page]

Recommendation

That Council approves the implementation of the following changes:

1. The extension of the existing 'pick up and set down' zone on Balmoral Street replacing the current 15-minute parking area with additional 'pick up and set down' zones.
2. A new 'pick up and set down' zone on Camberwell Street in lieu of the existing 15-minute parking area.
3. The installation of new 15-minute parking bays on Archdeacon Street adjacent to 46 Camberwell Street to compensate for the removal of existing 15-minute parking bays adjacent to the school including any minor modifications as required on site.
4. The proposed changes to be implemented as a trial commencing December 2020 through to the end of term two, 2022 (Approximately July 2022).

Purpose

To implement new parking arrangements that are anticipated to improve traffic flow and mitigate the current on-street parking issues surrounding Ursula Frayne Catholic College (UFCC) on Balmoral Street, Camberwell Street and Archdeacon Street.

In brief

- A trial was initially proposed for the beginning of School Term 4 to alter the existing parking arrangement surrounding UFCC, however it has been delayed due to approvals now requiring Council endorsement
- The trial includes the extension of the current 'pick up and set down' zone on Balmoral Street, introduction of a new 'pick up and set down' zone on Camberwell Street enabling the 'pick up and set down' traffic to be split across both sides of the school grounds.
- In addition to the 'pick up and set down' zone changes, it's proposed to install new 15-minute parking bays on Archdeacon Street to compensate for the removal the existing 15-minute parking bays on Camberwell Street.

Background

1. There are ongoing parking concerns from residents within proximity of the school.
2. In July 2021, technical staff in collaboration with the Parking Management staff derived an action plan. The actions included short- and long-term options. The short-term improvements include the changes being proposed as part of the trial being considered in this report and the long-term changes such as future expansion of on-road parking facilities (e.g converting parallel parking to 90-degree parking on Archdeacon Street) and other physical treatments subject to future funding.

3. The school has introduced a Kindy program to cater for 30 additional students which creates additional congestion to the area. \]The Kindy program times align to that of the rest of the school.
4. Lot 31 and 33 Camberwell Street, East Victoria Park has received DA and Building Permit approvals for a new daycare facility which will compound the existing parking issues in the future.
5. To proceed with the changes, the Town has undertaken consultation via the "Your Thoughts" platform with the school as a first step to gauge their sentiment on the plan and obtain further suggestions. Overall, respondents of the school are supportive of the changes, however, have some concerns about the provision of longer-term parking for employees on surrounding roads.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	To service the needs of the school and community without compromising on safety.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around.	Rationalising the current on-street parking arrangements surrounding the school to aid in creating a safe space for parents and carers to drop off and collect their children while minimizing the impact of the residents within proximity to the school.

Engagement

Internal engagement	
Stakeholder	Comments
Parking	An action plan has been developed to mitigate the short-term issues and to investigate long term priorities in consultation with the Principal Traffic and Design Coordinator

External engagement	
Stakeholders	*Parents and Carers* *Residents* *Ursula Frayne Catholic College (Balmoral Campus)*
Period of engagement	*Ursula Frayne Catholic College conducted a survey amongst staff between 9th August 2021 – 17th August 2021*
Level of engagement	3. Involve
Methods of engagement	*Survey with school staff* *Your Thoughts Community Consultation Page*

Submission summary	*32 submissions were received from school staff. There are concerns regarding:* 1. *Additional school resources to monitor the proposed additional 'pick and set down' zone on Camberwell Street.* 2. *Potential for additional congestion on Camberwell Street.* 3. *The Kindy, Preprimary, and year 1 parents and carers are required to escort children in these years to and from their classroom. The proposal will not allow these parents to park on Camberwell Street.* 4. *All day parking difficulties and security issues for staff.*
Key findings	*Summary of information resulting from engagement.*

Legal compliance

Vehicle Management Local Law

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					Low	
Environmental					Medium	
Health and safety	Cars waiting in 'no stopping zones' on Balmoral Street extending to Berwick Street impacting on right through traffic	Moderate	Likely	High	Medium	Extend the current "pick-up and set down" zone on Balmoral Street and introduce a new "pick-up and set down" on Camberwell Street
Infrastructure/ ICT systems/ utilities					Medium	
Legislative compliance	Stopping in a 'No Stopping Zone' contravening the Vehicle Management Local Law 2021	Moderate	Likely	High	Low	Introduce a trial to mitigate the parking issues surrounding the school
Reputation					Low	
Service delivery					Medium	

Financial implications

Current budget impact	*As the trial proposal mainly includes signage changes and the removal of line markings for 15-minute bays along Balmoral Street and Camberwell Street, the associated costs will be in the order of $5,000- $6,000. Sufficient funds exist within the current budget.*
Future budget impact	*Longer term changes are not proposed at this stage and therefore no significant expenditure is forecast*

Analysis

6. The current pick up and set down facility located on Balmoral Street is heavily utilised. Significant queuing occurs towards the end of the existing 'pick up and set down' zone impacting traffic on Berwick Street.
7. Officers have observed parking in 'no stopping' zones along Balmoral Street and Camberwell Street. Parking Officers increased patrols to stop the queuing of vehicles overflowing onto Berwick Street as an interim measure to mitigate the current issue on Balmoral Street however this option is not sustainable in the long term due to limited staff resources.
8. The installation of a yellow "no stopping" line on the north side of Langler Street between Archdeacon Street and Devenish Street was considered however officers determined that it would not prevent vehicles from parking in the area nor did it warrant it from an occupancy level. The Town will continue to monitor the levels of parking on Langler Street with intent of installing additional prohibitions should the need arise.
9. The carriageway on Camberwell Street is too narrow to accommodate parking on both sides of the road and "No Stopping" signage is already in place between Archdeacon Street and Devenish Street to ensure the safe passage of vehicles during peak pick-up/drop-off times. In addition, there are also similar site limitations on small section of Langler Street between Archdeacon Street and Berwick Street (for example such as road width and closely spaced crossovers), where no stopping restrictions apply to both sides of the carriageway.
10. The trial changes will likely be installed in the first week of December 2021 and remain in place until the end of Semester 2, 2022.
11. It is anticipated that the trial will provide some relief to congestion by increasing the capacity of the "pick up, set down facilities, however, may not be the long-term solution for the school.
12. Once endorsed the Towns draft Parking Management Plan will be used as a tool to implement any further required restrictions in accordance with the occupancy triggers and actions of the plan. This will be applicable to schools and other activity generators in the Town.

13. A notification letter has been prepared for parents and residents surrounding the school informing them of the trial changes and key dates. A link will be provided to the Town's "Your Thoughts" webpage to allow further input by stakeholders during the trial period. The letter will be mailed out post Council's decision on this matter.

Relevant documents

Intergrated Movement Network Strategy

Parking Management Plan 2012

Draft Parking Management Plan 2021

COUNCIL RESOLUTION (250/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council approves the implementation of the following changes:

1. The extension of the existing 'pick up and set down' zone on Balmoral Street replacing the current 15-minute parking area with additional 'pick up and set down' zones.
2. A new 'pick up and set down' zone on Camberwell Street in lieu of the existing 15-minute parking area.
3. The installation of new 15-minute parking bays on Archdeacon Street adjacent to 46 Camberwell Street to compensate for the removal of existing 15-minute parking bays adjacent to the school including any minor modifications as required on site.
4. The proposed changes to be implemented as a trial commencing December 2020 through to the end of term two, 2022 (Approximately July 2022).

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

14 Chief Financial Officer reports

14.1 Consideration for Lathlain Park Game Day Parking Restrictions

Location	Lathlain
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	1. Lathlain Park Management Plan 2017 [**14.1.1** - 58 pages] 2. Laithlain Area Parking Management Plan June 2018 (003)_ Redacted [**14.1.2** - 44 pages]

Recommendation

That Council:

1. Endorse community consultation regarding the broadening of game-day parking restrictions to include the surrounding street network as identified in the Lathlain Park Management Plan 2017; and
   i. Approve the implementation of restrictions where community support exceeds 50%
2. Conduct a parking occupancy survey on a full-capacity game day during 2022 to better understand the parking habits of game-day visitors

Purpose

To detail considerations, engagement options and probable costings to implement and install game/event day parking restrictions in the street network surrounding Lathlain Park, (Mineral Resources Park) as detailed in the Lathlain Park Management Plan (2017), prior to or as close as possible to the commencement of the AFL 2022 football season.

In brief

- Parking management of the area surrounding Mineral Resources Park (MRP) is informed by the 2017 Lathlain Park Management Plan (LPMP), which has been endorsed by the WA Planning Commission. This document is stated as being the guiding document for the management of the precinct thereby taking precedence over the Towns 2012 Parking Management Plan.
- The use of MRP has increased in scope and duration since 2019, with some form of activity most months of the year.
- Current Customer Request (CRM) and infringement data show a decline in reported and observed (by officers) non-compliance for parking related matters.
- Community consultation has not recently taken place to gauge support for any additional parking restrictions.

Background

1. At its meeting held 28 July 2021 Council endorsed the following action in response to Resolution 7 from the Annual Electors Meeting:That Council:

   Request the CEO to provide a report to the November 2021 detailing considerations, engagement options and costing to implement and install game/event day parking restrictions to the surrounding

street network prior to or as close to the commencement of the 2022 football season as detailed in the Lathlain Park Management Plan (July 2017).

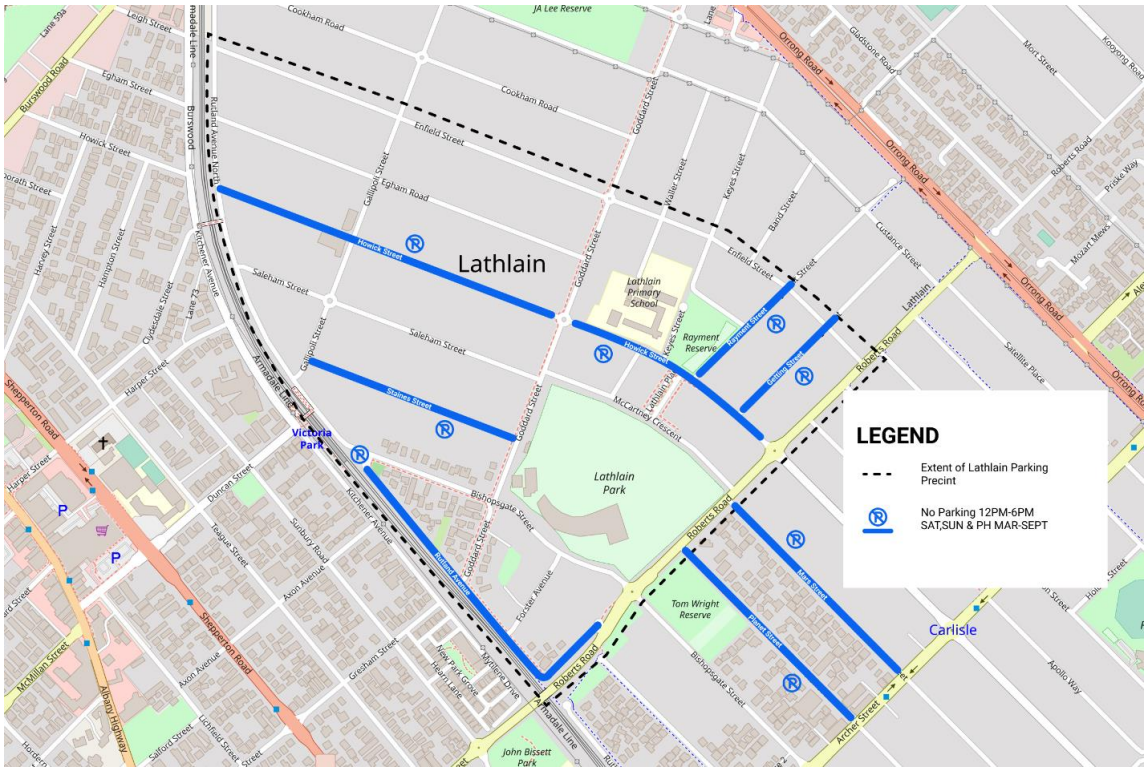
Parking Management

2. In 2012, the Town endorsed the Town-wide Parking Management Plan (PMP), aimed at providing a framework for:
   (a) Implementing parking management changes to address identified existing parking problems in Hotspot Areas.
   (b) Parking management activities undertaken by the Town in the future.

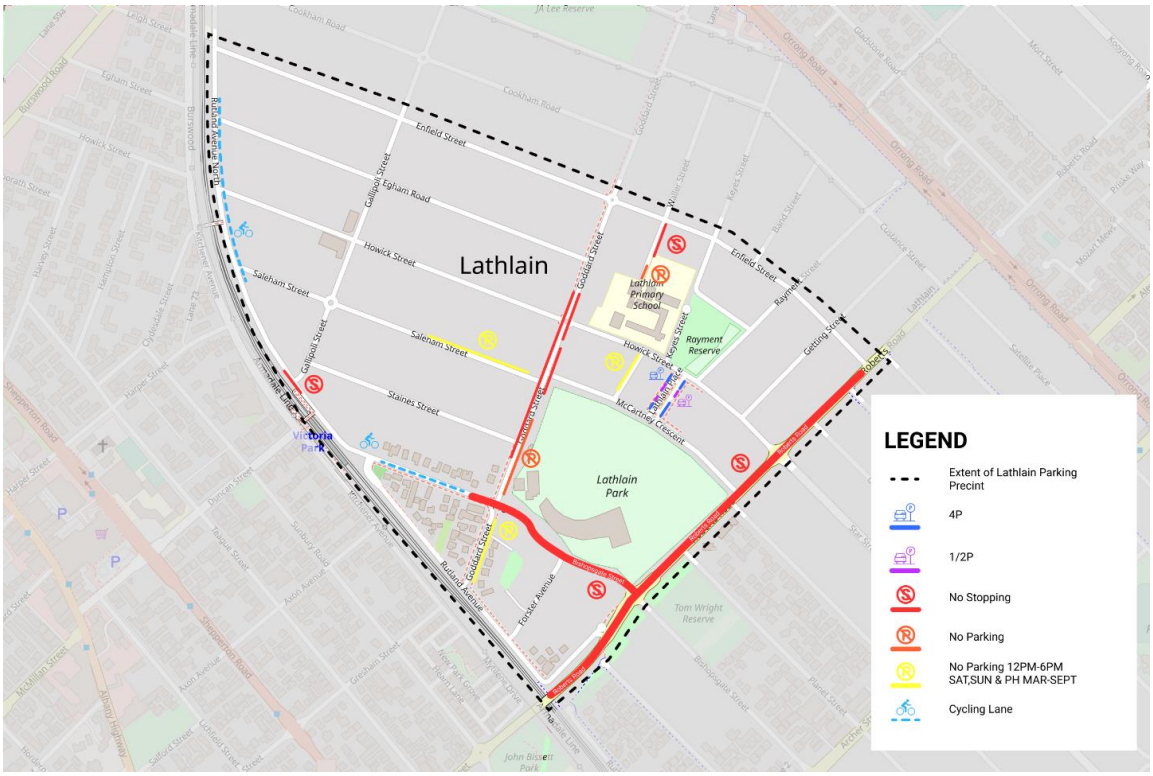
3. In 2017 and in response to anticipated development of Lathlain Park, the Lathlain Park Management Plan 2017 (LPMP) was developed by various stakeholders and approved by the Western Australian Planning Commission in July of that year. The plan, which is due to be reviewed in 2022, is an overarching guiding document for the development and management of Lathlain Park, with the map below identifying the subject area.

Figure 1 – Lathlain Precinct Redevelopment Project Zones

4. To manage peak parking for Perth Football Club games during the 2017/2018 period, the LPMP details extension of game-day parking restrictions which includes the following surrounding street network.



5. In mid-2018 a parking review of the Lathlain area was undertaken with consideration of recommendations made within the LPMP. As an outcome of this review, it was identified that most parking offences in the area involved parking contrary to a No Stopping or No Parking sign, with the vast majority of offences occurring in Goddard Street and Saleham Street. The other streets in the area were not observed as having any particular problems. From these findings, there were no recommendations to extend any game-day restrictions beyond those currently in force, as indicated below.



6. In 2020, the Town initiated a review of the PMP which is scheduled to be presented to Council in November 2021. The draft PMP contains an Intervention Matrix to assess and address parking issues and implement management measures based on determined occupancy thresholds.

Change of use

7. From 2019, Lathlain Oval has seen the following expansion of use:
   (c) Pre-2019 – Home ground of the Perth Demons Football Club
   (d) Pre-2019 - West Australian Football League games
   (e) 2019 – Westcoast Eagles moved to the oval permanently for training and administration
   (f) 2020 – AFLW women's games
   (g) 2020 - AFL pre-season game

Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	The provision of a safe and accessible place to visit.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected, and well-maintained transport network that makes it easy for everyone to get around.	Freedom of movement around the Town.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	Place Planning supports a considered approach to parking management. The consultation process recommended in this report will provide detailed information to inform parking interventions.
Strategic Projects	In general, the proposal is supported. However, it is important to note that there is already a perception from the Perth Football Club and its members that there is insufficient parking provided in the area for match days. Noting that the intent is to change behavior for patrons, there is an opportunity to work with Perth Football Club to help promote the use of public transport. This could be achieved through workshops with the members from the club or a well-considered joint marketing campaign to promote the public transport avenues available. There may be opportunities to engage with the PTA to identify lessons learnt from other venues on match days on best practice. Additionally, it is understood that a high percentage of the Perth Football Club's patronage are in an older age bracket potentially precluding them from ease of access to public transport. Considerations for increased ACROD parking could be considered as part of a wider strategy including the future redevelopment.
Development Services	An assessment of the area surrounding Lathlain Oval indicates that properties typically have one or more on-site parking bays in which case parking permits are not generally available.

Legal compliance

Vehicle Management Local Law 2021

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	N/A				*Low*	
Environmental	N/A				Medium	
Health and safety	N/A				Low	
Infrastructure/ ICT systems/ utilities	N/A				Medium	

Legislative compliance	N/A				Low	
Reputation	Negative public feedback and media attention regarding ongoing parking issues and Town inaction	Moderate	Unlikely	Medium	Low	TREAT risk by community consultation prior to the 2022 AFL season and respond accordingly.
Service delivery	N/A				Medium	

Financial implications

Current budget impact	The cost to implement game-day restrictions to surrounding streets as identified in the 2017 LPMP is estimated to be between $40,000 and $55,000. On a street-by-street basis, the cost is estimated to be between $2,800 and $15,500 per street (contingent on street length). These expenses would need to occur within the month of February 2022 to ensure installation prior to the commencement of the 2022 AFL season. Any additional costs that may arise out of this process will be higher than current 2021/22 budget estimates and if required a future budget amendment would be submitted to the Council for approval of adequate funds.
Future budget impact	*Not applicable.*

Analysis

The Parking Management Plan

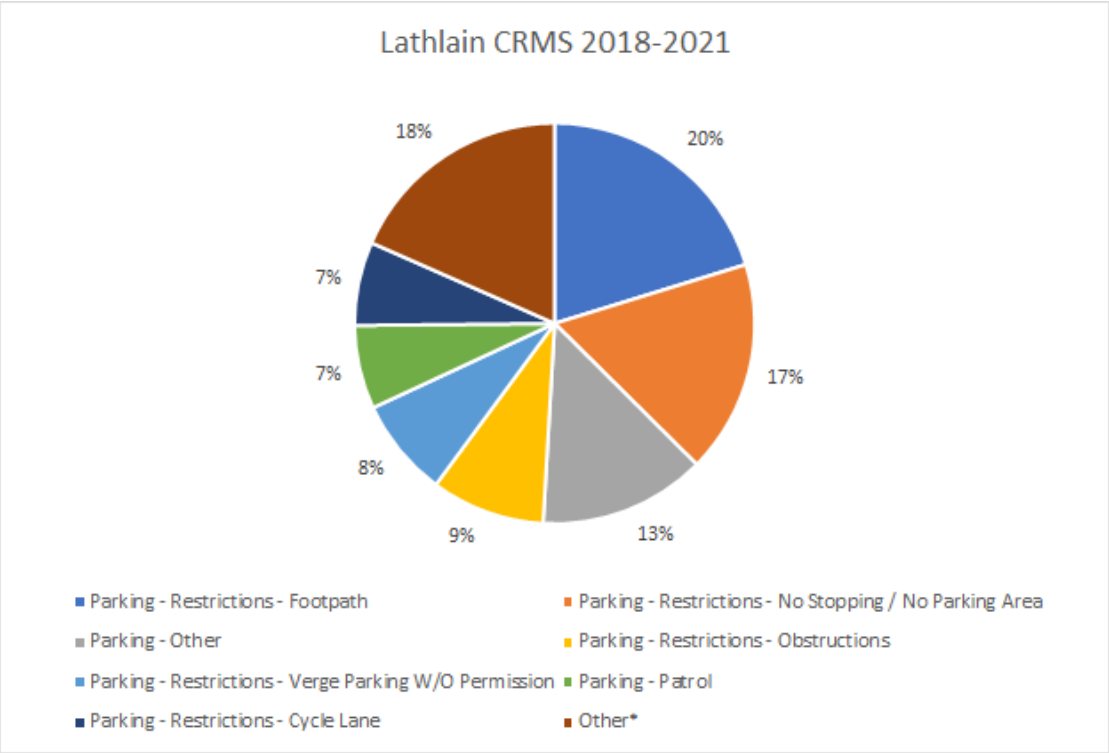
8. The Town's 2012 Parking Management Plan lacks specifics when compared to the 2017 LPMP which was developed to cater to the specific needs of the Lathlain Oval precinct.
9. The draft Parking Management Plan, scheduled to be presented to Council in November 2021, contains an Intervention Matrix specifically designed to give the Town the adaptive tools necessary to expand or contract parking interventions based on measured occupancy data. The Intervention Matrix can be used and applied to manage parking in future for the area surrounding Lathlain Oval.

Parking Volumes

10. Requests for service regarding contraventions of the Towns' parking related local law saw requests peak in 2019, coinciding with Lathlain Oval's increased scope of use. However, there was a return to

pre-2019 levels in 2021. When compared to the data across the Town, requests in Lathlain are considered low.

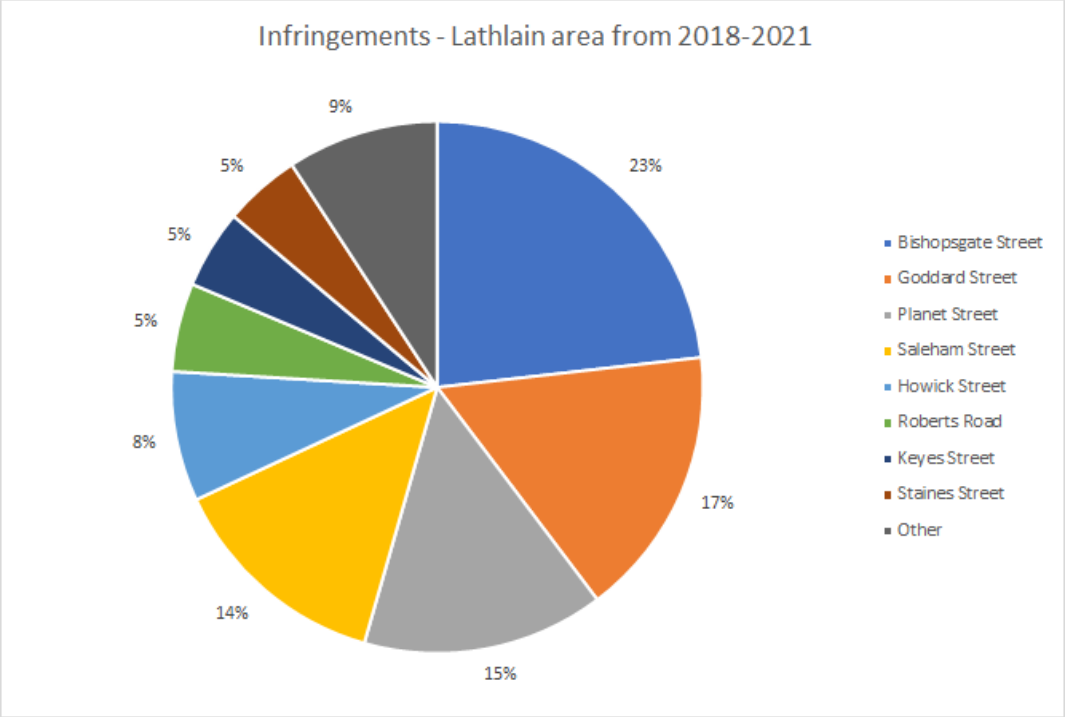
SUBURB	2018	2019	2020	2021	Grand Total
VICTORIA PARK WA 6100	253	361	542	342	**1,498**
EAST VICTORIA PARK WA 6101	194	276	300	199	**969**
BURSWOOD WA 6100	165	191	207	201	**764**
CARLISLE WA 6101	92	105	156	123	**476**
LATHLAIN WA 6101	**54**	**117**	**110**	**70**	**351**
ST JAMES WA 6102	24	30	38	56	**148**
NO LOCATION SPECIFIED	21	11	9	3	**44**
WELSHPOOL WA 6106	9	3	8	5	**25**
BENTLEY WA 6102	7	22	33	6	**68**
KENSINGTON WA 6151	1	-	-	5	**6**
TOTAL	**820**	**1,116**	**1,403**	**1,010**	**4,349**



11. Parking infringement data for Lathlain shows parking infringement's fell from an average of 240 infringements between 2018-2019, to 198 infringements in 2021, representing a fall in observed non-compliance of 17.5%. (The impacts of COVID-19 in 2020 are noted and likely related to the cancellation of some events).

SUBURB	2018	2019	2020	2021	Grand Total
EAST VICTORIA PARK WA 6101	10,318	8,119	2,545	4,886	25,868
VICTORIA PARK WA 6100	9,302	8,140	2,751	4,181	24,374
BURSWOOD WA 6100	2,321	2,314	1,284	2,642	8,561
CARLISLE WA 6101	324	222	119	256	921
LATHLAIN WA 6100	**234**	**247**	**126**	**198**	**805**
BENTLEY WA 6102	285	247	61	111	704
ST JAMES WA 6102	101	57	18	54	230

WELSHPOOL WA 6106	6	7	3	5	21
KENSINGTON WA 6151	-	-	-	3	3
TOTAL	22,891	19,353	6,907	12,336	61,487



Anticipated use

12. From 2019, the game calendar has expanded from the traditional WAFL season/pre-season to include the AFL and AFLW season/pre-season activity, broadening the facilities use to 11 months per year. Despite an expansion of use, advice from the Perth Football Club indicates that large crowds are confined to WAFL League matches.

13. From 2019, the game calendar has expanded from the traditional WAFL season/pre-season to include the AFL and AFLW season/pre-season activity, broadening the facilities use to 11 months per year. 8. There is no defined schedule that identifies which days of the week activities could be held, meaning parking restrictions, if supported, would need to be in place all days of the year.

Vehicle Access

14. From a technical perspective, low volume roads that have parking on both sides of the carriageway whilst also maintaining 3m between parked vehicles, is generally acceptable. The added advantage of this is that the speed environment is reduced as vehicles must yield and find gaps to allow other

motorists to pass. It should be noted that any street or area wide restrictions will reduce the positive impacts of a reduced speed environment.

Parking Permits

15. In Line with Permit Policy 351, residential parking permits are only available on mass within the Burswood Peninsula area due to its proximity to the 60,000-seat Optus Stadium. To obtain a parking permit outside of the Burswood Peninsula, an eligible property, which does not comply with the on-site parking requirements of the State Planning Policy 7.3 Residential Design Codes (R Codes), may apply for a maximum of one residential permit.
16. An desktop assessment of the area surrounding Lathlain Oval indicates that properties typically have one or more on-site parking bays in which case parking permits are not generally available.
17. Recipients of parking permits must adhere to the Towns' Vehicle Management Local Law, therefore, would not be exempt from any sign posted restrictions.

Considerations

18. It's reasonable to expect that broadening restrictions will provide greater visual amenity, access to streets as a thoroughfare and to residential properties by encouraging the use of public transport by game-day visitors. This outcome supports the Towns strategic intent to shift away from vehicles as the primary mode of transport. A direction further supported by the WCE's promotion towards increased public transport use and reduced congestion in the area.
19. The implementation of additional restrictions may negatively impact accessibility for residents affected by those restrictions as available parking within that street will effectively be halved, competition for parking and the intensity of use will increase.
20. There is currently no consultation data on the sentiment from the broader community on the adequacy of game-day restrictions and by extension the desire for further restrictions.

Consultation and implementation

External engagement	
Stakeholder	**Comments**
West Coast Eagles (WCE)	To date, there hasn't been any negative feedback received from members or other stakeholders regarding the on-street parking for games days at Mineral Resources Park. If there were any negative comments, we'd usually be notified. Moving forward, WCE will continue to promote the use of public transport for all matched hosted at MRP to assist with reducing any impacts (to) the area.
Perth Football Club (PFC)	In regards to match day parking, the implementation of Oval 2 took away 80% of parking space made available to match day attendees. The works around the precinct has also reduced available parking. For example, the area to the immediate North of MRP was previously used for player and officials parking. The area, whilst tidied up with lawns and gardens is largely unused by the general public, on a daily basis, and has reduced available parking.

	We receive many complaints on match days and the Monday following from people who have had to walk large distances after parking many streets away or who have received parking fines. We also receive many complaints about the lack of disabled bay parking close to the ground.
Community	No current data exists

21. The Town has historically had a practice of consulting residents on parking changes of this nature and only implementing if more than 50% support the introduction.

22. The time taken to install restrictions of this nature is typically 8 weeks, allowing for order, supply and installation.

23. The schedule of activity at Lathlain oval described below, there is insufficient time to undertake consultation and subsequent installation of restrictions before the AFLW season start date, however, changes are possible prior to commencement of the AFL season.

    (a) 13 October 2021: AFLW pre-season period
    (b) 6-9 January 2022: AFLW season commences
    (c) Easter 2022: AFL Season commences.
    (d)

Proposed Process

24. Initiate street-by-street public consultation for the following streets:

    (a) Rutland Avenue,
    (b) Planet Street
    (c) Mars Street
    (d) Getting Street
    (e) Rayment Street
    (f) Howick Street and,
    (g) Staines Street
    (h)

25. One response per ratable property will be collected with restrictions installed if;

    (a) More than 40% of properties in the street respond, and
    (b) More than 50% of the received responses support the proposal.
    (c)

26. The minimum threshold of 40% per street has been added due to the low rate of response received in the 2018 Lathlain Area Review and will be used in future parking restriction consultations across the Town to ensure broad representation when considering any changes.

27. For those streets that meet the requirements restrictions will be installed at an estimated cost of between $2,800 and $15,500 per street (contingent on street length). Should all streets identified in the 2017 LPMP be identified as needing game-day restrictions, the total cost for the streets is estimated to be between $40,000 and $55,000.

28. Provide an update to Elected Members on the outcomes of the consultation by 31 January 2022

Relevant documents

2012 Parking Management Plan

2021 Draft Parking Management Plan

Parking Permit Policy

Further consideration

29. The schedule for all activities at MRP is not centrally defined and is published at different times throughout the year on different websites with the Town unable to instruct the parties to list events with a minimum lead time, or at all.

30. Information for the 2021 season was provided as per the table below. Based on the dates indicated, large crowds could be expected on approximately 10 days of the year where WAFL league matches are scheduled, in particular, those where Reserve and Colt games are held on the same day. Despite not all events at MRP being likely to draw large crowds, the potential for parking related issues exist each time MRP is utilised.

Code	Match Type	Fixtures Published	Publish location	2021 Match Dates
AFLW (Womens)		November/ December	Perth Football Club website Womens AFL website AUSTADIUMS website	Jan 30 Feb 28 Mar 15, 28
WAFL	League Scratch matches	February/March	West Coast Eagles website	April 3, 10 May 8, 22 June 3, 19 July 17, 31 Aug 14 Sept 4
WAFL	Reserves	February/March	West Coast Eagles website	April 10 May 8, 22 June 5, 19 July 27 Aug 14 Sept 4
WAFL	Colts	February/March	West Coast Eagles website	April 10 May 8, 22 June 5, 19 July 17 Aug 14 Sept 4

31. The following potential challenges relate to the implementation of "game-day" restrictions:
    (h) More than one stakeholder
        (i) AFL
        (ii) WAFL
        (iii) West Coast Eagles
        (iv) Perth Football Club
    (i) Fixture dates published at different times
    (j) Date changes:
        i. AFLW season commenced early to accommodate changes made by the AFL.

ii. Due to snap COVID lockdowns, matches scheduled for 24 April and 3 July were cancelled and the season extended to allow those games to be played.

32. The following information was requested at the Agenda Briefing Forum held 2 November 2021.

33. *Provide information on how this is managed at other local governments with similar facilitie*s.

The Town of Claremont, The City of Vincent and the Town of City of Subiaco were identified as comparable Local Governments that manage, or have historically managed, game day/event parking within residential areas.

a) Parking management in the areas surrounding Claremont Oval and the Claremont Show Grounds is a mix between timed (various) and No Stopping, with restrictions in place each day of the year. Reference to special event parking conditions is on an as-needed basis and via temporary signage, installed two weeks prior and not active until the day of event. A letter is sent out to all effected residents where temporary signage is installed, providing relevant advice and conditions. Supporting the needs of residents, the Town of Claremont offers up to 2 precinct parking permits per property and are available on application. Precinct permits are not valid where no stopping signage is installed. Where timed parking is in place, precinct permits allow parking for up to 72-hours irrespective of time limit on sign.

b) The City of Vincent restricts parking during event and game-days around HBF park to residents only, who's vehicles must display a current valid permit. Due to the ability of the venue to schedule events over the five active months which occur predominantly on weekends, signage in the area refers to the applicable time, year, months and specific dates when events are held.
For example: 2-11pm 2021 Jan 16,29 Feb 6,12,26,27, Mar 12, 24,27, Apr 4, 16, 17,23,24, May: 5,9,15,16,23,29

c) Historically, the City of Subiaco managed game-day parking in the area surrounding Subiaco Oval. A meeting was held with the City of Subiaco in 2017 where the Town understood reference to event parking formed part of the signage advice so that parkers were aware it was applicable only on event days. A legal challenge was subsequently awarded against the City of Subiaco as the signage did not inform drivers of the applicable, specific, event dates.

In 2018 where the Town of Victoria Park sought to further explore referencing events on Peninsula signage by seeking legal advice. The Legal advice was against specifically referring to event parking within the Town's signs or the Local Law, as it cannot be imposed or effectively communicated to parkers.

34. Provide information on whether the Town took into consideration people parking in Victoria Park area and taking the train to the park.

When formulating its recommendation the Town did not take into consideration people parking in the Victoria Park area and taking the train to the Victoria Park train station. Parking in the areas surrounding the Burswood, Carlisle and Oats Street train stations is all-day, therefore, limited parking related requests for service or infringement data is available that would imply drivers are undertaking this practice. Anecdotal evidence from Parking staff indicates the impacts of event-days at MRP in the areas surrounding these train stations is immaterial.

35. Include information on why Rutland Avenue is part of the consultation.

Rutland Avenue has been included in the area for consultation as it was listed in the surrounding street network in the Lathlain Parking Management Plan approved by the WAPC.

36. Provide information on whether enforcing signs on the peninsula for the whole day has implications for residents wanting to park on the street in the morning.

Events at Optus stadium, irrespective of time of day, result in permit parking being applicable for the duration of the day. The Parking team does however make efforts to monitor permit parking only two hours prior to an event to reduce the impacts on residents. Patrols are still undertaken throughout the day to monitor non-compliance with all other parking related restrictions. For example: No stopping and loading zones.

37. Provide information on how community consultation will be conducted.

Core information to be provided as part of the consultation:

- Feedback on whether game-day parking restrictions should be broadened to cover:
    - WAFL league matches (approximately 10 days of the year[2]), or
    - AFLW and WAFL[1] matches (approximately 14 days of the year[2])
    - Other
    - Restrictions to remain unchanged

If restrictions are to be implemented:

- Option 1: Prohibit parking on one side of the street only, or
- Option 2: Prohibit parking on both sides of the street.

And whether verge parking restrictions are to be considered

- Option 3: Prohibit verge parking in your street.

[1] Should restrictions be supported for AFLW games, restrictions won't commence until the commencement of the 2022/2023 AFLW season.

[2] Fixture dates vary year-to-year and are subject to change.

COUNCIL RESOLUTION (251/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council:

1. Endorse community consultation regarding the broadening of game-day parking restrictions to include the surrounding street network as identified in the Lathlain Park Management Plan 2017; and

   (i) Approve the implementation of restrictions where community support exceeds 50%

2. Conduct a parking occupancy survey on a full-capacity game day during 2022 to better understand the parking habits of game-day visitors

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

14.2 Financial Statements for September 2021

Location	Town-wide
Reporting officer	Financial Controller
Responsible officer	Finance Manager
Voting requirement	Simple majority
Attachments	1. September 2021 Financials [**14.2.1** - 41 pages]

Recommendation
That Council accepts the Financial Activity Statement Report – 30 September 2021, as attached.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 30 September 2021.

In brief

- The financial activity statement report is presented for the month ending 30 September 2021.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.
- The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended [date].

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

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

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

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

Strategic alignment

Strategic alignment still needs to happen through the custom fields however, the information below can be used to help populate the table.

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

Engagement

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

Legal compliance

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*

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

4. The Financial Activity Statement Report – 30 September 2021 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 – 30 September 2021 be accepted.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (252/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council accepts the Financial Activity Statement Report – 30 September 2021, as attached.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

14.3 Schedule of Accounts for September 2021

Location	Town-wide
Reporting officer	Financial Controller
Responsible officer	Finance Manager
Voting requirement	Simple majority
Attachments	1. Payment Summary - September 2021 [**14.3.1** - 9 pages]

Recommendation

That Council:

1. Confirms the accounts for 30 September 2021, 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 30 September 2021.

In brief

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

Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the *Local Government (Financial Management) Regulations 1996*.
2. Under Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment is to be noted on a list compiled for each month showing:
   a) the payee's name
   b) the amount of the payment
   c) the date of the payment
   d) sufficient information to identify the transaction
3. That payment list should then be presented at the next ordinary meeting of the Council, following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.
4. The payment list and the associated report was previously presented to the Finance and Audit Committee. Given this Committee's scope has changed to focus more on the audit function, the payment listings will be forwarded to the Elected Members ahead of time. Any questions received prior to the finalisation of the report will be included along with the responses within the Schedule of Accounts report for that month.
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		
Automatic Cheques Drawn	608863 - 608864	$1,310.16
Creditors – EFT Payments		$10,090,513.12
Payroll		$1,145,976.57
Bank Fees		$16,052.17
Corporate MasterCard		$3,769.30
Total		**$11,257,621.32**

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The presentation of the payment listing to Council is a requirement of Regulation 13 of *Local Government (Financial Management) Regulation 1996.*

Legal compliance

Section 6.10(d) of the Local Government Act 1995
Regulation 13 of the Local Government (Financial Management) Regulation 1996

Risk management consideration

Risk 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 Schedule of accounts.	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transactions	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	Not accepting schedule of accounts 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.
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	Not applicable.

Analysis

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

Relevant documents

Procurement Policy

COUNCIL RESOLUTION (253/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council:

1. Confirms the accounts for 30 September 2021, 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*.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

15 Committee Reports

15.1 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing

Location	Town-wide
Reporting officer	Principal Environmental Health Officer
Responsible officer	Manager Development Services
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee:
That this item be referred to the November Policy Committee to consider the response from other local governments.

Purpose

To review 'Policy 403 - Management of Noise Emissions from Events at Belmont Racecourse – Other than Horse Racing' (Policy 403).

In brief

- Policy 403 was adopted as Council Policy HLTH4 on 20 August 2002, with the intent of providing a simplified process for music events held at Belmont Park Racecourse.
- The policy is redundant and no longer serves its originally intended purpose, and therefore it is recommended to be revoked.
- Noise control from events at Belmont Racecourse can be addressed under the provisions of the *Environmental Protection (Noise) Regulations 1997*.
- Policy 403 has been identified for review as part of Council's adopted policy work plan.

Background

1. Policy 403 was adopted as Council Policy HLTH4 on 20 August 2002. The policy was adopted to manage noise from "non horse racing" events more efficiently by adopting a policy that limited the number and type of events, and the inclusion of standard conditions that had been pre-approved by other surrounding local governments. This was considered to be more efficient than requiring the comments of the four adjoining local governments to be obtained for each event. The policy provided guidance to, rather than negating the authority of the *Environmental Protection (Noise) Regulations 1997*. Attachment 1 contains an extract of the Minutes of the Ordinary Council Meeting of 20 August 2002, and further explanation of the rationale for the adoption of the policy.
2. Policy 403 was last reviewed by Council on 20 August 2019 as part of the minor review of policies. Only minor administrative amendments were made at this time. A full review of the policy was not undertaken.
3. The policy was adopted as a result of Belmont Racecourse site's popularity with concerts and events in the early 2000s. With the completion of Northbridge Tunnel, increasing interest was expressed by

promoters to use the Belmont Park Racecourse facilities. This was due to its accessibility with good road and rail connection and the site being located away from residential areas. In the period since Policy HLTH4, now Policy 403, was adopted, significant developments have occurred in and around Burswood Peninsula.

4. Belmont Racecourse is set to undergo redevelopment in the near future that will most likely lead to change in its operation.
5. The last major event held at Belmont Racecourse was on 26 January 2019. The Town deals with all noise complaints using the provisions of the *Environmental Protection (Noise) Regulations 1997*.
6. At its meeting on 20 April 2021, Council adopted a work plan to complete the review of a number of policies. Policy 403 was one of the policies identified for review.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	The review of this policy ensures that policies set by Council support clear, consistent, and effective direction for both the Town and does not duplicate State legislation.

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.	Revoking this policy will not have any impact on this strategic outcome. It will allow the Town additional flexibility to consider events on a case-by-case basis.

Engagement

Internal engagement	
Stakeholder	Comments
Environmental Health	Environmental Health Officers are supportive of the revocation of this policy.
Community Development / Events, Arts and Funding	Community Development and Events, Arts and Funding teams were contacted and have no objection to revocation of the policy.
Place Planning	Place Planning supports the revocation of the policy.

External engagement	
Stakeholders	Perth Racing
Period of engagement	Nil

Level of engagement	Consult
Methods of engagement	Perth Racing was contacted by email to find out whether they thought there was value in keeping this policy.
Key findings	In 2020, Perth Racing indicated that they believed that there was value in keeping this policy as they we are looking at increasing their non race day events at both racecourses. Perth Racing have now indicated in writing on 7 August 2021 that they are happy to support revocation of the policy provided they still have the ability to host concerts in the future with the Town's approval through an event application.

Legal compliance

Environmental Protection (Noise) Regulations 1997

Section 18 of the *Environmental Protection (Noise) Regulations 1997*

(3) Where the CEO is satisfied that a proposed sporting, cultural or entertainment event that is to be open to the public —

(a) is likely to result in the emission of noise in contravention of the standard prescribed under regulation 7; and

(b) would lose its character or usefulness if it were required to comply with that standard,

the CEO may approve the event, subject to such conditions as the CEO thinks fit, for the purpose of this regulation.

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	Nil	Nil	Nil	Nil	Nil	Nil
Environmental	Increased noise emanating from public events and concerts at Belmont Racecourse	Moderate	Moderate	Moderate	Low	TREAT - All events on this site should be assessed and approved in the same way as any other event within the Town.
Health and Safety	Nil	Nil	Nil	Nil	Nil	Nil

Infrastructure/ ICT system/ Utilities	Nil	Nil	Nil	Nil	Nil	Nil
Legislative compliance	Duplication of legislation with Council Policy.	Moderate	Moderate	Moderate	Low	Use *Environmental Protection (Noise) Regulations 1997*
Reputation	Nil	Nil	Nil	Nil	Nil	Nil
Service delivery	Nil	Nil	Nil	Nil	Nil	Nil

Financial implications

Current budget impact	No impact.
Future budget impact	No impact.

Analysis

7. The *Environmental Protection (Noise) Regulations 1997* (the Regulations) operates as a prescribed standard under the *Environmental Protection Act 1986*. Regulation 7 of the Regulations sets assigned noise levels that should not be exceeded.

8. Regulation 18 contains provisions relating to noise emissions from sporting, cultural and entertainment events. This includes the power for the Chief Executive Officer of the local government to approve a proposed sporting, cultural or entertainment event where the likely noise levels are to exceed the assigned levels under Regulation 7. In doing so, the processes detailed in Regulation 18 are to be followed including the need for the relevant local government to consult with each adjoining local government who may experience noise emissions as part of each application.

9. As outlined above, it is understood that the purpose of Policy 403 was to negate the need to consult with each adjoining local government for each Regulation 18 application for an event at Belmont Park that would exceed the assigned noise levels, by instead having a policy in place, agreed to by the other adjoining local governments, outlining the conditions for approval of any events and without the need for consultation for each and every Regulation 18 application. This was at a time when it is understood that Belmont Park Racecourse was regularly hosting music events.

10. While Policy 403 was beneficial in achieving its intent at a previous time, there have not been regular music events at Belmont Park Racecourse for some time (the last event being Australia Day 2019).

11. Upon reviewing Policy 403 and noting that there are few music events now held at the Racecourse, it is considered that there is no need to retain Policy 403, and that any future applications can be processed in a normal fashion under Regulation 18, consistent with such events in other local government areas across the State.

12. While revocation of the policy may marginally increase the approval period for a Regulation 18 application at Belmont Park Racecourse, revocation will be in alignment with all Regulation 18 approvals for other sites in the Town and is supported by Perth Racing.

13. With the exception of Optus Stadium (subject to Regulation 19B approval), noise emissions from sporting, cultural or entertainment events elsewhere within the Town are dealt with under Regulation 18, rather than an area specific policy.

Further consideration

14. At its meeting held on 23 August 2021, the Policy Committee moved a procedural motion to refer this item to the November 2021 Policy Committee to allow time for the Town to consult with adjoining local governments that were consulted during the formulation of the policy.

15. As a result, the Cities of Perth, Belmont, Bayswater and Vincent were consulted, and all indicated that they had no objection to the proposed revocation of Policy 403, as follows:

    - City of Perth responded that they had no objections from the City's perspective on the policy being revoked.
    - City of Belmont responded that they had no objections to the proposed revocation.
    - City of Bayswater advised the Town that they did not object to the proposed revocation of Policy 403, provided that future events will still be managed in accordance with Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* and adjoining local governments will be consulted for any event where noise emissions are expected to exceed the assigned noise levels.
    - City of Vincent responded that they had no objection to the revocation of the Policy. They, however, recommend that the Town should encourage the Venue to make an application for *Environmental Protection (Noise) Regulation 1997* Section 19B 'Venue Approval', should the Venue seek to regularly host more than 2 'sporting cultural or entertainment events' within a 12 month period, rather than using Regulation 18(11).

16. As the consultation has occurred and no objections have been received, it is recommended that rather than refer the matter back to the November Policy Committee as per the recommendation made at the August Policy Committee meeting, that Council instead resolve to revoke the Policy. This will require an amendment to the report recommendation.

COUNCIL RESOLUTION (254/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That this item be referred to the November Policy Committee to consider the response from other local governments.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

15.2 Review of Policy 225 – Hire and use of Town banner and flag sites

Location	Town-wide
Reporting officer	Manager Stakeholder Relations
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee:

That the Policy Committee recommends that Council:

1. Supports and retains Policy 225 Hire and use of Town banner and flag sites as contained at attachment 1 without modification
2. Refer the item to the future Policy Committee in March 2022 with regards to the continued inclusion of the banner display sites.

Purpose

To repeal Policy 225 Hire and use of Town banner and flag sites.

In brief

- Policy 225 was identified for review as part of the Council adopted policy work plan.
- The policy sets out the option to hire of Town-owned banner and flag sites for promotion and recognition purposes.
- The flag poles managed by the Town are coordinated in line with Australian National Flag Protocol.
- The requirement to hire banners to external parties is not required by the Town.

Background

1. At its meeting on 20 April 2021, Council adopted a work plan to complete the review of a number of policies. Policy 225 was one of the policies identified for review.
2. Policy 225 was last reviewed by Council on 20 April 2021 as part of the minor review of policies. The only amendment made at this time was a change to the responsible officer.

Strategic alignment

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 banners on Albany Hwy are regularly utilised to celebrate key periods of acknowledgement or destination campaigns.

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.	The requirement for the banner pole facilities to be hired is deemed unnecessary by administration in the management of the banner poles.

Social	
Strategic outcome	Intended public value outcome or impact
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	The banner poles within the Town will be utilised by the Town as part of recognition during key periods of the year. Where an international or flag of recognition is sort to fly on a Town managed flagpole, it would be in line with a Council decision and align the of the Australian Flag Protocols.

Engagement

Internal engagement	
Stakeholder	Comments
Community Development	Banner poles will be utilised for periods of significance that aligns to Council decisions (NADIOC, Reconciliation week). Flag raising ceremonies can be requested by the Council for particular days of significance or recognition, as a civic ceremony hosted by the Mayor.
Place Planning	The Town would support the delivery of campaigns to support destination marketing, where an external organisation wishes to partner with the Town in the use of banners it would be part of a broader agreement.

Legal compliance

Section 2.7 of the *Local Government Act 1995*

Australian Flags (pmc.gov.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	N/A					ACCEPT The banner poles have not been hired in the last financial year.
Environmental	The banner poles used on Albany Hwy are single use vinyl plastic.	Low	Low	Low	Low	TREAT Future review of the poles to offer a

						more sustainable option.
Health and safety	Banners left on the poles after bad weather can cause a hazard.	High	Med	Med	Low	AVOID The Town manages banner poles and removes them as soon as any damage is sustained.
Infrastructure/ ICT systems/ utilities	N/A					
Legislative compliance	Flag poles cannot be hired for commercial use as they are aligned to Australian Flag Protocol.	Low	High	Med	Low	SHARE fly flags as per the requirements for a government building.
Reputation	Incorrect flying of flags.	Low	Med	Med	Med	SHARE fly flags as per requirements for a government building.
Service delivery	High administration requirement to manage the hire of banner poles.	Low	Med	Med	Med	TREAT partner with organisations, include as part of sponsorship support if requested and receive acknowledgement

Financial implications

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

Analysis

3. The flying of national flags and flags of recognition is dealt with by Council resolution or included in a corporate strategy (RAP).
4. The flying of national flags must be in line with the protocols set by the Department of the Prime Minister and Cabinet.
5. Where banner poles were requested for use, by an external agency, it would form part of an in-kind support sponsorship that is dealt with by Council resolution.

6. The administration level required to actively promote and utilise the policy as described is not financially feasible.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (255/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That the Policy Committee recommends that Council:

1. Supports and retains Policy 225 Hire and use of Town banner and flag sites as contained at attachment 1 without modification
2. Refer the item to the future Policy Committee in March 2022 with regards to the continued inclusion of the banner display sites.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

15.3 Draft Policy 105 - Advocacy

Location	Town-wide
Reporting officer	Manager Stakeholder Relations
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee:

That Council adopts Policy 105 Advocacy as attached; subject to the addition of the words "or upgrades" following the word "new" within point 3.

Purpose

This report seeks Council endorsement for the proposed Policy 105 Advocacy (Policy 105), in response to a Council resolution in December 2020.

In brief

- At the December 2020 Ordinary Council Meeting, Council resolved to request an Advocacy Policy be developed and reported to May Policy Committee.
- There has been concern raised by Council on the management of advocacy activity and reporting.
- In undertaking this review, the Town has looked holistically what advocacy seeks to achieve in comparison to the systems of government and private grants, donations and subsidies.
- At the May 2021 Policy Committee meeting, the committee resolved that the item was referred back to the Chief Executive Officer for presentation at the June 2021 concept forum, in accordance with section 89 of the Meeting Procedures Local Law 2019.
- At the June Concept forum the Manager Stakeholder relations presented to Council on the policy and asked questions to progress the policy.
- Council advised that inclusion of Public, Legislative and Social Policy should be included, that timeframes within the policy should align to Federal and State budget periods, and that a reporting mechanism should be included.

Background

1. Under Policy 001 Policy management and development, a policy response was identified as required as a result of Council resolution (576/2020), *Requests the Chief Executive Officer to develop a draft Advocacy Policy and present a report to the Policy Committee by May 2021*.

2. A core function of Council is advocacy. As the Town's population continues to grow so does the demand for supporting infrastructure, services and programs. The Town aims to directly and indirectly influence and ultimately collaborate with decision-makers and key stakeholders to realise its advocacy priorities, to effect change for the benefit of the community.

3. Advocacy priorities should reflect the community's needs and desires. Councils are ideally placed to undertake advocacy on behalf of and alongside their communities. Advocacy efforts in the local government context are increasingly focused on transformative policy and projects that have a whole of district impact.

4. As a general principle, advocacy projects have been endorsed by the Council annually.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	When projects, programs or strategies are adopted they can include a level of rigor and consideration relating to funding and partnership models.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The Town may not need to deliver certain projects or programs but can find ways to partner with community organisations. Town projects can be delivered in a sustainable way that is not dependant on rates.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	Advocacy outcomes and strategy is all of Council and Administration and is aligned to the right person doing the advocacy at the right level.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	In order to be effective advocacy needs to engage the correct people as both advocates and audience. This means that the advocate must be the 'right inviter'; this is the person(s) who has the requisite knowledge, authority and tools. Our role is to provide and facilitate an environment in which the right people are empowered to be advocates.

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.	We recognised the imperative to innovate, problem solve and create new opportunities to remain relevant in a global environment that is marked by rapid social and technological change.

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	This includes programmed activities such as making public submissions, direct lobbying, delegations, face to face meetings, correspondence, media activities and public campaigns.

Engagement

Internal engagement	
Stakeholder	Comments
CEO	Scope and inclusions
Governance	Legislation
Exe Assistants	Process changes

IT	Process change to CRM and records management future system reporting
Communications	Media, framework development, roles and responsibilities

Other engagement	
Stakeholder	Comments
Andrew Hammond Consultant	Independent policy review and benchmarking against similar organisations.
Elected Members	Concept Forum June 2021

Legal compliance

Section 2.7 of the *Local Government Act 1995*

Section 1.3 of the *Local Government Act 1995*

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 adopting an annual advocacy focus that is resourced and supported.
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 effectively
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 advocacy reporting activity

Financial implications

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

Analysis

5. The proposed Advocacy Policy builds on the principles of Policy 103 Communications and Engagement and aims to align advocacy activity with stakeholders is proactive and targeted towards a mutual outcome.

6. The attached policy sets to provide details of each agreed advocacy project including:
   (a) the identified problem and proposed solution;
   (b) intended courses of advocacy action over the forthcoming year;
   (c) the resources required; and
   (d) identified lead personnel.

7. The policy outlines progress reporting based on the agreed direction that is then reported on quarterly, to align to the intent of the December Council resolution.

8. The policy acknowledges that success in the pursuit of Advocacy Projects rests with external decision makers amid a competing array of stakeholder groups and interested parties.

9. Actions and activities contained within the Annual Advocacy Program will be used as an indicator of performance.

10. The Town will need to invest in resources and technology to accurately report on Advocacy activities. These funds have been included in the 2021/2022 draft budget.

11. Australia wide bench marking was completed in the development of this policy.
    (a) Wyndham – Victoria; keep the execution of advocacy internal as part of a governance and strategy model. The Council created a prioritisation framework and campaigns are run to support the advocacy efforts. Their challenge is a disengaged and socially disadvantaged community. The focus of their efforts is based on resources for socially disadvantaged and education. The City is a safe seat area at Federal and State level. You can see project specific content here: https://www.wyndham.vic.gov.au/advocacy
    (b) Broken Hill – New South Wales; The Council advocacy efforts are focussed on the diversification of economy in the area (to move away from mining) and to attract new residents to live in the Town.

You can see project specific content here Broken Hill: A Blueprint – Advocating For Our Future | Broken Hill City Council (nsw.gov.au)

(c) Mitchell Shire – Victoria; The Council's focus on advocacy efforts is related to public policy influence policy decisions, directions and resourcing assistance by State and Federal Government, to deliver services and assets to our existing and emerging communities. It ensures that Council's advocacy is aligned with Mitchell Shire Council vision for the community, Council Plan and any other relevant strategic documents or policies. Mitchell Shire Council Advocacy Policy

(d) City of Perth – Western Australia; The Council includes advocacy efforts and focus areas into the Strategic Community Plan. The focus of the SCP is on forming partnerships, platforms and facilitation efforts to provide a collaborative approach to meeting community expectations with a focus on business.

(e) The City of Swan – Western Australia; The Council has set a number of strategically significant priorities to enrich the lifestyle of our residents and ratepayers with a focus on roads and transport. These priorities are set and approved by Council at the beginning of each calendar year Advocacy Priorities (swan.wa.gov.au)

Relevant documents

Policy 021 – Fees, expenses and allowances - Elected members and ICMs
Policy 024 – Event attendance
Policy 103 – Communications and engagement

Further Consideration

12. Following the Policy Committee meeting held 26 August 2021, it was noticed that the proposed policy was not in the Town's current policy template. The proposed policy (Attachment 1) has now been updated and the typographical error in clause 6.b. corrected.
13. Update to Policy 105 b. Social: Council will make submissions on social issues/matters, as required, in line with the strategic outcomes and objectives of its Strategic Community Plan *this will be* has been removed as it was a typo

The Manager Development Services left the meeting at 9.57pm.

AMENDMENT:	

Moved: Cr Luana Lisandro **Seconder:** Cr Peter Devereux

That the word "to" be added to "or upgrades" to read "or upgrades to" following the word "new" within point 3 outlining Criteria for Advocacy Projects - Economic examples as displayed in the paragraph below and to read:

Economic: Major transport infrastructure projects such as grade separation or intersection realignment of Main Roads WA classified roads, new or upgrades to railway stations, access to job creation programs, attracting major employer-based industries, provisions of high-capacity data highways etc.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:
To correct the wording contained within the recommendation to reflect the correct insertion to appropriate section within Policy 105 – Advocacy within point three economic examples.

As construction and management of railway stations is overseen by the State Government and outside the economic capabilities of Local Government, I think it prudent to not limit the wording of the economic example to just "new" train stations. The inclusion of "or upgrades to" within Point three "Criteria for Advocacy Projects' economic examples should include any potential future upgrades to train stations. Especially, given the State Government future Platform Lengthening Program to the Victoria Park Train Station, and any future upgrades for MetroNet new stations along the Armadale line within the Town of Victoria Park.

COUNCIL RESOLUTION (269/2021):	

Moved: Mayor Karen Vernon **Seconded:** Cr Peter Devereux

That Council adopts Policy 105 Advocacy as attached; subject to the addition of the words "or upgrades to" following the word "new" within point 3 outlining Criteria for Advocacy Projects - Economic examples as displayed in the paragraph below and to read:

Economic: Major transport infrastructure projects such as grade separation or intersection realignment of Main Roads WA classified roads, new or upgrades to railway stations, access to job creation programs, attracting major employer-based industries, provisions of high-capacity data highways etc.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

15.4 CEO Annual Performance Review - Appointment of Consultant

Location	**Town-wide**
Reporting officer	Manager People and Culture
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation

{recommendation-start-do-not-remove

That Council:

1. Endorse the process for the CEO 2021/22 annual performance review and development of CEO Key Performance Indicators (KPIs) for 2022/23.
2. Authorise the appointment of Brainbox to assist the committee and council to carry out the 2021/22 annual CEO performance review and developing the 2022/23 annual KPIs, subject to receipt of a brief from Brainbox for the completion of the work to the satisfaction of the Chief Financial Officer.

Purpose

To consider the process of appointing a consultant to assist the CEO Recruitment and Performance Review Committee in coordinating the CEO's annual performance review.

In brief

- The CEO Recruitment and Performance Review Committee and Council agreed to the process for the 2020/21 CEO performance review and development of CEO KPIs for 2021/22.
- The annual performance review included an interim review after 6 months. In addition, KPIs for the 2021/22 financial would be finalised by 30 June 2021.
- It was also agreed to engage one consultant for both these processes.
- A similar process is recommended to assist the CEO Recruitment and Performance Review Committee in coordinating the CEO's annual performance review for 2021/22 and the development of the CEO KPIs for 2022/23.
- In order to comply with the Town's procurement processes, at least 3 written quotes are required.

Background

1. Pursuant to Section 5.38 of the Local Government Act 1995, it is a requirement to review the Chief Executive Officer's performance on an annual basis and to set performance indicators and objectives for the next 12 months.
2. The CEO's annual performance review is carried out by an external consultant acting as a performance reviewer on behalf of the Council (Clause 4.3 (2) C of the CEO's contract).
3. The process by which the CEO performance review is administered, and any performance criteria to be met by the CEO that are in addition to the CEO's contractual performance criteria must be set out in a written document. (*Attachment 21.1.1 (16 (3)*)
4. Mr Tony Friday of Brainbox Advisory was engaged to carry out the review process. Mr Friday was also engaged to facilitate the development of the CEO key performance indicators for 2021/22.

5. It is now proposed to call for EOIs to undertake this process for 2021/22.
6. In accordance with the CEO's current contract (Clause 4.3), the selection of the reviewer is to be done in consultation with the CEO.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Alignment of the CEO's KPI's to the strategic planning framework will assist in focusing work priorities based on community needs.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Town compliance to legislative requirements.

Engagement

N/A

Legal compliance

Section 5.38 of the Local Government Act 1995.

Local Government (Administration) Regulations 1996
(Division 3 – Standards for review of performance of CEO's)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Legislative compliance Non-compliance to a requirement of the LG Act 1995	Moderate	Likely	Low	Treat by complying with the review processes

Financial implications

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

Analysis

7. Under the Town's procurement guidelines, services in excess of $5,000 should be procured through an expression of interest process and selection process.
8. The combined cost of undertaking the annual performance review and KPI development was in excess of that amount.
9. Accordingly, it is recommended EOIs be now called.

Relevant documents

Not applicable.

Further consideration

Following the proposed recommendation from the Chief Executive Officer Recruitment & Performance Review committee, the brief from Brainbox has been received and reviewed by the CFO and has been added to this item as a confidential attachment.

COUNCIL RESOLUTION (256/2021):	

Moved: Cr Claire Anderson **Seconded:** Cr Luana Lisandro

That Council:

1. Endorse the process for the CEO 2021/22 annual performance review and development of CEO Key Performance Indicators (KPIs) for 2022/23.
2. Authorise the appointment of Brainbox to assist the committee and council to carry out the 2021/22 annual CEO performance review and developing the 2022/23 annual KPIs, subject to receipt of a brief from Brainbox for the completion of the work to the satisfaction of the Chief Financial Officer.

Carried by exception resolution (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

16 Applications for leave of absence

COUNCIL RESOLUTION (270/2021):	

Moved: Mayor Karen Vernon **Seconded:** Cr Vicki Potter

That Council approve a leave of absence for Cr Jesse Hamer for the dates, inclusive of 10 December 2021 to 19 December 2021.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

17 Motion of which previous notice has been given

Nil.

18 Questions from members without notice

Nil.

19 New business of an urgent nature introduced by decision of the meeting

Nil.

20 Public question time

Vince Maxwell

1. In regards to item 12.9 and the amendment the Mayor made, the West Coast Eagles lease is all about them making money, a lot more money than the Royals could ever dream of making with their fridge. Why are there double standards?

Mayor Karen Vernon advised that she does not consider it to be a double standard. The Perth Royals football club applied for a community grant, under the policy there is a reference to the Town funding sporting equipment, in the Mayors opinion a fridge is not sporting equipment. Mayor Karen Vernon advised that in her view a fridge is not comparable to a lease held by the West Coast Eagles.

2. What benefit and why is the West Coast Eagles finances more important than the Perth Royals finances?

Mayor Karen Vernon advised that she cannot answer whether there was an opportunity to have negotiated a charge for Indian Pacific under a deed of variation. Councillors could not have resolved to unilaterally vary the original lease agreement with Indian Pacific, that lease agreement can only be varied by the agreement of the parties. At most Council could have considered sending the negotiations back to the table with Indian Pacific. This was not recommended by Town Staff and no elected member made a statement to that affect. The Council of the day agreeing that the West Coast Eagles would not be paying commercial rent for the property and paying rates in due course which they have begun paying. The Council of the day negotiated a community benefit strategy worth a significant amount of money to deliver some real benefits into the community which have nothing to do with them paying football at Lathlain park. Mayor Karen Vernon advised she is comfortable with her decision.

3. In the minutes of the Special Council Meeting in December 2013 regarding the lease of the Lathlain Park which is a major land transaction, the Town advised that under the Local Government act the draft lease must be publicly advertised for a minimum of two weeks before being presented to Council for a final decision. As the Edward Millen Lease is also a major land transaction, why wasn't the draft lease advertised like the West Coast Eagles lease was?

The Chief Operations Officer took the question on notice.

21 Public statement time

Vince Maxwell, Victoria Park

1. Made a statement urging Council to consider whether questions taken on notice during an item is vital information to their decision making process. He urged Council to make sure they are fully informed before making a decision.

22 Meeting closed to the public

Nil.

23 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 10:11 pm.

I confirm these minutes to be true and accurate record of the proceedings of the Council/Committee.

Signed: ....

.....

Dated this: ..... Day of: 2021

TOWN OF VICTORIA PARK

Agenda Briefing Forum
Notes – 30 November 2021

WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** was held at **6:30 PM** on **Tuesday 30 November 2021** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Her Worship the Mayor Karen Vernon
3 December 2021

Table of contents

Item	Page no
1 About the Agenda Briefing Forum	4
2 Opening	5
3 Acknowledgement of country	5
4 Announcements from the Presiding Member	5
5 Attendance	7
5.1 Apologies	7
5.2 Approved leave of absence	7
6 Declarations of interest	8
7 Public participation time	12
8 Presentations	15
9 Deputations	15
10 Method of dealing with agenda business	17
11 Chief Executive Officer reports	18
11.1 Council Resolutions Status Report	18
11.2 Memorandum of Understanding update	21
11.3 VicVision - Approval for draft strategic direction to be advertised for public comment	29
12 Chief Community Planner reports	44
12.1 Section 31 reconsideration - Local Development Plan for No. 384 (Lot 3) Berwick Street, East Victoria Park	44
12.2 Business Grants - recommended recipients	53
12.3 Vic Park Funding Program - Arts Season 2022	74
12.4 Endorsement of Concept Plan and Preferred Option for Delivery of the Old Spaces, New Places Project No. 3	81
12.5 Future of the Business Advisory Group	101
13 Chief Operations Officer reports	106
13.1 Petition of Electors, Upgrade Read Park Playground	106
13.2 Bone St and Upton St Intersection Realignment	110
13.3 Albany Highway Cycle Lanes (Parking Removal)	117
13.4 Consideration of Projects for LRCI Funding Phase 3	121
13.5 Proposed Closure of Right of Way Bounded by Sussex Street, Albany Highway, Moorgate Street and Basinghall Street (ROW131)	127
13.6 Rights of Way Strategy - Endorsement of future 10 Year Capital Works Program	133
13.7 Draft Kent St Sand Pit Design	139

13.8 Grant for Lathlain Park 2 151
13.9 TVP/21/08 - Lathlain Park Zone 1 EOI 156
13.10 QTVP/21/25 - Concrete Works and Kerbing Services 164
14 Chief Financial Officer reports 170
14.1 Financial Statements for October 2021 170
14.2 Schedule of Accounts for October 2021 174
14.3 2021/22 Quarterly Budget Review 178
14.4 Variations to parking prohibitions, regulations and/or restrictions 181
15 Committee reports 186
15.1 Draft Policy 008 - Disaster relief donations 186
15.2 Review of Policy 022 - Elected member professional development 189
15.3 Review of Policy 026 - Complaints for Council Members, Committee Members and Candidates 193
15.4 Review of Policy 006 – Gratuity payments to employees 199
15.5 Review of Policy 306 - Business dealings with elected members and employees 202
15.6 Proposed Amendment (Prescribed Offences) Local Law 2021 205
15.7 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing 209
15.8 Appointment of Independent Committee Members 214
15.9 Strategic risk review 218
15.10 Update on Outstanding Actions from Reg 17 Review 228
16 Motion of which previous notice has been given 232
17 Questions from members without notice on general matters 232
18 Confidential matters 232
19 Closure 232

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.

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2 Opening

Mayor Karen Vernon opened the meeting at 6.30pm.

Mayor Karen Vernon invited Deputy Mayor Claire Anderson to give the Acknowledgement of Country.

3 Acknowledgement of country

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

There is an opportunity to ask questions and make statements at the beginning of the 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 (joined at 7.39pm) Cr Jesvin Karimi Cr Vicki Potter
Chief Executive Officer	Mr Anthony Vuleta
Chief Operations Officer	Ms Natalie Adams
Chief Financial Officer	Mr Michael Cole
Chief Community Planner	Ms Natalie Martin Goode
Manager Development Services	Mr Robert Cruickshank (left at 8.37pm)
Manager Governance and Strategy	Ms Bana Brajanovic
Manager Technical Services	Mr John Wong
Secretary	Ms Mikayla Phillips
Public Liaison	Ms Natasha Horner
Public	9

5.1 Apologies

Banksia Ward	Cr Bronwyn Ife
Principal Traffic and Design Coordinator	Mr Frank Squadrito

5.2 Approved leave of absence

Nil.

6 Declarations of interest

Declaration of financial interest

Nil.

Declaration of proximity interest

Nil.

Declaration of interest affecting impartiality

Name/Position	Cr Luana Lisandro
Item No/Subject	12.2 - Business Grants - recommended recipients
Nature of interest	Impartiality
Extent of interest	I am friends with David Ashton.

Name/Position	Cr Vicki Potter
Item No/Subject	12.2 - Business Grants - recommended recipients
Nature of interest	Impartiality
Extent of interest	I served on council with David Ashton who is recommended for a grant.

Name/Position	Cr Jesvin Karimi
Item No/Subject	12.2 - Business Grants - recommended recipients
Nature of interest	Impartiality
Extent of interest	The following applicants are known to me: • Urban Revolution- Jo Bussell • Ashton Property Group Pty Ltd ATF David Ashton Trust- David Ashton • Leonard Alto- Leonard Alto • Archer St Physiotherapy Centre- Patrick Renner • Himalayan Nepalese Restaurant and Cafe Vic Park- Bhairab Dhakal • Naja Business Consulting Services (Pivot in the Park)- Paul Rosair.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	12.2 - Business Grants - recommended recipients
Nature of interest	Impartiality
Extent of interest	I had a stall at last year's Health Expo and know: • Patrick Renner • David Ashton • Paul Rosair • Jo Bussell.

Name/Position	Mayor Karen Vernon
Item No/Subject	12.2 - Business Grants - recommended recipients
Nature of interest	Impartiality
Extent of interest	Archer Street Physiotherapy (Vic Park Health Expo grant application) has provided physiotherapy services to me in the past. The owner Patrick Renner is a friend. The owner of Urban Revolution (Parklet/Recycling grant application) Jo Bussell is known to me and has worked with me on the Town's Business Advisory Group.

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	12.2 - Business Grants - recommended recipients
Nature of interest	Impartiality
Extent of interest	Three recipients are known to me: • Archer Street Physiotherapy • David Ashton • Urban Revolution.

Name/Position	Cr Luana Lisandro
Item No/Subject	12.3 - Vic Park Funding Program - Arts Season 2022
Nature of interest	Impartiality
Extent of interest	I am friends with one of the recipients, Andy Williams, and have also attended events and/or functions by the Alexandra Theatre and the Victoria Park Community Centre Inc.

Name/Position	Cr Jesvin Karimi
Item No/Subject	12.3 - Vic Park Funding Program - Arts Season 2022
Nature of interest	Impartiality
Extent of interest	The following applicants are known to me: • Andy Williams • Vic Park Community Centre Inc • Greenbunch. I have attended events at the Vic Park Community Centre and shop regularly at Greenbunch.

Name/Position	Cr Jesse Hamer
Item No/Subject	12.3 - Vic Park Funding Program - Arts Season 2022
Nature of interest	Impartiality
Extent of interest	As a nominated candidate at the recent election I had some brief communications with Andy Williams.

Name/Position	Cr Vicki Potter
Item No/Subject	12.3 - Vic Park Funding Program - Arts Season 2022
Nature of interest	Impartiality
Extent of interest	I am acquainted with Andy Williams who is recommended for a grant on this item.

Name/Position	Cr Peter Devereux
Item No/Subject	12.3 - Vic Park Funding Program - Arts Season 2022
Nature of interest	Impartiality
Extent of interest	Andy Williams is known to me.

Name/Position	Mayor Karen Vernon
Item No/Subject	12.3 - Vic Park Funding Program - Arts Season 2022
Nature of interest	Impartiality
Extent of interest	I have attended meetings of the management and committees of the Alexandra Theatre, Victoria Park Community Centre. I have attended events by Alexandra Theatre, Victoria Park Community Centre, Curate Arts Inc, GLBTI Rights in Aging and Southern Districts Bands Inc.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.1 - Petition of Electors, Upgrade Read Park Playground
Nature of interest	Impartiality
Extent of interest	I had a conversation by telephone and email with a local resident regarding the request for an upgrade to the playground at Read Park earlier this year and advised the resident to do a petition to Council. I believe this petitioner may be the resident I had discussions with.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.2 - Bone St and Upton St Intersection Realignment
Nature of interest	Impartiality
Extent of interest	I had a meeting with the petitioner for the Bone St and Upton St Alignment to discuss his petition.

Name/Position	Cr Jesvin Karimi
Item No/Subject	13.2 - Bone St and Upton St Intersection Realignment
Nature of interest	Impartiality
Extent of interest	I have held discussions with Bone St and Upton St residents about this matter.

Name/Position	Cr Jesvin Karimi
Item No/Subject	13.4 - Consideration of Projects for LRCI Funding Phase 3
Nature of interest	Impartiality
Extent of interest	I have held discussions with the Vic Park Soccer Club and residents about the lighting at Harold Rossiter.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.4 - Consideration of Projects for LRCI Funding Phase 3
Nature of interest	Impartiality
Extent of interest	I have attended meetings with the committee of the Victoria Park Soccer Club regarding their request for floodlighting upgrades at Harold Rossiter Park.

Name/Position	Cr Jesvin Karimi
Item No/Subject	13.6 - Rights of Way Strategy - Endorsement of future 10 Year Capital Works Program
Nature of interest	Impartiality
Extent of interest	I have held discussions with residents about their concerns around lighting and surface issues at several rights of way within the Town of Vic Park.

Name/Position	Cr Luana Lisandro
Item No/Subject	13.7 - Draft Kent St Sand Pit Design
Nature of interest	Impartiality
Extent of interest	I have had past discussions with Friends of Jirdarup Bushland in relation to the Kent St Sand Pit.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.7 - Draft Kent St Sand Pit Design
Nature of interest	Impartiality
Extent of interest	I have had meetings and discussions with the Friends of Jirdarup Bushland about their interest in, and concerns about, the development of the draft Kent Street Sandpit Design.

Name/Position	Cr Peter Devereux
Item No/Subject	13.9 - TVP/21/08 - Lathlain Park Zone 1 EOI
Nature of interest	Impartiality
Extent of interest	Simon Mead is known to me. He called to express his interest in the new stadium as a community space as well as the other initiatives there.

7 Public participation time

Simon Mead, Lathlain

1. Made a statement on the amazing outdoor spaces but the lack of indoor spaces within Lathlain. He voiced his concerns regarding the lost opportunities with recent developments in the area.

Helen Brown, East Victoria Park

1. Congratulated the Council on their decision for the best practice restoration of the Kent Street Sand Pit. Made a statement regarding the Jirdarup Sand Pit and raised concerns regarding the bush forever boundary not being shown on all maps and legends.

2. Can the bush forever boundary be added on all of the maps on the Sand Pit concept design before it is sent out for community comment?

The Chief Operations Officer advised that it can be included in all maps and advised that this can be done before going out for community comment.

3. Made a statement expressing the Jirdarup groups wish to just have one path that runs in a direct line from the existing Etwell Street entrance to the top of the new ramp.

4. Can the Town review the need for the extra curved park near Etwell Street entrance and remove it from the concept design before it goes out for community consultation? Can the shorter path entrance that is difficult to see on the current concept plan be added in more detail to the concept design before being sent out for community consultation?

The Chief Operations Officer advised that there are two pathways that are more to the north part of the site. These take into account the comments received from the community, that is why both are shown in the concept plan. It is only concept at the current stage. The Town have taken into consideration accessibility and the community has asked for a more direct access to Harold Rossiter toilets. The intent is to provide this concept plan for community consultation, but the Town are taking into account the best way for preserving the bush forever site.

Mayor Vernon advised that whether the design would change before going out for community consultation would be something for Council to consider at OCM.

5. Can the second shorter path be more clearly shown in the design?

The Chief Operations officer advised that the Town can make that clear.

John Gleeson

1. There is $165,00 going to the West Coast Eagles, what is that for?

The Chief Financial Officer advised that in the list of payments, there is a payment to Indian Pacific of $165,000. This is in relation to the grant from the State Government for the development and construction of the scoreboard at Lathlain Park.

2. The State Government have paid for that and we have had it lieu and now have given it back to where it should be originally?

The Chief Financial Officer advised that there was some history with the old scoreboard. This money is for the installation of the new scoreboard as part of the grant application that the West Coast Eagles made to the State Government. The State Government paid the money to the Town on behalf of the West Coast Eagles.

Mayor Vernon advised that in some circumstances the grant funds are paid to the local government who then disperses it to the party when the work is done.

3. Are the West Coast Eagles are paying any rates or rent to the Town?

Mayor Vernon advised that they do not pay rent to the Town but they do pay rates. They commenced paying their rates last year.

4. When are we going to get the money from the sale of land at 355-357 Shepperton Road?

The Chief Financial Officer advised that there are some conditions of sale that have not been satisfied. Once satisfied, settlement will be completed. The Town has received the deposit which is with our solicitors.

5. Is it possible see any of this information?

Mayor Vernon advised that these documents were made available to Mr Gleeson and he did not want them.

Vince Maxwell

1. In relation to item 14.3, there is an amount described as a grant income for the Mirvac lighting replacement $117,073, is this to do with lighting Mirvac are supposed to be maintaining, who is the grant from and is the Town contributing to it?

The Chief Operations Officer advised that is part of Local Roads and Community Infrastructure grant for the Mirvac lighting replacement Phase 1.

Mayor Vernon advised that the Commonwealth Government during Covid-19 created the Local Roads and Community Infrastructure Funding Program. The Town was asked to list the projects they had in the pipeline but had not been subject to budget approval. The Town was successful in receiving funding that would be made available to the Town for approximately $250,000. The Town was then able to allocate one of the projects that was on the original list, the Town entered into a funding agreement and the funds were released to the Town. The replacement of street lighting within the Burswood Peninsula was one such project that fell within that project.

The Chief Executive Officer advised that the original lighting is under Mirvac's control to maintain.

2. Why should we be using government grants to fund a private company's responsibilities?

The Chief Executive Officer advised that the responsibility of Mirvac is to maintain infrastructure on the peninsula not to upgrade, improve or replace it, therefore this would not fall under that deed of agreement.

Mayor Vernon advised that Town officers informed elected members that the infrastructure was coming to the end of its useful life, and it had not been allocated in the budget. It was seen as an investment in the upgrade of aging infrastructure which should then decrease its maintenance costs once upgraded.

3. Has this money been spent?

Mayor Vernon advised that yes it has been.

4. Made a statement raising his concerns regarding Mirvac being able to hand over infrastructure that requires replacing.

5. Should an item be included to remove the $312,000 from the parks budget and allocate it to the parks renewal reserve to reflect Council's decision to not incur this expenditure this year?

The Chief Financial Officer advised that the Town has not had time to consider the decision out of November OCM. The Town will conduct a mid-year budget review in January.

6. Can Council force that to happen next meeting?

Mayor Vernon advised that Council can make amendments to officer's recommendations.

7. Made a statement raising his concerns about the Town's value statement.

8. Are you going to remove integrity, honesty, accountability and transparency from the Town's value statement?

Mayor Vernon advised that there is a proposal as a result of a program of community consultation over the Strategic Community Plan's major review. Feedback was given and all the details of the feedback can be found in the report. The officer's recommendation will be debated at Ordinary Council Meeting.

8 Presentations

Nil.

9 Deputations

Belle Smithies and Stephen Pelosi (Town Planner, Rowe Group)

Made a deputation in support of the recommendation of item 12.1 Section 31 reconsideration - Local Development Plan for No. 384 (Lot 3) Berwick Street, East Victoria Park and offered Council the opportunity to ask any questions.

Questions and responses

Cr Wilfred Hendriks

1. Can you guarantee that the setback will eventuate?

Ms Smithies advised that the development application has been approved by the Joint Development Assessment Panel with a nil setback. The Local Development Plan is a guide for future developments that will happen on this site. It is important that the Local Development Plan is approved to future proof future developments on this site. The current development has been approved and can be constructed at a nil setback. The 2.5 metre setback will apply to future developments on this site.

Cr Luana Lisandro

1. At what point does a developer look at the total percentage of the lots sold, would they be developing lots or releasing lots?

Mr Pelosi advised that lots have been sold as land or home and land packages. He advised that if they do not proceed with the apartment complex it may revert to town houses or lots, this would trigger a new development plan. The Local Development Plan is not driving the development today, but he advised that a final decision has not been made on the building of the apartments.

Mayor Karen Vernon

1. Clause 14 relates to uniform fences, only Lots 10 and 19 are mentioned. Is there a reason Lot 9 is not mentioned as it abuts the public open space?

Ms Smithies advised that they are happy to extend that provision to Lot 9, if Council is inclined.

2. Would your preference be that no lots are mentioned and just mention all lots that abut public open space which you have two or would your preference be to include Lot 9-19?

Ms Smithies advised that they have spoken to administration regarding amending the brackets to read Lots 9-19.

3. Is there a reason fencing that abuts onto Edward Millen Reserve needs to be visually permeable fencing?

Ms Smithies advised that visually permeable fencing allows passive surveillance through reducing concealment, providing additional solar access, and making it a more inviting space.

4. What do you understand would be the height limit for abutting onto Edward Millen Reserve?

Ms Smithies advised that there is a development application governing the fencing height. Future development would be governed by an approved Local Development Plan which does not comment on height. Fencing heights are a civil matter or governed by local laws or policies. The standard height is 1.8 metres.

5. Does the fact that clause 15 of the amended Local Development Plan references Lots 10-19 needing to be visually permeable, does this mean fencing to Lot 9 will not be required to be visually permeable?

Ms Smithies advised that it would not be a requirement for Lot 9 to be permeable. They are happy to extend that visually permeable fencing to Lot 9 as well if Council deems it appropriate.

Mr Pelosi advised that there is existing fencing on the bushland side which is permeable.

6. What would your attitude be to fencing that abuts onto the Hill View bushland site being visually impermeable?

Ms Smithies advised that this is not something that they have considered as their priority is to ensure this Local Development Plan is approved. Visually permeable fencing is preferable.

Mr Pelosi advised that this is part of the development application process and does not need to be in the Local Development Plan.

7. If Lot 9 is not to be developed as an apartment complex and reverts to individual lot sales e.g town houses, would it then be your view that the front yards of those Town houses face Hill View bushland?

Mr Pelosi advised that he is not in a position to a make a definite decision on that. There is some consideration to do with level differences, if reverted to townhouses he doubts there is any issues.

Cr Peter Devereux declared an interest in item 13.9 prior to the consideration of item 10.

10 Method of dealing with agenda business

Questions have been raised by elected members on the following items:

11.2 - Memorandum of Understanding update
12.1 - Section 31 reconsideration - Local Development Plan for No. 384 (Lot 3) Berwick Street, East Victoria Park
12.2 - Business Grants - recommended recipients
12.4 - Endorsement of Concept Plan and Preferred Option for Delivery of the Old Spaces, New Places Project No. 3
12.5 - Future of the Business Advisory Group
13.1 - Petition of Electors, Upgrade Read Park Playground
13.3 - Albany Highway Cycle Lanes (Parking Removal)
13.5 - Proposed Closure of Right of Way Bounded by Sussex Street, Albany Highway, Moorgate Street and Basinghall Street (ROW131)
13.6 - Rights of Way Strategy - Endorsement of future 10 Year Capital Works Program
13.9 - TVP/21/08 - Lathlain Park Zone 1 EOI

11 Chief Executive Officer reports

11.1 Council Resolutions Status Report

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Outstanding Council Resolutions Report - November 2021 [**11.1.1** - 23 pages] 2. Completed Council Resolutions Report - November 2021 [**11.1.2** - 10 pages]

Recommendation

That Council:

1. Notes the Outstanding Council Resolutions Report as shown in attachment 1; and
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:

   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	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	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

2. The templates have been amended to remove the officer comment section. To replace this, a new list of statuses has been developed which will provide clarity on the progress of each item.

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 28 October 2021 to 24 November 2021. A status update has been included by the relevant officer/s.
5. These reports will be provided to each Ordinary Council Meeting. The Completed Council Resolutions Report will only provide details of those resolutions completed since the previous report to Council.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

11.2 Memorandum of Understanding update

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Town of Victoria Park and City of South Perth - Memorandum of Understanding [**11.2.1** - 5 pages] 2. Town of Victoria Park and Shire of Morawa - Memorandum of Understanding [**11.2.2** - 3 pages] 3. Inner-City Council's Group - Memorandum of Understanding [**11.2.3** - 7 pages] 4. South East Corridor Councils Alliance - Memorandum of Understanding [**11.2.4** - 6 pages] 5. Town of Victoria Park, City of Canning, City of South Perth and Curtin University - Memorandum of Un [**11.2.5** - 7 pages]

Recommendation

That Council receives the annual Memorandum of Understanding update report relating to the following collaborations:

1. City of South Perth
2. Curtin University of Technology and Local Government Strategic Steering Committee
3. Shire of Morawa
4. Inner-City Councils Group
5. South East Corridor Councils Alliance.

Purpose

To provide Council an update relating to the Town's Memorandums of Understanding (MoU) and working relationships with the City of South Perth, Curtin University of Technology, Shire of Morawa, Inner-City Councils Group and South-East Corridor Councils Alliance.

In brief

- The Town has entered into a number of MoUs since 2016, with collaborative focus on key themes of information and resource sharing, improving effectiveness and efficiency of common service delivery and combined advocacy for key projects and issues.
- An update on the activities of the groups is provided to Council on an annual basis. The last report was received by Council on 15 December 2020.

Background

1. At the April 2016 Ordinary Council meeting, Council resolved to endorse the MoU between the Town of Victoria Park and the City of South Perth.

2. At the April 2017 Ordinary Council meeting, Council resolved to endorse the MoU between the Town of Victoria Park, City of South Perth, City of Canning and Curtin University of Technology for the purposes of exploring objectives for possible collaboration opportunities.
3. At the June 2018 Ordinary Council meeting, Council resolved to endorse the MoU between the Town of Victoria Park and the Shire of Morawa and requested the administration to produce an annual report on the effectiveness, adherence and outcomes of the working relationship.
4. At the February 2019 Ordinary Council meeting, Council resolved to support 'in principle' the MoU between the City of Perth, City of South Perth, City of Subiaco, City of Vincent and the Town of Victoria Park for the purpose of joint collaboration opportunities on strategic issues impacting local government. It further requested an annual report be presented to Council regarding the effectiveness, adherence (or any modifications to) and outcomes, relating to the terms of the MoU.
5. At the December 2020 Ordinary Council meeting, Council resolved to endorse the MoU between the City of Armadale, City of Canning, City of Gosnells and Town of Victoria Park to establish the South East Corridor Councils Alliance.

Strategic alignment

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

Engagement

Internal engagement	
Stakeholder	Comments
Arts and Events	Arts and Events provided an update for this report.
Governance and Strategy	Governance and Strategy provided an update for this report.
Office of the CEO	Office of the CEO provided an update for this report.
Parking and Rangers	Parking and Rangers provided an update for this report.
People and Culture	People and Culture provided an update for this report.
Place Planning	Place Planning provided an update for this report.
Technical Services	Technical Services provided an update for this report.

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	Negative public perception if the MoU's entered into by the Town don't yield any results.				Low	TREAT the risk through continued relationship fostering and engagement with all stakeholders.
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

6. An update on the activities of the groups is provided to Council on an annual basis. The last report was received by Council on 15 December 2020.

7. The activities of the groups and any sub-groups since the last report are provided below.

City of South Perth

Rangers

8. The City of South Perth and the Town of Victoria Park collaborated to construct a new Animal Care Facility (ACF) in South Perth, which officially opened 17 December 2014.

9. Since the beginning of 2020/21 financial year, the ACF housed 40 animals impounded by the Town of Victoria Park. On average, the impounded animals spent two days at the facility before being returned to their owner, rehomed or euthanized.

10. The ACF also stores deceased animals until their owners can be found. Since the beginning of 2020/21 financial year, the Town of Victoria Park stored no deceased animals at the facility.

Operations

11. The Town continues to provide three rounds of road sweeping services to the City of South Perth annually. The City has so far been satisfied with the services provided by the Town's highly skilled road sweeping crew who managed to gradually reduce the amount of time required for each sweeping round while maintaining a high quality service delivery. The Town has also been sharing a procurement related resource with the City, specifically in the area of tender evaluation. This arrangement provided a broader perspective of the various services offered by contractors.

Curtin University of Technology and Local Government Strategic Steering Committee

12. This group consists of Curtin University of Technology, Cities of Canning and South Perth and the Town of Victoria Park and meet bi-annually.

13. The objectives of the group are to work collaboratively in multiple areas to enhance the brand, objectives and outcomes of each organisation as leading innovators in their respective industries.

14. There have been several initiatives undertaken by the group ranging from research projects, collaboration in the technology space, the development of a reconciliation project and information sharing.

15. At its most recent meeting, the group discussed the renewal of the MoU as well as how the group can work collaboratively with their respective Reconciliation Action Plan initiatives.

Shire of Morawa

16. From 12 July to 5 September 2021, the Town seconded a Community Development Officer to the Shire of Morawa to assist with grant applications, NAIDOC Week, and other community building activities. The enterprise was beneficial to all parties with new work practices and levels of mutual understanding developed as a result.

17. On 23 September 2021 the Town's executive team met with the CEO of Morawa to discuss opportunities on how we could work together. These discussions are ongoing. Some of the initiatives being explored include secondment of an Environmental Health Officer, Grant preparation, joint training initiatives, development of a recreation plan, secondment of Road workers and financial systems support as well as the development of an intranet portal.

18. In October 2021, the Town shared Councillor induction resources with the Shire of Morawa to assist with the induction of their new elected members following the election.

19. On the 4 November the Chief Executive Officers of both Councils presented to the Local Government Industry on the initiative articulating the benefits and opportunities for collaboration beyond boundaries.

Inner City Councils Group

Mayor's and CEO's Working Group

20. The Mayors and CEOs from the inner-city councils have met twice this calendar year, with their next meeting scheduled for early December 2021. The group continues to focus on Homelessness initiatives, mentoring programs, Visit Perth website destination marketing portal, secondments, and joint infrastructure advocacy.

Infrastructure and Transport Working Group

21. In September 2021 the Inner-City Transport and Infrastructure Working Group developed a collaborative submission on the Draft State Infrastructure Strategy to provide a holistic inner-city local government perspective on the strategy and infrastructure issues facing the region.
22. The group continues to meet on a regular basis. Recently the group has been working to respond to changing electric mobility device regulations and respond to increasing demand from shared E-Scooter providers to operate in the inner-city region.

Planning, Economic Development and Culture Working Group

23. This group comprises the following sub-groups which meet regularly and report to the Planning, Economic Development & Culture Working Group:
    a. Planning
    b. Inner Perth Marketing Collective
    c. Culture and Arts
    d. Economic Development.
24. The Planning, Economic Development and Culture Working Group continues to meet every 3 months. In addition to reports from the sub-groups, regular meeting discussion topics include Metronet, projects with the Department of Planning, Lands and Heritage, Ministers planning reform agenda including Red Tape Reduction Workshops and South East Corridor Council Alliance (Planning and Economic Development) updates.

Planning

25. The Planning sub-group has continued to meet every 3 months. Regular topics of discussion include planning reforms proposed by the State Government, Development Assessment Panel decisions, and sharing information of how others may have dealt with a particular issue. The sub-group has identified the need and desire to collaboratively work together on projects.

Inner Perth Marketing Collective

26. The Inner Perth Marketing Collective continue to meet every few months to discuss collaborative marketing efforts for the inner city. Campaigns/blogs delivered in 2021 include:
    a. Blogs on topics such as Lunar New Year, Easter and what to do during winter.
    b. *Welcome to my Neighbourhood* video series, promoting local neighbourhoods via residents that live in the area.

Culture and Arts

27. The Inner-City Cultural Development Subgroup meets every 3-4 months with City of Perth, City of South Perth, City of Subiaco and City of Vincent to discuss and explore opportunities to work collaboratively, work collaboratively on matters of mutual interest to enhance the outcomes of each organisation and discuss strategic issues impacting local government. One of the key focus areas for 2021 was the collaboration on the 'Making Space for Culture', a project to identify demand and different ways of facilitating affordable creative maker spaces.

Economic Development

28. The Economic Development sub-group continue to meet every few months to discuss broad economic development issues affecting the inner-city local governments. These include the impact of COVID-19 on our business communities, measuring performance of our economies and collaborative projects we can implement. Currently, an inner-city speakers series is being planned with the aim of rolling it out at the start of 2022.

Corporate Services and Business Services Working Group

Human Resources Managers Group

29. The Human Resources Managers Group meet every few months to discuss and collaborate on broad areas of focus for the workforce. Key highlights of the group include:
    a. Inner City Council Mentoring Program – launch of 2nd year occurred
    b. Collaboration on workforce management practice/policy development eg. Code of Conduct
    c. Internal secondment policy development and internal advertising of roles
    d. Coaching/mentoring of participants People and Culture teams to collaborate and share resources/ideas and tools on leadership development, coaching, culture etc.

Internal Audit Group

30. The Internal Audit Group meets every second month to discuss and collaborate on broad areas of focus for internal audit. The group will continue to explore opportunities to undertake joint internal audits.

South East Corridor Councils Alliance

Mayor's and CEO's Working Group

31. This group, known as SECCA, commenced meeting mid 2020, with their MoU officially signed on 21 April 2021.
32. The purpose of the group is to transform the South East Corridor by advancing social, economic and environmental sustainability through collective action. They agreed to work collaboratively on issues of mutual interest to enhance the outcomes of each organisation and explore opportunities to work together on strategic priorities.

Community Group

33. The Community Group continue to meet to progress development of a forum focusing on engagement with and enhanced understanding of culturally and linguistically diverse (CaLD) communities across boundaries.

Planning and Economic Development Group

34. The Planning and Economic Development Group continue to meet to discuss collaborative projects including Metronet and Simplified Trading Partnership Permits (STPP). Since the launch of the STPP, work has begun on the next collaborative project, supporting local businesses in the south east corridor.

Human Resources Group

35. In 2020 the Human Resources Group developed an integrated traineeship and apprenticeship program across all alliance councils. The implementation of the program was delayed due to Covid-19 however, it is intended to re-start this program in 2022.

Infrastructure and Environment Group

36. The Infrastructure and Environment Group has met on a monthly basis since its inception. The group is currently working to coordinate a regional response to several issues including sediment and pollution issues in drainage and waterways. They are also requesting further support for undergrounding of Power across the region via Western Power.

Relevant documents

Not applicable.

Cr Jesse Hamer joined the meeting at 7.39pm during item 11.2.

Questions and responses

Cr Devereux

1. Can I ask what is considered the basis of the 'mutual benefit' of the Memorandum of Understanding with Morawa?

The Chief Executive Officer advised that the Town have had staff members go up to Morawa who have enjoyed a difference in local governments, who have learnt and grown from their opportunities. There has been largely staff related mutual benefits. They have come back to the Town and presented to staff and at Local Government Professionals Conferences on some of the learnings.

2. Can I also ask if there has been consideration of coordination with the South East Corridor Councils Alliance Infrastructure and Environment Group related to linking work on urban forest and remnant bush to work towards tree and biodiversity corridors across member council areas?

The Chief Executive Officer advised that the group has only been established for the last year or so. The Town has compiled a combined document that went up to the State Government which resulted in additional funding pools for urban forest related projects. The Town have not specifically spoken about biodiversity corridors at this stage.

Mayor Vernon

1. Has the Town and City's executive teams met three times in the last 12 months as per clause 7 of the City of South Perth Memorandum of Understanding?

The Chief Executive Officer advised no.

2. When was the last time the Town and City's elected members met as per clause 8 of the City of South Perth Memorandum of Understanding?

The Chief Executive Officer advised 3-4 years ago.

3. According to clause 9 of the City of South Perth Memorandum of Understanding, the term of the is three years from execution, with a review to be conducted within six months of the end of the term. Since the term expired on 8 May 2019, and the officer's report does not mention any review or extension, have the parties agreed to extend the term and if so, when was that agreed and by whom?

The Chief Executive Officer advised that there has been no agreement to extend the term and the Town have not discussed that in the last few years.

4. If the parties have not formally extended the term, does the Town consider the City of South Perth Memorandum of Understanding should be renewed?

The Chief Executive Officer advised that it could be renewed in a form because there are continuing initiatives that are being shared and undertaken between the two organisations. This Memorandum of Understanding was developed on the back of the reform process however, since 2019/20 the Town have

started Memorandum of Understandings with other inner city groups that have overtaken the Town's individual Memorandum of Understanding with South Perth which probably makes the original Memorandum of Understanding redundant.

5. How many of the 40 animals were euthanised?

The Chief Financial Officer took the question on notice.

6. Based on the average time animals spent at the Animal Care Facility before being returned, rehomed or euthanised, does this mean the Town is rehoming or euthanising animals after only two days?

The Chief Financial Officer took the question on notice.

7. There is no reference to the Town using the South Perth Nursery where Jirdarup native seeds are being propagated. Is this not considered to fall under the Memorandum of Understanding?

The Chief Executive Officer advised that it should be included and is probably an oversight.

8. How many further agreements for specific activities or projects have been entered into in accordance with clause 6 of the Inner City Councils Group Memorandum of Understanding?

The Chief Executive Officer took the question on notice.

9. Did the parties agree on the strategy referred to in clause 7.1 of the Inner City Councils Group Memorandum of Understanding, and if so, please provide a copy of the strategy?

The Chief Executive Officer advised that one was agreed to, and a copy can be provided to elected members.

10. According to clause 8 of the Inner City Councils Group Memorandum of Understanding, the term will expire on 2 July 2022, does the Town intend to seek to renew or extend this Memorandum of Understanding in 2022?

The Chief Executive Officer advised that the Town would like to extend if possible because some of the work being done would gain benefits for the Town and broader regions.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Include information on how many of the 40 animals were euthanised.

2. Include the information on whether the Town is rehoming or euthanising animals after only two days.

3. Include information on how many further agreements for specific activities or projects have been entered into in accordance with clause 6 of the Inner City Councils Group Memorandum of Understanding.

4. Include information on the agreed strategy referred to in clause 7.1 of the Inner City Councils Group Memorandum of Understanding.

11.3 VicVision - Approval for draft strategic direction to be advertised for public comment

Location	Town-wide
Reporting officer	Corporate Strategy and Risk Advisor
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Proposed strategic direction [**11.3.1** - 1 page] 2. Vic Vision engagement analysis [**11.3.2** - 39 pages]

Recommendation

That Council:

1. Approves the advertising of the draft strategic direction for 2022-2034, as at attachment one, for public comment.
2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present the proposed Strategic Community Plan 2022-2034 to the March 2022 Ordinary Council Meeting.

Purpose

To get approval to engage the community on the draft strategic direction for 2022-2034 that forms part of the proposed Strategic Community Plan 2022-2034.

In brief

- A Strategic Community Plan (SCP) outlines the expectations of the community. The strategic direction is a component of the plan that translates community aspirations into the vision, mission, values and objectives that a local government is guided by.
- The Town is due to complete a major review of its SCP. The VicVision project was established to do this.
- There were 880 instances of engagement by the community in the process of reviewing the Town's SCP. Town staff and elected members were also engaged.
- A new strategic direction, included at attachment one, is proposed to be advertised for public comment to give the community an opportunity to determine how well the Town and Council have interpreted the feedback provided during the VicVision community engagement process.

Background

1. A strategic direction is the main component of a SCP. It translates community aspirations into the vision, mission, values and objectives that a local government is guided by.
2. The SCP is the blueprint for the Town that outlines the vision, values, aspirations, priorities and service expectations of the community.
3. It is directly informed by the community and guides the efforts of the Council and Town administration. It references and drives the development of other plans and informing strategies such as the Corporate Business Plan, place plans, workforce plan, asset management plans, financial plans and issue-specific plans, to ensure that what is being delivered is what the community wants.
4. An SCP is legislatively required to be prepared as part of the Integrated Planning and Reporting Framework.

5. The Town's first SCP was adopted by Council in June 2013. It covered the years of 2013-2028 and replaced the Plan for the Future 2011-2026, as required by changes to the *Local Government (Administration) Regulations 1996*.
6. The first SCP included a vision, mission, values, planning and decision-making framework, strategic performance indicators broken down by program area, objectives, key projects and services, and some actions.
7. In June 2017, a major review of the SCP was completed. This process was known as Evolve. It resulted in the Town's current Strategic Community Plan 2017-2032.
8. The current SCP includes a vision, mission, values, and strategic outcomes.
9. A minor review of the Strategic Community Plan 2017-2032 was completed in June 2019. This review resulted in minor updates and wording and grammatical changes. The absence of strategic initiatives to help guide the achievement of strategic outcomes was identified. These were later added to the Corporate Business Plan as part of the minor review in December 2019. The review also highlighted the lack of measures in the plan. It was decided that these would be revisited in the next major review.
10. Since the Town's first SCP in 2013, community priorities have stayed consistent. Each minor review has focussed more on reviewing the structure and wording used to communicate and guide the delivery of community priorities.
11. A major review of the Town's SCP is due in 2021. The VicVision project was established to do this.
12. As part of a major review, regulations require that electors and ratepayers of its district are consulted when preparing modifications.
13. Planning for VicVision began in May 2020 with a review of Evolve - the Town's last major SCP review process. The review focused on developing a project closure report by assessing whether the project met its objectives and identifying any lessons learned.
14. Ways to improve the community engagement process were identified as:
    a. making sure the process was easy to follow
    b. designing community engagement based on the information needed to inform the major review
    c. clearly outlining plans for engagement at the beginning of the process
    d. ensuring community engagement outcomes meaningfully inform the outcomes of the major review that then inform decision-making
    e. attempting to build trust and confidence with the community throughout the process
    f. ensuring any proposed changes address public perception focus areas
    g. ensuring people know how their input affected decisions
    h. ensuring that any time commitment expected by the community is reasonable
15. These findings informed the community engagement program that was designed.
16. The review also highlighted the opportunity to improve the strategy itself. Some points raised were that:
    a. strategic outcomes could be more goal-oriented
    b. direction could be communicated clearer
    c. statements could better reflect the priorities and objectives
    d. outcomes could be balanced across all pillars
    e. the number of vision and mission statements could be decreased to make them clearer
    f. strategic outcome descriptions could be simplified to decrease repetition
    g. strategic direction should include direction for all service areas
    h. the strategic direction could be refined to better drive efforts and guide decision-making based on the clear priorities of the community

i. strategy needs to be measurable
j. financial considerations could be greater
k. the strategy could feel more complete
l. content should be revisited and realigned to what the community wants
m. any completed outcomes should be removed
n. strategy needs to reflect the Town's demographics
o. vision could be enhanced with a mission and purpose.

17. The project team considered the findings and feedback and completed a desktop review of other local governments' strategic plans across Australia and New Zealand. With there being numerous ways to structure and communicate a strategic direction, the project team felt it would be beneficial to engage an experienced strategy consultant to inform the development of a strategic direction to guide culture and achieve results.
18. The Town saw benefits in simplifying and restructuring the Town's strategic direction to better guide the efforts of the organisation and demonstrate to the community that their voices are heard. An opportunity was identified to clearly align all administrative and operational work the Town does to community priorities. A decision was made to proceed with the intention of recommending that the structure of the strategic direction be refreshed. Community engagement then reflected this recommendation while also clearly being positioned as a major review of the current strategy.
19. The project team set out with the objective of completing a major review that resulted in a refreshed SCP that is functional, measurable, and genuinely informed by the community.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Releasing the draft strategic direction for public comment allows people that have already participated in VicVision to determine how well the Town and Council have interpreted their feedback. It also allows the Town to consider any further comments before recommending the Strategic Community Plan 2022-2034 for adoption.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The public comment period will provide Council with the opportunity to further consider the views of the community before making their decision on whether to adopt the SCP recommended by the Town.

Engagement

Internal engagement	
Stakeholder	Comments
C-Suite, Managers and subject-matter experts	Using the engagement outcomes and dashboard, more than 30 staff from various service areas participated in two all-day workshops led by a strategy consultant to review the existing values, vision, and mission. A new purpose was also workshopped. Organisational objectives were explored to help with communicating and guiding the administration and operations of the Town

	against community priorities. The workshops were attended by three community members involved in the engagement process to increase confidence that the strategy would truly affect community wants and needs. These suggestions were provided to elected members to help with informing their workshops.
Elected members	Elected members participated in three workshops led by a strategy consultant to review the existing values, vision, and mission. A new purpose, community priorities and organisational objectives were also explored. Outcomes from those workshops were considered and elected members were engaged once again on the community priorities. Further changes were made and are incorporated into the strategic direction proposed.

External engagement	
Stakeholders	Entire community, including visitors to the Town
Period of engagement	1 February 2021 – 15 May 2021
Level of engagement	3. Involve
Methods of engagement	VicVision was designed to allow for people to decide their level of involvement with 'choose your own adventure' style options dependant on the community members' time and interest in shaping the future of the Town. The engagement program aligned with Policy 103 – Communications and Engagement which is founded on the IAP2 principles, spectrum, and core values. It was built to allow for engagement to reach the Involve level of the spectrum – To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. All participants were encouraged to familiarise themselves with the context and future trends information prior to being involved, to ensure they were well-informed prior to giving their views. **In person workshop** **16 participants** **Online workshop** 0 participants **Workshop in a box (self-run workshops)** 41 participants over three separate groups **Full survey** 137 responses **Youth survey** 309 responses **Pop-up survey at events** 259 responses **Brainstormer - online and SMS** 58 ideas **Participatory budgeting** 30 participants **Voices of VicVision forum** 30 participants **Total** **880 participants/responses**

Advertising	• VIBE takeover – outrage marketing • 14,806 households, 1,500 distributed along the Albany Highway strip • Media release • Town website and Your Thoughts featured project • Digital paid advertising – Google ads and social media • Social media posts • e-newsletters • Video content • Email banner • Southern Gazette advertising • Posters and flyers at Town buildings • Flyers at Town events • Emails to key stakeholders and community groups • Bus shelter advertising • TV sliders at Town buildings • Magnets • Chalk wall on Albany Highway • Speeches by elected members at events and meetings More information about communications tactics and results available in the VicVision engagement outcomes report.
Submission summary	Not applicable. This report is for approval to proceed to a public submission period. If approved by Council, this information will be provided in March 2022.
Key findings	Key findings are detailed in the VicVision engagement analysis report, as at attachment two.

Legal compliance

Section 5.56 of the *Local Government Act 1995*

Regulation 19C 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.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Failure to provide the community with an opportunity to comment on the proposed strategic direction of the Town may result in the community feeling like they weren't given a chance to review how the Town and Council have interpreted the feedback given during VicVision.	Moderate	Unlikely	Medium	Low	TREAT risk by allowing the community the opportunity to provide comment on the proposed strategic direction.
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

20. The proposed strategic direction is made up of a purpose, values, vision, mission, community priorities and organisational objectives.

21. This strategic direction will be used as a decision-making framework to guide the operations and services of the Town in line with community aspirations. The Town will focus on meeting the community priorities and organisational objectives to achieve the mission and reach the vision. Decisions will be made in line with the purpose of the Town and through the lens of the values.

Purpose

22. The purpose communicates why the Town of Victoria Park as an organisation exists.

23. Although section 3.1(1) of the *Local Government Act 1995* states that "The general function of a local government is to provide for the good government of persons in its district", the Town felt there was benefit in allowing the community to provide their views on why the Town exists. This can then be used to guide decisions and inspire employees through a common purpose that is informed by our community.

24. The top 10 themes of feedback received from the community are provided below. An expanded table is available in the engagement analysis report.

Themes	Mentions
Provision of services	87
Facilitating a sense of community	41
Improving safety	21
Planning for the future	20
Maintaining and improving amenities	17
Improving quality of life	17
Improving and maintaining infrastructure	14
Maintaining and improving the economy	14
Sustainability and environment	11
Governance and legislation	10

25. A workshop was held to engage staff in the process. The outcome was a recommendation that the Town's purpose is to *"responsibly serve, enable and inspire community."*

26. This reflects the community's view of the Town providing services and facilitating a sense of community. Responsibly was included to capture feedback around financial management, governance, and legislation. It also came out as a theme in engagement around the Town's values. Enabling the community attempted to communicate that the Town provides services and programs that enable people to have an improved quality of life such as community safety initiatives, environmental initiatives, town planning and community facilities. Common anecdotal feedback around supporting the community to suggest and introduce their own ideas was also considered.

27. A workshop was then held for elected members to consider all engagement outcomes. Elected members believed that the Town's purpose was to "*Sustainably serve, empower and connect community.*"

28. The purpose of this statement was to express that everything done today affects future generations and every decision made should keep this in mind. It was also believed that while the Town's main purpose is to serve its community, it also plays a role in encouraging residents and ratepayers to play an active role in the community.

Values

29. Values are the unique thinking of the organisation that help drive behaviours.

30. The Town's current values are:
(a) Proactive – We will look to cause positive things to happen rather than waiting to respond.

(b) Integrity – We will be honest, accountable and transparent in how we do things.
(c) Innovative – We will be courageous in introducing new ideas to meet community need and improve our services and projects.
(d) Caring – We will display kindness and concern.

31. The community were asked whether they would change the values of the Town. Feedback on what could be added, removed, combined and defined is provided below.

Add			
Sustainable	10	Courageous	1
Inclusive	9	Community-centred	1
Considerate/Respectful / Thoughtful	6	Representative	1
Responsible/Accountable	5	Common sense	1
Listening	4	Commitment	1
Worldclass/Best in class	3	Accessible	1
Responsive	3	Service	1
Enabling/Empowering/ Encouraging	3	Leadership	1
Safe	3	Optimistic	1
Teamwork/Collaborative	3	Opportunistic	1
Equitable/Fair	2	Learning	1
Creative	2	Awareness	1
Honest/Transparent	2	Vibrant	1

Remove		Combine	
Innovative	7	Proactive and innovative	2
Proactive	6		
Integrity	4		
Caring	4		

Define	
Proactive	• We will look to cause positive and innovative things to happen rather than waiting to respond • Continuous improvement
Innovative	• Working with the community to develop new ideas
Caring	• Add a safety aspect • For all things - our environment, our people, and our way of life • Displaying kindness and concern is not the same as delivering it. Why does a municipal body need to be displaying kindness and concern?

32. At the staff workshop, staff reviewed the values against the engagement outcomes but also considered their own experiences and what they thought was unique about the culture of the Town. The following values were proposed:
    (a) Inclusive – Embracing diversity
    (b) Caring – Showing consideration and kindness
    (c) Proactive – Anticipating, planning and acting
    (d) Connected – Creating value together
    (e) Courageous – Being brave, honest and trusting
33. With these recommendations, the values of innovation and integrity were recommended for removal. This was due to innovation being seen more as an objective than a value that was also too like proactive. Integrity was considered to be managed by the Code of Conduct and something each employee must have regardless of whether it is a value.
34. Caring and proactive were recommended to be retained with adjustments to their definitions. Caring was seen by staff as a quality that sets the Town apart from the rest as staff genuinely care about each other and the community. Changes to the definition were proposed as displaying concern is sometimes not possible with all operations of the Town but it is possible to be considerate. Proactive was also considered as a value that staff should strive to achieve but changes to the definition were recommended to emphasise the need to anticipate, plan and then act rather than just cause positive things to happen.
35. Three new values were then recommended – inclusive, connected, and courageous. Inclusive was one of the values most mentioned by the community that staff also considered important. Connected was proposed to combine the themes of enabling, empowering, encouraging, teamwork and collaborative. Courageous was aligned to the theme of creative but could also replace innovative. Staff felt that they were regularly encouraged to try and do things differently but highlighting the need for everyone involved to be brave, honest and trusting was important.
36. Although sustainable was the most common theme, it was felt that the term was over-used and as a result, lacked meaning. It was difficult to determine whether the community was referring to environmental or financial sustainability. It was thought that sustainable was more appropriate as a community priority and/or organisational objective.
37. The theme of responsible/accountable also came out of the outcomes. It is important to point this out in terms of the proposed purpose, where staff recommended that the theme be lifted to the reason the Town exists rather than just a way of thinking.
38. Elected members then considered the values at their workshop. The outcome was the following:
    (a) Caring – Show empathy, consideration and kindness
    (b) Courageous – Bold and innovative
    (c) Inclusive – Embrace diversity
    (d) Integrity – Be authentic
    (e) Proactive – Anticipate, plan and act
39. These recommendations were made based on the feedback from the community and elected member views on the values that should guide staff and decision-making. Staff recommendations were available to inform elected member views and did influence some of the definitions.
40. These have since been changed to all consistently be written as nouns in the strategic direction proposed for public comment.
41. The need to be sustainable was recommended by elected members to be elevated to the purpose for why the Town exists to ensure that sustainability in terms of social, economic, environment and civic leadership was a requirement over the entire strategic direction.

Vision

42. A vision statement describes the long-term goal that the Town is aiming to achieve. It says what the future of the Town of Victoria Park looks like. It should be something that has not yet been achieved that requires the involvement of the community, elected members and staff to create. The statement itself should be simple, punchy, descriptive, and memorable.

43. The Town's current vision statement is:

    A dynamic place for everyone.
    We are Perth's most empowered and engaged community.
    We are Perth's premier place for entertainment and entrepreneurship.
    We lead in sustainability.
    We put people first in urban design and safety.
    We are inclusive and connected with a thriving community.

44. In 2019, the Town completed the minor review of the Strategic Community Plan 2017-2032. There were 608 respondents that participated in a community perception scorecard developed by an external party. Results of the survey were that 49% of respondents agreed with the Town's vision.

45. The community were asked whether they thought the vision was relevant as part of VicVision. 102 people thought it was (53%), 68 people thought it wasn't (35%) and 23 people were unsure (12%).

46. People had the opportunity to provide comment on the reason for their answer. Comments were only provided by people that didn't think the vision was relevant. Common themes were around not understanding what dynamic meant, not wanting the Town to be in a constant state of change, wanting some balance of calm amongst the vibrancy, and not wanting, needing or being able to cater to everyone. There were also comments about the vision not being clear enough to give any insight into the wants of the community and it not being clear how the vision could be achieved.

47. In the absence of any key result areas or measures, people were asked their thoughts on how the Town was tracking to achieve the five targeted vision statements by 2032 – the last year of the current SCP. These statements are those listed in italics at point 45. These results are available in the engagement analysis, as at attachment two however, there was no consensus on the status of achievement for any of the targeted statements. Comments provided suggest that people aren't aware of which Town responsibilities fall into each of the statements, with suggestions for improvement being repeated over each one.

48. To further inform the review of the vision, the community were asked how they see the Town today. The top 10 themes are provided below. An expanded table is available in the engagement analysis report.

Rank	Theme	Mentions
1	Vibrant and lively	320
2	Good/great	160
3	Sense of community	160
4	Inclusive and diverse	102
5	Safety and social issues (crime, homelessness, anti-social behaviour and substance abuse)	99
6	Well-connected	88
7	Growing and improving	86
8	Unique	45
9	Busy and chaotic	44
10	Peaceful place to live	43

49. The community were also asked how they wanted the Town to look and feel by 2033. The top 10 themes are provided below.

Rank	Theme	Mentions
1	Safer	34
2	Environmentally responsible	32
3	Greener	28
4	Easier to get around	25
5	More inclusive	14
6	More vibrant	14
7	A more diverse population	13
8	More family oriented	13
9	A retained sense of community	13
10	Thriving businesses	13

50. Staff felt that the vision should be reviewed to better reflect the outcomes of engagement and recommended "Community soul drives endless possibilities." This statement was designed to pick up on the common theme of the community appreciating the sense of community and village atmosphere of the area. It also reflected the community's desire to remain a town rather than become a city, as seen in the results of the 2019 poll. Results of engagement showed many similarities but also showed that because of the diverse range of demographics, people want their town to fit their own needs, values, and lifestyles. The inclusion of endless possibilities was to drive the Town administration and its community to be open-minded, consider all demographics and believe that nothing is impossible. The Town can become what its residents, ratepayers and visitors want it to be.

51. Elected members were asked whether the current vision should be kept. The majority supported keeping the vision.

52. It was agreed that the Town is a place for everyone and that changing it could communicate that this is no longer the case. It was considered whether there were better ways to communicate the overarching goal rather than dynamic. Dynamic was seen as appropriate when accompanied by a better definition of dynamic. Dynamic was seen as meaning:
    (a) progressive
    (b) energetic, vibrant and exciting
    (c) evolving and changing
    (d) bold, innovative and creative.

Mission

53. A mission should be a statement that guides who the organisation needs to become in the short-term (four years) to be able to achieve the vision.

54. The Town's current mission is four statements:

    Social
    To promote sustainable, connected, safe and diverse places for everyone.
    Economic
    To promote sustainable, diverse, resilient and prosperous places for everyone.
    Environment
    To promote sustainable, liveable, healthy and green places for everyone.
    Civic leadership
    To show leadership by communicating with, empowering and supporting people in the community.

55. To inform the review of the SCP, the community were asked how well the Town is tracking to achieve each of the four statements. These results are available in the engagement analysis.
56. When assessing the Town's mission statements at the staff workshop, it was determined that the current statements are modelled on quadruple bottom-line sustainability (financial, environmental, social and civic leadership), and serve to categorise the community's priorities in the next level of the strategic direction. There was also consideration to the community's feedback being both similar and sporadic when rating each statement. While it was clear that the Town has not yet achieved any of the mission statements or outcomes, there was no clarity as to whether the Town is on track, outcomes would be partially achieved or whether there was a risk that items wouldn't be achieved. This was considered as a reason to simplify communication.
57. It was believed that having one statement that drives the growth of the organisation would be beneficial, particularly if it was a short-term goal obviously linked to the community's vision. This also better integrates the SCP with the Corporate Business Plan (CBP) - the plan that outlines the services and projects delivered by the Town to achieve the SCP as the short-term goal is achievable within four years. The idea was that if the mission had been achieved in four years, the next phase would become the mission to achieve the vision, providing for continuous growth.
58. Staff recommended the mission of "Leaders at realising community potential." The idea was that to allow community soul to drive endless possibilities, the organisation needed to first position itself to realise the community's potential.
59. Elected members questioned whether a mission should focus on the organisation instead of the community. A discussion was had about the achievement of the community vision relying on the organisation focusing on progressing towards it.
60. The outcome from the elected member workshop was for the mission to be changed to "Leaders in unlocking potential."
61. The statement was considered to be clear and motivating. It was thought to apply to all members of the organisation without limiting them and a way to focus on evolving and changing to achieve the vision.

Community priorities

62. Community priorities communicate more specifically what needs to be done to achieve the community's vision.
63. The Town currently has 23 strategic outcomes. These are defined in the current SCP as "the things that will happen as a result of implementing the mission." Early in the planning for VicVision, it was determined that because the result of implementing the mission should be progress towards the vision, the outcomes needed to be reframed to better guide and direct the efforts of the Town. It was also thought that they could be simplified to be free from jargon and better communicate how they directly align to feedback from the community.
64. People did have the opportunity to let the Town know how well it was tracking to achieve each of the outcomes as part of VicVision. These results are available in the engagement analysis.
65. To inform what the Town should focus on to achieve the vision, much of the engagement focused on finding out what the community thought should be prioritised to be able to achieve what they wanted the Town to become in the future. The top 20 themes are below.

Theme	Mentions
Safety and security	165
Economic development	125
Transport	121
Urban design and development	115
Public areas and open space	110
Events	95
Community development	92
Trees and urban forest	74
Arts and culture	71
Waste and rubbish	64
Environment and sustainability	61
Asset management	59
Accessibility	54
Parking	52
Civic leadership and administration	37
Homelessness	34
Engagement and public participation	23
Health	22
Council finances	15
Education	13

66. At the Voices of VicVision Forum, the 30 participants were asked to rank the top 20 priorities. The table below shows the top 20 priorities and their ranking.

Forum rank	Priority
1	Trees and urban forest
2	Council finances
3	Public areas and open space
4	Waste and rubbish
5	Urban design and development
6	Asset management
7	Safety and security
8	Transport
9	Environment and sustainability
10	Engagement and public participation
11	Civic leadership and administration
12	Community development
13	Economic development
14	Events
15	Homelessness
16	Accessibility
17	Parking
18	Arts and culture
19	Health
20	Education

67. Considering feedback received from the community and the recommendation to alter the structure of the strategic direction to clearly state the priorities of the community, elected members were provided with the following priorities as a starting point.
    (a) Improving safety and security.
    (b) Protecting the environment (including improving waste management).
    (c) Increasing and improving public areas.
    (d) Effectively managing Town assets.
    (e) Improving how people get around the Town.
    (f) Facilitating quality urban design and development outcomes.
    (g) Supporting people to live their best life.
    (h) Facilitating a strong economy.
    (i) Improving access to arts, history, culture and education.
    (j) Effectively managing the administration to achieve community priorities.
68. Elected members reviewed the suggestions at their workshop. The wording of some priorities was questioned. Further engagement then took place to allow for each elected member to have time to consider their own views and suggest changes.
69. With all engagement outcomes and views considered, the following priorities are recommended by the Town.
    (a) Helping people feel safe.
    (b) Facilitating an inclusive community that celebrates diversity.
    (c) Improving access to arts, history, culture and education.
    (d) Collaborating to ensure everyone has a place to call home.
    (e) Protecting and enhancing the natural environment.
    (f) Facilitating the reduction of waste.
    (g) Increasing and improving public open spaces.
    (h) Providing facilities that are well-built and well-maintained.
    (i) Enhancing and enabling livability through urban design and development.
    (j) Improving how people get around the Town.
    (k) Facilitating a strong economy.
    (l) Effectively managing the organisation's resources and performance.

Organisational objectives

70. Civic leadership and administration were featured as a priority of the community. This is similar to the Town's current SCP where the civic leadership mission statement is underpinned by 10 strategic outcomes – the most of any part of the mission.
71. To be able to achieve the community's priorities, the organisation should have goals that it is trying to achieve internally to improve operations. This allows for the community's priorities to be considered across all services, projects and operations to make sure all aspects that make up delivery are planned and communicated.
72. While more relevant to the CBP, it was felt that these should be included in the SCP to inform the community what the administration is working towards, relevant to their wants and needs. The intention is for them to be used in a refreshed CBP to plan and identify corporate deliverables that deliver the first four years of the SCP.
73. Staff considered the organisational objectives at their workshop. The following were recommended to capture the desired state of all administrative operations of the Town in four years' time.
    (a) Equipped and empowered people.
    (b) Engaged and empowered community.
    (c) Innovative and streamlined governance.
    (d) Fit-for-purpose, integrated systems.

(e) Effective and agile operations.
(f) Financial confidence.

74. Elected members reviewed the suggestions at their workshop and collectively supported the following.
(a) Innovative and empowered people.
(b) Engaged and empowered community.
(c) Streamlined, modern governance.
(d) Integrated, fit-for-purpose systems.
(e) Productive and agile operations.
(f) Financial sustainability.
75. The Town believes that the simplified strategic direction proposed for public comment is genuinely informed by the community and will assist with guiding the Town to function with purpose.

Next steps

76. If approved by Council, it is intended that the public comment period will begin on Monday 17 January and run for three weeks. This ensures that engagement doesn't take place over the holiday period.
77. People will be asked whether they support the proposed strategic direction and will be able to give comments for consideration.
78. Background information and community engagement results will be provided to all participants as simple graphics, whether they choose to participate online or by paper copy. A communications plan will be developed to promote the opportunity to provide feedback.
79. Outcomes of the public comment period are proposed to be presented to Council in March 2022, along with the full recommended Strategic Community Plan 2022-2034.

Relevant documents

VicVision engagement outcomes report

VicVision engagement outcomes dashboard

Current strategic direction from Strategic Community Plan 2017-2032

Policy 103 – Communications and engagement

There were no questions asked or presentations made in relation to this item.

12 Chief Community Planner reports

12.1 Section 31 reconsideration - Local Development Plan for No. 384 (Lot 3) Berwick Street, East Victoria Park

Location	East Victoria Park
Reporting officer	Manager Development Services
Responsible officer	Chief Community Planner
Voting requirement	Simple majority
Attachments	1. Pages from Ordinary- Council- Meeting- Minutes-12- October-2021 [**12.1.1** - 12 pages] 2. Amended LDP [**12.1.2** - 1 page] 3. Amended LDP justification [**12.1.3** - 5 pages]

Landowner	Berwick EVP Pty Ltd
Applicant	Rowe Group
Application date	27 July 2021
DA/BA or WAPC reference	5.2021.384.1
MRS zoning	Urban
TPS zoning	Residential
R-Code density	Residential R60
TPS precinct	Precinct P12 – East Victoria Park
Use class	Grouped Dwellings and Multiple Dwellings
Use permissibility	'P' (permitted) uses
Lot area	11,027m^2
Right-of-way (ROW)	N/A
Municipal heritage inventory	N/A
Residential character study area/weatherboard precinct	N/A

Surrounding development	Hillview Bushland to south-east; Edward Millen House and Park including associated buildings to the north-east; Carson Street School to the north-west. The residential development on the opposite side of Berwick Street is zoned Residential R20

Recommendation

That Council:

1. Pursuant to Section 31 of the *State Administrative Tribunal Act 2004*, reconsider its decision of 12 October 2021, and vary its decision by approving the amended Local Development Plan dated received 12 November 2021 submitted by Rowe Group Pty Ltd (DA Ref: 5.2021.384.1) for No. 384 (Lot 3) Berwick Street, East Victoria Park pursuant to Schedule 2, Part 6, clause 52(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Publish the adopted Local Development Plan on the Town's website in accordance with Schedule 2, Part 6, clause 55 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Those persons who lodged a submission regarding the application be advised of Council's decision.
4. Request the Chief Executive Officer to advise the State Administrative Tribunal of Council's decision.

Purpose

For Council to reconsider its decision to refuse the Local Development Plan for the subject site.

In brief

- The Council at its meeting on 12 October 2021 resolved to refuse the Local Development Plan for the subject site.
- The applicant has subsequently lodged an application for review with the State Administrative Tribunal (SAT) and an amended plan increasing the setback to the boundary with the Hill View bushland.
- SAT have ordered the Council to reconsider its decision at its meeting on 14 December 2021.

Background

1. Most of the background to the item is contained in the previous report to the October Ordinary Council Meeting (see Attachment 1).

2. The Local Development Plan was considered at the Ordinary Council Meeting on 12 October 2021. Officers recommended that the plan be approved. Council resolved at its Ordinary Meeting on 12 October 2021 as follows:

   That Council:

   1. *Rejects the Local Development Plan submitted by Rowe Group Pty Ltd (DA Ref: 5.2021.384.1) at No. 384 (Lot 3) Berwick Street, East Victoria Park, pursuant to Schedule 2, Part 6, clause 52(1)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015 due to the impact of the nil setback on the adjacent bushland.*
   2. *Advise those persons who lodged a submission regarding the application of Council's decision.*

3. The Minutes of the meeting record the reason for the Council's decision as being "due to the impact of the nil setback on the adjacent bushland."

Application summary

4. A Local Development Plan (LDP) is a mechanism to coordinate and assist in achieving better built form outcomes by linking lot design to future development. Decision makers are to give 'due regard' to an approved LDP when making decisions in respect to the development of land. Once approved, a LDP is valid for a duration of 10 years.

5. LDPs are used in limited situations to guide the design and development of small or constrained lots or to achieve design outcomes. In this case, the requirement to prepare a LDP was a condition of both the Scheme Amendment No. 78 and the subdivision approval.

6. The LDP submitted (see Attachment 1) addresses the following development matters:
   - Dwelling orientation;
   - Setbacks on ground and first floors to each common accessway and other boundaries;
   - Building height;
   - Fencing;
   - Pedestrian access;
   - Vehicle access and garage locations;
   - Outdoor living area locations;
   - Retention of established trees; and
   - Visitor bay locations.

Applicants submission

7. An overview of the applicant's submission in support of the original Local Development Plan (LDP) is contained in the previous report to the October Ordinary Council Meeting (see Attachment 1).
8. Taking into consideration the Council's previous concerns about the proposed setback to the Hill View bushland, an amended LDP has been submitted depicting the setback to the bushland being increased to a 2.5m minimum setback (previously a nil setback) - see amended LDP at Attachment 2.
9. In addition, the applicants have provided written justification in support of the amended LDP (see Attachment 3), which in summary requests Council to approve the revised LDP for the following reasons:
   - The LDP is an essential mechanism for the guiding of any future development at the subject site;
   - The LDP will manage the constraints of the subject site in relation to lot size, control of vehicle access and proximity to public open space;
   - The LDP will ensure the cohesive vision for development at the subject site is realised;
   - The LDP will set site-specific setbacks to the public open space adjoining the subject site, which in many cases will be greater than the deemed-to-comply setbacks under State Planning Policy 7.3 Residential Design Codes Volume 1 and Volume 2 – Apartments;
   - The proposed setback to the Hill View Terrace Bushland provides adequate outdoor space whilst also maintaining an adequate developable area for Future Lot 9 of the subject site;
   - The proposed setback to the Hill View Terrace Bushland provides adequate separation between built form and vegetation to mitigate any impacts on the Bushland, particularly in conjunction with the 3.5m setback of the vegetation;
   - The proposed setback to the Hill View Terrace Bushland is appropriate given the differing setbacks stipulated by State Planning Policy 7.3 Residential Design Codes Volume 1 and Volume 2 – Apartments; and
   - The revised LDP addresses the sole reason for refusal outlined by the Council of the Respondent as the proposed 2.5m boundary setback provides a sufficient and reasonable outcome."

Relevant planning framework

Legislation	• Planning and Development Act 2005 • Planning and Development (Local Planning Schemes) Regulations 2015 • Town Planning Scheme No. 1 • TPS1 Precinct Plan 12 – 'East Victoria Park Precinct'
State Government policies, bulletins or guidelines	• Framework for Local Development Plans • Residential Design Codes Volume 1 • Residential Design Codes Volume 2
Local planning policies	• Local Planning Policy No. 25 – Streetscape • Local Planning Policy No. 39 – Tree Planting and Retention
Other	N/A

General matters to be considered

TPS precinct plan statements	The following statements of intent contained within the precinct plan are relevant to consideration of the application. *"Redevelopment shall be consistent with existing style, character and scale of dwellings throughout the precinct. New buildings shall be set back from all boundaries although variations reflecting existing character of development will be permitted. Buildings shall be set in landscaped surrounds and mature trees shall be preserved. Design guidelines will apply throughout the precinct and specific controls will be progressively introduced for pockets of identifiable character housing.* *While the effect of traffic should be minimised through appropriate design measures, all development shall face the street in the traditional manner.* *Priority will be given to ensuring new development, particularly infill and development at higher densities, does not result in the undue loss of privacy or amenity for existing residents."*
Local planning policy objectives	The following objectives of Local Planning Policy 25 'Streetscape' are relevant in determining the application. • "To preserve or enhance streetscape character, by ensuring that development is sensitive to the streetscape and in keeping with the established and desired character of the locality. • Development should reinforce desired built form characteristics for the locality and should ensure that the appearance of development is of high quality and contributes positively to the streetscape. • Sustainable designs and innovative designs are encouraged, however regard is still to be given to maintaining design compatibility with the existing and desired streetscape character.

	• All development is to promote safety and security for occupants and the community by having regard to Crime Prevention Through Environmental Design (CPTED) principles."
Deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015	Not applicable
Urban forest strategy	Not applicable

Compliance assessment

10. Schedule 2, Part 6 of the Planning and Development (Local Planning Schemes) Regulations 2015 details the process for assessing and determining an LDP, including the following:

"51. Consideration of submissions –

The local government –

must consider all submissions in relation to a local development plan made to the local government within the period specified in a notice advertising a proposed local development plan; and

may consider submissions in relation to a local development plan made to the local government after that time; and

is to have due regard to the matters set out in clause 67(2) to the extent that, in the opinion of the local government, those matters are relevant to the development to which the plan relates.

52. Decision of local government

(1) Following consideration of a proposed local development plan, including any amendments made to the plan to address matters raised in submissions, the local government must –
- *(a) approve the local development plan; or*
- *(b) require the person who prepared the local development plan to –*
  - *(i) modify the plan in the manner specified by the local government; and*
  - *(ii) resubmit the modified plan to the local government for approval; or*
- *(c) refuse to approve the plan.*

(1A) The local government must not approve a local development plan under subclause (1) if –
- *(a) the local development plan amends or replaces a deemed-to-comply provision of the R-Codes; and*
- *(b) under the R-Codes, the Commission's approval is required for the local development plan; and*
- *(c) the Commission has not approved the local development plan.*

(2) The local government is to be taken to have refused to approve a local development plan if the local government has not made a decision under subclause (1) –

(a) if the plan was advertised – within the period of 60 days after the last day for making submissions specified in accordance with clause 50(5) or a longer period agreed between the local government and a person other than the local government who prepared the plan.

(b) if the plan was not advertised – within the period of 60 days after the resolution not to advertise the plan was made by the local government or a longer period agreed between the local government and a person other than the local government who prepared the plan.

54. Review

A person who prepared a local development plan may apply to the State Administrative Tribunal for a review, in accordance with the Planning and Development Act 2005 Part 14, of a decision by the local government not to approve the local development plan."

11. As per the Residential Design Codes of WA (R-Codes), the development of land for residential purposes is to be in accordance with the requirements of the R-Codes. The R-Codes do, however, permit a Local Development Plan to amend or replace certain deemed-to-comply requirements of the R-Codes.

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The Local Development Plan allows for different housing options and provides guidance regarding urban design outcomes.

Engagement

12. An overview of engagement on the original Local Development Plan (LDP) is contained in the previous report to the October Ordinary Council Meeting (see Attachment 1).

13. Engagement has not been undertaken on the amended LDP, nor is this necessary given the amended LDP only amends the previous LDP in one respect, which is an increase in a setback from that previously advertised.

Risk management considerations

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	Should Council reaffirm its previous decision and refuse the plan, a planning	Minor	Unlikely	Low	Low	Accept

	consultant will need to be engaged to defend the Council's decision as it would be contrary to the Officers recommendation.					
Environmental	Not applicable					
Health and safety	Not applicable					
Infrastructure/ ICT systems/ utilities	Not applicable					
Legislative compliance	Not applicable					
Reputation	Possible negative public perception, dependent upon the opinion of the individual	Minor	Unlikely	Low	Low	Treat by clearly documenting decision reasoning
Service delivery	Not applicable					

Financial implications

Current budget impact	Not applicable.
Future budget impact	If the applicant were to proceed with the SAT review following Council's decision, it will be necessary for a planning consultant to be engaged to defend the Council's decision as it is contrary to the Officers recommendation.

Analysis

14. An analysis of the original Local Development Plan (LDP) is contained in the previous report to the October Ordinary Council Meeting (see Attachment 1).

15. The amended LDP, now including a 2.5 metre minimum setback to the Hill View bushland, is supported, noting that Officers supported the original LDP with a nil setback to the Hill View bushland.

16. Notwithstanding the amended LDP prescribing a minimum 2.5m setback to the Hill View bushland, the development approved by the JDAP has a nil setback to the bushland, and therefore the development can be constructed with a nil setback regardless of the amended LDP requirement.

17. It is agreed that it is important that an LDP be approved for the site.

18. Technically, development of the site cannot proceed without an LDP being approved, as this is a condition of the JDAP's approval of the development application. However, a development approval has been issued for the site which already co-ordinates development, in which case to some extent approval of the LDP has little practical effect or impact, should development of the site occur consistent with the LDP.

19. The value of having an LDP approved is particularly to co-ordinate development of the site if one or more of the lots are not developed simultaneously as per the JDAP development approval.

20. Accordingly, it is recommended that Council approve the amended LDP.

21. Should Council have any reservations regarding the amended LDP, it is open to Council to approve the amended LDP subject to modifications, rather than refuse the amended LDP.

Questions and responses

Mayor Karen Vernon

1. Can Council consider approving an amendment to the Local Development Plan with a 3 metre setback to the bushland instead of the 2.5 metre being proposed by the developer?

The Manager Development Services advised that yes, it is open to Council to modify the Local Development Plan to increase the setback to 3 metres.

2. How likely would a Council recommendation to that extent be a matter of dispute with the developers as this has come to us as section 31 reconsideration?

The Manager Development Services advised that only the developer can answer that. He advised that from the comments tonight that he thinks the developers would be open to modifications to the plan that includes setbacks.

3. Based on the officer comment in paragraph 16 of the report does this mean that even if Council agrees to the amended Local Development Plan with a 2.5 metre setback to the bushland, the developer is not obliged to implement a 2.5 metre setback because the development approval has a nil setback?

The Manager Development Services advised that yes. If the developer proceeds with development of the site as per the current development approval, then the building may be built with a nil setback to the bushland, as there is a valid development approval in place to do so. If development of the site is not to be as per the development approval and is to be in some other future form, then the setback to the bushland prescribed in the Local Development Plan will apply, albeit a future development application could be submitted seeking approval to vary the setback.

4. In relation to the future budget impact of the matter proceeding in the State Administrative Tribunal, can the Town agree to abide by the outcome of the State Administrative Tribunal decision rather than engaging a planning consultant and being involved in the hearing?

The Manager Development Services advised that it is open to Council to do that but recommends that Council does not do that. It could be perceived that Council are not prepared to defend their decision or that Council's decision is not defendable. The Manager Development Services advised that he is concerned that it could tarnish the Council's reputation with the tribunal and there is a risk that costs could be awarded against the Council.

5. Clause 14 of the Local Development Plan refers to uniform fencing along the boundaries of all lots abutting public open space. Only Lots 10-19 are mentioned in brackets. Is this something that Council could do at the Council meeting?

The Manager Development Services advised that yes that is possible. By it being brought up this evening gives time for staff to consider it and the recommendation to Council may make that change.

6. Clause 15 of the Local Development Plan refers to the fencing on Lots 10 – 19 abutting public open space to be visually permeable fencing. What is the administration's view on whether fencing onto Edward Millen Park should be visually permeable?

The Manager Development Services advised that it is the administration's view the fencing facing Edward Millen Park should be visually permeable for the benefits the applicant indicated, passive surveillance, additional sunlight and a more general pleasant atmosphere.

7. If it was a different structure than currently approved, would you have a different view about the permeable fencing?

The Manager Development Services advised that the only possible time the Town would form a different view is dependent on what might be happening on the land, if there something not attractive on the lot the Town may form a different view.

8. Clause 15 of the Local Development Plan currently does not refer to Lot 9. Do you have a view whether Lot 9 should be included with regards to the visually permeable fencing should development on Lot 9 as currently approved under the development application not go ahead and therefore the amended Local Development Plan becomes the guiding document for future development?

The Manager Development Services advised that having visually permeable fencing on a private development looking over a public space would be a good outcome. He advised that he does take on board the applicants' decisions regarding levels and cross section and whether there would be any benefit to be gained in having permeable fencing due to the level differences.

9. Can the administration give consideration to visually permeable fencing on Lot 9 and provide advice to elected members?

The Manager Development Services took the question on notice.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Provide information on whether Lot 9 should have visually permeable fencing.

12.2 Business Grants - recommended recipients

Location	Town-wide
Reporting officer	A/Place Leader (Economic Development)
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council endorses the following Business Grants applications for the 2021/22 financial year:

1. Archer St Physiotherapy Centre - $10,000.00
2. SynGenis Pty Ltd - $10,000.00
3. Happiness Co Foundation - $10,000.00
4. Ashton Property Group Pty Ltd ATF David Ashton Trust - $10,000.00
5. Naja Business Consulting Services (Pivot in the Park - $9,320.00
6. West Coast Health & High Performance Pty Ltd - $8,250.00
7. Eventum - $6,650.00
8. Daniel Shore - $6,000.00

Purpose

To provide Council with oversight of the Town's Business Grants 2021/22 applications and assessments for Council endorsement.

In brief

- The objective of Business Grants is to support projects, activities and programs developed by the local business community that will deliver a broader benefit to the Town of Victoria Park local economy.
- The maximum value of Business Grant is $10,000 (inc. GST) per recipient. There is an overall budget of $80,000 for Business Grants in 2021/22.
- Applications for Business Grants were accepted during one funding round. The funding round opened for applications at 9am on 29 September 2021 and closed at 4pm on 27 October 2021. The Business Grants were advertised on the Town's website, through flyers, the Biz e-newsletter and social media.
- Projects must be delivered within the financial year the funding is available and applicants cannot apply for multiple grants within the same category.
- The Town received 13 applications with a total request of $116,366.00.
- A review of applications by the Town's Business Grant Assessment Panel concluded five applications requesting a total amount of $46,146.00 did not meet the required criteria and have not been recommended for endorsement.
- A review of applications by the Town's Business Grant Assessment Panel concluded that eight of the grant applications sufficiently met the criteria and are recommended to be awarded a collective total of $70,220.

Background

1. The Town acknowledges the significant role it plays in supporting the local business community through the provision of funding opportunities and the impact these opportunities can have within the community.
2. The Town aims to enhance the success and prosperity of the local business community while ensuring transparency of funding decisions and accountability of those parties receiving business grant funding.
3. Policy 117 Business Grants was adopted by Council at the August 2021 Ordinary Council Meeting (OCM).
4. The Town's Business Grants support projects, activities and initiatives developed by the local business community that will benefit a group of businesses, an industry sector, or the broader local economy.
5. There is one funding round with $80,000 available for the 2021/22 financial year.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The application and assessment process ensures that proposals are suitably planned, providing the basis for successful project delivery.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Funds are managed with full, accurate and timely disclosure of financial information relating to Council. Town grant funds are maximised by seeking the greatest possible benefit to the community within the available monetary resources.

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 projects proposed by the Business Grant applicants will collectively provide a strong contribution to the local economy.

Engagement

Internal engagement	
Stakeholder	Comments
Stakeholder Relations	Consultation relating to advertising and promotions.
Business Grants Assessment Panels	Consultation and panel evaluation.

External engagement	
Stakeholders	Business owners
Period of engagement	The grant round opened 29 September, at 9am and closed at 4pm 27 October.
Level of engagement	Inform
Methods of engagement	Town's website Town's social media and digital platforms – Facebook, Instagram, and Google Ads Town's Biz e-newsletters Flyers and brochures
Advertising	Town's website Town's social media and digital platforms – Facebook, Instagram, and Google Ads Town's Biz e-newsletters Flyers and brochures
Submission summary	Thirteen business grants applications were received.
Key findings	Eight submissions met the Town's criteria. Eight submissions are recommended for endorsement. Five submissions did not meet the Town's assessment criteria.

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 proposed projects are not delivered as agreed	Moderate	Unlikely	Low	Low	TREAT- Acquittal process to be well organised and communicated to all successful participants
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	

Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Negative public perception towards the Town should applications not be funded.	Minor	Possible	Medium	Low	TREAT- Transparent approval process. Managed through an online grants platform, with applicants decided by a panel and endorsed by Council.
Service delivery	Not applicable.				Medium	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation. The budget allocation of Business Grants 2021/2022 was $80,000.00.
Future budget impact	The amount allocated to business grants will be reviewed each year.

Analysis

6. Business Grants were widely promoted across various platforms, using a range of communication methods to reach target audiences. The Business Grant program opened for a period of four weeks commencing 29 September 2021 and closing 27 October 2021.

7. Funding was advertised on the platforms below:
   a. Town's website
   b. Town's social media and digital platforms – Facebook, Instagram, and Google Ads
   c. Town's Biz e-newsletters
   d. Flyers and brochures

8. Business Grants were accessible to businesses and business owners via the SmartyGrants application platform on the Town's website.

Business Grants Assessment

9. The Business Grants Assessment form was aligned with the Town's Policy 117 Business Grants with three questions each with a weighting as indicated in the table below. With three panel members scoring across the three criteria, the maximum possible score was 100.

10. The Town's internal Business Grants Assessment Panel consisted of the following Town officers:
    a. Manager Place Planning
    b. Community Project Officer, Place Planning
    c. Coordinator Communications and Engagement

11. Applications were assessed individually and then reviewed with a formal panel meeting by the Town's Business Grants assessment members in line with Policy 117 Business Grants.

12. The Town's initial assessment questions included:
    a. Eligibility
    b. Conflict of interest
    c. Applicant details
    d. Project details
    e. Assessment criteria questions as outlined in the table below.

13. The Town's assessment criteria questions included:

Assessment criteria questions	Weighting per question per panel member
Criterion 1: The Proposed project, activity or program occurs within, or substantially benefits economic development outcomes within, the town of Victoria Park local government area. Question 1: How well does the application meet this criterion?	(Weighting 20%)
Criterion 2: The applicant can demonstrate the feasibility of the proposed project, activity or program and their capability to successfully deliver the proposed project, activity or program. The proposed project, activity or program is a discrete piece of work and is not, in the opinion of the Town of the Victoria Park, a standard operational expense. Question 2: How well does the application meet this criterion?	(Weighting 20%)
Criterion 3: The proposed project, activity or program will deliver at least one substantial broad benefit to the local economy Including: • Substantial improvements to the amenity of the public realm that will attract visitors to the area; • Substantial activation of underutilized or vacant spaces that will attract visitors or investment to the area;	(Weighting 60%)

• Provide a unique and visible retail or service offering that will attract visitors to the Town of Victoria Park; • Foster networking and collaboration between local businesses; • Provide unique regionally significant promotion. Development or investment for the Town of Victoria Park's local economy; or • Foster innovation industries or innovative business practices in the Town of Victoria Park's local economy. Question 3: How well does the application meet this criterion?	
	Total weighting for three questions = 100% Average score is out of 100.

14. The Business Grant program attracted 13 applications, with a total requested amount of $116,366.00.

15. Five applications requesting a total amount of $46,146.00 did not meet the required criteria and have not been recommended for endorsement.

16. It is recommended that Council endorse the following applications.

17. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Archer St Physiotherapy Centre	**Vic Park Health Expo 2022** A community-based health expo and exhibition of stalls, entertainment, activities, and attractions; highlighting all allied health, medical, fitness, wellness and health food businesses that operate within the Town of Victoria Park. Local community members can peruse stalls, converse with business owners, and participate in activities, where they can learn all about the goods and services that these health-related businesses have to offer to the community.	93	$10,000.00

Panel Assessment:

- Strong and well written application for an event that delivers a broad economic benefit.
- The proposed Health Expo has proven in the past to bring local health professional businesses together with a platform to promote services offered.
- Thorough project planning steps, marketing plan and timeline were provided which increases confidence that funding will be used for a successful outcome.

The panel recommends project funding of $10,000.00.

18. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
SynGenis Pty Ltd	**Biotech trails in Tech Park** An open day walk tour linking a variety of biotechnology/medical technology businesses in Bentley Technology Park. In addition, a variety of other service providers will have trade stalls at each of the walk tour stops. The aim of the walk tour is to increase research and industry engagement with the participating businesses as well as displaying the available capabilities in Tech Park. By targeting businesses, universities, and research institutes outside of the Town of Victoria Park the aim is to attract them into Tech Park by building strong collaborations and networks during the event.	91	$10,000.00

Panel Assessment:

- Great concept that promotes a lesser-known area of the Town and that will deliver multiple economic outcomes.
- Well written application that covered all the criteria and includes risks and budget breakdown for the project.

The panel recommends project funding of $10,000.00.

19. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Happiness Co Foundation	**Vic Parks New Year's Mind & Body Activation** The small businesses within the Wellness Collective are looking to make an even greater contribution to the community of Victoria Park by coming together to hold an open day, providing activations to help encourage healthy minds and bodies in a fun, welcoming environment. Catering for 2000+ kids, teens and adults, the activation will welcome all to come to Read Park for yoga, HITT, ice baths, breath work and smoothies or coffee from Java or Sonder. Mental health workshops will occur within the Wellness Collective building, as well as tours through the Mind Body Lounge.	83	$10,000.00

Panel Assessment:

- Activation will include multiple Town businesses and educate the community on services available in the local area.
- Clear budget breakdown was provided, and the applicant has experience in hosting similar expos and conferences.
- The proposal to use Read Park for the expo is a good idea as the park is underutilised.

The panel recommends project funding of $10,000.00.

20. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Ashton Property Group Pty Ltd ATF David Ashton Trust	**Business Accessibility Guide** The creation of a tool that local businesses could use to assist them to become more accessible to people with disabilities. This would involve the development of a manual outlining various measures they could implement, a checklist to help them implement the measures and training in disability awareness. It would be custom designed to address knowledge gaps, biases, and misconceptions in serving people with disability and removing barriers to people with disability from spending money with their business.	80	$10,000.00

Panel Assessment:

- The project has the potential to have great benefit for many businesses across the Town.
- The proposed project will likely increase accessibility in the Town with the benefits of inclusion, improved public amenities, foster networking and collaboration through workshops. It also encourages business to work with the Town and be innovative with inclusive solutions in their service provision.
- It is recommended the applicant works with the Town on the scope of the project to endure it tickets requirements in the Disability Access and Inclusion Plan.

The panel recommends project funding of $10,000.00.

21. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Naja Business Consulting Services (Pivot in the Park)	**Local Business Development, Improvement and Training** Conducting training seminars into grant writing, accessing government and other funding, and navigating government	77	$9,320.00

	planning and approval processes. To conduct seminars and provide insights for businesses into how to access and apply to obtain government and industry funding and approvals. Seminars will be held at Pivot in the Park offices in Victoria Park or via Zoom/Teams, by NAJA Principal and Associates, for local businesses to guide them through the grant writing and application processes, explain how to navigate government approvals and develop key business strategies to access funding. This is planned to be done by working through successful case studies and providing the steps necessary, insights and inspiration, as well as identifying customised grant sources for attendees.	

Panel Assessment:

- Project provides opportunities to upskill local businesses for local economic benefit.
- Projects provides a clear assessment of risks and budget.
- Proposal is different to any workshops the Town currently runs. Training for grant applications that are beyond funding provided by the Town and includes training for businesses wishing to access other funding opportunities.

The panel recommends project funding of $9,320.00.

22. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
West Coast Health & High Performance Pty Ltd	**Vic Park Workforce Wellness Program** Vic Park Workforce Wellness Program is about supporting local businesses to support their staff in their health & wellbeing. Having the right health and wellbeing strategy has the power to improve employee engagement, lower your absence rates and increase productivity.	68	$8,250

	Health Screening provides 2 options of screening for 50 people. Options would include day to day functional movement, body composition scans, nutritional assessment, hearing assessments & mental health assessments. Education will be offered to encourage participants to make healthier lifestyle changes. This includes weekly community run educational and practical sessions (e.g., healthy life choices, nutrition, mindfulness, fitness & strength).	

Panel Assessment:

- Panel acknowledged the broader economic benefit to businesses of a program that supports health and wellbeing in employees. A program that engages with local businesses to provide these services is supported.
-
- The panel noted that the program should cap participants in the program to five people per business. This would ensure the 50 spots available to local employees could be shared across several businesses.

The panel recommends project funding of $8,250.

23. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score total (out of 80)	Requested Funding
Eventum	**Cloud Based Solutions for Business Workshops** Prepare and develop workshops (four in total) that will allow local businesses to identify cloud solutions that will make their businesses more efficient. These workshops will be free. Local participants after attending the course can book a complimentary 1 to 1 meeting at the Victoria Park office to ask questions and develop strategies to be more innovative and efficient in their business. The meetings will be planned for after office hours to allow business owners to attend after work.	66	$6,650

Panel Assessment:

- A good initiative to build the local business capacity and potentially upskill and enhance the efficiency of local business operations.
- The applicant has clearly identified project risks and how these can be mitigated. The project is strategic and will benefit Vic Park businesses.
- The program would contribute to networking between local businesses, development of the Town's local economy through upskilling local businesses, and foster innovate business practices.

The panel recommends project funding of $6,650.

24. Funding recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Daniel Shore	**Networking Events for residents in Victoria Park** A once-a-month networking event advertised to local Victoria Park residents, as well as business owners within the Town of Victoria Park. The idea is to support connecting business owners and employers to residents/prospective employees.	56	$10,000.00

Panel Assessment:

- Good concept, with funding to be provided for the purchase of food and non-alcoholic beverages. Any alcoholic beverages will need to be purchases by attendees.
- The desire for networking has been expressed by businesses in a variety of forums and this proposal clearly meets that demand.
- Funding to be pro rata-ed based on the project's completion by the end of the 2021/22 FY (ie $6,000 provided for 6 months of events).

The panel recommends project funding of $6,000.

25. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Empire Global Enterprises Pty Ltd	**Promoting cheesemaking** I run the small Italian cheese factory at the Hawaiian shopping center, and since I started, my goal was to offer the local customer of our shop the real authentic taste of the product from my origin. I always found big difficulties to let customers understand how different my products are compared to the others in the market. That's why I've started to plan a marketing strategy based on organising events in restaurants and local markets, inviting people from hospitality to show them the original know-how and the different taste of our artisanal products.	33	$10,000.00

Panel Assessment:

- The application does not articulate what the requested funds would be needed for and there is missing information.
- Even with the missing information, it seems that this project would only benefit the single business.

26. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Urban Revolution	**Recycling Station and Herb Garden Parklet with Seating** An additional space on the west side of the Vic Park strip for a lovely place to sit. Combines as a place for locals to deposit various hard to recycle everyday products. Grow herbs in deep soiled containers for	67	$10,000.00

	local restaurants and businesses, locals that surround the outside of the parklet and assist with noise cancellation from traffic. Add an arbor structure over the top of the parklet with deciduous plants and vine crops. Place to talk to on how to grow food and demonstrate some urban methods of composting. Bike parking space with lock water stations.	

Panel Assessment:

- While the Panel deemed the concept to be good, there is a lack of information to feel confident awarding funds at this time. The lack of information includes a breakdown of costing and technical design-based detail.

- This project will be more appropriate for a place grant when detail can be worked through with a longer period. Place Leaders will work with the applicant and support them through a Place Grant process.

27. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Leonard Alto	**ALT advertising Signage Delivery and re-open on weekend** I was planning to put ALT signage on the Billboard located at Vicinity mall at Victoria Park, along with Woolworths, Liquorland and the new Park Medical. This will be helpful to ALT because it will be facing Shepperton Road and it will help advertise ALT as the signage will be seen by drivers and locals. ALT also wants to be part of advertising and become an event sponsor for Vic Park's local events. ALT is planning to have a delivery by a mini scooter or electric bike which will be an incredibly effective way for upselling and creating new jobs.	28	$8,146.00

Panel Assessment:

- This project benefits only a single business.
- The requested items are considered to be a standard operating expense.

28. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Himalayan Nepalese Restaurant and Cafe Vic Park	**To renovate outside and inside** Since, we have been operating for 11 years already with the same interior and exterior designs, we would like to add more authenticity to our restaurant by adding an improved outside patio seating area along with a more interactive and modern front counter space. We are looking to have a typical Nepali design for both the inside and outside space to allow our customers to dine in comfort. We strongly believe that this implementation will allow for an increase in the public eye since we are at the intersection and corner of Albany hwy.	38	$10,000.00

Panel Assessment:

- The provision of chairs and tables was considered to be a general business expense that would largely only benefit a single business. There were no broad benefits to other businesses or the wider economy.

29. Funding not recommended. Project details and panel scoring are outlined in the table below:

Applicant	Proposed project	Panel score average (out of 100)	Requested Funding
Little Ying Thai Restaurant	**Venue Vibe and Lucky draw** Lift the atmosphere inside and the outdoor area of the restaurant by changing some settings and shopfronts signage. Lucky draw promotions during Christmas and New Year periods.	35	$8,000.00

Panel Assessment:

- An update to shopfront signage and the businesses existing outdoor area was considered to be a general business expense that would largely only benefit a single business.
- Lucky draw will only attract customers to a single business versus benefitting a greater number of businesses.

30. Based on this assessment the Town recommends that eight of the 13 Business Grants received are approved at a total amount of $70,220.

Relevant documents

Not applicable.

Questions and responses

Cr Jesse Hamer

1. Can the grant applications be shared with elected members?

The Chief Community Planner advised that what the Town can share is a summary of the application. Legal advice was that it is not appropriate to share the whole application.

2. The funds that were used or made available for these business grants, do they get audited or in the following year do they get mentioned what the costs were actually as to what they were proposed for?

The Chief Community Planner advised that yes at the end of the grant process they are required to provide the Town an acquittal. Businesses are required to provide an overview of the project they have completed, as well as provide all receipts as proof of expenditure for funding provided.

Cr Wilfred Hendriks

1. The Archer Street Physiotherapy ran a heath expo last year and the same this year, is this something the Town has to fund every year?

Mayor Vernon advised that it would depend on the business and whether the Town would have to fund the event would come down to Council.

Mayor Karen Vernon

1. Happiness Co is recommended for a $10,000 grant. The project is described as an "Open Day" which essentially appears to be a promotion of the paid services primarily of this business, and possibly a couple of others in the same building, why is this not considered as a standard operating expense of Happiness Co?

The Chief Community Planner advised that the policy relating to business grants does actually include a definition, it says *'standard operating expenses are expenses that are core to the basic operation of a business and not directly related to delivering a unique project, activity or program.'* This event is not core to the basic operations of Happiness Co and is relating to a unique project.

2. Given the applicant suggests 2,000+ people would be involved, how can that be accommodated in Read Park?

The Chief Community Planner advised that the estimate of the applicant will be over the course of the event, not all at one time. Town staff will work with the applicant to make sure they the appropriate event management plans in place.

3. Ashton Property Group is recommended for a $10,000 grant. Will the Business Accessibility Guide be provided to local businesses free of charge or will it be a product that is sold/licensed for a fee?

The Chief Community Planner advised that it is proposed to be free of charge.

4. How does this application meet criteria three and what score did it receive for criteria three?

The Chief Community Planner advised that the project fosters networking and collaboration between local businesses and fosters innovative industries or innovative business practices in the Town of Victoria Park's local economy. The project involves training sessions with business owners which fosters networking. The project encourages business owners to adopt innovative accessibility principles into their business.

The Chief Community Planner took the second part of the question on notice.

5. Naja Business Consulting is recommended for a $9,320 grant. What is the grant going towards, cost of presenters or costs of materials?

The Chief Community Planner advised that the grant is for the preparation, advertising, catering and conducting which includes the presenters of the seminars.

6. Why is there catering when these workshops are online?

The Chief Community Planner took the question on notice.

7. How many training sessions are to be provided and how many people will be able to access the sessions?

The Chief Community Planner advised that four sessions will be provided. Six to eight businesses will be able to attend per session to allow for personalised service and advice.

8. Are the four sessions run individually or part of a series so only six to eight business will be able to attend?

The Chief Community Planner took the question on notice.

9. Will these sessions be limited to local businesses and how can the Town be assured it will only be for local businesses?

The Chief Community Planner advised that the sessions are aimed at local businesses and it can be enforced by a condition in the letter of agreement that the program only be made available to local businesses. It will be the job of the applicant to make sure registration includes appropriate fields required for identifying the businesses are local.

10. Will these training sessions be provided for free?

The Chief Community Planner advised that yes, they will be free.

11. Grant writing workshops, how does this application meet criteria three given they are online and what score did it receive for criteria three?

The Chief Community Planner advised that the workshop involves grant writing, but also provides information and an introduction into government and other funding sources as well as advice in navigating government planning and approval processes. The combination of these elements into one workshop was deemed unique by the panel. The application meets criteria three in the following ways; foster networking and collaboration between local businesses, provide unique, regionally significant promotion, development or investment for the Town of Victoria Park's local economy and foster innovation industries or innovative business practices.

The Chief Community Planner took the second part of the question on notice.

12. What evidence does the Town's administration rely on that a grant writing workshop is unique and required for businesses in the Town of Victoria Park.

The Chief Community Planner took the question on notice.

13. West Coast Health and High Performance is recommended for a $8,250 grant. Is this program being provided for free to businesses?

The Chief Community Planner advised that yes, it is.

14. How can the Town be assured it will only be accessed by local businesses, would it by the letter of agreement?

The Chief Community Planner advised that is correct.

15. Why is this not a standard operating expense of the business, given this program appears to fall within business as usual for this company?

The Chief Community Planner advised the core business of West Coast Health and High Performance is not about supporting the health and wellbeing of local business staff. The project is a unique concept that would not be provided to businesses without the grant funding.

16. How does this application meet criteria three and what score did it receive for three?

The application meets criteria three in the following ways; it fosters networking and collaboration between local businesses, the applicant would be collaborating with other businesses to deliver the program, but also be meeting and working with the businesses that are provided access to the program.

The Chief Community Planner took the second part of the question on notice.

17. What is the evidence the Town administration relied on to come to the conclusion that this type of business is not part of their usual business for this company, in terms of looking after the mental health and welfare of people who work in the business?

The Chief Community Planner took the question on notice.

18. Eventum is recommended for a $6,650 grant. How many businesses will be able to access these workshops?

The Chief Community Planner advised that there was no cap on the number of businesses. The applicant has advised that between 8-10 businesses can attend. There will be four workshops. If demand is overwhelming the applicant has advised they can book a larger venue.

Chief Executive Officer, Mr Anthony Vuleta and Manager Governance and Strategy, Ms Bana Brajanovic left the meeting at 8.07pm.

19. Why is this not a standard operating expense of the business, given this program appears to fall within some of the services that are business as usual for this company?

The Chief Community Planner advised that the core business of Eventum is not providing cloud solution workshops to the business community. They are using their expertise to deliver a unique project that would not be provided to businesses without the grant funding.

20. How does this application meet criteria three and what score did it receive on three?

The application meets criteria three in the following ways:
- Foster networking and collaboration between local businesses
- Foster innovation industries or innovative business practices in the Town of Victoria Park's local economy.

The Chief Community Planner took the second part of the question on notice.

21. Daniel Shore is recommended for a $6,000 grant, who is Daniel Shore, what business does he run?

The Chief Community Planner advised that he is a lawyer in the Town and has a registered ABN.

Chief Executive Officer, Mr Anthony Vuleta and Manager Governance and Strategy, Ms Bana Brajanovic left the meeting at 8.07pm.

22. How does this application meet criteria two and what score did it receive on two?

The Chief Community Planner advised that the applicant has identified risks, budget and key steps. The applicant has outlined the experience he has in running similar networking events.

The Chief Community Planner took the second part of the question on notice.

23. Why does the project description say it is for residents and business owners?

The Chief Community Planner advised that the project is designed to connect business owners/employers to residents and prospective employees.

24. Why is $1,000 for food and drinks for an unknown number of people to consume on one occasion per month considered to be an acceptable business grant?

The Chief Community Planner advised that the applicant will need to provide receipts and attendance numbers for all networking events as part of the acquittal process. If the money has not been spent, they will need to provide a reimbursement to the Town.

25. How does this application meet criteria three and what score did it receive on three?

The Chief Community Planner advised that the application meets criteria three in the following ways:
- Foster networking and collaboration between local businesses
- Foster innovation industries or innovative business practices in the Town of Victoria Park's local economy.

The Chief Community Planner took the second part of the question on notice.

26. How do the grant applications mentioned in 1, 3, 4 and 5 above differ from the Town simply procuring those businesses to provide such workshops/projects direct to the business community?

The Chief Community Planner advised that the Town don't and don't need to. The concept behind the business grants this financial year is to support projects developed by the local business community that benefit a group of businesses, an industry sector or the broader local economy. All the projects that are recommended do this.

Cr Peter Devereux

1. Is there a time that criteria for grants is reviewed and adapted based on past experience and how often this happens?

The Chief Community Planner advised that the Town tweak the grants criteria every year based on feedback from applicants and staff.

Mayor Vernon advised that this is the first time Council has dealt with business grants.

2. As the criteria are tweaked, does that come to Council or is it just tweaked by the administration?

The Chief Community Planner advised that it is just tweaked by the administration internally.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Provide information on what score Ashton Property Group received for criteria three.
2. Provide information on why there is catering for Naja Business Consulting when the seminars are online.
3. Provide information on whether the four Naja Business Consulting sessions are being run individually or part of a series.
4. Provide information on what score Grant Writing Workshop received for criteria three.

5. Provide information on what evidence the Town's administration rely on that a grant writing workshop is unique and required for businesses in the Town of Victoria Park.
6. Provide information on what score West Coast Health and High Performance received for criteria three.
7. Provide information on what evidence the Town administration relied on to come to the conclusion that looking after the mental health and welfare of people who work in the business is not part of West Coast Health and High Performance's usual business.
8. Provide information on what score Eventum received for criteria three.
9. Provide information on what score Daniel Shore received for criteria two and three.

12.3 Vic Park Funding Program - Arts Season 2022

Location	Town-wide
Reporting officer	Arts Development Officer
Responsible officer	Chief Community Planner
Voting requirement	Simple majority
Attachments	1. ATTACHMENT 1 Art Season Grants 2022 Evaluation Summaries ABF [**12.3.1** - 13 pages]

Recommendation

That Council endorses the following Arts Season 2022 grant applications:

1. Bernard Taylor - $6,000
2. Friends of AbMusic - $5,000
3. Andy Williams - $4,950
4. Curate Arts Incorporated - $5,000
5. Victoria Park Community Centre Inc. - $6,439
6. ACEconnect - $4,000
7. Creative Soul Sessions - $3,320
8. Alexandra Theatre - $5,400

Purpose

To provide Council with oversight of the Town's Arts Season 2022 grant applications and assessments for Council endorsement.

In brief

- The annual Town of Victoria Park Arts Season is held throughout the month of April and celebrates local creatives, artists, and innovators.
- The Town's Arts Season Funding program increases opportunities for local collaboration and partnership between the Town, local creatives, arts organisations, and community to enhance achievement of the Town's strategic objectives.
- The 2022 Arts Season grants program opened 15 October 2021 and closed 1 November 2021.
- The Town received thirteen grant applications with a total request of $72,586.
- A review of applications by the Town's Arts Season Assessment Panel concluded that eight grants sufficiently met the criteria and are recommended for Council endorsement with a total funding request of $40,109.

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 aims to enhance the success and prosperity of the local community while ensuring transparency of funding decisions and accountability of those parties receiving community grant funding.
3. At the December 2019 Ordinary Council Meeting, item 14.5 Policy 114 Community Funding was adopted by Council (with subsequent amendments).

4. To improve efficiency and transparency in December 2019, Town officers reviewed all funding round practices and procedures delivered by the Town. This review initiated a project to procure a funding platform to manage the Town's funding.
5. In March 2020, the Town procured the online grant funding platform SmartyGrants. The implementation of this platform aims to improve the Town's governance, increase transparency, and improve efficiency within Town processes in relation to funding.
6. Further to the adoption of Policy 114 Community Funding at the December 2019 Ordinary Council Meeting, Council resolved that the Chief Executive Officer investigate:
   a. The establishment of a panel for the assessment of applications for community funding to commence in July 2020; and
   b. Future decision on community funding being reported to Council.
7. At the July 2020 Ordinary Council Meeting, Council endorsed the CEO to establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and present a report to council for endorsement.
8. In making a recommendation to Council the Community Funding Assessment Panel (CFAP) will provide the following information to ensure Council can make accurate timely and transparent decisions:
   a. Details of all applications include title, project scope, amount of assistance applied for (ex GST), evaluation and score.
   b. Information provided will be inclusive of successful, unsuccessful and ineligible applications.
9. To ensure that the CFAP continues to be fit-for-purpose and remains meaningfully engaged, membership for the panel positions were recruited via direct approach to ensure the appropriate skills, knowledge and experience could be applied to the assessment process.

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.	Funds are managed with full, accurate and timely disclosure of financial information relating to Council. Town grant funds are maximised by seeking the greatest possible benefit to the community within the available monetary resources.
CL09 - Appropriate devolution of decision-making and service provision to an empowered community.	The program enables community groups and other organisations to provide services to the local community.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	To support organisations that provide programs, services and events that will positively influence the health and wellbeing of the community.
S03 - An empowered community with a sense of pride, safety and belonging.	Empowered local service providers who are supported by the Town to deliver services and initiatives that provide a sense of pride, safety and belonging within the community.

S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	To support local organisations and individuals to deliver services and initiatives that encourage and awareness of arts, culture, education, and heritage.

Engagement

Internal engagement	
Stakeholder	Arts Season Funding Assessment Panel
Engagement	Consultation and management of grant administration. Consultation and Panel evaluation

External engagement	
Stakeholders	All Community
Period of engagement	The 2022 Arts Season grants program opened on 15 October 2021 and closed on 1 November 2021.
Level of engagement	1. Inform
Methods of engagement	Town's website Town's social media platforms – Facebook and the Town's e-newsletters Direct email Grants workshop
Advertising	Town website Town's social media platforms – Facebook and Town's e-newsletters Digital Marketing Direct email
Submission summary	Thirteen Arts Season 2022 grant submissions were received.
Key findings	Eight submissions are recommended for endorsement as Arts Season grants. Five submissions are not 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	Unlikely	Low	Low	TREAT - Acquittal process to be well organised and communicated to all successful participants.
Environmental	Not applicable					
Health and safety	Not applicable					
Infrastructure/ ICT systems/ utilities	Not applicable					
Legislative compliance	Not applicable					
Reputation	Negative public perception towards the Town should applications not be funded	Minor	Possible	Medium	Low	TREAT - Transparent approval process. Managed by an online funding platform and council endorsed Town funding panel.
Service delivery	Not applicable				Medium	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation. The budget allocation for Arts Season 2022 was $50,000 (inclusive of grant funding, marketing & promotions, and in-house programming).
Future budget impact	Not applicable – funds will be expended this financial year.

Analysis

10. The Arts Season grants were promoted across various platforms to reach target audiences.

11. The Arts Season grants were accessible to the community via the SmartyGrants application platform on the Town's website.
12. The Town delivered a free grant writing workshop to the community on 14 July 2021. The workshop provided the community with information on the following:
    a. an introduction to grants, including what they are, information on where to find them and an explanation of eligibility and assessment criteria
    b. the process of best-practice project planning to prepare for grant success
    c. information on how to address grant criteria
    d. an explanation of the grant writing approach; what are assessors looking for and how do you give them what they need?
    e. answers to specific grant writing questions the attendees may have.

Arts Season 2022 Grants

13. The Arts Season grants application form was aligned with the Town's Arts and Culture Plan outcomes.
14. The Town's internal Arts Season Funding Assessment Panel consisted of Town officers:
    a. Manager Community
    b. Arts Development Officer
    c. Events Officer
    d. Senior Place Leader (Strategic Planning)
15. Applications were assessed individually and then reviewed with a formal panel meeting by the Town's Arts Season panel members in line with Policy 114 Community Funding and the criteria outlined for the Arts Season funding program.
16. 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
17. The Town's assessment criteria questions are as follows:

Assessment criteria questions	Weighting per question per panel member
Question 1 Describe how your proposed Arts Season project provides a quality arts and cultural experience for the Vic Park Community.	(Weighting 40%)
Question 2 How does your Arts Season project provide learning outcomes, spark creativity or innovation, encourage dialogue on social issues, aid in wellbeing and/or provide aesthetic enhancement to a space.	(Weighting 25%)
Question 3 How does your project contribute to audiences having an awareness and appreciation of arts, culture, education and/or heritage?	(Weighting 25%)

Question 4 Tell us about your experience managing similar projects.	(Weighting 10%)
	Total weighting for four questions = 100%

18. The Arts Grant funding attracted thirteen applications, with a total requested of $72,586.
19. It is recommended Council endorse eight of the thirteen applications for a requested funding total of $40,109.
20. Evaluation summaries related to all Art Season grant applications, recommended and not recommended, is provided in Attachment 1.
21. The Town recommends the following tabled applications for endorsement by Council:

Art Grant Funding Recommendations

Applicants:	Project	Amount
Bernard Taylor	Open Windows	$6,000.00
Djinda Boodja of Abmusic Aboriginal Corporation	Piano & Paint	$5,000.00
Andy Williams*	Vic Park Film Festival (VPFF)	$4,950.00
Curate Arts Incorporated	Shadow Puppet Opera & Workshop	$5,000.00
Victoria Park Community Centre Incorporated	Know Thy Neighbour Part 3	$6,439.00
ACEconnect	How Did We Get Here?	$4,000.00
Creative Soul Sessions	Let's Get Arty	$3,320.00
Alexandra Theatre*	Dick and Percy	$5,400.00
Total		$40,109.00

22. *Please note: Funding for these projects is dependent on the Alexandra Theatre completing required building works to meet occupancy conditions, endorsed by the Town, by 1 February 2022 as advised by the Town of Victoria Park Principal Environmental Health Officer and Building Services.
23. The Town does not recommend the following tabled applications for endorsement by Council:

Arts Grants Funding Not Recommended

Applicants:	Project	Amount
GLBTI Rights In Ageing Inc.	Vic Park Cabaret & Vic Park Literacy Lunch	$3,830.00
Eclipse Design Solutions	Connect Lives Through Life Drawing	$8,500.00
Southern Districts Bands Inc	Goggles and Friends' Great Big Awesome Family Concert	$5,147.00
Greenbunch	Claude Street Studio	$5,000.00
Boogie Image	Perth Underground Film Festival (PUFF)	$10,000.00
Total		$32,477.00

24. An amount of $9,891 is remaining from the proposed $50,000 which will be used by the Town Arts Development Officer to supplement curation of Town Led Arts Season activities in order to round out the overall program, for marketing and promotion of Arts Season and production of the Arts Season program.

Relevant documents

Policy 114 Community Funding

There were no questions asked or presentations made in relation to this item.

12.4 Endorsement of Concept Plan and Preferred Option for Delivery of the Old Spaces, New Places Project No. 3

Location	Victoria Park
Reporting officers	Place Leader (Strategic Planning)
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	1. OSNP3 Final Concept Plan and Perspectives [**12.4.1** - 13 pages] 2. Minutes of Ordinary Council Meeting dated 15 June 2021 (Notice of Motion) [**12.4.2** - 5 pages] 3. Revised OSNP3 Cost Options further to Notice of Motion of 15 June 2021 [**12.4.3** - 8 pages] 4. OSNP3 Concept Plan Initial Costings (High-Med-Low) - March 2021 [**12.4.4** - 9 pages] 5. OSNP3 Preliminary Concept Plan [**12.4.5** - 6 pages] 6. OSNP3 Community Engagement Summary Report - June 2021 [**12.4.6** - 73 pages] 7. Minutes of Ordinary Council Meeting dated 15 December 2020 [**12.4.7** - 20 pages] 8. Revised Cost Option Multi-Criteria Analysis [**12.4.8** - 26 pages]

Recommendation

That Council:

1. Endorse the Concept Plan for the Town's Old Spaces, New Places #3 project at the intersection of Albany Highway with Rushton Street and Mackie Street, Victoria Park (as contained in attachment 1).
2. Receive the proposed options for delivery of the Concept Plan with estimated delivery budgets of $500,000, $1,000,000 and $2,000,000, as requested in the Notice of Motion resolved by Council at its Ordinary Meeting held on 21 June 2021 (as contained in attachment 2).
3. Endorse Scenario A, with an estimated budget of $2,000,000, as the preferred cost option for delivery of the Concept Plan, to progress to detailed design stage of the Old Spaces, New Places #3 project (as contained in attachment 3).
4. Withhold from prescribing an allocation of funds at this time and instead support inclusion of Scenario A as the preferred Old Spaces New Places #3 project in the Long-Term Financial Plan (LTFP) to identify budget at a future date to be determined by Council.
5. Endorse the reallocation and design of the existing car carrier bays on Rushton Street to provide a minimum of seven car parking bays after business hours and on weekends for use by the general public, to be implemented any time prior to or upon completion of the future delivery of the Concept Plan.

Purpose

To consider the revised Old Spaces New Places #3 (OSNP3) concept options in accordance with the Notice of Motion dated 15 June 2021 and determine a preferred concept design for delivery of the project at a future stage.

In brief

- Old Spaces, New Places (OSNP) is a program targeting locations within the Town that can be renewed and upgraded for greater community use and benefit.
- A Council resolution on 15 December 2020 confirmed location 3, the intersection of Albany Highway with Mackie Street and Rushton Street, as the chosen location for OSNP3 to progress to concept development stage.
- A Concept Plan has been developed following two rounds of community engagement to ensure that it reflects the communities' vision for the place.
- The Town has completed its review of the revised Concept Plan options for the OSNP3 project in accordance with the estimated delivery budgets prescribed in the Notice of Motion dated 15 June 2021.
- It is recommended that Council endorse the Concept Plan and Scenario A as the preferred option for its delivery with an estimated budget of $2 million, with the project's progression to detailed design stage and listing within the Town's Long-Term Financial Plan (LTFP) to be determined by Council at a future date.

Background

0. Old Spaces, New Places (OSNP) is a program targeting locations within the Town that can be renewed and upgraded for greater community use and benefit. This program was developed following a Council resolution (13 December 2016) to investigate alternative options for the use of laneways and intersections along Albany Highway and was later broadened by the Town to include public realm improvements for any urban areas in the Town that could demonstrate community benefit from an intervention. The previous two projects delivered under the OSNP program are:
    a. OSNP No. 1: ROW 52, East Victoria Park (construction completed)
    b. OSNP No. 2: Etwell Street Local Centre Revitalisation, East Victoria Park (construction currently underway).
1. This is the third project to be progressed as part of the OSNP program and is located along the western end of Albany Highway within Victoria Park. This project capatilises on the emerging investment in businesses in this area and has included:
    a. Confirmation of the location of the public realm improvement from a shortlist of locations which included:
        i. Location 1 – The intersection of Leonard Street and Albany Highway, which interfaces with the entry to the Victoria Park Central shopping centre;
        ii. Location 2 – The intersection of Albany Highway with Harvey Street and McMaster Street, which interfaces with Memorial Gardens; and
        iii. Location 3 – The intersection of Albany Highway with Mackie Street and Rushton Street, which serves as a transition/entry point into the heart of the Victoria Park commercial, hospitality and retail precinct.
    b. Preparation of a design concept for a public realm improvement and new urban space for the chosen location that can transition to detailed design and construction.
    c. A detailed public engagement program to guide the concept development.

2. OSNP3 is aligned with the actions contained in the Town's adopted Public Open Space Strategy (POSS), Urban Forest Strategy (UFS) and the Victoria Park Place Plan (Vol 7). The POSS and the UFS identify the need for public realm improvements to Albany Highway that promote active transport modes, increased greening and tree canopy, tourism and recreation opportunities, local employment and street activation. The Victoria Park Place Plan specifically identifies the OSNP3 project in the 2020 and 2021 financial year. The project has also been identified as 'Revive' and 'Thrive' initiatives contained in the 'Restart Vic Park' COVID-19 Response Strategy, which aim to support investment and reactivation of the local economy and support social connection and interaction.
3. Local community group, The Vic Park Collective, has prepared the 'Streets Ahead Action Plan – Albany Highway Urban Public Spaces Victoria Park & East Victoria Park | 2019 – 2022' (Streets Ahead) to advocate for incremental improvements to Albany Highway, Victoria Park and East Victoria Park, including the delivery of public realm improvements and/or new urban spaces at key intersections along Albany Highway. The action plan was informed by a high level of community engagement and includes a series of Quick Wins, Short and Medium Term Actions to achieve a vision for the Vic Park portion of Albany Highway, coined the 'Vic Park High Street'. Whilst not an adopted strategy of the Town of Victoria Park, the Town has been actively progressing and considering a broad range of the actions advocated by Streets Ahead as part its third OSNP project.
4. In 2020, the Town engaged Hatch Roberts Day to facilitate community engagement activities that would determine a location for the next OSNP project and prepare a Concept Plan for a public realm improvement. The engagement sought community input to identify the attributes and features of the public realm to prioritise in the creation of a new urban space at three pre-determined locations within the Town. The activities included stakeholder interviews, a community survey, onsite tour and community walkshop (walking workshop). These led to the establishment of community-driven visions, guiding place principles and place possibilities (high level conceptual ideas) (refer attachments 5 & 6).
5. The visions, guiding place principles and place possibilities were then presented back to the broader community for feedback as part of an online survey in October 2020, which also asked respondents to select their preferred location to proceed to concept design stage.
6. The OSNP3 location was selected as it represents a significant opportunity to capitalise upon the already successful hub of active frontages and vibrant day and night hospitality and retail uses. It also has the significant benefit of serving as an entry point to the Town of Victoria Park and raising the attraction and destination value of the western end of Albany Highway (refer attachment 7 – OCM Minutes 15 December 2020).
7. The final concept plan and vision for the OSNP3 site (refer attachment 1) is for a shared space that ultimately provides opportunities for alfresco dining, greening and increased tree canopy and improved safety and accessibility for pedestrians, cyclists and people of all ages and abilities.
8. Three cost options (refer Attachment 4) were then prepared showcasing how the Town could ultimately proceed to detailed design and improve public amenity at various costs, which were discussed at the May 2021 Concept Forum, with an initial officer level view of progressing formal consideration of the concept plan to the June 2021 Ordinary Council Meeting for endorsement.
9. The Council, at its Ordinary Meeting held on 15 June 2021, passed a resolution to deliver three revised concept options with estimated delivery budgets of $500,000, $1,000,000 and $2,000,000 (refer Attachment 2). It was intended the revised "possibility-based" approach to costing would ensure Council can deliver on infrastructure projects whilst being more sympathetic to rates expenditure.
10. Three alternative design concepts aligned to Council's budgetary limits have now been subsequently developed (refer Attachment 3) and are herein presented to Council for determination of a preferred concept to proceed to detailed design, with its future timing and funding to be determined by Council as part of the Town's Long Term Financial Plan (LTFP) and annual budgeting processes.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	A robust and comprehensive engagement program has informed the vision and place principles for the project. The outcome of this process has been used to guide the concept design phase and inform the analysis of each cost option.
CL03 - Well thought out and managed projects that are delivered successfully.	An extensive stakeholder engagement process has informed the vision, place principles and concept plan for the OSNP3 location. The preparation of alternative design outcomes and cost options will allow Council to give consideration to the financial implications of each option and the capacity to fund and deliver each option.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Preparation of various cost options with interchangeable elements will enable Council to make informed decision in future detailed design and planning for future funding.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Providing opportunity for the Elected Members to determine how to respond to the community vision.
CL09 - Appropriate devolution of decision-making and service provision to an empowered community.	The direct engagement between Town staff, Elected Members and community has provided an opportunity for positive exchanges, sharing of ideas, understanding and trust development.

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.	Improvements to the Albany Highway public realm will increase its attraction as a destination, encouraging locals and visitors to socialise and enjoy local goods and services on offer from surrounding businesses. The improvement at the western end of Albany Highway will also serve as an entry statement into the Town of Victoria Park, providing a sense of arrival into the heart of the Victoria Park retail, commercial and hospitality precinct.

EC02 - A clean, safe and accessible place to visit.	Safety, cleanliness and accessibility from both a crime/antisocial behaviour (CPTED principles) and a universal access perspective are key aspects embedded at concept design phase for the project.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The upgrade of the public realm will increase its amenity and destination attraction to the benefit of the surrounding community. This may serve as a catalyst, encouraging landowners to consider investment and optimisation of their land. The preferred concept will set the Town's standard and expectations for future upgrades.
EN03 - A place with sustainable, safe and convenient transport options for everyone.	Community engagement outcomes have identified traffic calming and improvements to pedestrian safety and accessibility as key priority. The preferred concept will need to respond to this.
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	Urban greening and increased tree canopy have been identified as key improvements across all shortlisted locations, as reflected in the community driven place principles that have been used to guide the concept design. Each cost options responds differently to this outcome and should be taken into consideration in Council's decision making.
EN07 - Increased vegetation and tree canopy.	

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	The community has been involved as part of a codesign process to inform the vision and place principles for the location. The preferred concept should reflect the collaborative design process to empower the local community and result in a sense of ownership and pride in the future direction and quality of their place. Should it proceed to detailed design and construction it will create a safe place for community exchange, socialisation and activity.

S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	Arts, culture and heritage featured prominently in the community's vision which is reflected to various degrees within the cost options. This needs to be taken into consideration in Council's decision making of its preferred option.

Engagement

11. A preliminary concept plan (refer attachment 5) was prepared in January 2020 based on all community feedback, and the vision, place principles and place possibilities developed during the previous stage of the project in collaboration with the community (refer attachment 6 – Community Engagement Summary Report), as endorsed by Council at the December 2020 Ordinary Council Meeting. Targeted engagement was then undertaken with local traders who have a direct frontage to the proposed public space in February 2021, which informed further revisions to the concept to arrive at a draft concept plan that was subject to community-wide engagement during April to May 2021. These stages of engagement occurred prior to the Council's request to undertake costings for the finalised concept plan (low, medium and high cost scenarios), and later June 2021 Council resolution to present revised concept delivery options based on $0.5 million, $1 million and $2 million estimated delivery budgets.

Internal engagement - Preliminary Concept Plan	
Urban Design	• Consider relocation of the stage to allow it to be used more easily during events. • Graphic in paving is great, but do not want to see an Elizabeth Quay style of pattern here. • Consider pushing the road (Albany Highway) to one side and creating a larger public space on one side than the other? This would create an area that would be used for events etc. even when there is no road closure in place.
Engineering	• Concern about the John Hughes car carriers and their ability to move through the space. • Safety of people moving through the space. • Cycling – design will need to accommodate recommendations of the Town's Bike Plan 2018 as Albany Hwy is a top 5 initiative. • Pedestrian Priority Zone (PPZ) – GTA state this area is suitable for a PPZ based on Hay St, however that is a mid-block treatment whereas this is a 4-way intersection so may not be comparable. PPZ principles can be used but speed limit reductions to be achieved through the road environment, not signage.
Place Management	Consider including a secondary set of bollards for smaller events and street closure. These would be used to close of Albany Highway to Rushton and Mackie St.

External engagement - Preliminary Concept Plan (targeted engagement)	
Stakeholders	Local business traders directly impacted by the proposed concept plan
Period of engagement	11 February 2021 – 23 February 2021
Level of engagement	3. Involve
Methods of engagement	One on one interviews with business operators (in person and over the phone) Online survey for those who couldn't meet in person Your thoughts project page
Advertising	• Direct emails to businesses • In person discussions • Information pack left for businesses who were not present on-site during site visits. • Facebook Message to businesses who had no email address and were not present on-site during site visits.
Submission summary	14 in person interviews 2 survey responses
Key findings	The key concerns were as follows: • Concern about parking loss and its impact on businesses • Support for the increase to greening, alfresco dining space and improvements to the space overall • Concern about the construction period and its impact on businesses • Concern about the perceived night time safety levels of Mackie Street and what more the plan could do to address this.

External engagement - Draft Concept Plan (community-wide engagement)	
Stakeholders	Local businesses Local community
Period of engagement	19 April 2021 – 3 May 2021
Level of engagement	3. Involve
Methods of engagement	• Your Thoughts information page • Online survey
Advertising	• Southern Gazette Ad - 22 April 2021 • Information sent to local schools for inclusion in school newsletters • Direct email to affected businesses • Pamphlet drop to all businesses and residents within a 200m walkable catchment • Facebook posts – 2 May 2021 (individual post), 3 May 2021 (weekly wrap up), 24 April 2021 (individual post), 19 April 2021 (individual post)

	• Instagram and Facebook stories • TV Slider • Business e-Newsletter - 21 April 2021 • Advertised on Localised (online business platform)
Submission summary	• 17 Submissions • 4 did not support the concept plan overall • 13 did support the concept plan overall
Key findings	• The main area of concern raised in the responses was parking and traffic impacts. In particular, the potential impact of removing parking bays and closing the intersection would have on residential side streets. Narrowing the road and creating a car-free space were the least liked elements of the plan. • It should be noted it is only intended the intersection be closed for events, with the main purpose of the concept design to slow vehicle traffic and improve the pedestrian environment by creating a shared space. The potential for the car carrier bays to be used by the public outside of operating hours would offset the loss of bays and help alleviate concerns related to parking. • Overall, the support for traffic calming, prioritizing pedestrians over vehicles, providing a more enjoyable outdoor dining experience and added vibrancy was significant. The most prevalent outcome being support for increased tree planting and rain gardens. • 80% of respondents believed the concept plan clearly reflected the ideas gathered from the community during previous engagement, noting the plan included paved roads, greening, additional outdoor space and walkways and alfresco dining - that would all enhance community interaction. • Importantly, the lack of acknowledgment of first people's history was recognised and the concept plan therefore provides opportunity to include cultural recognition.

Internal engagement - Draft Concept Plan	
Engineering	Engineering team have worked with the consultants to review the project and proposed swept paths for car carriers and parking modifications on Rushton Street. Further consideration will need to be given to buses turning into and out of Mackie Street at detailed design stage to ensure that they have sufficient width. The design team will need to engage with PTA to see what minimum width can be accommodated.

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	Potential cost escalations if the project scope and budget is not clearly defined.	Minor	Likely	High	Low	Treat – Council to endorse the preferred design outcome and consider the associated costs within the LTFP.
	Not having the capacity to fund the project.					Treat - consider the preferred cost option as a future capital budget requirement in the context of the LTFP – timing of later stages is then considered as a result of future capacity.
Environmental	Nil	Nil	Nil	Nil	Medium	Nil
Health and safety	Nil	Nil	Nil	Nil	Low	Nil
Infrastructure/ ICT systems/ utilities	Nil	Nil	Nil	Nil	Medium	Nil
Legislative compliance	Nil	Nil	Nil	Nil	Low	Nil
Reputation	Delayed Implementation while Council pursues other priorities.	Moderate	Possible	Medium	Low	Treat risk by incorporating the preferred concept into the LTFP so as to inform detailed design and identify appropriate timing for construction.
Reputation	Not meeting community expectations of the community-led vision.	Moderate	Possible	Medium	Low	Treat – Council to endorse preferred concept design in accordance with the MCA in order to

						guide future detailed design and construction stages. Project team can also work with the contractors at later stages to identify savings within scope that don't impact project outcomes.
Service delivery	Setting an adverse precedent for public realm works along Albany Highway that may conflict with the public realm design standards to be developed as part of the later stages of the Albany Highway Precinct Structure Plan project.	Minor	Possible	Medium	Medium	Treat risk by ensuring detailed design is undertaken in close collaboration with Town staff responsible for leading the Albany Highway Precinct Structure Plan project.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	The endorsement of the concept plan for OSNP3 and its transition to detailed design (and potentially construction) phase, will inform the Long-Term Financial Plan and Council will be able to determine when the next stage proceeds as part of future budget processes. The Victoria Park Place Plan will include the timing of these stages once established. To facilitate future stages it is proposed that funding will be acquired through: • Reserve Funds - Future Projects (in a future year that is consistent with the Town's ability to afford and resource the future work). • Obtaining a loan to fund the project or a portion of the project. • Future Urban Forest and Pedestrian Infrastructure budgets (where possible). • Investigation and application for potential arts, place activation and/or public infrastructure grants that may be available to the Town. The delivery of the project will lower the immediate asset liability for the project area but will also result in an increase in maintenance costs associated with maintaining this space within future operating budgets. These life cycle costs will be investigated and then documented in the LTFP during the detailed design phase.

	Should the recommended option be endorsed, the upgraded space will also present the Town with the opportunity to facilitate events that may lead to small revenue generation potential. Investment in the public realm in this portion of Albany Highway is likely to contribute to the potential for future development in the immediate surrounds which would have a positive impact on rates growth.

Analysis

Concept Plan Development and Engagement Outcomes

12. Given the changing nature of Albany Highway, it can be understood that friction between the needs of people and vehicles will always present a challenge. Albany Highway has over the years become more of a High Street environment functioning as a gathering space for people and less of a highway functioning as a thoroughfare for vehicles. As a result, the Town is attempting to reorder the hierarchy of our streets to move vehicles onto Shepperton Road and support people in their use of Albany Highway. This concept design is a physical representation of that change and puts people and their comfort at the forefront of decision making where possible
13. The concept plan has generally been well received and supported by the community. This is perhaps a result of the strong level of engagement throughout the location selection phase, place possibilities plan development and business feedback on the first iteration of the concept plan. The process has been truly collaborative and whilst some concerns exist, most people engaged throughout the concept plan development phase supported the concept plan. It is noted that only a small number of feedback surveys were received as part of the final concept plan engagement phase, which is seen as a level of affirmation from the community that they feel that they have had sufficient input and their ideas have been heard.
14. The primary concern of those businesses and community members who did not support the concept plan or those who had some concerns with the concept plan was the reduction in parking bays. The preliminary concept plan proposed a loss of 17 parking bays which was then revised down to 13 bays in the draft concept plan following community-wide engagement.
15. It is proposed to offset the 13-car bay loss by re-allocating the car carrier bays provided on Rushton Street. Discussions with the John Hughes Car Dealership identified the car carrier bays are not used after business hours or on weekends and in-principle support was obtained to use the bays for public car parking outside operating hours. A total of 7 bays could be accommodated within the car carrier bays which would significantly offset the proposed parking bay loss. A total loss of five car parking bays is considered reasonable and the additional bays provided in Rushton Street are within a reasonable walkable catchment to the businesses in the area. The concept plan also proposes an increase in bicycle parking infrastructure, which would encourage the use of active modes of transport.
16. Throughout the course of developing the concept plan it became evident that there is a need to consider the impact of car carriers associated with the John Hughes Car Dealership on the concept plan. The John Hughes Car Dealership reports that approximately 30 car carriers would access their site a day. The Town has provided loading bays (dimensioned and line-marked to accommodate car carriers) on Rushton Street (two bays, being a total of 50 metres in length) and Twickenham Street (one bay being a total of 25 metres in length). It is not known when these loading bays were created. Car carriers will also use the car parking bays on Teddington Road when available and require access to the traffic lights at Teddington Road to safely exit onto Shepperton Road.

17. Town officers have attempted to work within the constraints of historic decisions to accommodate the car carriers that pass through the site each day. The only viable option while car carriers use public roads to load and unload vehicles is to maintain this status quo and modify the design. Modifications to the design include more robust materials being used on road surfaces, changing the height of (or removing) the suspended lighting over the car carrier swept path, and widening the road carriageway to allow for the large vehicles to move through. This contrasts with the Town's commitment to put people first in urban design and the overall intent of the project but does respond to the unique needs of the businesses in the area.
18. Consultation with the Town's statutory planning staff indicates that under current planning requirements the parking of any vehicles associated with a motor vehicle sales premises are required to be accommodated on-site, including the loading/unloading of car carriers. Use of a public road for these activities is contrary to these requirements. It is possible for car carriers to load and unload on the John Hughes site with modifications to the current driveways and carriageway through the site, however this would require the willingness of the business to do so and/or Council removing the loading bays to encourage this change to occur. The John Hughes Car Dealership has not indicated an appetite to make such changes.
19. Detailed technical analysis was undertaken to address the above matters, including the engagement of a transport consultant to undertake swept path analysis of large vehicles (buses and car carriers) turning at the intersection, with investigation of potential options for relocated car carrier bay locations and movement patterns within and surrounding the John Hughes Car Dealership site. Following this testing, the concept plan was revised to accommodate large vehicle turning movements on the western corner of Rushton Street and Albany Highway, consistent with existing car carrier movement patterns.
20. Notwithstanding the above technical analysis, further detailed technical investigations will be required as part of any detailed design stage to precisely determine the ultimate paving and roadway widths, and the speed, safety and feasibility of traffic and pedestrian movement patterns though and around the site. Accordingly, there is not considered to be significant value in expending any further resources undertaking additional investigations/modelling until after Council has endorsed the proposed Concept Plan and the project has progressed to detailed design stage.
21. Being a Concept Plan, it is not intended to be a finalised technical blueprint for construction, and will be subject to further refinement, technical analysis and investigation during the proposed detailed design stage.

Proposed removal of existing 'wombat' pedestrian crossing

22. Concerns have also been raised by Elected Members in relation to the Concept Plan's proposed removal of the existing raised 'wombat' pedestrian crossing on Albany Highway, located adjacent to the John Hughes Car Dealership and Dutch Trading Co. The primary concern raised was in relation to the loss/impact that the crossing's removal may have on nearby schools that use the crossing and if there was potential for the crossing to be replaced/relocated further along Albany Highway, closer to Victoria Park Primary School.
23. In response, Town officers engaged and met directly with the principal of Victoria Park Primary School to ascertain the impacts that the removal of the existing wombat crossing may have. During this meeting it was expressed that very few students used the crossing, as the vast majority of students/parents walking to the school were in the residential area of Victoria Park and so were already travelling along the southern side of Albany Highway and/or using side streets to access the school. Shepperton Road, and the intervening commercial area between it and Albany Highway were also raised as significant existing barriers that did not promote walking to the school from the north side of Albany Highway via the existing pedestrian crossing.

24. The Town's Engineering staff have also advised that the original intent and purpose of the wombat crossing (and the basis upon which it was approved by Main Roads) were several night-time pedestrian/road safety incidents and high pedestrian counts associated with patrons of the nightclub formerly located at the current Dutch Trading Co. Premises.
25. Any potential relocation of the crossing closer to Victoria Park Primary School (at cost to the Town) was considered highly unlikely to receive Main Roads approval, as the pedestrian numbers at this location (further from the hub of commercial/hospitality activities located at the Albany Highway/Rushton Street/Mackie Street intersection) would be significantly below the relevant threshold and would also represent a potential safety issue, being in close proximity to the signalised intersection of Teddington Road and Shepperton Road.
26. Given the intent and vision of the Concept Plan is to create a unified, shared space that is conducive to safe pedestrian crossings at various points and significantly reduced vehicle speeds, the proposed removal of the existing wombat crossing has been maintained as part of the Concept Plan. Its retention was explored, however it was considered to undermine the creation of a shared space that prioritises pedestrian movement, by continuing to formalise and signal the segregation of pedestrian movement to a single crossing point to vehicles. Retention of the crossing would potentially also lead to confusion/uncertainty amongst various road users, and lead to potential safety/mode conflict issues.

Options for delivery of Concept Plan

27. Three cost options (refer Attachment 4) were prepared that provide the basis for detailed design and improved public amenity at various costs. The original cost options, as discussed in the May 2021 Concept Forum, provided a consistent response to the design objectives informed by the community consultation and extensive pre-existing urban design analysis. These options explored a range of public realm design outcomes with varying specifications and interchangeable elements.
28. The costs associated with delivery of these options (which were presented at the May 2021 Concept Forum) were estimated as follows, noting that the Town initially expected the cost to be in the vicinity of $2 million:
    - Low level option - $1.34 million
    - Medium level option - $2.30 million
    - High level option - $3.58 million.

Revised Options for delivery of Concept Plan

29. Following the 15 June 2021 Notice of Motion, three revised design concepts (refer Attachment 3) aligned to the budgetary limits of $500,000, $1,000,000 and $2,000,000 have been developed by ASPECT Studios, with the following key distinguishing features:
    a. Scenario A ($2M): High Level option which retains many of the original concept features, including a raised road surface, urban stone replacement paving, catenary lighting, custom street furniture and rain gardens with mature 500L tree stock.
    b. Scenario B ($1M): A Medium Level option which removes high-cost items, such as replacing catenary lighting with feature projection lighting, retaining existing brick paving while still delivering rain gardens and a shared road surface, smaller 200L tree stock and paired back street furniture.
    c. Scenario C ($0.5M): A Lower Level option which significantly reduces spend on all elements with existing paving retained, no feature lighting or artwork, no rain gardens, and no raised road surface. The option instead provides a painted feature to the existing road surface, additional tree planting (100L tree stock) and off-the-shelf street furniture.

Assessment of Concept Plan delivery Options

30. To better assess and understand the design implications of the revised cost options the consultant has carried out a multi-criteria analysis (MCA) (independent of the project team) to determine how each option performs in terms of achieving the vision for the site. The assessment criteria were developed in accordance with Infrastructure Australia guidance, namely:
    - Consistent and transparent application of criteria to each scenario;
    - Robust, defensible and clearly distinguishable assessment criteria;
    - Inclusion of criteria, measures and weightings to rank and compare options;
    - Sensitivity testing by changing agreed weightings to test robustness.
31. The criteria and weightings were developed in consultation with Town staff prior to the consultant undertaking the assessment. Criteria focused on the Place Vision and Pillars developed with the community, balanced with cost, deliverability and maintenance considerations. The 13 Assessment Criteria developed and utilised for the OSNP3 assessment were:

1	Cost to Town	Construction cost of option and impact to Town budget
2	Business Benefit	Extent to which option creates additional functional trading areas, adds 'kerb appeal' and extends activation into evening hours in line with business trading hours, thereby improving business performance
3	Disruptiveness	Likely complexity of works and resulting severity of disruption during construction period
4	Aesthetic Quality	Quality of soft landscaping and hardscape achieved and alignment to expressed community preferences in terms of coverage, tree sizes and visual cohesiveness
5	Environmental Performance	Amount of additional tree and understorey planting, likely microclimate effect and water quality improvement achieved by option, as expressed by community as a priority
6	Pedestrian Comfort	Amount of added pedestrian space, improvements to ease and safety of crossing and utility of new amenities provided (e.g. seating, bike racks) which improve comfort at all hours
7	Vehicle Impact	Extent to which option achieves intended vehicle movement outcomes i.e. slowing and sharing of space while maintaining adequate through-movement and parking
8	Event Capacity	Degree to which the option has the capacity to accommodate independent events and activation, supporting community vitality
9	Visitation and Buzz	Option is marketable and attracts visitation, is not likely to generate opposition or controversy thereby providing positive PR for Town

10	Cultural Contribution	Option strengthens cultural narratives and heritage interpretation through inclusion of artwork and storytelling
11	Maintenance and Durability	Likely cost and complexity of ongoing maintenance and long-term durability of Option
12	Future Proofing	Extent to which the option is flexible by design and can readily respond to opportunities as they emerge over time
13	Achievement of Vision	Option meets overarching objective of project to create significant Entrance to Victoria Park

32. The three cost option Scenarios were assessed for their performance against each of the selection criteria and given a score on a scale from 1 (low performance) to 5 (high performance). A relevant weighting of either High (score - 5), Medium (score - 3) or Low (score -1) was then applied to each of the criteria scores to arrive at an overall score for each of the concept plan delivery options in terms of the priorities they address from both the Town's and community's perspectives. A copy of the MCA is attached for Council's review and consideration (refer Attachment 8).
33. The MCA revealed the following weighted scores:
    - Scenario A – 131 (33 out of 45 unweighted)
    - Scenario B – 124 (32 out of 45 unweighted)
    - Scenario C – 92 (24 out of 45 unweighted)
34. Scenario A and B were clearly distinguished from Scenario C in terms of performance. Out of all scenarios, Scenario A (high level) prevailed as the highest-scoring option (with and without weighting) even when accounting for greater cost.
35. Scenario A reflects the greatest benefit to businesses, aesthetic quality, environmental performance, pedestrian comfort, vehicle impact, event capacity, visitation and buzz, cultural contribution and overall alignment to the project vision as expressed by the local community.
36. Scenario A's performance over Scenario B was however marginal, with B achieving comparably high scores across a range of criteria including environmental performance, event capacity and vehicle impact, while also benefitting from potentially lower ongoing costs.
37. Scenario C performed poorly, primarily due to its inability to achieve the community vision. It provides only marginal improvements to pedestrian priority and comfort, limited opportunity for cultural contribution owing to a lack of customised amenity in lighting and artwork; and a low environmental performance given the lack of rain gardens, limited landscaping and small trees.
38. Scenario C did however outperform the other options in terms of providing opportunity for future proofing, given the limited intervention to changing road widths, limited disruptions to existing business and a 75% cost saving.

Officer consideration of Concept Plan delivery options

39. The officer recommendation is consistent with that of the consultant's urban design review in that Scenario A ($2 million) is the preferred cost option for the site. Whilst this option performed poorly in terms of its disruptiveness, due to road surface replacement and need for paving replacement around storefronts, the overall long-term benefit to business and its capacity to deliver a high-quality public space (aesthetically, culturally and environmentally) is considered to significantly outweigh its alternatives.

40. Furthermore, Scenario A reflects a significant cost saving relative to the initial high-level cost option (of $3.8 million) developed previously, whilst maintaining most of the concept plan's core design elements.
41. The key changes made in Scenario A ($2 million) in comparison to the original high-level option ($3.8 million) are summarised below:
    - Concrete seating reduced from 164m to 120m.
    - Cost of artwork reduced to $30k.
    - Extent of Catenary Lighting reduced to 300m (previously 440m).
    - Road surface changed to Interlocking pavers (previously cobble stone).
    - Kerbing changed to in-situ concrete (previously granite).
    - Road Paving to match new verge paving - similar colour to create pedestrianised environment.
42. Whilst Scenario B delivers many of the same functional elements to A, it is evident that the advantage of Scenario A over Scenario B relates primarily to its aesthetic quality and alignment to the broader community vision. A summary of the key aesthetic differences with Scenario B are:
    - New verge and road paving to match existing red brick.
    - Concrete seats removed, proprietary furniture used.
    - Cost of Artwork reduced to $10k.
    - Catenary Lighting removed, Gobo lighting used.
    - Extent of earthworks and demolition reduced.
    - 200L trees (as opposed to 500L trees in Scenario A).
    - Extent of electrical and stormwater service upgrades reduced.
43. Council's preferred design outcome could set a standard for future changes and upgrades to key areas on Albany Highway. It is important for Council to consider the evolving long-term vision for Albany Highway as identified through the Town's strategic community vision, planning reform framework and the Albany Highway Precinct Structure Planning process.
44. To date it is clear the community has expressed a strong desire to significantly improve pedestrian amenity along Albany Highway. The OSNP3 project provides the Town with an opportunity to deliver a high-quality and meaningful response to community concerns and aspirations for Albany Highway.
45. While Scenario B performed relatively well, it has the potential to lower the perception of improvement and change as it offers less visually prominent seating and lighting features and the retention of existing paving does not address existing cracking, instability or safety issues. New paving may not match in colour with some variation expected (dark or lighter red). Ultimately Scenario B will not significantly enhance the aesthetic quality of the location, reducing the opportunity to provide a landmark statement as the entry to Victoria Park.
46. Scenario A ($2M) has been designed to reflect the concept plan which sets a clear vision for the site. As the preferred cost option, it will guide future detailed design, costing and construction phases which can be appropriately staged and managed to reduce impacts on local businesses.
47. The process to prepare a possibility-based approach to the cost options has been a meaningful one in that it highlighted how costs could be reduced without detrimentally impacting the vision. It also provided an opportunity to understand the impact that a lower effort/cost response could have on community pride, the Town's reputation, and the reputation of Victoria Park Town Centre as an emerging activity centre in Perth.

48. It is therefore recommended 'Scenario A' be endorsed as the preferred option to provide a greater level of accuracy about the extent of works and costs involved in the project and allocate $2,000,000 in the Long-Term Financial Plan (LTFP) to be determined in a future year that is consistent with the Town's ability to afford and resource the future work.

Relevant documents

Infrastructure Australia Assessment Framework (2018)

Volume 7 – Victoria Park Place Plan

Town of Victoria Park Public Open Space Strategy

Streets Ahead Action Plan (Vic Park Collective)

Restart Vic Park COVID-19 Response Strategy

VicVision

Old Spaces New Places #3 Your Thoughts

Questions and responses

Cr Jesse Hamer

1. Are bollards included in all three options?

The Chief Community Planner advised that manual bollards are included in the high and medium cost options (A and B) but are excluded from the low cost option.

2. The extra availability of parking which would be shared with car transport John Hughes, is there anything else on the other side of Albany Highway towards Berwick Street?

The Chief Community Planner took the question on notice.

Cr Peter Devereux

1. Has there been a consideration for cycling through the new space?

2. The Chief Community Planner advised that yes there has been consideration of cycling but not necessarily a cycling path. The focus of old spaces, new places is to slow traffic to make it safer for cyclists.

Mayor Karen Vernon

1. What impact could the Albany Highway Precinct Structure Plan have on this project?

The Chief Community Planner advised that she does not consider there will be any impact. The Albany Highway Precinct Structure Plan will accommodate the preferred concept Council chooses.

2. Should this project be deferred until after the Albany Highway Precinct Structure Plan is completed to ensure complete alignment between precinct planning and project delivery?

The Chief Community Planner advised that it is not necessary as the Albany Highway Precinct Structure Plan will be informed by this piece of work along with some strategic projects that align.

3. The 'Future Budget Impacts' notes increased maintenance costs of this project and that the lifecycle costs will be investigated and documented in the Long-Term Financial Plan during the detailed design phase. Should the lifecycle costs of new infrastructure and maintenance be considered before committing to the concept plan?

The Chief Community Planner advised that it is the Town's preference not to be done at concept stage. It is in the detailed design stage that specific materials, lighting, landscaping will be determined which will inform rates of repair/maintenance and likely replacement costs. It is cost effective to determine these future costs after a preferred concept has been selected rather than undertaking this level of analysis for three concepts.

4. Given the officers are not recommending a budget allocation at this time but rather place funds in the Long-Term Financial Plan (point 4), is it necessary to include the words withhold from prescribing an allocation of funds at this time and it just reads allocate funding in the Long-Term Financial Plan?

The Chief Community Planner advised that would be appropriate.

5. The 'Internal Engagement with Engineering' and paragraphs 17 – 22 of the officer's report refer to the use of car carriers by John Hughes and buses along Mackie Street. Paragraph 21 indicates that further detailed technical investigation will be required to determine road widths etc, all of which are currently key features of the concept plan requested to be endorsed, does the Town intend to allow car carriers to still be able to use this intersection?

The Chief Community Planner advised that yes that is correct, unless John Hughes modifies their operation, which the Town will continue to discuss with them, or there is an appropriate future where the Town may compel the car carriers to load onsite, this can only be done by a planning application or removal of the on street car carrier bays.

6. With the current concept plan with the narrowing of the road, will car carriers still be able to use this intersection?

The Chief Community Planner advised that yes, it is proposed that they are still able to use the intersection.

7. Can car carriers be permanently diverted from using this intersection?

The Chief Community Planner advised that they could, but it is the administration's recommendation to work with John Hughes during the detailed design phase.

8. Can the detailed technical investigation required on this issue, that has the potential to impact on the final design, be undertaken in advance of endorsing the concept plan?

The Chief Community Planner advised that yes it could be however, it would be preferable to undertake the analysis on one concept option rather than on three.

10. Does that place the Town at a risk that if we wait to do it until after we endorsed an option that we one, have created an expectation that it is a plan we are going to deliver, only to find out that the detailed technical investigations says we can't deliver it in that way and secondly, does it put us at risk that we have gone forward with the project without completing the investigations necessary to know that the final concept design recommended for endorsement is the right design for the area?

The Chief Community Planner advised that yes you can do those investigations at this stage, it is just recommended that the Town does those afterwards. It is usual to do detailed costings at the detailed design stage.

11. Given the acknowledged need to consult with the Public Transport Authority to understand the widths needed for buses traversing Mackie St, how long is this process of consultation likely to take?

The Chief Community Planner advised around three weeks.

12. What impact could changes in the turning widths for buses have on not only the design but the costs?

The Chief Community Planner advised that cost implications associated to bus turning patterns is not expected to have major cost implications. It would result in kerb location modifications, minor modifications to material quantities and refinements to landscaping, furniture and lighting locations.

13. Can the design team engage with the Public Transit Authority before putting the final design to Council for endorsement?

The Chief Community Planner advised that yes, but it is not recommended as being necessary. The Town's traffic consultants contacted the Public Transport Authority to outline the proposed project and confirm the existing bus route and any future planned modifications to the bus route. The Public Transport Authority has no objection to the proposed project and are ready to provide further input during the detailed design stage.

14. In the concept plan (12.4.1) the narrowing of Albany Highway next to Rushton Street, will this cause an obstruction of view for vehicles turning onto Albany Highway from Rushton Street?

The Chief Community Planner advised that she does that believe that to be the case. Narrowing the roadway will provide more space for alfresco space, landscaping, furniture, lighting, wayfinding and allow it to be designed in a way that does obstruct the view of drivers in vehicles.

15. Is there anything that can be done to improve line of sight for vehicles?

The Chief Community Planner advised that safety is the Town's primary concern and will not recommend anything that compromises vehicle or pedestrian safety.

The Chief Community Planner took the question on notice.

16. Given the key findings of community consultation were the narrowing of the road and moving to car-free were the least liked elements of the plan, what is the justification for the narrowing of the road and the car-fee spaces?

The Chief Community Planner advised that the design intent established in the earlier report to Council to determine the preferred location for OSNP3, as well as key informing documents such as the Public Open Space Strategy, Streets Ahead Action Plan and more recently the draft Transport Strategy seeks to create a slower environment for vehicles, a safe environment for pedestrians and cyclists, and improved trading area for businesses. A key design move to achieve this is narrowing the road and creating a space which feels more shared between the various users. It is not proposed for this space to be 'car-free' except potentially during special event periods.

17. In paragraph 34 of the officer's report, the multi criteria assessment revealed only one point difference between option A at $2m and option B at $1m. Can a detailed breakdown of how the extra $1m for option A will be spent?

The Chief Community Planner advised that this information is detailed in attachment 3 however, the Town can look to provide this information in more a simplified way.

18. The Town, at the moment, is constructing cycle lanes on Albany Highway from the Bus Transfer Station to Mackie Street. What happens to those with the ingress of the sides of the pavements being pushed into the road? How will cyclists navigate the road in that spot?

The Chief Community Planner advised that it is acknowledged that the cycle path is proposed to stop where this location is. There are proposed treatments for the traffic to slow both via visual and physical queues.

The Chief Executive Officer advised that there are existing transitioning zones on Albany Highway. Albany Highway is not an appropriate width to cater for everything.

Cr Jesse Hamer

1. If the key findings from the 17 submissions found that they had a problem with the lack of parking, is that an issue going forward with other submissions, is there any point them even talking to us?

The Chief Community Planner advised that the Town take on board what public submissions say but they are not determinative. The submission will not always be 100% aligned with what staff recommend but the Town do give them due regard.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Provide information on whether there will be extra parking on the other side of Albany Highway towards Berwick Street.
2. Provide information on whether there is anything that can be done to improve line of sight for vehicles.
3. Provide information how the extra $1m for option A is to be spent.

12.5 Future of the Business Advisory Group

Location	Town-wide
Reporting officer	Place Leader (Economic Development)
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council notes the Officer's comments regarding future consultation and engagement with the business community.

Purpose

To consider the proposed alternate methods of engaging with the business community following the expiration of the Business Advisory Group (BAG).

In brief

- Council resolved to establish a Business Advisory Group (BAG) on the 18 February 2020 Ordinary Council Meeting (OCM).
- An expression of interest process was undertaken, and the BAG held its first meeting on 14 October 2020.
- The group's term expired on 16 October 2021.

Background

1. Council resolved to establish a BAG on the 18 February 2020 OCM.
2. Staff recommended the postponement of the formation of the BAG on the 19 May 2020 OCM. This recommendation was based on the impact of the COVID-19 pandemic on the business community and their ability to participate in the BAG. Council resolved to continue with an expression of interest process and the preparation of draft terms of reference.
3. The expression of interest process was undertaken during June 2020 to establish the BAG.
4. Staff recommended eight businesses comprise the BAG. At the 18 August 2020 OCM Council determined it wanted the 23 eligible applicants included in the group.
5. The BAG held its first meeting on 14 October 2020. Three meetings in total were held throughout the term of the group. The BAG's term expired on 16 October 2021.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The business community can engage and provide feedback to the Town across a variety of projects and in a variety ways. They can also provide informal feedback to the Place Leader that is

	responsible for managing their place.

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.	Businesses know they can engage with the Town simply and inform the planning of the Economic Development sub programs as well as other initiatives that have a local economic impact.

Engagement

External engagement	
Stakeholders	Former Business Advisory Group members (23 in total)
Period of engagement	From 19 October 2021 to 29 October 2021
Level of engagement	Consult
Methods of engagement	YourThoughts survey
Advertising	Email
Submission summary	Five responses received: - Four respondents stated they thought the BAG should continue to exist. - One supported it being restructured into something else.
Key findings	The majority of respondents stated the BAG was not what they expected, however they found it valuable to be a part of the group.

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					Low	
Environmental					Medium	
Health and safety					Low	
Infrastructure/					Medium	

ICT systems/ utilities						
Legislative compliance					Low	
Reputation	Businesses are not engaged in a timely manner due to not enough BAG meetings in a year.	Minor	Possible	Medium	Low	TREAT by not renewing the BAG and continuing engagement listed in the Officer recommendation.
Reputation	The Town is considered to not be supporting its business community by disbanding the BAG.	Minor	Possible	Medium	Low	TREAT by continuing to develop the Business Communications Sub-Program and Business Events and Training Sub-Program to ensure timely information and feedback opportunities are provided to the business community via variety of mediums. TREAT by ensuring Place Leaders are continuing to regularly engage with their local business community informally.
Service delivery					Medium	

Financial implications

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

Future budget impact	Not applicable.

Analysis

6. Three meetings were held through the term of the BAG.
7. There was never full attendance at any of the three meetings, with decreasing attendance throughout the term of the group. Attendance dropped from 20 businesses in the first meeting, to 16 in the second and 11 in the third.
8. It is proposed that the BAG ceases to continue in the future, and other forums are used to engage and consult with businesses. These include:
    a. A networking event (to be made annual pending the success of the first event) to capture feedback on proposed initiatives for the 2022/23 Economic Development Program which includes:
        i. Destination Marketing Sub-Program;
        ii. Business Grant Sub-Program;
        iii. Business event and Training Sub-Program;
        iv. Invest Vic park Sub-Program;
        v. Business Communications Sub-Program; and
        vi. Red Tape Reduction Sub-Program.
    b. Monthly business 'drop-in' sessions, allowing the business community to book a time slot to chat to the Place Leader (Economic Development) with any queries they have. This drop-in session would be in addition to the ability to liaise with the Place Leader responsible for managing the place where the business resides.
9. This approach has several benefits:
    a) It allows the business community to inform the Economic Development program of works before it is delivered. This allows for efficient planning and for businesses to see where their feedback has been incorporated.
    b) The proposed event will satisfy the business community's desire for more networking opportunities.
    c) The monthly drop-in sessions provide more flexibility for the business community. They can pick a session to attend when they have the time and topics to discuss. The sessions are also more frequent, providing more opportunities to engage with the Town throughout the year, that are less time intensive for both businesses and Town staff.
    d) It provides greater capacity for the Place Leader (Economic Development) to deliver the Economic Development Program. The BAG meetings were highly time intensive to organise and run.
10. It is not possible to deliver both the above recommended approach and continue to deliver the BAG.
11. It is recommended that Council notes the alternative approach to future consultation and engagement with the business community.

Relevant documents

Policy 101 Governance of Council Advisory and Working Groups

Questions and responses

Deputy Mayor Claire Anderson

1. The report mentioned that the Business Advisory Group meetings were highly time intensive to organise and run those three meetings held throughout the term of the group. How much staff time was allocated?

The Chief Community Planner advised that it took approximately 60 hours to coordinate the Business Advisory Group. This includes Council reports, expression of interest and terms of reference processes, agendas, minutes, preparing presentations, conducting the meetings and uploading content to Your Thoughts. This does not include the additional staff time in other areas to prepare content and present, this is just the Place Leader.

2. If the six alternative forums used to engage and consult with businesses were to proceed, plus the once per year networking event and the potential monthly drop-in sessions for businesses, how much time would staff be allocating for the above events/forums?

The Chief Community Planner advised that the networking event would be designed as a forum to gather feedback on the six sub-programs that make up the entire economic development program of the Town. Monthly drop-in sessions would take about 2.5 hours for the Place Leader to prepare for and then deliver each month.

3. How much time would be required for the six alternative forums held throughout the year?

The Chief Community Planner took the question on notice.

4. In determining the effectiveness of the Business Advisory Group, were the members given the opportunity to give feedback on their experience?

The Chief Community Planner advised that yes they were, there was a survey and five completed the survey.

5. Do elected members have the opportunity to read that survey?

The Chief Community Planner advised that yes, the survey would be provided.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Provide information on how much time would be required for the six forums held throughout the year.
2. Provide information on the survey conducted.

Mayor Karen Vernon adjourned the meeting at 8.37pm for 10 minutes.

Manager Development Services, Mr Robert Cruikshank left the meeting at 8.37pm.

Mayor Karen Vernon resumed the meeting at 8.51pm.

13 Chief Operations Officer reports

13.1 Petition of Electors, Upgrade Read Park Playground

Location	Victoria Park
Reporting officer	Manager Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. D 21 83110 Petition of Electors - Upgrade Read Park [**13.1.1** - 4 pages]

Recommendation

1. That Council receives the report in response to the petition from residents requesting Upgrade Read Park with a playground suitable for 1–5-year-old children.
2. That Council considers the request to upgrade the playground as part of the 5-year Capital Works Program.

Purpose

For Council to receive the report in response to the petition and consider the request as part of the budget process.

In brief

- The Council was presented a petition on the 12 October 2021 Ordinary Council Meeting requesting a playground suitable for 1–5-year-old children at the Read Park site.
- Currently, there is an adult Senior Sports Equipment area and an existing children's playground.
- Both units are in average condition and getting towards the end of their usable life.
- Consideration of their replacement should be given in upcoming budgets.

Background

1. The petition presented to Council on 12 October 2021 reads -

   We the undersigned, all being electors of the Town of Victoria Park do respectfully request that Council:

   "Upgrade Read Park with a playground suitable for 1–5-year-old children".

   The reasons for the request are:

   "*There are many other local residents with young children who could also benefit from the upgrade. There is currently a degraded seniors exercise course, and an outdated playground with a slide so high and without any safe barrier protection The space itself is set up well with wide open grass areas and good tree cover, a vibrant café community garden and toilet block (which could also do with a bit of an upgrade) -a new playground with good shade cover would be the perfect addition to a better utilized and visited Park.*"

2. Read Park is located on Albany Highway on the corner of Salford Street. The site has a playground as well as Senior Sports Equipment for exercising.
3. The Park is home to the community garden, Arms Memorial as well as having an ablution block.
4. Typically, playgrounds have a 10 – 15-year lifespan depending on construction type, usage, and condition audits.
5. The current playground was installed in 2008 and is coming to the end of its operational life.
6. The Senior Sports Equipment is having shade sails fitted this financial year. The equipment was installed in 2009. The children's playground is shaded for most of the day by large trees, and it is not suggested additional shade sails would be required.
7. As part of playground renewal, it is standard practice to consult the community through the "your thoughts" platform to see what types of equipment, age group and requirements are desired for any playground renewal at a specific site. The residents on the petition can be encouraged to provide their feedback to the "your thoughts" platform should the Council approve funds for the playground renewal.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	By consulting with the public, we can deliver infrastructure that will be fit for purpose.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Providing appropriate public infrastructure available for the widest demographic.

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Using quality infrastructure in well utilized locations.

Engagement

Internal engagement	
Stakeholder	Comments
Parks staff	Feedback on playground types and maintenance required.
Finance	Assist with procurement requirements.
Stakeholder Relations	Assist with setting up your thoughts survey.

External engagement	
Stakeholders	Residents and nearby businesses to Read Park if funding is approved.
Period of engagement	Minimum of two weeks.
Level of engagement	3. Involve
Methods of engagement	Your thoughts survey.
Advertising	Town website, posters, social media.
Submission summary	Not applicable until a survey is carried out.
Key findings	Not Applicable.

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 funding replacement of playground.	Moderate	Likely	High	Low	TREAT risk by allowing funding for the renewal of playground in future budget.
Environmental	N/A				Medium	
Health and safety	Playground falls into state of disrepair causing injuries.	Moderate	Likely	High	Low	TREAT risk by regular playground audits and replacement of playground in appropriate timeframe.
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	N/A				Low	

Reputation	Failure to address residents request resulting in complaints.	Moderate	Likely	High	Low	TREAT risk by allowing funding in future budget for playground renewal.
Service delivery	Playground becomes unusable due to deterioration.	Moderate	Possible	Medium	Medium	TREAT risk by carrying out regular playground audits.

Financial implications

Current budget impact	Not applicable.
Future budget impact	To be included as part of 5-year Capital Works Program.

Analysis

8. The playground and Senior Sports Equipment Read Park are still serviceable but in average condition. As they were installed in 2009 and 2008, they are getting towards the end of their usable life. The Senior Sports Equipment has a lot of wooden components which require more maintenance and replacement as they age.

9. Both the Senior Sports Equipment and playground at Read Park should be considered for renewal in the next two years. It is estimated that the funds required would be in the $180,000 to $220,000 range to replace both as part of the renewal program.

Relevant documents

Not applicable.

Questions and responses

Deputy Mayor Claire Anderson

1. Can you explain the process the staff will undergo to implement universal design guidelines for the play space and equipment?

The Chief Operations Officer advised that the Town reverse scope the brief. The Town go out and get community thoughts via the Your Thoughts website. The easiest way is to make sure that the budget will cover the expenses.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.2 Bone St and Upton St Intersection Realignment

Location	St James
Reporting officer	Acting Traffic Engineer
Responsible officer	Manager Technical Services
Voting requirement	Simple majority
Attachments	Intersection of Bone St and Upton St Preliminary Concept

Recommendation

That Council:

1. Receives the report in response to the petition from residents regarding the intersection of Bone St and Upton St received by Council at the October 2021 Ordinary Council Meeting.
2. Requests the Chief Executive Officer to incorporate the intersection upgrade (civil works) into the scheduled Bone St road reseal (2025/26 financial year).

Purpose

The purpose of this report is to present the Town's response to the petition received by Council at the October 2021 OCM.

In brief

- The petition received by Council at the October 2021 OCM requested the upgrade and realignment of the intersection of Bone St and Upton St. The purpose of the upgrade seeks to improve road safety and amenity.
- The Town has undertaken a traffic safety assessment at the intersection. It was found that the proposed road modification works are not considered a priority when compared to many other intersections in the Town.
- It has been determined that the most cost-effective way to undertake the proposed civil works is to have them done in conjunction with the already scheduled road reseal works.
- Once the civil works are completed, the Urban Forest Strategy (UFS) planting and associated works can be undertaken.

Background

1. In March 2020, a Bone St resident met with the Town's Place Leader for St James to discuss opportunities at the intersection.
2. The Town then produced a concept design which reduced the size of the intersection in order to improve alignment and increase planting area.
3. In December 2020, the concept was presented to the UFS Implementation Working Group as a community project proposal. The project received favorable feedback however, it was decided that UFS funding should not be used for the road modification component of the project.
4. Following a review by the Strategic Asset Advisory Group (SAAG), the planting component was included in the 2021/22 UFS budget. The road modification component was submitted in the proposed capital works budget for 2021/22.

5. The road modification component of the project was subsequently omitted from the final 2021/22 capital works budget during the participatory budget modelling stage.
6. In October 2021, the Town received a petition which states the following:

To the Councillors of the Town of the Town of Victoria Park.
We the undersigned, being electors of the Town of Victoria Park wish to register our support and request that you initiate a program to upgrade the intersection of Bone St and Upton St, St James.
Objects.
1. *For the Town of Victoria Park to budget and provide funds, for road, reserve and do all the works.*
2. *Realign corner to a 90* entry into Bone St to make it a safer intersection.*
3. *Remove approx. 75% of bitumen apron of corner and convert to natural bush and Urban Forrest.*
4. *Greening of intersection and reduce heat sink effect.*

Reason for the Request.
1. *To beautify the suburb and make St James a sought after area for families to buy and build in a quality neighbourhood.*
2. *To improve the name of the suburb and counter the effect of its bad name caused by the high numbers of poorly maintained Homeswest properties.*
3. *To reduce the speed of vehicles using Bone St as a 'rat run' shortcut.*

Urban Forrest.
1. *Reduce heat sink effect from large open bitumen area of street.*
2. *Planting of garden space with native scrubs and incorporating benches, water fountain, Aboriginal artwork and lighting.*
3. *Extra tree coverage under Urban Forrest Strategy.*

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around.	An improved intersection layout that promotes safer driving and improved pedestrian connectivity.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	The opportunity to create green space within St James allowing passive recreation.
EN07 - Increased vegetation and tree canopy.	The reduction of road pavement in order to plant more street trees.

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	Improving the safety and sense of community amongst residents living on Bone St and Upton St.

Engagement

Internal engagement	
Place Planning	Managed concept design.

Street Improvement	Provided concept design input.
SAAG	Approved works for budgeting review.

External engagement	
UFS Working Group	Supported project for UFS funding (planting component).
Resident	Raised initial issues and potential 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	The project does not go ahead in 2025/26 due to budget constraints.	Moderate	Likely	High	Low	This is considered part of the budgeting process that funding allocation is based on priority.
Environmental	NA				Medium	
Health and safety	NA				Low	
Infrastructure/ ICT systems/ utilities	NA				Medium	
Legislative compliance	NA				Low	
Reputation	Negative community reaction if the project is delayed till 2025/26.	Moderate	Possible	Medium	Low	It can be justified that the project will be more cost-effective by delaying the project.
Service delivery	NA				Medium	

Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget to undertake the works this financial year.
Future budget impact	It is proposed that funding be acquired through: • Future capital works budgeting process for the 2025/26 FY – $45,000 • Urban Forest Strategy (UFS) budget – $30,000.

Analysis

7. The petition requests upgrade works to the intersection of Bone St and Upton St. The current intersection contains an unusual layout due to the intersecting angle of the two streets. The Town's preliminary concept design involves realigning the intersection to a more typical layout. This would reduce the amount of existing road pavement which could then be used for planting. Additionally, pedestrian crossing lengths would be reduced which would improve connectivity. It is proposed to split the project into two components being civil works and UFS planting.
8. The Town has undertaken an assessment of this intersection using the Council endorsed Traffic Warrant System to determine the level of intervention required. The warrant system has denoted this section as a site with low safety and amenity concerns. This is due to low average traffic speed and no recorded crash history. A review of traffic volumes showed that Bone St generates minimal through traffic which indicates 'rat running" is not an issue.
9. As the project is not considered a road safety priority. It is proposed to undertake the proposed civil works in conjunction with the already scheduled road reseal works. The Bone St reseal is currently scheduled to take place in the 2025/26 financial year. This is considered the most cost-effective way forward as the removal of new pavement would be avoided. Overall, a better project outcome would be achieved as the project would be seamlessly integrated into the street. It should be noted that alternatively, if the project was to be brought forward, this may result in other planned works having to be reprioritised.
10. The Town's UFS team will continue to work with the community to collaborate on the planting design and associated works.

Relevant documents

Not applicable.

Questions and responses

Cr Wilfred Hendriks

1. In regards to the concept in the attachments, were the residents consulted?

The Chief Operations Officer advised that plan was put together by staff not residents.

2. Is it possible that the road can be shifted to the left to keep a bigger public open space on the right hand side?

The Manager Technical Services advised that this is one of the options that the Town can consider, the other option is to have a medium to provide a better definition and to have a safer pedestrian access.

3. Is it possible to make the intersection more square rather than curved?

The Manager Technical Services advised that is the main intention, so rather than having a straight medium item it will be skewed to make it more of a right angle.

4. So what we are seeing is not the right design?

The Manager Technical Services advised that the Town have the ability to provide a more detailed design once the Town have the feedback including Main Roads feedback.

5. So before a final design comes out, Council will get to see that?

The Manager Technical Services advised that the Town do not normally present the design again to Council however, if the final design looks very different to what officers originally proposed it may be brought back to Council.

6. Are there any options for the intersection upgrade to come back to Council?

The Manager Technical Services advised that yes, the Town can do that. The options are to provide the final design through the Councillor Portal or a concept forum.

Cr Jesvin Karimi

1. This was an item that came up to do Urban Forest Strategy planning to allow the Town to plant more trees, there was some work needed to be done on the road. It was put to Council via budget deliberations and it was decided to move it off the budget for various reasons, is this not the same issue we are dealing with now?

Mayor Vernon advised that it was not her recollection that the intersection alignment was solely an Urban Forest Strategy proposal. The residents have a concern about the safety in that road and they came up with the proposal with more open space.

The Chief Operations Officer advised that your recollection is correct, the Urban Forest Strategy was driving the timing. It was the Town's recommendation to hold it over until Bone Street was sealed so that there were no redundant works.

Cr Luana Lisandro

1. Was there any consideration for making this intersection a cul-de-sac at this stage?

The Chief Operations Officer took the question on notice.

2. Would the process be surveyed to the residents?

The Chief Operations Officer took the question on notice.

The Chief Executive Officer advised that the Town does not recommend creating a cul-de-sac as it just pushes traffic onto other streets.

3. What streets in the Town have been created into a cul-de-sac in the last five years?

The Manager Technical Services advised that the Town have not created any cul-de-sacs in the last five years.

4. Has there ever been any road counters on Bone Street and Upton Street? If so, when they were last down and what was the count and were they measuring speed?

The Manager Technical Services advised that the Town did investigate the number of accidents on Upton or Bone Street and there were minimal.

The Manager Technical Services took the question on notice.

5. Is it safe to assume that no counts have been done?

The Chief Executive Officer advised that counts were done in July 2017 with 80 vehicles a day on Bone Street and 271 on Upton Street.

6. Did they measure speed?

The Chief Executive Officer advised that yes, every traffic count the Town records speed information.

7. Can the details of the count and speeds be included in Ordinary Council Meeting report?

Mayor Vernon took the question on notice.

Cr Jesse Hamer

1. Is it currently a stop sign or give way?

The Manager Technical Services advised that it is currently not controlled by any signs. As part of the review, if the Town did install a medium island the Town would also install a give way line or stop on control line. Main Roads would not normally support a stop on control line.

Cr Luana Lisandro

1. Is it safe to assume that Main Roads are removing stop signs and moving towards give way signs?

The Manager Technical Services advised that with a lot of the older intersections that is what Main Roads is recommending, unless there is significant road safety issues.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Provide information on whether there has been any consideration for making this intersection a cul-de-sac at this stage.

2. Provide information on whether residents would be surveyed about the process.

3. Provide information on the last time road counters have been used on Bone Street and Upton Street, the results of the count and whether speed was measured.

13.3 Albany Highway Cycle Lanes (Parking Removal)

Location	Albany Hwy, Victoria Park
Reporting officer	Acting Traffic Engineer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. E 10569-9 PARKING SIGNS [**13.3.1** - 1 page] 2. E 10569-10 PARKING SIGNS [**13.3.2** - 1 page]

Recommendation

That Council approves the removal of 16 on-street parking bays along Albany Hwy between Oswald St and Rushton St. This is required to facilitate new on-street cycle lanes by reallocating underused road space.

Purpose

This report seeks Council approval to implement new parking arrangements as part of the Albany Hwy Cycle Lanes project.

In brief

- The Albany Hwy Cycle Lanes project provides cycling facilities between Oswald St and Rushton St. As part of the project, a reduction in on-street parking bays is required.
- During preliminary investigations, parking surveys indicated a reduction in parking would have minimal impact. However, the Town has undertaken several initiatives to mitigate any impacts of reduced parking.
- The Town's consultation with businesses showed overall support.
- This project was funded by the Local Roads and Community Infrastructure Program (LRCI).

Background

1. The civil works, signs and line marking for this project have been completed. For the proposed parking removal, Council is required to formally approve these changes.

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN03 - A place with sustainable, safe and convenient transport options for everyone.	Better use of road space for safer active travel use.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Supporting the growth of active travel use.

Engagement

Internal engagement	
Place Planning	Helped with consultation and grant application.
Parking	Provided parking input and support for the project.
Street Improvement	Internal design reviews.

External engagement	
Stakeholders	Victoria Park Primary School and business owners who front the project.
Period of engagement	November 2020 – February 2021
Level of engagement	4. Collaborate
Methods of engagement	The Town met with the majority of stakeholders who front the project. The engagement with stakeholders was recorded using submission forms.
Advertising	This project was not advertised to the public as consultation targeted stakeholders who front the project.
Submission summary	11 submissions received, 9 supported, 2 did not wish to state a position.
Key findings	Overall support for the project.

Other engagement	
Main Roads WA	Provided approval for proposed signs and line marking changes.
Public Transport Agency	Provided support for changes to bus bay line marking.

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	N/A				Low	

Environmental	N/A				Medium	
Health and safety	Vehicles parking in new cycle lane.	Moderate	Likely	High	Low	Remove parking.
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	N/A				Low	
Reputation	Negative reaction to uncompleted project.	Moderate	Possible	Medium	Low	Remove parking and complete project.
Service delivery	N/A				Medium	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	A review of existing parking machine revenue found any loss of revenue would be negligible. This is equated to low occupancy and substantial use of free ticketing at these locations.

Analysis

2. The project includes 410m of dedicated cycle lanes, including a 60m section of protected cycle lane where it is proposed to remove a traffic lane. This requires a net reduction of 12 parking bays over the project length.
3. It's been identified that the parking proposed to be removed had an average occupancy of less than 20% during daylight hours. The existing parking to be retained has an average occupancy of less than 35%. Thus parking impacts are expected to be minimal, and it's deemed that existing road space could be better allocated. Furthermore, there is still significantly underutilised parking on side streets such as Asquith St, Twickenham Rd and Teddington Rd. To mitigate any impact caused by a reduction in parking, the Town has undertaken the following:
    - Remarked existing bays on side streets to increase delineation;
    - Modified loading zone times on Twickenham Rd and Rushton St to provide more flexible use;
    - Construction of four new indented car bays;

- Held discussions with City Subaru regarding converting three existing loading bays into general parking. At this stage City Subaru has not requested the Town make any changes to these bays. It's likely that this will be looked at 6 months post project completion.

4. The Town met with the majority of stakeholders to discuss the project. Overall support for the project was positive, and this included John Hughes Group, who is the majority stakeholder for this section of Albany Hwy.
5. This project met funding criteria for the Local Roads and Community Infrastructure Program (LRCI). Which resulted in the project being fully funded by the LRCI. This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Relevant documents

Not applicable.

Questions and responses

Cr Peter Devereux

1. Can I ask how this section of bike path will connect more broadly with the joint bike plan with Town of South Perth and with plans for the rest of Albany Highway?

The Chief Operations Officer advised that the Transport Strategy identifies Albany Highway as a local connection in the Long-Term Cycle Network. The Albany Highway Precinct Structure Plan provides more detailed public realm designs that considers cycling as one the critical modes of transport. There is also more information in the Public Open Space Strategy and the Vic Park Collectives Streets Ahead Action Plan which coordinate to connect more broadly.

Cr Vicki Potter

1. Just looking at the engagement, a large part of the time was school holidays. What kind of engagement has there been with schools, was there any engagement with the school board or school P&C?

The Chief Operations Officer advised that there was engagement done with the Victoria Park Primary School.

The Chief Operations Officer took on notice the second part of question.

2. Was there any consideration given to any discussions given to the broader school community especially parents with small children?

The Chief Operations Officer took the question on notice.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Provide information on whether the Victoria Park Primary School Board and P&C were consulted.
2. Provide information on whether there was any consideration given to discussions with the broader school community, especially parents with small children.

13.4 Consideration of Projects for LRCI Funding Phase 3

Location	Town-wide
Reporting officer	Manager Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. Attachment 1 - Eligibility criteria LRCI guidelines [**13.4.1** - 30 pages] 2. Attachment 2 - LRCI Multi criteria - weighted [**13.4.2** - 1 page] 3. Attachment 3 - Elected Member MCA Survey results [**13.4.3** - 12 pages] 4. Attachment 4 - LRCI Project Ranking Results [**13.4.4** - 1 page]

Recommendation

That Council:

1. Approve the Harold Rossiter Park floodlight upgrade to be funded by the LRCI grant program (Phase 3).
2. Approve any remaining funds from the LRCI grant program to be allocated to the upgrade of Right of Way 130 (bounded by Oats Street, Shepperton Road, Milford Street and Swansea Street East).
3. Acknowledges that the Town has a current CSRFF grant application in for Harold Rossiter Park lighting, and if the grant is successful, $130,000 less funding for this project will be required through the LRCI grant program funds.

Purpose

For Council to determine the allocation of Local Road and Community Infrastructure (LRCI) Phase 3 Grant funding from the Federal Government.

In brief

- The LRCI grant program was initiated by the Federal Government and is now in its third phase. The objectives of the program are to:
  - *"provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and*
  - *deliver benefits to communities, such as improved road safety, accessibility and visual amenity."*
- The Town was apportioned $548,000 in Phase 3 of the LRCI grant program.
- The Town identified a range of projects that might be eligible for LRCI funding, while also being sufficiently progressed to be implemented within the grant timeframes.
- These projects were further refined with projects not able to be resourced and/or requiring additional municipal funding (not identified in the Long-Term Financial Plan) eliminated from further consideration.
- The Town recommends that Council approve allocating the LRCI Phase 3 funding to an upgrade of the floodlighting to Harold Rossiter Park.

Background

1. The LRCI grant program was initiated by the Federal Government to "stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19".

2. The grant program is now in its third phase and the objectives of the program are to:
    a. "provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and
    b. deliver benefits to communities, such as improved road safety, accessibility and visual amenity."
3. The following works are being (or have already been) undertaken with funding support from Phase 1 and Phase 2 of the LRCI program:
    a. Albany Highway cycle lanes
    b. Street lighting upgrades
    c. JA Lee Changeroom upgrades
    d. Etwell Street Local Centre Revitalisation Project.
4. The Town identified the following projects as being eligible for the LRCI grant program (the eligibility criteria is contained in attachment 1):
    a. Archer Street and Mint Street Streetscape Upgrade (contribution to unfunded elements)
    b. Edward Millen Park (changing places toilet or stethoscope play element)
    c. Harold Rossiter Park flood lighting upgrade
    d. Burswood Peninsula Wayfinding - Stage 1
    e. Old Spaces New Places No.3 - Western Gateway (Albany/Rushton/Mackie)
    f. Asset renewal projects identified in the Town's Asset Management Plans such as:
        i. ROW 130 upgrade; and
        ii. ROW 84B upgrade.
    g. Electric Vehicle Charging Stations
5. Of these projects only the following three projects can be delivered within the resourcing capability of the Town and without requiring a further contribution from municipal funds.
    a. Harold Rossiter Park flood lighting upgrade.
    b. ROW 130 Upgrade; and
    c. ROW 84B Upgrade.
6. These final projects were assessed against a multi criterion assessment. The criterion and associated weighting are contained in attachment 2.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The Town has undertaken a careful analysis of its future projects to understand what is capable of being delivered and then outlined this process of analysis in a transparent manner (via this report).

Engagement

Internal engagement	
Stakeholder	Comments
SAAG	The Strategic Asset Advisory Group worked collaboratively to identify potential projects that might be funded by the LRCI grant; developed the multi-criteria tool and then undertook the assessment.

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	Council decides to proceed with a different project(s) than recommended by Administration.	Severe	Possible	High	Low	TREAT risk by Considering the preferred project in the context of the LTFP and clearly communicating other projects that might be affected by the redirection of funds or funding sources that might cover the expansion of expenditure.
Environmental	Nil				Medium	
Health and safety	Nil				Low	
Infrastructure/ ICT systems/ utilities	Nil				Medium	
Legislative compliance	Nil				Low	
Reputation	Nil				Low	

Service delivery	Council decides to proceed with a different project(s) than recommended by Administration.	Severe	Possible	High	Medium	TREAT risk by considering the resources that are required to deliver the preferred project of Council and any impact that might be had on service delivery or other projects of the Town.

Financial implications

Current budget impact	All the projects eligible for LRCI funding that were assessed by the Town are currently unfunded. Therefore, they have no immediate impact on the current budget.
Future budget impact	. The future budget impact of eligible projects is listed below (the proposed project is bolded): a. Archer Street and Mint Street Streetscape Upgrade ($5.6 million) b. Edward Millen Park i. changing places toilet ($637,000); or ii. stethoscope play element ($630,000) **c. Harold Rossiter Park flood lighting upgrade ($390,000).** d. Burswood Peninsula Wayfinding - Stage 1 (unknown and subject of completion of detailed design in 2021/22) e. Old Spaces New Places No.3 - Western Gateway (Albany/Rushton/Mackie) (either $500,000, $1,000,000, or $2,000,000 dependent on Council decision) f. Asset renewal projects identified in the Town's Asset Management Plans such as: i. ROW130 upgrade ($219,816); and ii. ROW 84B upgrade ($209,621) g. Electric Vehicle Charging Stations (unknown quantity and cost)

Analysis

7. The Town considered the following projects for LRCI funding:
    a. Archer Street and Mint Street Streetscape Upgrade:
        i. Consideration of allocating the funding to the unfunded elements of Archer Street and Mint Street (Stages 2, 3 and 4);
        ii. Would be in addition to the $830,000 received from the Department of Transport (Western Australian Bicycle Network Grant) for the design and construction of protected bicycle lanes across all stages (2, 3, and 4) and makes up roughly 70% of the corridor length of the project;
        iii. This would leave approximately $4,222,000 to be funded by the Town;
        iv. This would leave approximately $4,222,000 to be funded by the Town;
        v. Detailed Designs for Stages 2, 3 and 4 are still to be prepared;

b. Edward Millen Park (funds would allow for delivery of the following additional that have been de-scoped from original design):
    i. Changing Places toilet (included in scope at reduced size) at a cost of $637,000;
    ii. Play equipment (including feature stethoscope) at a cost of $630,000; and
c. Harold Rossiter Floodlights (funds would contribute to the required municipal funds to deliver the project)
    i. Estimated project cost $390,000.00.
    ii. $130,000.00 of Club Night Lights Program funding has been applied for and the outcome of the Town's application is not expected until early 2022.
    iii. If the Town is successful with the grant application the Town will be required to provide $260,000.00 of municipal funds to complete the project.
    iv. If the Town is not successful with the grant application the Town will be required to provide $390,000.00 of municipal funds to complete the project.
    v. The Harold Rossiter floodlight project amount of $390,000.00 has been listed for consideration in the draft 2022/23 Annual Budget. This was requested in September OCM 2021.
    vi. Eight floodlight poles will be installed, four floodlight poles per pitch.
    vii. Provide 100LUX LED floodlighting to both soccer pitches at Harold Rossiter Park; and
    viii. Provide low lux level community lighting that provides sufficient lighting for walking and low intensity activity in the evening.
d. Burswood Peninsula Wayfinding:
    i. The Town, in collaboration with major stakeholders completed a Wayfinding Plan for the Burswood Peninsula in the 2020 and 2021 financial year. This plan provides the higher-level framework for signage across the entire Peninsula.
    ii. An amount of $40,000 has been allocated to detailed design for the first stage in the 2020/21 annual budget. The completion of detailed design over the coming months will provide an indication of estimated costs, which are currently not known.
    iii. The objective of this project is to transform the Albany, Rushton and Mackie Street intersection into a more pedestrian friendly space in support of the local economy, public health, and future growth and development of the area.
    iv. Scope of works depends on Councils pending decision on a preferred option, which includes:
    v. Option A - $2,000,000 cost option (not including detailed design)
    vi. Option B - $1,000,000 cost option (not including detailed design)
    vii. Option C - $500,000 cost option (not including detailed design)
    viii. Concept designs for these options are completed with detailed design and then construction pending.
e. Asset renewal projects - the funds would allow the delivery of the Town's asset management program with one or a combination of the listed projects:
    i. ROW130 upgrade: located between Shepperton Road, somerset Street and Gerard Street ($219,816); and

ii. ROW 84B upgrade: bounded by Anglesea Street, Maude Street, Gerard Street and Blair Athol Street ($209,621).

8. Of these projects only the following three projects can be delivered within the resourcing capability of the Town and without requiring a further contribution from municipal funds.
   a. Harold Rossiter Park flood lighting upgrade.
   b. ROW 130 Upgrade; and
   c. ROW 84B Upgrade.
9. These final projects were assessed against a multi criteria assessment in order to arrive at a recommendation. The criteria were developed based on:
   a. The current Strategic Community plan objectives
   b. Current Council budget themes and narratives
   c. Project readiness criteria
   d. LRCI guideline criteria
   e. Long term sustainability criteria.
10. The criteria were weighted based on Council feedback received via the Elected Member portal. A copy of the survey results is contained in attachment 3. The LRCI multi-criteria showing the weighted criteria from this feedback is contained in attachment 2.
11. The Town recommends using the LRCI funding to deliver the Harold Rossiter Floodlighting upgrade. Should there be funds remaining from LRCI funding apportioned to the Town then it is recommended that those funds be used to upgrade Right of Way 130.
12. Although the Town has recommended an upgrade to the Harold Rossiter Floodlighting, the other above projects are still eligible under the LRCI funding guidelines. The Town also applied all eligible projects to the multi-criteria assessment and the subsequent results are contained in attachment 4. If Council were to prefer the funding be used on one of the projects that were removed from consideration (7a, b, d, and e above), they could resolve to re-direct the funds but would need to consider this decision in the context of the Long-Term Financial Plan, and the resourcing implications to service the project (expansion of resourcing or reallocation of resourcing from another project).
13. Should Council determine to proceed with Administration's recommendation or a different project or combination of projects (choosing from the list above) the Town would then:
   a. Consider any future financial and/or resourcing considerations and make the necessary arrangements/modifications, alerting elected members of any potential risks;
   b. Undertake any necessary next steps with the Federal Government in order to access those funds;
   c. Plan the chosen project (any make necessary adjustments to other projects) to ensure delivery occurs before deadlines outlined in the LRCI grant guidelines (December 2023).

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

13.5 Proposed Closure of Right of Way Bounded by Sussex Street, Albany Highway, Moorgate Street and Basinghall Street (ROW131)

Location	East Victoria Park
Reporting officer	Land and Properties Project Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. Attachment 1 - Aerial Image of ROW 131 [**13.5.1** - 1 page] 2. Attachment 2 - Sketch of ROW 131 [**13.5.2** - 1 page] 3. Attachment 3 - Palina Nominees Pty Ltd Consultation Letter ROW 131 [**13.5.3** - 1 page] 4. Attachment 4 - Oahu Management Pty Ltd Consulation Letter ROW 131 [**13.5.4** - 1 page] 5. Attachment 5 - Water Corporation Consultation Letter ROW 131 [**13.5.5** - 1 page] 6. Attachment 6 - Water Corporation Response Letter ROW 131 [**13.5.6** - 1 page] 7. Attachment 7 - Original Certificate of Title for ROW 131 [**13.5.7** - 1 page] 8. Attachment 8 - Probate Search ROW 131 [**13.5.8** - 1 page]

Recommendation

That Council:

1. Subject to the provision by Oahu Management Pty Ltd of an indemnity to the Town in accordance with the report, notice be given to seek public submissions on a proposal to close by acquisition and amalgamate approximately 181.2 m^2 portion of right of way (ROW 131), pursuant to section 52(1)(b) and section 87 of the *Land Administration Act 1997*, and regulation 6 of the *Land Administration Regulations 1998* into adjacent Lot 103 on Diagram 64697; and
2. Should no submissions be received, pursuant to section 52(1)(b) and section 87 of the *Land Administration Act 1997*, and regulation 6 of the *Land Administration Regulations 1998* resolve to request the Minister for Lands to close and amalgamate ROW 131 into adjacent Lot 103 on Diagram 64697.
3. Indemnifies the Minister for Lands against any claim for compensation that may arise, pursuant to section 56(4) of the *Land Administration Act 1997*.

Recommendation-end-do-not-remove}

Purpose

The Town is seeking a resolution from Council pursuant to section 52(1)(b) of the *Land Administration Act 1997* to progress a formal request to the Minister for Lands for the closure by acquisition of ROW 131 (being a portion of Lot 66 on Plan 1954) and subsequent amalgamation pursuant to section 87 of the *Land Administration Act 1997* into adjacent Lot 103 on Diagram 64697.

In brief

- Iffla Wade (Commercial Law Firm) on behalf of Oahu Management Pty Ltd, has written to the Town requesting that the Right of Way bounded by Sussex Street, Albany Highway, Moorgate Street and Basinghall Street, be closed and disposed of to Oahu Management Pty Ltd (the Applicant).

Background

1. ROW 131 is a portion of Lot 66 on Plan 1954. It is 3.0 metres wide and 39.4 metres long. It runs parallel to Albany Highway bounded by Sussex Street, Moorgate Street and Basinghall Street (please refer to attachments 1 and 2). The registered proprietor of ROW 131 is recorded at Landgate as James Robert Johnston, of Perth, on Certificate of Title Volume 145 Folio 40, dated 25 February 1898.
2. The Applicant wishes to amalgamate ROW 131 into the adjoining Lot 103. ROW 131 is currently part of a constructed car park within the 'Park Centre' shopping centre precinct. The 'Park Centre' has recently been upgraded. The Applicant wished to amalgamate ROW 131 into Lot 103 to consolidate their land holding. The Applicant states they have been in possession of ROW 131 and have been maintaining it since the Applicant became the owner of Lot 103 in 1996, some 25 years ago.
3. ROW 131 was not created to grant a right of way to #779, Lot 1 Albany Highway (Priceline Pharmacy). The Town has no requirement to retain ROW 131 for access purposes.
4. The Applicant states they intend to continue using the land comprising of ROW 131 for parking and traffic circulation purposes.
5. The Town has issued preliminary notifications to all adjoining property owners and public utility authorities affected by the potential closure and disposal of ROW 131 as part of its due diligence process (please refer to attachments 3, 4 and 5). It is good practice to consult with all adjoining property owners and public utility authorities prior to Council considering the proposal, and then re-present the matter for Council consideration in the event that the subsequent formal public consultation period attracts submissions.
6. Two properties adjoin ROW 131. Preliminary notifications have been sent to the owners to consult them and invite comments on the proposal. No response has been received at the time of preparing this report.
7. The Water Corporation is the only public utility authority affected by the proposal. The Water Corporation has confirmed no objection to the proposal (please refer to attachment 6). The Water Corporation advises there is an existing asset (sewer main) in ROW 131 that will require protection by way of a 3m wide easement located centrally over the main. A deed of agreement will be lodged against the title at Landgate in the form of an easement. The Applicant (subject to acquiring ROW 131) will be required to pay for the deed's preparation and the easement's registration.
8. A probate search to trace the proprietorship of ROW 131 did not reveal any record of an application for a grant of probate/administration being made in the estate of James Robert Johnston (please refer to attachments 7 and 8).
9. The Town has not expended any funds on ROW 131 over the last 25 years. The Applicant has recently resurfaced ROW 131 and the surrounding area without any contribution from the Town.
10. If ROW 131 is closed as proposed, it will become unallocated Crown Land owned by the State of Western Australia under the care control and management of the Department of Planning Lands and Heritage (DPLH). In the event of the closure of ROW 131, the amalgamation and sale of the land to the Applicant will be the responsibility of the Applicant and DPLH.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	Ensure that the closure is carried out according to the requirements of the *Land Administration Act 1997* and associated Regulations.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The Town recognises that it is responsible for the administration and, where required, application and enforcement of a number of laws under the *Land Administration Act 1997*.

Engagement

Internal engagement	
Street Improvement	No objections
Place Planning	No objections
Property Development and Leasing	The closure of the right of way by acquisition and subsequent amalgamation of Crown Land into the adjoining land will assist Oahu Management Pty Ltd to consolidate their land holding.

External engagement	
Stakeholders	Service authorities, adjoining landowners
Period of engagement	Two weeks
Level of engagement	Consult
Methods of engagement	Written engagement
Advertising	Proposed closure will be advertised for no less than 30 days.
Submission summary	A further report will be presented to the Council only if submissions are received.
Key findings	Not applicable

Legal compliance

11. A local government may request the Minister for Lands to close a right of way by acquiring the land as Crown Land where the land is deemed a private road or designated for a public purpose on a plan of survey pursuant to Section 52 of the *Land Administration Act 1997*. Following the acquisition, a local government may then request the Minister for Lands to convey that Crown Land in fee simple to the adjoining landowner and amalgamate that parcel with the adjoining land.

Section 52 of the *Land Administration Act 1997*

Section 87 of the *Land Administration Act 1997*

Regulation 6 of the *Land Administration Regulations 1998*

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	Minister for Lands requiring compensation from the Town under the terms of the indemnity required by the Minister.	Moderate	Possible	Low	Low	TREAT risk by requiring Oahu Management Pty Ltd to provide the Town with indemnity.
Environmental	Not applicable.					
Health and safety	Property remains privately owned by a deceased estate. The land may no longer be maintained by Oahu Management Pty Ltd and fall into a state of disrepair.	Moderate	Possible	Medium	Low	TREAT risk by continuing the closure by acquisition process and amalgamation of the subject ROW.
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	The Minister for Lands (WA) is ultimately responsible for determining requests for the closure by acquisition of roads and amalgamation of unallocated Crown Land. It is possible that the Minister may decide to refuse the request notwithstanding	Moderate	Possible	Medium	Low	TREAT risk by providing the required information as per Regulation 6 of the Land Administration Regulations 1998 (WA) and sufficient justification for the road closure and amalgamation request.

	the Council's resolution.					
Reputation	Objection to closure of ROW and adverse publicity.	Moderate	Possible	Medium	Low	TREAT risk by undertaking additional precautionary consultations ensuring compliance with legislative requirements.
Service delivery	Not applicable.					

Financial implications

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

Analysis

12. Private ROWs are roads set out on a plan of subdivision of privately owned land which have not been dedicated for public use. They are pertinent only to those lots on the plan which abut onto the private road by providing owners with an implied right of way unless additional rights have been granted by a registered easement. Currently, there are no adjoining properties (aside from the Applicant's Lot 103 on Diagram 64697) with such implied rights to ROW 131.
13. ROW 131 is within the Applicant's constructed car park, and no objection has been received from adjoining owners to the proposal to close ROW 131. It is recommended that the applicant's request to amalgamate into Lot 103 Albany Highway be formally advertised and that if no objection is received, the Minister be requested to proceed with the proposed closure and amalgamation.
14. All costs, including the purchase price for the closed right of way, preparation of a Deposited Plan, document preparation, lodgment fees, registration of an easement and any other statutory fees, are payable by Oahu Management Pty Ltd. These costs are yet to be determined.
15. The Town is required to provide the Minister for Lands with an indemnity against any claim for compensation that may arise, pursuant to section 56(4) of the *Land Administration Act 1997*.
16. It is recommended that approval to request the Minister for Land to proceed with the land action is subject to Oahu Pty Ltd providing a deed of indemnity to the satisfaction of the Town for any claim by the Minister against the Town, as well as costs, expenses or losses reasonably incurred by the Town in progressing this matter. The deed of indemnity will be drafted by the Town's lawyers at the cost of Oahu Management Pty Ltd.

17. It is noted that portions of ROW which formed part of the land in certificate of title 145/40 (Plan 1954), have been successfully closed under section 297A of the *Local Government (Miscellaneous Provisions) Act 1960*. One example of this is shown in Government Gazette dated 28 November 1980 and in a handwritten entry on the second page of certificate of title 145/40, which states "Application C652080. The fee of the portion of the R.O.W. closed by Gaz 29:11:80 and included in Lot 101 on Diagram 51245 is now included in Vol 1656 fol 344. Registered 9 November 1983 at 11:27 o'c".

Relevant documents

Not applicable.

Questions and responses

Cr Jesse Hamer

1. Just clarifying that the Town won't be receiving any funds for this property if it is reclaimed or probated?

The Chief Operations Officer advised that is correct, the Town would not receive any funds.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.6 Rights of Way Strategy - Endorsement of future 10 Year Capital Works Program

Location	Town-wide
Reporting officer	Engineering Officer
Responsible officer	Manager Technical Services
Voting requirement	Simple majority
Attachments	1. DRAFT 10 YEAR CAPITAL WORKS PROGRAMME FOR UNSEALED RIGHTS OF WAY - 2021 - 2031 Dec 2021 [**13.6.1** - 1 page] 2. DRAFT 10 YEAR RIGHTS OF WAY LIGHTING CAPITAL WORKS PROGRAM - Dec 2021 [**13.6.2** - 1 page] 3. DRAFT RIGHTS OF WAY MANAGEMENT STRATEGY 2021 - UNDER REVIEW [**13.6.3** - 26 pages]

Recommendation

That Council endorse the 10 year works program associated with the upgrade of unsealed Rights of Way and the inclusion of a separate lighting program.

Purpose

Endorsement of a 10 Year Rights of Way Capital Works Program which establishes a priority of works for future financial years.

In brief

- At the Ordinary Council Meeting held on the 21 September 2021, Council resolved (Resolution No 207/2021) the following;

  "That Council endorses an extension of time for the Town to present findings on a review of the Rights of Way (ROW) Strategy and an updated 10 Year ROW Capital Works Program from September 2021 to December 2021; which is required due to the potential major nature of the item to be presented falling within the "caretaker" period of the October 2021 Council elections and potential financial decision to fund future projects"

- Prior to Council's decision on 21 September 2021, a previous resolution (119/2021) required staff to provide an updated presentation to Elected Members regarding the progress of the Rights of Way Strategy on 28 September 2021, which was actioned accordingly.
- The initiation of this strategy and a subsequent investigation followed on from a Councilor motion in June 2021 to consider issues related to lighting in Rouse Lane.
- The Strategy document has been developed to ensure the process is transparent and provide Council with a better understanding of the methodology being used to prioritise Right of Way projects in the Town.
- To ultimately support the Capital Works Program moving forward, staff have also prepared a draft Rights of Way Management Strategy document, which will be finalised in the new year. These concerns were raised at the Concept Forum on 28 September 2021.

Background

1. The ROW program focuses on sealing Rights of Way that are currently gravel/dirt roads and progressively installing lighting in those ROW's that have known crime and safety issues.
2. In September 2003, Council adopted a programme of works to upgrade those ROW's that were to remain open, and at the time, 50 Rights of Way were identified for significant improvements.
3. The Town has progressively been upgrading unsealed ROW's for many years now. However, the inclusion of lighting has only been a significant consideration since early 2010. Historically, ownership of lighting in Rights of Way has been the responsibility of the Local Government rather than Western Power due to their under-width status and not being dedicated public roads.
4. As infill developments continue to increase in the Town, there is an expectation that ROW's which serve as an access function should ideally be sealed and drained adequately to meet current standards. This is supported by the Towns Local Planning Scheme No 1.
5. Currently, 21 unsealed Rights of Way sections have been identified for major improvements.
6. The majority of Rights of Way in the Town are currently privately owned, and staff from the Properties and Leasing Business Unit have commenced a separate process to ultimately convert all Rights of Way to public roads where possible. This is likely to be a lengthy process given the need to undertake probate or ASIC related searches.
7. According to internal records, via the Towns GIS Mapping tool, the Town has 151 sections of ROW's on our register.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	Projects are prioritised based on a process that is clear and transparent to all stakeholders. Additionally, they are delivered on time/on budget with minimal disruption to property owners abutting the ROW during construction.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	To ensure Right of Way assets are maintained in acceptable condition and continue to function as alternative roadway access for those residents/business owners who are located directly adjacent.

Engagement

Internal engagement	
Elected Members	The outcome of the presentation made to elected members included various issues as summarised below: • Need for a Management Strategy to supplement the Capital Works Program

	• Alignment with Strategy Document which needs to be prepared • Document process issues regarding deceased estates/ownership issues • Legal (Heads of Power) – Position of the Town to acquire ROW's • Naming of ROW's and community engagement • Consistency of construction along ROW's in the Town • Planning requirements associated with finished floor levels • Possibility of consolidating a 10 year construction period to 5 years • Consideration Surface treatments – E.g. Permeable Paving • Criteria – want other criteria but 83% happy with weighted MCA • Does it fit best practice for environmental sustainability.

Other engagement	
Stakeholder	Comments
Property and Leasing	Management Practice Supporting Rights of Way Strategy being worked on. The workload in the department is high and additional resources are required to assist the Street Improvement Team.
Asset Planning	Information on the approved ROW projects will need to be presented to the Strategic Assets Advisory Group (SAAG) for endorsement as part of the 5 year Capital Works Program. Right of Way Projects could be considered for LRCI funding.

Legal compliance

8. Dedication of private Rights of Ways to public roads requires Ministers for Lands approval under the *Land Administration Act 1997*.

Section 56 of the *Land Administration Act 1997*

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	Significant expenditure will be required in future years to fund ROW projects which have not been recognised in the LTFP.	*Moderate*	*Almost certain*	*High*	*Low*	TREAT – Provide certainty by adopting a works program so that projects can be embedded into future budgets.
Environmental	N/A				Medium	

Health and safety	N/A				Low	
Infrastructure/ ICT systems/ utilities	Current GIS database on ROW's requires updating to ensure information is current and accurate.	Minor	Possible	Low	Medium	TREAT – Technical staff to review and provide feedback to Asset Planning Service Area to update the database.
Legislative compliance	Most Rights of Way in the Town are privately owned. The Town has reduced legislative powers in relation to enforcement of parking regulations.	Minor	Almost certain	Medium	Low	ACCEPT – Properties and leasing team investigating numerous Rights of Way for potential road dedication.
Reputation	Expectation by the community that once the 10 year Capital Works Program is adopted, priority will not change.	Minor	Almost certain	Medium	Low	ACCEPT – Council decision.
Service delivery	External design support may be required to have shelf ready design projects for future years.	Minor	Almost certain	Medium	Medium	TREAT – Engage external consultants as required depending on internal resources.

Financial implications

Current budget impact	Sufficient funds exist within the current 2021/22 annual budget for two unsealed Rights of Way projects to be constructed this financial year. Project details are below. ROW 46 – A budget of $240,000 has been allocated to this project - Currently in the construction phase. ROW 33 Ceres Lane – A budget of $390,000 has been allocated to this project - Currently in the procurement phase.
Future budget impact	The total draft budget to deliver the 10 Year Works Program is approximately 3.9 million dollars and this strategy will guide the infrastructure capital funding priority in the Long-Term Financial Plan. This includes the program to upgrade unsealed Rights of Way and the lighting program.

Analysis

9. In order to prioritise the list of unsealed Rights of Way in the Town, Technical staff have used a multi-criteria assessment with the following parameters and weightings:
    a. Length Criteria – 20%. This is considered important due to the need for passing opportunities.
    b. The number of properties abutting the ROW – 25%. Generally the higher the number of properties abutting the ROW, the higher likelihood of development opportunities.
    c. The number of vehicular access points – 35%. This is the highest weighting given the higher traffic movement and level of service for property owners. Safety also considered high priority given the conflicts from garages or carports.
    d. General condition – 15% - This relates to the existing surface treatment. Compacted gravel that is evenly spread and well graded is considered a good riding surface and areas of soft soils, overgrown vegetation or uneven topography is considered poor from an accessibility perspective.
    e. Crime and Safety Statistics – 5% - Lowest weighting value considered in this category as all unsealed ROW's will have lighting installed as part of the project.
10. The prioritisation of lighting projects in already sealed ROW's will only focus on Crime Statistics received by the WA Police as the main factor for assessment. Findings show that crime statistics are higher in ROW's where commercial activity is higher such as those along the Albany Highway Corridor.
11. In anticipation of the pending approval of the Rights of Way Capital Works Program, Technical Staff have provided the list of future upgrades to the Asset Planning team for inclusion in the Town wide 5 Year Capital Works Program.
12. Other criteria has been considered such as sustainability, however this can be subjective as all ROW's could be considered for permeable paving as a surface treatment and the use of recycled material as a base course in road construction could be used in the various scenarios. Furthermore, planting of vegetation would be restricted to those Rights of Way which are greater than >6m due to space limitations. Unfortunately, none of the priority ROW projects meet this criteria. Constructability was also another criteria reviewed, however only adds to the complexity of the MCA exercise and would unlikely make a significant difference to the scoring.
13. The future budget impact of endorsing the 10 Year Capital Works Program (Lighting Program + Unsealed Rights of Way Program) is estimated at 3.9 million dollars. Further information on the preliminary budget workings is attached. Please note that over the last 18 months, contactor pricing and material availability has been increasing due to the labor shortage. Furthermore, the estimates don't include CPI or operational costs.
14. Internally, technical staff are required to undertake a minor review of the priority every 12 months and a major review every 5 years to ensure any updates are captured and if necessary, make adjustments. This is a critical process as continued property development along Rights of Way can have a significant impact on the function and character of the laneway which could influence other design outcomes. This may include ceding of land as part of subdivision, closures and amalgamations, funding allocated by developers to undertake civil works and other legal matters affecting Rights of Way in the Town.

Relevant documents

LPP7 - Development and Vehicle Access to Properties Abutting Rights of Way

Draft Liveable Neighbourhoods 2015

WAPC Planning Bulletin 33/2017

Questions and responses

Cr Jesse Karimi

1. Given that the Town has received a petition, albeit with issues, seeking that lighting be installed as a matter of urgency to Rouse Lane, what considerations have led to Rouse Lane being listed for works in 2029/30?

The Chief Operations Officer advised that crime statistics are what is used to priotise the lighting. There are other Rights of Way that have higher crime statistics that will be sealed before Rouse Lane.

2. How many residential properties exist on Rouse Lane, including those that may not have an address noting Rouse Lane, however use Rouse Lane as their main entry and exit point to access their properties, both vehicular and pedestrian access?

The Chief Operations Officer advised that there are currently 51 properties plus a church directly abutting Rouse Lane. The number of properties that are taking access for ingress/egress purposes onto Rouse Lane is approximately 31.

Cr Luana Lisandro

1. What is the development capacity down Rouse Lane for future development?

The Chief Operations Officer advised there is a possibility for having multiple dwellings on a single lot and there are some large properties, but the Town are not aware of how many potential dwellings there could be off Rouse Lane.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.7 Draft Kent St Sand Pit Design

Location	Town-wide
Reporting officer	Environmental Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. Kent St Sand Pit Site Investigations Outcomes Summary [**13.7.1** - 3 pages] 2. Kent St Sand Pit Opinion of Probable Cost [**13.7.2** - 1 page] 3. Kent Street Sand Pit Concept Design November 2021 [**13.7.3** - 2 pages]

Recommendation

That Council:

1. Receives the draft Kent St Sand Pit concept design.
2. Approves that the reviewed concept design be released for community consultation in January 2022.

Purpose

To seek approval for the reviewed Kent St Sand Pit design to be released for community consultation in January 2022.

In brief

- In February 2021 Council approved the development of a Kent St Sand Pit Concept Plan.
- The Kent St Sand Pit Concept Options' first draft was developed and presented to Council at the 15 June OCM.
- At the June OCM Council requested that the Administration undertake some site surveys and a geotechnical report, and also seek advice on restoration and revegetation of banksia woodland.
- The outcome of the surveys and expert advice sought have informed the draft design.
- The draft design is presented to Council, and the Administration requests that Council approve the release of the draft Kent St Sand Pit design for community consultation.

Background

1. In December 2020 Council received the Opportunities and Considerations (O&C) Report for Kent St and Pit. Remaining within the boundaries of the current planning framework (Parks and Recreation Reserve) and following the direction set by previous recommendations and decisions about the site, this report provided information on design options for rehabilitation of the site to inform future site planning.
2. Building on this O&C report, at its meeting of 15 December 2020, Council approved - amongst other items - the development of a concept plan for Kent St Sand Pit
3. The Town sought feedback from the community regarding how they would like the Kent St Sand Pit to be used. The informing staff and community survey and workshop feedback indicated a greater appetite to use the site for revegetation and for passive recreational and cultural purposes.
4. Building on this community feedback, the first draft Kent St Sand Pit Concept Options were developed and presented to Council at the 15 June 2021 OCM. These options were categorised into Bronze, Silver and Gold options. These options had revegetation at their core but escalated in the level of infrastructure proposed in each higher level option.

5. On 15 June OCM Council made the resolutions below:

   Requests the Chief Executive Officer to:

   a) undertake detailed site surveys of the flora, fauna, water mains connections, stormwater and groundwater capacity, and obtain a geotechnical report;
   b) consider whether to hold discussions or obtain advice from the WA Department of Biodiversity Conservation and Attractions, Water Corporation, SERCUL or any other professional advisers, and if so, to undertake those discussions or obtain that advice before September 2021;
   c) seek advice and promote discussion with Curtin University and the Town's Mindeera Advisory Group in relation to the Kent St Sand Pit site, around culturally appropriate revegetation, and creation of a natural learning space for Noongar culture.
   d) list for consideration in the 2021/22 budget sufficient funds to undertake the surveys and report referred to in 2(a), and any advice referred to in 2(b).

6. The Town then embarked on several site investigations and stakeholder and agency consultations in accordance with the above Council resolution.
7. The outcome of the detailed site surveys and the geotechnical reports can be found in the attachments to this report (Site Investigations Outcomes Summary) and in the Minutes of the 21 September 2021 OCM (Kent St Sand Pit Concept Options – Response to Council).
8. The Town also sought advice from various agencies, seeking their expertise regarding any potential issues with the proposed design elements being integrated into the site or any broader considerations of which the Town should be aware. The feedback received has been outlined in the 'Other Engagement' section.
9. The Town has been engaging with Curtin University - which included elder Professor Simon Forrest and Professor Dixon - and the Town's Mindeera Advisory Group concerning the Kent St Sand Pit around appropriate revegetation and creation of a natural learning space for Noongar culture. The summarised learnings from respective parties are outlined below.
10. The Town then embarked on several site investigations and stakeholder and agency consultations in accordance with the above Council resolution.
    a. Simon Forrest:
        i. Pathways are suitable for community access.
        ii. The revegetation proposed is supported. There is a need to ensure that this revegetation blends with Kensington Bushland rather than two distinct areas.
        iii. Ensure that the perimeter embankments have a more gentle, natural look.
        iv. Remove all fencing to the site. This will let the land breathe.
        v. Allow access and open interaction with the bush.
        vi. Make the site's design reflective of Noongar culture, i.e. with a view to "Cultural Restoration". This could include the integration of:
            1st. the six Noongar seasons referenced in the design
            2nd. culturally significant fauna in symbolism
            3rd. yarning circles (circles for learning). If located and designed with elders, yarning circles for knowledge exchange would be more culturally appropriate than, for instance, an amphitheatre. A small shelter could integrate with the yarning circle, but the shelter itself should not be the focal point.
        vii. Curtin University worked with elders to find the Noongar energy spot that became the Yarning circle site. The yarning circle should be centred around the Noongar energy spot. Simon offered help to locate this appropriately.

b. Kingsley Dixon:
    i. Could plant pecans and almonds on the verges to create a fast-growing food source for Black Cockatoos.
    ii. The focus should be restoration rather than revegetation, as a Banksia woodland can be restored (which should be the aim as this is the shared vision of the Traditional Owner's).
    iii. Understory – this is where the biodiversity is in Banksia woodland. There are challenges such as those associated with seed propagation capability, but the Town can partner with Curtin University and others to generate a best practice restoration effort.
c. Mindeera Advisory Group:
    i. Mindeera Advisory Group visited the site in September and met with Town officers on 11 August and 3 November 2021. The Group was supportive of the learnings provided by Professor Forrest and Professor Dixon, as well as the latest indicative or concept design attached to this report.

11. Based on the feedback received and the survey findings at the 21 September OCM, the following resolution was passed:

1. Receives the reported outcomes for 15 June 2021 Ordinary Council Meeting resolutions.

2. Requests the Chief Executive Officer to seek further input from Professor Kingsley Dixon and/or Curtin University, the Mindeera Advisory Group and the Friends of Jirdarup Bushland into the draft design for the Bronze Option presented to Council on 15 June 2021 to inform any adjustments to the draft design.

3. Approves the Administration to adjust the draft design for the Bronze Option in accordance with the survey findings and feedback received, to create a best practice restoration effort with a focus on:
    1. ecological restoration of the banksia woodland and development of the understory;
    2. Noongar cultural restoration and considerations.

4. Requests that the reviewed design for the Bronze Option be presented to Council by the December 2021 Ordinary Council Meeting.

12. The Administration has subsequently developed an indicative adjusted draft design (concept design) for the Kent St Sand Pit. See the Analysis section of this report for details.

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	The conversion of the site to public open space for recreational and cultural purposes, with revegetation being the prime focus, would not only protect and enhance the adjacent precious remnant Kensington Bushland but also potentially create an excellent amenity for the Town's community and visitors from the wider community.
EN07 - Increased vegetation and tree canopy.	Given the size of the site, the revegetation of Kent St Sand Pit would contribute significantly to the Town's canopy cover.

Engagement

Internal engagement	
Stakeholder	Comments
Staff	Representatives from Parks, Place Planning, Engineering, Natural Areas and Environment were included in a working group to oversee the development of the Kent St Sand Pit Opportunities and Considerations Report and the Concept Plan.
	8 March - 22 March 2021 – all staff were invited to provide feedback via the Your Thoughts survey on what they would like to see included in future planning for the Kent St Sand Pit.
	24 April 2021 – 15 staff were engaged in a workshop to explore future use options for the Kent St Sand Pit.
Elected members	25 May Concept Forum Elected Members raised considerations such as: • Greater proportion of site revegetation relative to passive recreation space. • Universal access for all of the proposed entry points. • Path materiality. • Site surveys to feed into the design (e.g. flora and fauna surveys, geotechnical) and eventual on-ground implementation (e.g. appropriateness of plant types within certain areas of the site relative to prevailing site conditions, potential competition with other species etc.). NOTE: This feedback was considered within the broader community consultation feedback regarding the initial draft concepts proposed. 26 October Concept Forum Elected Members raised the following considerations (corresponding response from the Administration also provided): • Provide a design and cost estimate of the accessibility of entry for all Administration response: An additional universal access entry point has been proposed for the corner of Baron-Hay Crt and Kent St. The combined cost of the universal access ramps is estimated at $585,000 (see Opinion of Probable Cost attached to this report). • Look into the possibility of filter water drink fountain Administration response: According to the Utility Providers Code of Practice for Western Australia (March 2019), the depth to which Drinking and Non-Drinking Water piping needs to be sunk is between 600mm and 750mm. Given that the excavation depth is not significant and we can plumb water mains into a connection point on Kent St, installing a water fountain on site is feasible. • Talk to the City of Wanneroo regarding their issues with antisocial behaviour,

	dumping, fires and having to corner off parts of their reserves for biodiversity reasons. Administration response: The Conservation Officer at the City of Wanneroo indicated that there had been a few problematic parks and reserves without fencing that have been regularly vandalised. As a result, the City has erected signage, and the sites are regularly monitored through Ranger and Parks patrols. However, other sites that have passive surveillance and some level of ownership of the community (i.e. Friends groups) have thrived. In general, the City prefers to use conservation fencing around revegetation areas, particularly where they are adjacent to high traffic areas, schools and easy access from the general public. The City use of conservation fencing helps to assist the success of the rehabilitation, resulting in the persistence of higher biological values and efficient use of financial and other resources. Conservation fencing also assists in ensuring that the rehabilitation is not trampled by passive recreation users (walkers, doge, bikes) and allows the vegetation to establish more successfully. Our experience is that areas adjacent to paths and public areas are often subject to illegal dumping and unauthorised access when they are not fenced. This often results in the loss of vegetation and a reduction in fauna habitat. It is the view of the Town of Victoria Park Administration that we should retain a perimeter fence at least during the establishment period of revegetation. Betyond that, given the polarising views, the Town will need to consult with respective parties further to reach a definitive stance on fencing at the site.

External engagement	
Stakeholders	The whole of the Town community.
Period of engagement	8 March - 22 March 2021 – community survey 24 March 2021 – a community workshop
Level of engagement	4. Collaborate
Methods of engagement	Community survey, community workshop, Concept Forum.
Advertising	Newspaper advertisement, Town website, posters, social media.
Submission summary	132 submissions were received. For a summary of the submissions, please see the attachment to this report.
Key findings	From March community engagement: 74 of the 132 submitters voted 'revegetation' as the most important thing to be included within the Kent St Sand Pit area; 18 for 'walking trails'; 15 for 'places to play'; 10 for 'universal access'; 12 for 'gathering spaces'.

13. Following the 15 June 2021 OCM resolution of Council, the Town contacted each of the following organisations, inviting commentary on whether they foresaw any issues with the proposed design elements being integrated into the site, or any broader considerations that the Town should be cognisant of.

Other engagement	
Stakeholder	Comments
Mindeera Advisory Group	See paragraph 9, above.
Department of Primary Industries and Regional Development	The South Perth office of the Department of Primary Industries and Regional Development (DPIRD) is located next to the Kent Street Sand Pit (Tip Site) as well as the Kensington Bushland. DPIRD supports the revegetation planned for the area and the development of walking trails to match that in Kensington Bushland.
Department of Water and Environmental Regulation	Based on the information provided, the majority of the design components would be consistent with the restrictions on use, noting that any ground disturbing works would have to be undertaken/managed in accordance with the Town's site management plan (SMP). I also note that more intensive use of the site places greater importance on adhering to the general provisions of the SMP, such as maintaining the site cover, and inspections to assess the cover and remove any asbestos-containing material that may become visible due to erosion. The proposed construction of a 'Central structure acting as educational space' may require an assessment for landfill gas risk, as noted in the restrictions on use: *Due to the presence of buried waste beneath the site generating landfill gas (such as carbon dioxide) the construction of buildings with enclosed spaces or large areas of impermeable surfaces (such as asphalt car parks or sporting courts) is not permitted without further assessment of landfill gas.* The Town should also be aware of the referral requirements under section 58(6) of the CS Act that require a 'responsible authority' to seek and consider the advice of the CEO of DWER as to the suitability of the land for development prior to granting approval 'under a scheme' for any proposed development of that land. Given the preliminary nature of the proposal, please note that this written feedback is not purporting to be formal advice provided by a delegate of the CEO under section 58(6). It is recommended that finalised plans are provided to DWER for comment in due course.
Curtin University	Professor Kingsley Dixon (John Curtin Distinguished Professor - who specialises in ecological restoration (particularly restoration of Banksia Jarrah woodlands) – has suggested that restoration of Banksia woodlands be a focus for the site, and fast growing plants, (such as macadamia and pecan trees) be integrated into the site (e.g. verges) to provide a food source for Black Cockatoos.

Water Corporation	Water Corporation informed the Town that there is a possibility of a water mains connection (e.g. for irrigation or drinking fountains) on the corner of Kent Street and Etwell Street. If desired, the Town simply needs to apply for a service connection.
Department of Biodiversity, Conservation and Attractions	No comment.
CSIRO	No comment.
Birdlife Australia	No comment.
Kaarakin	No comment.
South East Regional Centre for Urban Landcare (SERCUL)	No comment.

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	As the land is owned by the Town under a 999-year lease and was gifted to provide financial endowment, there is the potential for loss of alternative revenue and other social benefits as a result of not exploring options outside of the current Parks and Recreation Zoning.	Major	Possible	High	Medium	Seek the preference of the Town's community in terms of potential revenue generation and social outcome opportunities to offset a portion of the rates revenue.
Financial	Precedent for the State Government to take back endowment land as they required.	Major	Possible	High	Medium	Liaison and negotiation with State and Federal Government regarding future plans for the site.
Environmental	Not applicable.					
Health and	Not applicable.					

Safety	
Infrastructure/ICT Systems/ Utilities	Not applicable.
Legislative Compliance	Not applicable.
Reputation	Not applicable.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation. Pending approval of the future concept, detailed design phase will be undertaken. In preparation for future revegetation efforts, seed collection will start during 2021/22. After discussions with our seed collection contractors Tranen and other nurseries representatives, it is anticipated that at least two-fold increase in current collections to set up a Best Practice Restoration Model. The Town's Natural Areas team has indicated that funds will be derived from the following cost codes: 2021 Seed collecting Kensington $9900 = W444 Drainage Maintenance Hillview Restoration $990 = W561 Hillview Maintenance UFS seed collection $990 = W4345 UFS Seed management fee $200 = W4345 UFS
Future budget impact	Pending Council endorsement of the design, funding for construction works will be required. Preliminary estimates are that the works will cost $1.578M (see Opinion of Probable Cost attached to this report). The construction cost may be able to be supplemented through grant funding (e.g. Lotterywest). The second round of seed collection in 2022/23 will be funded by the Natural Areas Maintenance budget. This will also encompass annual propagation research and development, estimated at $5,000/year.

Analysis

14. The below (paragraph 15 and 16) responds in accordance with the Council 21 September OCM resolutions:

15. Seek further input from Professor Kingsley Dixon and/or Curtin University, the Mindeera Advisory Group and the Friends of Jirdarup Bushland into the draft design for the Bronze Option presented to Council on 15 June 2021 to inform any adjustments to the draft design.

a. Professor Simon Forrest
    i. Since September, the Town been working closely with Professor Forrest to map the energy spots on the site. These energy spots have determined the potential location(s) for a yarning space on the site.
    ii. NOTE: The energy mapping of the site is almost complete. The exact proposed location of the yarning space will be informed by the finalised map. At this stage, the location of the yarning space is indicative, based on the energy mapping completed at the time of writing this report.
b. Mindeera Advisory Group
    i. Mindeera Advisory Group visited the site in September and were met by Town officers on 11 August and 3 November 2021. The Group were supportive of the learnings from Professor Forrest and Professor Dixon (see paragraph 9), as well as the latest indicative design attached to this report.
c. Friends of Jirdarup Bushland
    i. The Town met with the Friends of Jirdarup Bushland on 7 (with attendance with Professor Dixon) and 25 October 2021.
    ii. The Town met with the Friends of Jirdarup Bushland on 7 (with attendance with Professor Dixon) and 25 October 2021.

Consideration	Response
Exclude Bush Forever site from redevelopment "proper" on plans	This delineation of Bush Forever will be included in a site context overview that will be released with the draft design. The Administration is also happy to include on a subsequent iteration of the design. Re: exclusion of Bush Forever from development, the Administration is aware that universal site access (such as at the corner of Kent St and Baron-Hay Crt) is an important consideration, but we need to balance this against minimizing disturbance to the bushland. For instance, the Administration believes that the alignment of the abovementuioned access can be altered to run off Kent St, avoiding the Bush Forever fringe. This will be considered a subsequent iteration of the draft design.
Include connection from existing Kensington Bushland to Sandpit – i.e. linkage from track near bird waterer to new Sandpit (NE/SW orientation) - with a path location that does not have a lasting impact on existing bush forever site flora and fauna AND takes into account design criteria such as accessibility requirements. FoJB would like raised boardwalks to be considered to minimise impact on bushland and existing grade (approx. 65m of ramp required to get down to grade and maintain accessibility).	Emerge to review options for footings that offer minimal disturbance and note use of low-impact materials to the bushland. e.g. material used in pathways in Hillview Bushland. This will be considered in detail at the Detailed Design phase.
Fire access – width of paths to comply with emergency requirements.	Agreed. Will ensure this consideration is integrated in the Detailed Design phase.

Show full map (full Jirdarup Bushland Precinct) for overall context and for community feedback.	Agreed. Can include map of surrounding precinct with documents to be released for community consultation.
Infill around the batters – still trying to see how to marry the two aspirations together - may be better to reduce the grade of the batters (will sacrifice existing vegetation). Need to review in conjunction with nesting site location. May need further vegetation and bee eater surveys dependent on the timeframe for their breeding. Rainbow bee-eater nesting sites are not confirmed but their presence has been. This is the right period to do the survey for the nesting sites; even if only to exclude areas that they won't use.	Town of Victoria Park to review with Kingsley Dixon for potential areas to smooth batters. Response from Professor Dixon: It is possible but maybe we can walk the site or, see an aerial with the areas of significant veg and batter overlay. I'm sure there can be compromise with retaining some steep batters while others of less value are reduced in grade.
Perimeter fencing still being discussed but the FoJB have a concern with the motorbikes accessing the bushland. FoJB also wish to try and deter goat tracks. Perimeter fencing may still be used but internal fencing may be removed.	Town of Victoria Park to check with Professor Forrest and Professor Dixon re: the fencing and clarify their thoughts for conservation purposes. Response from Professor Forrest: Perimeter fencing of some sort could still be needed to deter entry to the site by motorbikes and vehicles. Response from Professor Dixon: Doubt trail bikes would be an issue in this inner urban area. if no evidence why not trial no fencing and instead intensify the planting. Internal space should be open and available for viewing without fencing. Administration response: Based on the above and the commentary from City of Wannerroo, it is the view of the Town of Victoria Park Administration that we should retain a perimeter fence, at least during the establishment period of revegetation. Beyond that, given the polarising views, the Town will need to consult with respective parties further to reach a definitive stance on fencing at the site.
FoJB ok to remove the fencing between the Bushland and Sandpit (perhaps retain initially with a staged and planned removal after an establishment period).	Agreed.
Additional design elements such as the limestone boulders to be retained and relocated within the Sandpit	To consider inclusion at the Detailed Design phase.
Restoration requirements and Indigenous input should inform the landscaping considerations in a secondary step.	Agreed. The Town has been liaising with Mindeera Advisory Group and Professor Forrest on design elements.
Should the mounding locations be informed by the Indigenous' energy spots' and contribute to the restoration requirements?	Agreed. The location of the energy spots – and therefore indicative location of the yarning space – has informed the proposed mounding.

	Response from Professor Dixon: Some undulation might be ok subject to overall site landscape – banksia woodland is generally very subdued with gentle rises and falls over some distance. The mounding proposed is gentle, at most a rise of 500mm.
Should the Restoration Plan include digging mammals (e.g. bandicoots, bettongs, potoroos and bilbies) for soil improvement?	Response from Professor Dixon: STAGE 1: revegetation and reinstatement of the appropriate species. STAGE 2: investigate with great caution reintroduction of mammals. Need to be mindful that contained animals without predators will tend to over-use a site.

16. Approves the Administration to adjust the draft design for the Bronze Option in accordance with the survey findings and feedback received, to create a best practice restoration effort with a focus on:
    1. ecological restoration of the banksia woodland and development of the understory;
    2. Noongar cultural restoration and considerations

    a. Draft Design for Kent St Sand Pit - Based on the survey results and consultations, below are the major elements incorporated into the draft design for Kent St Sand Pit:
        i. Focus on revegetation and restoration of the site.
        ii. Universal accessibility - ramp access (including connection to Kensington Bushland)
        iii. Universal accessibility primary perimeter path and secondary connecting pathway. This allows access to the visitors whilst minimising the volume of impermeable surfaces.
        iv. Reviewed the path to ensure that this avoids the priority flora species Dodonaea hackettiana that were found in part of the site near Baron-Hay Court;
        v. Earth mounding to create interest
        vi. Protection of Rainbow Bee-eater nesting sites*.
        vii. Ensure that the perimeter embankments have a more gentle undulation;
        viii. Consider no fencing within the site (no conservation-style fencing).
        ix. Interpretive signage and wayfinding
        x. Boot cleaning station
        xi. Incorporation of Noongar cultural considerations i.e. with a view to "Cultural Restoration". This includes the integration a yarning space on the site. Other elements include signage on the site (e.g. potentially the six Noongar seasons and culturally significant fauna referenced**).

    * The Town will liaise with Curtin University to undertake further analysis of batters and nesting sites. The outcomes of this will be reflected in a further iteration of the design.

    ** This will be explored further as part of the subsequent Detailed Design phase of the project.
17. The draft design itself can be found as an attachment to this report. See Kent St Sand Pit Concept Design November 2021.
18. The draft design itself can be found as an attachment to this report. See Kent St Sand Pit Concept Design November 2021.
19. The Administration requests that Council approve the release of the draft Kent St Sand Pit design (concept design) for community consultation from January 2022.

Relevant documents

Nil.

There were no questions asked or presentations made in relation to this item.

13.8 Grant for Lathlain Park 2

Location	Lathlain
Reporting officer	Strategic Projects Manager
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CD G 907 Att D - Letter of Offer [**13.8.1** - 2 pages] 2. CD G 907 Final Draft Funding Agreement [**13.8.2** - 57 pages]

Recommendation

That Council:

1. Accepts the $4,000,000 (plus GST) funding contribution from the Federal Government to progress the Lathlain Park Redevelopment Precinct Zone 1 project.
2. Authorises the Chief Executive Officer to execute all necessary documentation to formalise the $4,000,000 (plus GST) funding contribution from the Federal Government.

Purpose

For the Council to accept the grant funding of $4m (plus GST) from the Federal Government and allow the Chief Executive Officer to execute the Funding Agreement to facilitate the Town to progress the redevelopment of the Lathlain Park Redevelopment Precinct Zone 1.

In brief

- The Town has been in constant dialogue with the Federal Government regarding this Funding Agreement over the last year, where the Town was required to confirm a minimum brief for deliverables.
- The Funding Agreement for $4m (plus GST) is ready for signing now that Council has adopted a baseline model.
- The Funding Agreement is a standard agreement relating to the project's deliverables, timing and reporting, which requires formal execution by the Chief Executive Officer.
- The initial tranche will be distributed upon 30% completion of the project as certified by the Town's appointed Quantity Surveyor. Broadly this will include demolition of the existing structures and the commencement of the construction of the new facility.
- The funding contribution is a significant investment in the redevelopment of the Perth Football Club.

Background

1. Perth Football Club has been the primary occupant and lessee on this site since its initial development in 1958. The development has now reached the end of its useful and economic life.
2. In March 2020, the Council endorsed the Zone 1 project mandate due to the existing facilities dilapidated nature and assisted in the advocacy to secure additional funds required to complete the development.

3. The mandated Zone 1 project scope, according to the 2020 business case, is intended to deliver a redeveloped Perth Football Club grandstand, football operations infrastructure, parking and suitable space for legible movement within and between other zones within the Lathlain Park Precinct. Additionally, community uses will be delivered as part of work, ensuring a fitting interface to the community.
4. In June 2020, the Council endorsed the initiation of an Advisory Group with an agreed term of references to oversee and provide development guidance over the mandated scope of works.
5. In November 2020, the Council resolved to list Zone 1 for consideration in the Long-Term Financial Plan, nominating an indicative amount of $5m. This was done to strengthen the advocacy for external funding.
6. Throughout 2021, the Town has been in constant dialogue with the Department of Infrastructure, Transport, Regional Development and Communications from the Federal Government with regards to the commitment of $4m for the redevelopment of the Perth Football Club. It was noted that before a Funding Agreement can be finalised, a baseline scope of works needs to be agreed upon and a broad methodology.
7. At the August OCM, the elected members endorsed a baseline model for the redevelopment, which included 800 grandstand seating, three changerooms, function rooms and football operations infrastructure, including coaches boxes.
8. Additionally, funding contributions have been secured from the State Government ($4m), West Coast Eagles ($1m), and the Town has committed $5m in the Long-Term Financial Plan

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The community has been engaged significantly as part of the broader Lathlain Precinct, including during the Lathlain Park Management Plan process.
CL03 - Well thought out and managed projects that are delivered successfully.	Zone 1 is the final piece of the Lathlain Park Redevelopment Precincts puzzle.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	External funding will contribute to the development, and the required Town funding is captured in the Long-Term Financial Plan, distributed over successive financial years. The projects focus is on multi-use community spaces that are sustainably viable.

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 development will replace an obsolete, dilapidated, high Maintenace, no longer fit for purpose structure and provide accommodation that will support community groups and broader activation of the locality.

EC02 - A clean, safe and accessible place to visit.	The existing aged, dilapidated and obsolete structure is not DAIP compliant. A new structure will address universal access.

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.	The project will deliver a sustainable built form outcome ensuring a sustainable business model for the PFC, the Town, for the benefit of the community.

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	Once constructed, the facility will provide a safer and more inviting space as conceptualised by the community, creating a sense of community pride within the space.
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	Once constructed, the facility will provide a more inclusive space for the community providing awareness around arts, culture, education and heritage.

Engagement

Internal engagement	
Stakeholder	Comments
Finance	Provided advice on budget considerations

Other engagement	
Stakeholder	Comments
Department of Infrastructure, Transport, Regional Development and Communications from the Federal Government	Ongoing dialogue to confirm scope and milestones.

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 accepting this funding may result in the redevelopment not proceeding	Moderate	Unlikely	Low	Low	Accept the Funding
Environmental	Not accepting the funding will halt progress on removing a dilapidated building with hazardous material	Moderate	Moderate	Low	Low	Accepting the funding will ensure material is removed.
Health and safety	Continuation of the status quo will lead to the building being potentially unsafe.	Moderate	Moderate	Low	Low	Accepting the funding will allow the Town to resolve the potential health and safety concern
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	N/A				Low	
Reputation	The Town is unable to secure the funds to deliver Zone 1.	Moderate	Moderate	Low	Low	Accepting the funding will ensure the delivery of Zone 1.
Service delivery	N/A				Medium	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Funding for this project is listed for consideration in the 2021/22 annual budget and revised Long-Term Financial Plan.

Analysis

9. The Funding Agreement provided is standard and is in favour of the Town with a clear, structured reporting framework.
10. The $4m (plus GST) will contribute towards the delivery of the LPRP Zone 1 redevelopment, including the demolition of the existing facility, grandstand seating, community spaces and football club operations.
11. Currently, an EOI process is being completed to obtain further funding partners leveraged of this funding. The timeframes outlined in this Funding Agreement account for this process.
12. It is acknowledged that the endorsed baseline model is the minimum delivery requirement for the Funding Agreement, with the potential for an increased scope of delivery to be realised if additional funding partners join the project.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

13.9 TVP/21/08 - Lathlain Park Zone 1 EOI

Location	Lathlain
Reporting officer	Strategic Projects Manager
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL - Cura In Home Submission [**13.9.1** - 5 pages] 2. CONFIDENTIAL - Wirrpanda Submission [**13.9.2** - 10 pages] 3. EOI TV P-21-08 - Lathlain Park Zone 1 [**13.9.3** - 18 pages] 4. CONFIDENTIAL - EOI TV P-21-08 Lathlain Park Zone 1 - Evaluation Report [**13.9.4** - 15 pages] 5. CONFIDENTIAL - Appendix A - Evaluation Criteria Guide [**13.9.5** - 4 pages] 6. CONFIDENTIAL - Appendix B - Evaluation Matrix Qualitative Assessment [**13.9.6** - 1 page] 7. CONFIDENTIAL - Appendix B - Evaluation Matrix Compliance Assessment [**13.9.7** - 1 page]

Recommendation

That Council accepts the submission and shortlists Wirrpanda Foundation to progress to the negotiation stage of a tenure arrangement to be a part of the Lathlain Park Redevelopment Precinct Zone 1 as a result of the Expression of Interest process EOI TVP/21/08 run to ascertain third party interest and exploring further funding options.

Purpose

Endorsement is being sought to progress Wirrpanda Foundation to the negotiation stage to be a funding contributor and future tenant of the Lathlain Park Redevelopment Precinct Zone 1.

In brief

- An Expression of Interest (EOI) TVP/21/08 Lathlain Park Zone 1 was advertised on 16 October 2021 in accordance with local government regulations.
- The EOI submission deadline closed at 2pm on Monday 8 November 2021.
- The EOI was released in response to the August Council Resolution to explore third party interest and to advocate for further funding.
- The Town received two submissions. Both were deemed to be compliant.
- A thorough evaluation of the EOI submissions against the prescribed qualitative criteria has been completed, and it is recommended that Council accepts the submission made by the Wirrpanda Foundation and allow the Town to enter into negotiations with the Wirrpanda Foundation to refine the scope of involvement and level of funding required.
- It is proposed as a part of this negotiation period, a series of workshops are to be held with the key stakeholders and a cross-section of the Town's officers to ensure the final proposal aligns with the Town's Strategic Community goals.

Background

0. In March 2020, Council endorsed a project mandate for Zone 1 of the Lathlain Park Redevelopment Precinct.
1. At the August 2021 OCM, a number of resolutions were proposed for the Lathlain Park Redevelopment Precinct Zone 1. The following points relate to alternative motion 192/2021.
2. The elected members endorsed the proposed Visions and Aspirations for the Lathlain Park redevelopment Precinct Zone 1, endorsed the development of four high-level concept design options.
3. The elected members requested that a report be presented back to the December 2021 OCM to consider project briefs to inform the development of Concept Design Options 2, 3 and 4.
4. The elected members endorsed a replacement model concept as Option 1. This was based on a high-level concept drawing and had quantity surveyor input which indicated that it could be built within the current budget.
5. Further, the Council resolved that whilst 'ground zero' for Concept Design Option 1 had been achieved, it was recognised that the additional options be explored to future proof the facility and explore opportunities for third parties who may wish to be involved in the new facility.
6. As a result, the alternate resolution was moved whereby the elected members requested that third party interest be explored as well as advocate for additional external funding.
7. Finally, the elected members requested as a part of the alternative motion that by the April 2022 OCM, four concept design options will be presented, funding options to deliver each of the four concept design options, outcomes of third party interest for involvement in the new facility and a recommended management model.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Council is committed to ensuring the community are engaged appropriately for significant projects.
CL03 - Well thought out and managed projects that are delivered successfully.	The project will be delivered through the use of the Town's Project Management Framework to ensure accountable and transparent project delivery for the community.

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 development will replace an obsolete, dilapidated, high maintenance, no longer fit for purpose structure and provide accommodation that will support community groups and broader activation of the locality.

Environment	
Strategic outcome	Intended public value outcome or impact
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well	The project will deliver a sustainable built form outcome ensuring a sustainable business model for

managed.	the Perth Football Club, the Town, for the benefit of the community.

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	Community to be appropriately informed throughout the development process and during operation of the facility.

Engagement

Internal engagement	
Stakeholder	Comments
Communications	Were involved in the creation of the EOI document
Place Planning	Provided locality strategic advice and assisted in the evaluation.
Community	Vetted the document and assisted in the evaluation
Procurement	Assisted in the development of the EOI document and provided advice and acted as a probity advisor throughout the process.

Legal compliance

Section 3.57 of the Local Government Act 1995

Part 4 Division 2 of the Local Government (Functions and General) Regulations 1996

Risk management consideration

Risk 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 endorsing the proposed proponent to the negotiation phase could jeopardise getting the ultimate commercial outcome.	Moderate	Likely	High	Low	TREAT risk by endorsing proposed proponent to the negotiation phase.
Environmental	N/A				N/A	

Health and safety	N/A				N/A	
Infrastructure/ ICT systems/ utilities	N/A				N/A	
Legislative compliance	N/A				N/A	
Reputation	Negative public perception towards the Town may result if the facility does not have a strong community focus.	Moderate	Unlikely	Low	Low	Treat risk by endorsing proponent to the negotiation phase.
Service delivery	N/A				N/A	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	There is a potential for funding to be received from a third party; however this will be unknown until further negotiation is completed.

Analysis

8. In September 2021, it was proposed to the Lathlain Park Advisory Group that an Expression of Interest process be run to best understand the real interest in the Lathlain Park Redevelopment Precinct Zone 1 as there was some informal interest.
9. With input from the Lathlain Park Advisory Group, key stakeholders and the Town's officers, including the procurement team, the Expression of Interest document was drafted.
10. Once final feedback was received from the Lathlain Park Advisory Group, the Expression of Interest document EOI TVP/21/08 was released via Tenderlink and advertised in the West Australian Newspaper on Saturday 16 October 2021, as well as on the Town's website and public notice boards.
11. The help promote the release, the communications team posted information and links to the document on social media platforms, including Linkedin and Facebook.
12. The Expressions of Interest closed on Monday 8 November 2021. The assessment of the Expression of Interest was formally undertaken by an Evaluation Panel that included:
    Strategic Projects Manager
    Manager Community
    Place Leader – Strategic Planning.
13. Fifteen proponents downloaded the EOI documentation from Tenderlink.

14. The Town received two submissions, one from the Wirrpanda Foundation and the second from Dutch Aged Care (t/a Cura – In Home Care), and both were deemed compliant with the compliance criteria set out in the EOI document.
15. Wirrpanda Foundation's head office currently sits adjacent to the future redevelopment and provide education, employment and business opportunities for Aboriginal and Torres Strait Islander people.
16. Due to the large growth of their programs, they are looking to extend their existing services and expand through partnering with other organisations to deliver additional services.
17. The services that Wirrpanda Foundation are proposing include an art centre, youth hub and a medical centre; however, a final offering would need to be workshopped and ensured that it is aligned with the Town's Community Strategy and locality specific needs in accordance with the Social Infrastructure Strategy.
18. Wirrpanda Foundation has confirmed that their consortium is willing to contribute significant funding to the project with a view that further funding can be obtained through their networks.
19. Cura in Home Care is a not-for-profit In-home Community care provider that supports elderly clients in the Perth metropolitan area, currently servicing approximately 80 clients.
20. Cura in Home Care is seeking approximately 300sqm of office space plus additional flexible space for meetings and amenities.
21. Cura in Home Care have proposed some commercial terms; however, further significant negotiation would be required to clarify this.
22. Submissions were assessed against the following qualitative criteria:

Evaluation Criteria	
Relevant Experience Describe your experience in completing /supplying similar requirements. Respondents must, as a minimum, address the following information in an attachment and label it **"Relevant Experience"**: i) Demonstration of past experience in operating a business exhibiting examples of desired outcomes; ii) Provide scope of the respondent's involvement including details of outcomes. (Response to be indicatively no longer than Two pages)	20%
Business Overview Respondents to provide an overview of the proposed project, including: i) Description of the proposed business including name, structure and purpose; ii) Complimentary uses with the immediate businesses including the Perth Football Club, West Coast Eagles and Wirrpanda Foundation;	20%

Below won't be assessed but is required: iii) Number of patrons; iv) Size/Layout of area to be occupied; v) Parking requirements; vi) Likely timeframes for requiring occupation of the tenancy; vii) Likely requested occupancy term for future lease/tenure agreement. viii) Number of Staff that will be working at the new facility (Response to be indicatively no longer than 2 pages)	
Current Financial Capability i) Financial position and organisation's ability to pay lease fees and applicable outgoings across the term of the lease/tenure; ii) Audited accounts from the last two years.	20%
Community benefits Respondents should detail the community benefits of their proposed project, including information on: i) What will be the impact both positive and negative on the surrounding residents; ii) How Desirables Outcomes as per Part 1 of this EOI document can be achieved; iii) Organisation's vision and mission alignment; and iv) Demonstrated understanding of the Project requirements. (Response to be indicatively no longer than two (2) pages)	20%
Ability to Contribute financially Respondents to indicate their ability to contribute financially to the capital cost of the development.	20%
Total	**100%**

The evaluation of the submissions against the qualitative criteria resulted in the ranking as shown below:

Respondent	**Ranking**
Wirrpanda Foundation	1
Cura in Home Care	2

23. The Evaluation Report (Attachment 4), Evaluation Matrix (Attachment 6) and excerpt of submissions (Attachments 1 & 2) are attached for full consideration. These documents contain commercially sensitive information and, as such, are confidential attachments.
24. Noting the above and the attached Evaluation Report (Attachment 4) and Matrix (Attachment 6), it is recommended that the Wirrpanda Foundation be shortlisted as a result of the EOI TVP/21/08 and progress to the negotiation stage of a tenure arrangement.
25. If shortlisted, it is proposed that a series of workshops be facilitated with the key stakeholders and a cross-section of the Town's officers to ensure that the final proposal aligns with the Town's key strategic community goals.
26. Upon endorsement, it is envisaged that these workshops are to be held across December and January, with a final proposal ready for February 2022 OCM.
27. Additionally, assuming a final proposal is ready for February 2022 OCM, at the same meeting, the final briefs for the additional three concept plan options will be presented for consideration and endorsement.
28. The Architects will develop the additional concept plans based on the endorsed briefs and informed by community engagement with a view to being presented to the April 2022 OCM for endorsement.

Relevant documents

Council Purchasing Policy 301

Questions and responses

Cr Peter Devereux

1. Is it clear what activities the Wirrpanda Foundation is suggesting that will actively plan for and provide a positive interface and access as well as community benefit with the broader community?

The Chief Operations Officer advised that the Wirrpanda Foundation have listed a range of uses and activities that they see within the outcome. This needs to be further refined and defined to ensure it aligns with the vision of the redevelopment. It is proposed this will be achieved through a series of workshops.

2. Will the Town plan within the development to have any independent Council spaces and facilities for community interaction and benefit?

The Chief Operations Officer advised that within the vision of the redevelopment, it is envisaged that there will be a number of multipurpose spaces available to the community. These spaces may have multiple uses with a number of different entities.

3. How do we find those other possibilities now that express of interests has closed?

The Chief Operations Officer advised that it is envisioned through the workshop that the Town will work through those options and come back in February with that brief.

4. Is that with the Wirrpanda Foundation options only?

The Chief Operations Officer advised that is correct.

Cr Luana Lisandro

1. In relation to the workshops and the negotiations, will there be considerations for non for profits and those groups that cannot afford commercial rates for hire? Will there be any negotiations to ensure that groups that cannot afford those spaces can still access them?

The Chief Operations Officer advised that it is a potential negotiation. In the next period is where the Town will be refining the scope.

2. Will there be any consideration for a function room?

The Chief Operations Officer advised that would be part of the negotiations with Wirrpanda Foundation.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.10 QTVP/21/25 - Concrete Works and Kerbing Services

Location	Town-wide
Reporting officer	Strategic Project Manager
Responsible officer	Chief Operations Officer
Voting requirement	Absolute majority
Attachments	1. CONFIDENTIAL - QTVP 21 25 Concrete and Kerbing Evaluation Final 23Nov21 [FSIB] [**13.10.1** - 25 pages]

Recommendation

That Council accepts the submission from Asphaltech Pty Ltd (ABN26 064 520 869) and authorises the award of the Contract for Concrete Works, and Kerbing Services issued through the Western Australia Local Government Association (WALGA) Preferred Supplier Arrangement covering Separable Portions 1, 2, 3 and 4, for a lump sum price of $432,918.87 excluding GST.

Purpose

To seek Council approval to accept the submission by Asphaltech Pty Ltd to carry out the Concrete Works and Kerbing Services. As the value of the Contract exceeds $250,000, the acceptance of the offer and subsequent award of any such contract is to be determined by the Council.

In brief

- Request for Quote QTVP/21/25 Concrete Works and Kerbing Services was published through WALGA eQuotes, tender exempt platform on 25 October 2021 covering five (5) Separable Portions with Separable Portion 5 being optional scope.
- Respondents were requested to provide a lump sum fixed price for each of the Separable Portions 1, 2, 3 and 4. For the optional scope Separable Portion 5, Respondents were requested to provide a Schedule of Rates.
- The submission deadline closed on 15 November 2021.
- Two (2) Addendums were issued in response to clarifications received.
- The Town received only one (1) submission.
- The approved municipal funding allocation for this item is $500,000 (ex GST) as a scope element of the approved Road Renewal Program.
- A full evaluation of the submission against the prescribed criteria has been completed and deemed to be compliant and acceptable to recommend the award.
- It is recommended that the Council accepts the submission made by Asphaltech Pty Ltd and enters a contract to carry out Concrete Works and Kerbing Services.

Background

1. The Street Improvement / Street Operations Team have a large Road Renewals program to deliver in 2021-2022 financial year.
2. This request will allow staff the ability to program works without having to individually call for quotations for each small project which causes significant delays in delivering works.

3. The WALGA panel has been developed with a broad range of services under the preferred supplier arrangements Roads Infrastructure and Depot Services PSP009. Within this PSP009 is the specific category - PSP009-012 Pavement Construction, Kerbing & Associated Streetscape Works, which is aligned to the works proposed to be undertaken.
4. The scope of the procurement to support the Operations Area of the Town of Victoria Park falls under this category, and a detailed review indicates that the scope is not only covered but also the specifications in this category.
5. By utilising the WALGA panel, the Town is able to access pre-qualified contractors with previously agreed Terms and Conditions. As such, a Request for Quotation has been issued, and responses have been received.

Compliance criteria

6. The request for quotation included the following compliance criteria, which Respondents were required to address and are summarised as follows:
   a. Compliance with Conditions of RFQ.
   b. Compliance with Conditions of Contract.
   c. Compliance with Specification.
   d. Completion of Respondents Offer and all schedules therein.
   e. Organisational profile / Corporate Information.
   f. Referees, Agents, Subcontractors, Conflict of Interest, Financial Position, Insurance Coverage and Occupational Health and Safety.
7. The above requirements are in addition to the prequalification process that the suppliers on the WALGA Preferred Supply Arrangement have been through as conducted by WALGA, on behalf of Members.

Evaluation process

8. The submission was initially assessed by the Senior Procurement Officer against the compliance criteria and was deemed compliant.
9. Qualitative assessment of the submissions was undertaken by a panel of three staff members, who assessed the submissions against the following criteria:

Capability (Organisation current capacity and capability, structure and experience of staff and experience in carrying similar works) i). Demonstrate Capability and financial capacity of the organisation to carry out the works for this project including evidence of stability and experience ii). Demonstrate structure of project team, nominate Key Personnel, skills, their role in the performance of the Contract and experience in projects of similar requirements. iii). Demonstrate Organisation capacity to complete the works iv). Project Team structure- Names, functions, and departments. v). List of Subcontractors if any that will be engaged to carry out the Works.	Weighting 40%

Demonstrated Understanding of scope of work and clear methodology in carrying out the works i). Demonstrated understanding of the Scope of Work. ii). A Works Programme/ Gantt chart to be provided. iii). Clear Methodology in carrying out the works to be completed on time. The Respondent to describe in their methodology how they will interact with Water Corporation should this be required within the delivery of this project.	Weighting 20%
Occupational, Health and Safety i). Occupational Safety and Health track record ii). Occupational Safety and Health (OS&H) Management Plan	Weighting 10%
Price	Weighting 30%

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	This project will better deliver the road renewal program and reduce the high workload associated with the current process of individual quotations
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	A broader request from the 50+ companies on the WALGA panel ensures integrity in the appointment of contracts

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Upgrading the Towns infrastructure ensures an aesthetically pleasing and clean area for the public to use

Environmental	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it seasy for everyone to get around	Upgrading the Towns infrastructure ensures an effective transport networks
EN05 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed	Delivering the 5 year capital program is core business to ensure the Town's assets are maintained for the future benefit of all

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice, issued RFQ, undertook all procurement tasks, co-authored this report and acted as a probity advisor throughout the process.
Place Planning	Member of the assessment panel and reviewed the submission.
Infrastructure Operations	Member of the assessment panel and reviewed the submission.
Project Management	Member of the assessment panel and reviewed the submission, prepared the Procurement plan, reviewed the RFQ and prepared this report.

Legal compliance

Section 3.57 of the Local Government Act 1995

Part 4 Division 2 of the Local Government (Functions and General) Regulations 1996

Risk management consideration

Risk 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	Failure to comply with financial requirements under the Act in relation to procurement.	Moderate	Likely	Medium	Low	Go through a Western Australian Local Government Association (WALGA) Preferred Supplier Arrangement.
Environmental	Failure to comply with environmental requirements of the work.	Moderate	Possible	Medium	Low	Review Contractor's construction methodology, risk and controls prior to work starting.
Health and safety	Potential injuries from works.	Moderate	Possible	Medium	Low	OH&S Safety Analysis and Hazard reports to be reviewed prior to work starting.

Infrastructure/ ICT systems/ utilities	Failure to effectively manage project in collaboration with UGP project works.	Moderate	Possible	Medium	Medium	Liaison with Western power and Contractors on programmed works to avoid conflict.
Legislative compliance	Not applicable					
Reputation	Residential and business complaints during the works.	Moderate	Likely	Moderate	Low	Notify residents via the website social media and letter drop prior to works.
Service Delivery	Failure in completion of the Town's Capital Works Program.	Moderate	Significant	High	Medium	Appoint preferred Contractor for the works.

Financial implications

Current budget impact	As the value of the Contract exceeds $250,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council. Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Not applicable.

Relevant documents

Council Policy 301 Purchasing

Analysis

10. The assessment of the submissions was formally undertaken by a panel that included:
    a. Strategic Projects Manager
    b. Operations Engineering Officer
    c. Place Leader – Urban Design
11. The Town received one submission, which was assessed and deemed compliant.
12. During the consensus meeting, it was agreed by panel members to only progress with Separable Portions 1, 2, 3 and 4 only. Separable Portion 5 (optional scope) is not included in the recommendation due to:
    a. No other quote was received to benchmark the pricing.
    b. The scope of work for Separable portion 5 has not been completed to accurately determine the value of the works.

c. The budget is still subject to the finalisation of the 2022-2023 Budget process.

13. Due diligence checks were conducted on the recommended Respondent and found to be acceptable.
14. The evaluation of the submissions against the quantitative and qualitative criteria is shown below:

Company	Qualitative	Price	Ranking
Average	76.7	$454,363.97	
Asphaltech Pty Ltd	76.7	$454,363.97	1

15. Asphaltech Pty Ltd has been recommended by the panel members for Separable Portions 1, 2, 3 and 4 based on assessment completed and a well-conceived comprehensive submission.

There were no questions asked or presentations made in relation to this item.

14 Chief Financial Officer reports

14.1 Financial Statements for October 2021

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Finance Manager
Voting requirement	Simple majority
Attachments	1. Financial Statements - October 2021 [**14.1.1** - 42 pages]

Recommendation

That Council accepts the Financial Activity Statement Report – 31 October 2021, as attached.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 31 October 2021.

In brief

- The financial activity statement report is presented for the month ending 31 October 2021.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.
- The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended [date].

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

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

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

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

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.	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.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996.*

Engagement

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

Legal compliance

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*

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

4. The Financial Activity Statement Report – 31 October 2021 complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report – 31 October 2021 be accepted.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

14.2 Schedule of Accounts for October 2021

Location	Town-wide
Reporting officer	Financial Controller
Responsible officer	Finance Manager
Voting requirement	Simple majority
Attachments	1. Payment Summary - October 2021 [**14.2.1** - 8 pages]

Recommendation

That Council:

1. Confirms the accounts for 31 October 2021, 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 31 October 2021.

In brief

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

Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the *Local Government (Financial Management) Regulations 1996*.
2. Under Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment is to be noted on a list compiled for each month showing:
   a) the payee's name
   b) the amount of the payment
   c) the date of the payment
   d) sufficient information to identify the transaction
3. That payment list should then be presented at the next ordinary meeting of the Council, following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.
4. The payment list and the associated report was previously presented to the Finance and Audit Committee. Given this Committee's scope has changed to focus more on the audit function, the payment listings will be forwarded to the Elected Members ahead of time. Any questions received prior to the finalisation of the report will be included along with the responses within the Schedule of Accounts report for that month.

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		
Automatic Cheques Drawn	608865 – 608868	$1,914.06
Creditors – EFT Payments		$3,719,544.16
Payroll		$1,166,170.93
Bank Fees		$39,855.22
Corporate MasterCard		$3,136.96
Cancelled EFT Payments		($16,245.40)
Cancelled Cheque Payments		($1,131.30)
Total		**$4,913,244.63**

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The presentation of the payment listing to Council is a requirement of Regulation 13 of *Local Government (Financial Management) Regulation 1996.*

Legal compliance

Section 6.10(d) of the Local Government Act 1995
Regulation 13 of the Local Government (Financial Management) Regulation 1996

Risk management consideration

Risk 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 Schedule of accounts.	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.

Financial	Fraud or illegal transactions	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	Not accepting schedule of accounts 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.
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	Not applicable.

Analysis

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

Relevant documents

Procurement Policy

There were no questions asked or presentations made in relation to this item.

14.3 2021/22 Quarterly Budget Review

Location	Town-wide
Reporting officer	Finance Manager
Responsible officer	Chief Financial Officer
Voting requirement	Absolute majority
Attachments	1. Quarterly Budget Review 2020/21 [**14.3.1** - 13 pages]

Recommendation

That Council:

1. Adopts the quarterly budget review for 2020/21 as contained within the separate attachment.
2. Approves the budget amendments contained in the quarterly budget review for 2020/21.

Purpose

To present to Council the quarterly budget review detailing material variances which may impact upon the budget and provide recommendations on how to accommodate these variations.

In brief

- The quarterly budget review is an early assessment by the Town of how it is financially performing to date and is used to identify variations from the budget by the year end. It may include new works and/or services not identified in the adopted budget.
- The quarterly budget review, although not a legislative requirement, is however presented to Council as industry best practice to ensure reporting timeliness and organisational agility to respond to changes. Any Budget amendments are to be approved in accordance with section 6.8 of the *Local Government Act 1995*.
- This quarterly budget review has considered the unaudited opening position for the financial year. The mid-year annual budget review to be presented to Council early next year and will consider any further changes to the opening position.
- Known material variations to the annual budget are addressed in this report, including the funding identified to accommodate these variations.

Background

1. A quarterly budget review as of 30 September 2021 has been undertaken by the financial services area.
2. The quarterly budget review has been prepared and is now presented to Council for consideration and approval of the recommended budget amendments.

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.	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.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Engagement

Internal engagement	
Service Area Leaders and Managers	All service area leaders and managers have reviewed the quarterly budget review report and provided commentary on identified budget amendments requested relevant to their service area.

Legal compliance

Local Government Act 1995 section 6.8

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 adopting the Quarterly Budget Review would affect budget allocations required for this year's projects and funding.	Moderate	Likely	High	Low	Treat risk by Adopting an internal program with a focus area on high-risk financial processes and activities.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	

Legislative compliance	Budget Amendments in accordance with *LG Act 1995.*	Moderate	Possible	Medium	Low	Treat risk by ensuring Budget amendments in accordance with LG Act 1995.
Reputation	Being transparent with community	Moderate	Unlikely	Medium	Low	Treat risk by open reporting to Council and Public.
Service delivery	Best practice	Low	Possible	Low	Medium	Treat risk by following industry best practice.

Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget. As per note five in the attached quarterly budget review report a list of requested budget amendments is submitted for consideration of Council for approval.
Future budget impact	Not applicable.

Analysis

3. The quarterly budget review has identified several predicted variances to the adopted budget. The variances relate to:
   - Funding for projects carried over from 2020/21 no longer required.
   - Adjustments for known variations this year.
4. The budget amendments are recommended for Council approval.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

14.4 Variations to parking prohibitions, regulations and/or restrictions

Location	Burswood
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council approves the removal of the No Stopping verge restriction, whilst maintaining No Stopping on the street, along the side verge of 3 Benporath Street, Burswood.

Purpose

To implement new parking arrangements that are anticipated to improve parking supply for the business at 3 Benporath Street, Burswood, by removing the No Stopping Verge restriction on the portion of verge directly adjacent to the business.

In brief

- Requests to remove the No Stopping Verge component have been made in the past
- Low levels of non-compliance have been registered since 2000 in the Town's databases
- Safety is not compromised if implemented as recommended.

Background

1. Verge parking across the Town is self-managed and on demand (unless signed otherwise) by the adjacent resident/business owner and giving permission to park on a verge does not require consultation with adjoining properties.
2. Burswood – 3 Benporath Street:
   a) In June 2000, a submission to Council to ban verge parking on the verge adjacent to 3 Benporath Street BURSWOOD was not passed.
   b) In June 2000, the Town received a petition supporting a request to permit verge parking in Rushton Street.
   c) It is not known when restrictions were implemented, however, in March 2011, a request was received to remove partial restrictions on the verge on Rushton Street, directly adjacent to 3 Benporath Street (corner property) has the no parking on verge component removed to permit the adjacent business to park their vehicles on the verge.
   d) In October 2011, a further request was received by the adjacent business to remove the verge component of the restriction.
3. The area surrounding 3 Benporath Street contains a mix of both commercial and residential properties.

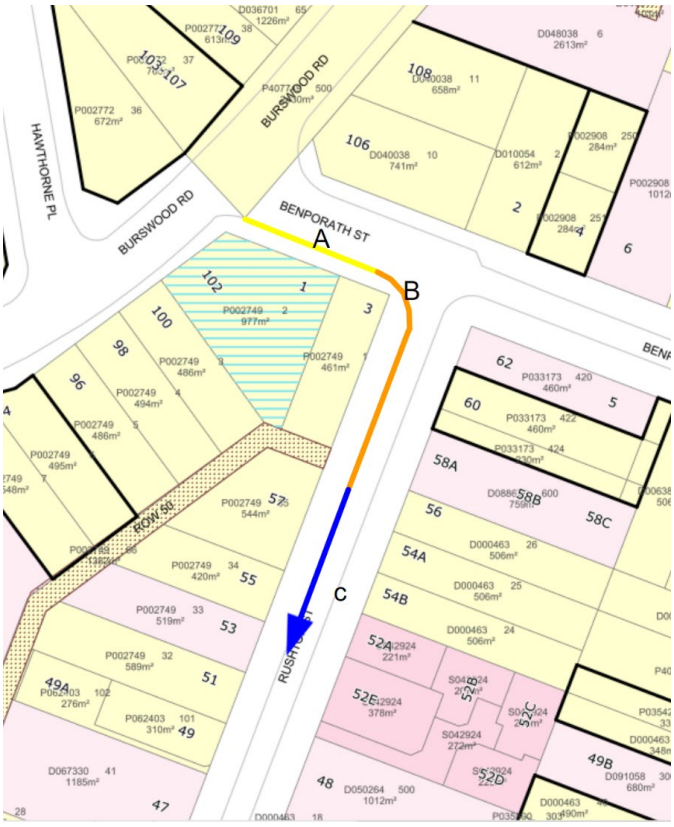
4. The immediate area surrounding 3 Benporath Street has a broad range of restrictions as follows:

   a) No Stoppping Verge

   b) No Stopping Road and Verge

   c) No Stopping Road (western side of Rushton Street)

   d) Rushton Street and the verge in question is currently within a 2P Parking Area (the front verge of 3 Benporath Street is not in a 2P parking area).



Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Sound review of existing circumstances with a view to maintain relevance with current circumstances.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Provision of support to businesses within the Town of Victoria Park, making it easy for staff to access their place of work.

Engagement

Internal engagement	
Stakeholder	Comments
Street Improvement	Technical staff do not object to the request which ultimately allows verge parking by the adjacent business operator whilst maintaining the on-street no stopping area . Any unathorised parking too close to the intersection will need to be monitored by the Parking & Rangers Business Unit
Place Planner	Do not support excessive vehicle parking on verges given the residential character of the street. Parking demand generated by businesses (either through customers or employees) should be accommodated by on-site parking, on-street parking or parking stations in business areas.

External engagement	
Stakeholders	Verge parking across the Town is self-managed and on demand (unless signed otherwise) by the adjacent resident/business owner and giving permission to park on a verge does not require consultation with adjoining properties. The application relates to the verge directly adjacent to the applicant and therefore no external consultation has taken place.

Legal compliance

Town of Victoria Park Vehicle Management Local Law 2021

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	N/A				Low	
Environmental	N/A				Medium	
Health and safety					Low	
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	N/A				Low	

Reputation	Negative perception of the Town regarding meeting the needs of individual businesses.	Minor	Possible	Medium	Low	TREAT risk by Removing the verge component of the parking restriction on land directly adjacent to the applicant only.
Service delivery	Persistent requests by the applicant to remove verge restrictions may draw excessively on administrative resources.	Insignificant	Possible	Low	Medium	

Financial implications

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

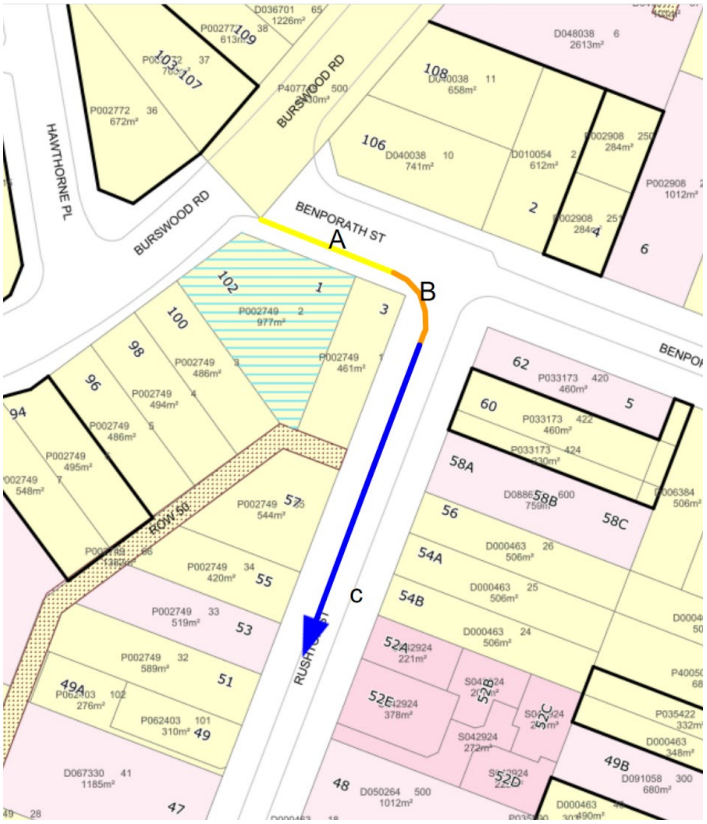
Analysis

5. Non-compliant verge parking in the area is low, with the following being recorded from the year 2000:
6. 12 infringements along Benporath and Rushton Streets for parking on a verge contrary to signs.
7. 4 requests for the Town to attend to non-compliant verge parking in the area of the application.
8. An assessment of the area indicates that sufficient safety for drivers travelling on Rushton Street when approaching Benporath Street would exist if the restrictions were to be changed as depicted in the map below:

    a) No Stopping Verge

    b) No Stopping Road and Verge

    c) No Stopping Road.



9. The side verge of 3 Rushton Street currently sits within a 2P Parking Area. Changing the boundary of the 2P parking area is not recommended as this would set a precedent across the Town likely resulting in an inconsistent patchwork of timed parking areas.

10. Removal of the 'No Stopping Verge' would permit verge parking, albeit, for a maximum of 2 hours. Drivers would be required to remove their vehicle from the parking zone for a minimum of 2 hours prior to returning or swap with vehicles parked within the property boundary of the business. This is not an ideal solution for the employees of the business, however, it does represent a greater range of parking options.

11. The removal of the existing restriction to allow the applicant to self-manage the verge parking will align 3 Benporath Street with the other local properties, both private and commercial, where verge parking does not pose a safety risk.

12. Consultation was not undertaken in this instance as the proposed change does not pose a safety risk, is restricted only to 3 Benporath Street and when other properties, both private and commercial, allow parking on their verge they do not consult their adjoining neighbors.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

15 Committee reports

15.1 Draft Policy 008 - Disaster relief donations

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. DRAFT Policy 008 - Disaster relief donations [**15.1.1** - 2 pages]

Recommendation from the Policy Committee:

That Council adopts Policy 008 – Disaster relief donations as attached; subject to the amendment of clause 7 to replace the word 'consider' to 'provide'.

Purpose

To submit the draft Policy 008 – Disaster relief donations (Policy 008) for Council approval.

In brief

- Policy 008 has been developed as a result of a Council resolution.
- Policy 008 provides guidance to elected members and Town officers in respect to providing financial or non-financial support to organisations following a disaster.
- Policy 008 has been drafted based on policies of a similar nature from local governments both within Western Australia and interstate.

Background

1. Under Policy 001 – Policy management and development a policy response was identified as required as a result of a Council resolution.
2. At the May 2021 Ordinary Council Meeting Council resolved, in part, as follows:
   3. Requests the Chief Executive Officer to refer the development of a disaster relief donation policy to the Policy Committee by December 2021.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Policy 008 provides elected members and Town officers guidance on what basis requests for disaster relief payments will be considered.

Engagement

Internal engagement	
Stakeholder	Comments
Elected members	Elected members were consulted on the draft policy via the Councillor Portal. Feedback received has been incorporated in the draft policy.

Legal compliance

Section 2.7 of the *Local Government Act 1995*

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	Insufficient funds available for donation should more than one disaster occur within one financial year.	Insignificant	Possible	Low	Low	ACCEPT risk.
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	Services impacted due to provision of non-monetary support being provided to a local government affected by disaster.	Minor	Possible	Medium	Medium	ACCEPT risk.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	An amount of $5,000 will be proposed in future budgets to fund a disaster relief donation, if requested.

Analysis

3. Policy 008 has been drafted with similar conditions used by other local governments both within Western Australia and interstate.
4. Policy 008 sets out the following key conditions:

   Council donations for disaster relief may be made for disasters affecting Australia.

   Donations may be made to reputable Australian registered charities, the Lord Mayor's Relief Fund and local governments affected by the disaster.

   Council must approve requests for disaster relief donations.

   A maximum disaster relief donation of $5,000 is proposed.

   Non-financial support may be considered by the Chief Executive Officer.
5. As the policy is in line with previous decisions by Council, it is recommended that it be adopted.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

15.2 Review of Policy 022 - Elected member professional development

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Absolute majority
Attachments	1. Policy 022 Elected member professional development - proposed amendments marked up [**15.2.1** - 5 pages]

Recommendation from the Policy Committee:

That Council adopts the amended Policy 022 – Elected member professional development as attached.

Purpose

To review Policy 022 – Elected member professional development (Policy 022).

In brief

- Policy 022 was adopted by Council on 21 April 2020.
- In accordance with section 5.128(5)(a) of the *Local Government Act 1995*, Policy 022 must be reviewed after each ordinary election.
- Minor amendments are proposed to Policy 022.

Background

1. As a result of the implementation of the *Local Government Legislation Amendment Act 2019*, local governments were required to develop a policy relating to the continuing professional development for elected members.
2. At its meeting on 21 April 2020, Council adopted Policy 022.
3. Policy 022 was last reviewed by Council on 20 April 2021 as part of the minor review of policies. Minor administrative amendments were made at this time however, a full review of the policy was not undertaken.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Mandatory training and the continuing professional development of elected members is required under the *Local Government Act 1995*. Policy 022 provides guidance on the maximum budget for elected member professional development.

Engagement

Internal engagement	
Stakeholder	Comments
Elected members	Elected members were consulted on the review of Policy 022 via the Councillor Portal. No comments were received.

Legal compliance

Section 2.7 of the *Local Government Act 1995*

Section 5.128 of the *Local Government Act 1995*

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 meet the statutory requirement to review Policy 022 after each ordinary election.	Minor	Unlikely	Low	Low	TREAT risk by Council reviewing Policy 022.
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	As per the 2021/22 annual budget, an amount of $46,000 will be proposed for 2022/23 to fund elected member professional development.

Analysis

4. In accordance with section 5.128(5)(a) of the *Local Government Act 1995*, Policy 022 must be reviewed after each ordinary election.

5. The following amendments are proposed to Policy 022.

Clause	Proposed	Reason
Clause 6	New clause included.	Clause 6 has been included to provide guidance on the provision of mandatory training options and the responsibility of the elected member to complete this training within the legislative timeframe.
Clauses 31 and 32	Clauses deleted.	Clauses 31 and 32 have been deleted as the amount of cash allowance is set in the Salaries and Allowances Tribunal determination as stated in clause 20.
Related documents	*Public Service Award 1992* added.	Reference to the *Public Service Award 1992* has been included to guide Town officers on the cash allowance rates to be applied for travel, as set in the current Salaries and Allowances Tribunal determination.

6. Other minor amendments are proposed and are marked up in attachment 1.

7. The proposed amendments provide clarity to the public, elected members and Town officers, on the professional development available to elected members.

8. It is recommended that the amended policy be adopted.

9. As required by the *Local Government Act 1995*, the next review of Policy 022 will be scheduled following the 2023 ordinary election.

Relevant documents

Not applicable.

Further consideration

10. The Town has a Cabcharge account that elected members can use for travel upon prior notice.

11. The Town may issue digital passes to elected members via email which can be saved to the smartphone's digital wallet. Through the Cabcharge account, digital passes can be issued with restrictions such as, the number of passes, limiting use to a specific region, maximum fare amount and setting expiry dates, if necessary.

12. The number of passes issued will be determined based on the travel to be undertaken ie. for interstate travel four passes would be issued to allow for travel to and from the airport and the conference venue (if not within walking distance).

13. Clause 26 of the policy provides for elected members to be reimbursed for travel costs incurred, on production of receipts.

14. Based on the information above, the following amendment is proposed:
    a. Delete clause 28 of the policy and replace with:
    b. "28. A sufficient number of Cabcharge digital passes may be provided for ease of travel."

There were no questions asked or presentations made in relation to this item.

15.3 Review of Policy 026 - Complaints for Council Members, Committee Members and Candidates

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Complaints Policy for Council Members, Committee Members and Candidates - current [**15.3.1** - 7 pages] 2. Complaints Policy for Council Members, Committee Members and Candidates - proposed amendments marked up [**15.3.2** - 8 pages]

Recommendation from the Policy Committee:

That the Policy Committee recommends that Council adopts the amended Policy 026 - Complaints Policy for Council Members, Committee Members and Candidates as attached; subject to amending clause 4.1 and 4.2 of the Policy in the same terms as follows:

Delete the words "not an employee, current or former, elected member of the Town" and insert in substitution the words "not a current or former employee or elected member of the Town".

Purpose

To amend Policy 026 - Complaints Policy for Council Members, Committee Members and Candidates (Policy 026).

In brief

- Policy 026 was adopted by Council in April 2021 and referred to the Chief Executive Officer (CEO) for review in November 2021.
- Policy 026 prescribes the processes for the management of complaints involving council members, committee members and candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct.
- Minor amendments are proposed to provide clarity on the definitions, additional time to allow the respondent to respond to the allegations and to allow the Investigator to seek additional time from the CEO to make a determination (if required).

Background

1. At its meeting on 20 April 2021 Council resolved as follows:

   That Council:

   1. Adopts the Code of Conduct for Council Members, Committee Members and Candidates, as shown in Attachment 1.

   2. Adopts the Complaints Policy for Council Members, Committee Members and Candidates, as shown in Attachment 2, subject to:

   a) clause 1 Policy Objective be amended as follows:

1.1 prescribe the processes for the management of complaints involving council members, committee members and candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct

1.2 ensure that the complaints management process is timely and follows the principles of natural justice and procedural fairness.

b) point 2.1 of the Policy Scope be amended to be read as follows:

2.1 This Policy applies to complaints about breaches of the Code of Conduct by Council members, committee members and candidates occurring on or after 3 February 2021.

c) a new definition be added to clause 3 - Policy definitions as follows:

Code of Conduct means the model code of conduct for council members, committee members and candidates.

d) point 4.1 and 4.2 be amended as follows:

The CEO is to appoint either:

a. A person with relevant knowledge who is not an employee, current or former, elected member of the Town, to review and consider one or more Complaints of behaviour breach and to report on the outcome of any investigation to the CEO for provision to the Council; or

b. A Complaints Panel of three persons who are not employee, current or former, elected members of the Town, to perform the function of the Investigator under this Policy, at least one of whom must be a person with relevant legal knowledge.

e) clause 4.2 be amended as follows:

Add the words 'a Complaints Panel' instead of 'any such panel'

f) the definition of Complaints Panel be amended as follows:

means a panel of persons appointed under clause 4.1 to consider and determine Complaints.

3. Request the CEO to refer the complaints policy for Council Members, Committee Members and Candidates to the Policy Committee for review in November 2021.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Policy 026 prescribes the processes for the management of complaints involving council members, committee members and candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct.

Legal compliance

Local Government (Model Code of Conduct) Regulations 2021

Section 2.7(2)(b) of the *Local Government Act 1995*

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	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Council not adopting the Complaints Policy will result in the Council having to investigate and consider all complaints relating to Division 3 of the Code.	Moderate	Likely	High	Low	TREAT risks by supporting the recommendation.
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	Not applicable.

Analysis

2. The following amendments are proposed to Policy 026 -

Clause	Proposed	Reason
2 Policy scope	Add point 2.2.	To clarify that Policy 026 applies to Council members, committee members, candidates and any person who submits a complaint in accordance with this policy.
3 Policy definitions	Amend definition "committee member".	To clarify what a committee member means and that a person is a committee member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.
3 Policy definitions	Add definition for "respondent".	Council or committee member to whom the complaint relates has been replaced with respondent. Respondent means a Council or committee member against or about whom a complaint is made under clause 5 of this policy.
Clauses 5.4; 7.1; 7.3; 7.7; 8.1; 8.2; 8.3; 10.1 & 11	Council or committee member to whom the complaint relates has been replaced with "respondent".	To provide clarity and simplicity.
Clause 6.1	Mediation can only proceed if agreed to by both parties.	Confirm that both parties have to agree to mediation for mediation to proceed.
Clause 7.1	Add "The Investigator may extend the 14-day period for good reason provided by the respondent".	To allow more time for the respondent to respond to the allegations in the complaint if more time is required.
Cluse 7.3	Add "Provided that in any case the Investigator may seek from the CEO such additional time to make a determination as is appropriate in the circumstances of the case".	To allow the Investigator to seek additional time from the CEO to make a determination (if required).

Clause 14.3	Add "When a Complaint is withdrawn, the fact of the Complaint having been made, and any details of the Complaint and its withdrawal, should be treated as confidential and not disclosed".	Confirming complaints confidentiality.

3. The *Local Government (Rules of Conduct) Regulations 2007* was repealed and replaced by the *Local Government (Model Code of Conduct) Regulations 2021* (MCCR).
4. The effect is that the former Code of Conduct for Council Members, Committee Members and Employees was replaced with two separate codes of conduct, one for Council members, committee members and candidates and one for employees.
5. The Code of Conduct for Council Members, Committee Members and Candidates (the Code) was adopted by Council at the Ordinary Council Meeting held 20 April 2021.
6. The Code includes general principles (Schedule 1, Division 2) and behaviours (Schedule 1, Division 3).
7. The Code requires that complaints about alleged breaches of behavioural requirements under Division 3 must be dealt with at a local level by the local government.
8. As a result, Council adopted Policy 026 at the Ordinary Council Meeting held 20 April 2021.
9. Since the development and adoption of Policy 026, the Western Australian Local Government Association (WALGA) has developed a Code of Conduct Behaviour Complaints Management Policy framework.
10. WALGA's framework is based on similar principles to Policy 026. One significant difference is that WALGA's framework suggests that Council should establish a Behaviour Complaints Committee for the purpose of dealing with complaints.
11. Policy 026 does not include the establishment of a Behaviour Complaints Committee for the purpose of dealing with complaints. Policy 026 recommends that complaints should be reviewed and considered by an Investigator or Independent Complaints Panel to achieve impartial and procedurally fair outcomes. Person(s) who will be considering complaints will be the most important factor in ensuring that the complaints process is appropriate and effective. Therefore, it is important that whoever plays that key role is impartial, trained, has the appropriate aptitude, knowledge, and skills to consider complaints.
12. Minor policy amendments are proposed and marked up in Attachment 1.
13. It is recommended that amended Policy 026 be adopted.

Relevant documents

Code of Conduct for Council Members, Committee Members and Candidates

WALGA Code of Conduct Behaviour Complaints Management Policy Framework

Complaints about alleged breaches form

There were no questions asked or presentations made in relation to this item.

15.4 Review of Policy 006 – Gratuity payments to employees

Location	Town wide
Reporting officer	Manager People and Culture
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Policy 006 Gratuity payments to employees [**15.4.1** - 2 pages]

Recommendation from the Policy Committee:

That Council receives the review of Policy 006 – Gratuity Payments to Employees; subject to the following amendments:

1. Delete the words under the heading 'Policy Statement'.
2. Insert the following words under the heading 'Policy Statement':

"No gratuity payment will be conferred on an employee who resigns or retires from employment with the Town pursuant to section 5.50 of the Local Government Act 1995".

Purpose

To review the content of Policy 006 – Gratuity payments to employees (Policy 006).

In brief

- At its meeting of 21 April 2020, Council adopted a work plan to review several policies. Policy 006 was identified as one of the policies to be reviewed.
- People and Culture have reviewed Policy 006 and do not see any merit in changes. It is therefore presented to the committee for recommendation in its last revised form.
- Policy 006 relates to gratuity payments to employees and the requirements for any payment of monies in excess of any contractual or award entitlement and/or the disposition of Town property.

Background

1. Council last amended Policy 006 on 20 August 2019, Council resolution 148/2019.
2. Council resolution 384/2020 of 21 April 2020 adopted a work plan to review the number of policies, and Policy 006 was identified to be completed by November 2021. People and Culture have now completed its review, no amendments are proposed.
3. The policy's objective is to detail the amount and process for gratuity payments for employees.
4. Policy 006 provides that if the CEO provides a gratuity benefit for an employee who retires or resigns from full-time employment with the Town, the details of the intended gratuity shall be published in accordance with the provisions of section 5.50(2) of the *Local Government Act 1995*.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Provides recognition for staff and the contribution they make to the delivery of town services.

Legal compliance

Section 2.7 of the *Local Government Act 1995*

Section 5.50 of the *Local Government Act 1995*

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	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Gratuity is provided outside the provision of the policy.	Minor	Unlikely	Low	Low	TREAT risk by declaring it according to section 5.50(2) of the *Local Government Act 1995*.
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	There are no future budget impacts.

Analysis

5. The scope of Policy 006 and the conditions prescribed are deemed adequate. Therefore, no further changes are required to the content contained in the policy.
6. No historical issues have been brought to the attention of People and Culture that would change the policy's intent. Policy 006 aims to provide an outline for all payments to employees over and above an employee's entitlements upon retirement or resignation from the Town.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

15.5 Review of Policy 306 - Business dealings with elected members and employees

Location	Town-wide
Reporting officer	Finance Manager
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Policy 306 - Business dealings with elected members and employees - current [**15.5.1** - 2 pages] 2. Policy 306 - Business dealings with elected members and employees - proposed amendments marked up [**15.5.2** - 2 pages]

Recommendation from the Policy Committee:

That Council revoke revised Policy 306 - Business dealings with elected members and employees.

Purpose

To review Council Policy 306 – Business Dealings with Elected Members and Employees (Policy 306).

In brief

- Policy 306 had been identified for review as part of Council's adopted policy work plan.
- The purpose of Policy 306 is to have greater transparency by Council determining annually or before the association commences, whether or not the Town will purchase, or continue to purchase, from the business concerned.
- A review of Policy 306 has been carried out and two minor amendments are proposed to update the current policy.

Background

1. At its meeting on 20 April 2021, Council adopted a work plan to complete the review of a number of policies. Policy 306 was one of the policies identified for review by November 2021.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The report provides elected members and community with a reviewed and updated Policy 306 ensuring relevance to the latest Australian Accounting Standards Board (AASB) standard 124 reporting requirements.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Statutory compliance with the *Local Government Act 1995* and AASB 124 around related party transactions at the Town of Victoria Park.

Engagement

Internal engagement	
Stakeholder	Comments
Finance Services	Finance has provided input into the revised draft policy.
Governance and Strategy	Governance and Strategy were consulted on the review of Policy 306.

Legal compliance

Section 2.7 of the *Local Government Act 1995*

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	Key Management Personnel (KMP) not disclosing related party transaction in accordance with AASB 124.				Low	TREAT risk by the Town ensuring KMP complete regular related party transaction forms and these are recorded in a relevant register.
Reputation	KMP not disclosing related party transaction.	Moderate	Likely	High	Low	TREAT risk by recording related party disclosures in the relevant Council register and report details in Annual Report.
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

2. Policy 306 provides greater transparency by Council determining annually or before the association commences, whether or not the Town will purchase, or continue to purchase, from the business concerned.
3. The following amendments have been included in revised Policy 306:

   Under related documents - Minor amendment addition of AASB 124 clearly identifies authority for reporting requirement with related party transactions.
   Under Policy Statement point 2, addition of wording 'Key Management Personnel – Related Party Transactions' makes consistent with AASB 124 terminology wording.
4. It is recommended that the revised Policy 306 be adopted.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

15.6 Proposed Amendment (Prescribed Offences) Local Law 2021

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Technical Services
Voting requirement	Simple majority
Attachments	1. Proposed Amendment (Prescribed Offences) Local Law 2021 [**15.6.1** - 4 pages]

Recommendation from the Policy Committee:

That Council gives notice that it intends to make the Amendment (Prescribed Offences) Local Law 2021, as shown at attachment 1, which will amend the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000,* in accordance with section 3.12 of the *Local Government Act 1995*.

Purpose and effect

The purpose of this local law is to amend the Schedule 1 of the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* to reflect the correct clause numbers for items 32-44 and move to the penalty units system, in accordance with the *Town of Victoria Park Penalty Units Local Law 2021*.

The effect of this local law is to amend Clause 9.4 and Schedule 1 of the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*.

Purpose

To seek the approval of Council to advertise the proposed Town of Victoria Park Amendment (Prescribed Offences) Local Law 2021 for public comment.

In brief

- At the Ordinary Council Meeting held 16 November 2021, Council resolved to correct drafting errors made by the *Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021*.
- To rectify the drafting errors an amendment local law must be made.
- It is proposed as part of this amendment local law, to amend the prescribed offences to the penalty units system in accordance with the *Town of Victoria Park Penalty Units Local Law 2021*, which came into effect on 1 July 2021.
- The proposed local law will be advertised for a period of six weeks. Comments received will be presented to Council.

Background

1. At the Ordinary Council Meeting held 16 November 2021, Council resolved as follows:

   That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

   a. Within the next six months, correct the reference errors in Schedule 1 to clause 3.6 (items 32 to 44).

   b. Ensure all consequential amendments arising from undertaking 1 will be made.

c. *All copies of the Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021 and consolidated Town of Victoria Park Activities on Thoroughfares and Trading on Thoroughfares and Public Places Local Law 2000, publicly available whether in hard copy or electronic form, will be accompanied by a copy of the undertaking above.*

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	The proposed local law will correct drafting errors and reflect the new penalty units system for local law offences, ensuring the public has up to date information relating to the *Town of Victoria Park Activities on Thoroughfares and Trading on Thoroughfares and Public Places Local Law 2000*.

Engagement

Internal engagement	
Stakeholder	Comments
Technical Services	Technical Services were consulted on the proposed amendment local law.

Legal compliance

Section 3.12 of the *Local Government Act 1995*

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	The *Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021* is disallowed by	Minor	Unlikely	Low	Low	TREAT risk by amending the *Town of Victoria Park Activities on Thoroughfares and Trading in*

	Parliament.	*Thoroughfares and Public Places Local Law 2000* within six months as resolved by Council on 16 November 2021.
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

2. The proposed Town of Victoria Park Amendment (Prescribed Offences) Local Law 2021 will rectify the drafting errors in Schedule 1 – Prescribed Offences that were enacted by the *Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021* by amending Items 32-44 to reflect the introduction of sub-clauses (1) and (2) to Clause 3.6 of the local law.
3. At the time the *Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021* was drafted, the *Town of Victoria Park Penalty Units Local Law 2021* had not been introduced. As this is now in effect, it is proposed to update the entire Schedule 1 – Prescribed Offences to reflect the new penalty units system. No changes are proposed to the amount for any offence under the local law.
4. In addition to the change to Schedule 1 – Prescribed Offences, an amendment to Clause 9.4 of the local law is required to enact the penalty units system for the *Town of Victoria Park Activities on Thoroughfares and Trading on Thoroughfares and Public Places Local Law 2000*.
   a. Sub-clauses (3), (4) and (5) of Clause 9.4 are deleted as they are provided for in the *Local Government Act 1995*.
   b. A new sub-clause (3) has been inserted to reference the *Town of Victoria Park Penalty Units Local Law 2021*.
5. The making of a local law must follow the process prescribed in Section 3.12 of the *Local Government Act 1995*.
6. In accordance with Section 3.12(3) of the *Local Government Act 1995,* the Town is required to give local public notice of the proposed local law inviting submissions for a period of no less than six weeks after the notice is given.
7. It is recommended that Council endorses the proposed Town of Victoria Park Amendment (Prescribed Offences) Local Law 2021 for advertising and public comment.
8. The results of the advertising will be presented to Council for further consideration before final adoption.

Relevant documents

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

There were no questions asked or presentations made in relation to this item.

15.7 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing

Location	Town-wide
Reporting officer	Principal Environmental Health Officer
Responsible officer	Manager Development Services
Voting requirement	Simple majority
Attachments	1. Policy 403 OCM minutes 20 August 2002 [**15.7.1** - 8 pages] 2. Policy-403- Management-of-noise-emissions-from-events-at- Belmont-Racecourse- Other-than-horse-raci [**15.7.2** - 5 pages]

Recommendation from the Policy Committee:

That Council revoke Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing.

Purpose

To review 'Policy 403 - Management of Noise Emissions from Events at Belmont Racecourse – Other than Horse Racing' (Policy 403).

In brief

- Policy 403 was adopted as Council Policy HLTH4 on 20 August 2002, with the intent of providing a simplified process for music events held at Belmont Park Racecourse.
- The policy is redundant and no longer serves its originally intended purpose, and therefore it is recommended to be revoked.
- Noise control from events at Belmont Racecourse can be addressed under the provisions of the *Environmental Protection (Noise) Regulations 1997*.
- Policy 403 has been identified for review as part of Council's adopted policy work plan.

Background

1. Policy 403 was adopted as Council Policy HLTH4 on 20 August 2002. The policy was adopted to manage noise from "non horse racing" events more efficiently by adopting a policy that limited the number and type of events, and the inclusion of standard conditions that had been pre-approved by other surrounding local governments. This was considered to be more efficient than requiring the comments of the four adjoining local governments to be obtained for each event. The policy provided guidance to, rather than negating the authority of the *Environmental Protection (Noise) Regulations 1997*. Attachment 1 contains an extract of the Minutes of the Ordinary Council Meeting of 20 August 2002, and further explanation of the rationale for the adoption of the policy.

2. Policy 403 was last reviewed by Council on 20 August 2019 as part of the minor review of policies. Only minor administrative amendments were made at this time. A full review of the policy was not undertaken.
3. The policy was adopted as a result of Belmont Racecourse site's popularity with concerts and events in the early 2000s. With the completion of Northbridge Tunnel, increasing interest was expressed by promoters to use the Belmont Park Racecourse facilities. This was due to its accessibility with good road and rail connection and the site being located away from residential areas. In the period since Policy HLTH4, now Policy 403, was adopted, significant developments have occurred in and around Burswood Peninsula.
4. Belmont Racecourse is set to undergo redevelopment in the near future that will most likely lead to change in its operation.
5. The last major event held at Belmont Racecourse was on 26 January 2019. The Town deals with all noise complaints using the provisions of the *Environmental Protection (Noise) Regulations 1997*.
6. At its meeting on 20 April 2021, Council adopted a work plan to complete the review of a number of policies. Policy 403 was one of the policies identified for review.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	The review of this policy ensures that policies set by Council support clear, consistent, and effective direction for both the Town and does not duplicate State legislation.

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.	Revoking this policy will not have any impact on this strategic outcome. It will allow the Town additional flexibility to consider events on a case-by-case basis.

Engagement

Internal engagement	
Stakeholder	Comments
Environmental Health	Environmental Health Officers are supportive of the revocation of this policy.
Community Development / Events, Arts and Funding	Community Development and Events, Arts and Funding teams were contacted and have no objection to revocation of the policy.
Place Planning	Place Planning supports the revocation of the policy.

External engagement	
Stakeholders	Perth Racing
Period of engagement	Nil
Level of engagement	Consult
Methods of engagement	Perth Racing was contacted by email to find out whether they thought there was value in keeping this policy.
Key findings	In 2020, Perth Racing indicated that they believed that there was value in keeping this policy as they we are looking at increasing their non race day events at both racecourses. Perth Racing have now indicated in writing on 7 August 2021 that they are happy to support revocation of the policy provided they still have the ability to host concerts in the future with the Town's approval through an event application.

Legal compliance

Environmental Protection (Noise) Regulations 1997

Section 18 of the *Environmental Protection (Noise) Regulations 1997*

(3) Where the CEO is satisfied that a proposed sporting, cultural or entertainment event that is to be open to the public —

(a) is likely to result in the emission of noise in contravention of the standard prescribed under regulation 7; and

(b) would lose its character or usefulness if it were required to comply with that standard,

the CEO may approve the event, subject to such conditions as the CEO thinks fit, for the purpose of this regulation.

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	Nil	Nil	Nil	Nil	Nil	Nil
Environmental	Increased noise emanating from public events and concerts at Belmont Racecourse	Moderate	Moderate	Moderate	Low	TREAT - All events on this site should be assessed and approved in the same way as any other event within the Town.

Health and Safety	Nil	Nil	Nil	Nil	Nil	Nil
Infrastructure/ ICT system/ Utilities	Nil	Nil	Nil	Nil	Nil	Nil
Legislative compliance	Duplication of legislation with Council Policy.	Moderate	Moderate	Moderate	Low	Use *Environmental Protection (Noise) Regulations 1997*
Reputation	Nil	Nil	Nil	Nil	Nil	Nil
Service delivery	Nil	Nil	Nil	Nil	Nil	Nil

Financial implications

Current budget impact	No impact.
Future budget impact	No impact.

Analysis

7. The *Environmental Protection (Noise) Regulations 1997* (the Regulations) operates as a prescribed standard under the *Environmental Protection Act 1986*. Regulation 7 of the Regulations sets assigned noise levels that should not be exceeded.

8. Regulation 18 contains provisions relating to noise emissions from sporting, cultural and entertainment events. This includes the power for the Chief Executive Officer of the local government to approve a proposed sporting, cultural or entertainment event where the likely noise levels are to exceed the assigned levels under Regulation 7. In doing so, the processes detailed in Regulation 18 are to be followed including the need for the relevant local government to consult with each adjoining local government who may experience noise emissions as part of each application.

9. As outlined above, it is understood that the purpose of Policy 403 was to negate the need to consult with each adjoining local government for each Regulation 18 application for an event at Belmont Park that would exceed the assigned noise levels, by instead having a policy in place, agreed to by the other adjoining local governments, outlining the conditions for approval of any events and without the need for consultation for each and every Regulation 18 application. This was at a time when it is understood that Belmont Park Racecourse was regularly hosting music events.

10. While Policy 403 was beneficial in achieving its intent at a previous time, there have not been regular music events at Belmont Park Racecourse for some time (the last event being Australia Day 2019).

11. Upon reviewing Policy 403 and noting that there are few music events now held at the Racecourse, it is considered that there is no need to retain Policy 403, and that any future applications can be processed in a normal fashion under Regulation 18, consistent with such events in other local government areas across the State.

12. While revocation of the policy may marginally increase the approval period for a Regulation 18 application at Belmont Park Racecourse, revocation will be in alignment with all Regulation 18 approvals for other sites in the Town and is supported by Perth Racing.

13. With the exception of Optus Stadium (subject to Regulation 19B approval), noise emissions from sporting, cultural or entertainment events elsewhere within the Town are dealt with under Regulation 18, rather than an area specific policy.

Further consideration

14. At its meeting held on 23 August 2021, the Policy Committee moved a procedural motion to refer this item to the November 2021 Policy Committee to allow time for the Town to consult with adjoining local governments that were consulted during the formulation of the policy.

15. As a result, the Cities of Perth, Belmont, Bayswater and Vincent were consulted, and all indicated that they had no objection to the proposed revocation of Policy 403, as follows:

    - City of Perth responded that they had no objections from the City's perspective on the policy being revoked.
    - City of Belmont responded that they had no objections to the proposed revocation.
    - City of Bayswater advised the Town that they did not object to the proposed revocation of Policy 403, provided that future events will still be managed in accordance with Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* and adjoining local governments will be consulted for any event where noise emissions are expected to exceed the assigned noise levels.
    - City of Vincent responded that they had no objection to the revocation of the Policy. They, however, recommend that the Town should encourage the Venue to make an application for *Environmental Protection (Noise) Regulation 1997* Section 19B 'Venue Approval', should the Venue seek to regularly host more than 2 'sporting cultural or entertainment events' within a 12 month period, rather than using Regulation 18(11).

16. As the consultation has occurred and no objections have been received, it is requested that the Policy Committee recommend to Council that Policy 403 - Management of Noise Emissions from Events at Belmont Racecourse – Other than Horse Racing be revoked.

There were no questions asked or presentations made in relation to this item.

15.8 Appointment of Independent Committee Members

Location	**Town-wide**
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Absolute majority
Attachments	1. CONFIDENTIAL - Evaluation Matrix [**15.8.1** - 1 page] 2. CONFIDENTIAL - Audit and Risk Committee Selection Criteria [**15.8.2** - 4 pages] 3. CONFIDENTIAL - Independent Member Applicants Resumes [**15.8.3** - 9 pages]

Recommendation from the Audit and Risk Committee:

That Council appoints Robert Poepjes and Brian Martin as the two independent members to the Audit and Risk Committee for the period 14 December 2021 to 21 October 2023, in accordance with sections 5.9 and 5.10 of the *Local Government Act 1995*.

Purpose

To present applications received and recommendation to the committee for the two Independent Committee Member (ICM) vacancies on the Audit and Risk Committee.

In brief

- The Audit and Risk Committee is a standing committee of Council and is required to exist under the *Local Government Act 1995* (the Act). As per its Terms of Reference the Audit and Risk Committee consists of four elected members and two ICMs.
- Under section 5.11 of the Act, the terms of the previous ICMs expired on election day. As such, new appointments are required.
- Applications were sought from the public on 19 October 2021 with three applications received at the close of application period on Sunday 31 October 2021.

Background

1. Section 5.8 of the Act allows Council to establish Committees to assist the Council with its decision-making function and responsibilities.
2. The Town operates an Audit and Risk Committee as required by section 7.1A of the Act. The Terms of Reference of the Audit and Risk Committee allows for two independent members to be appointed to the Committee.

3. In accordance with its Terms of Reference, the purpose of the Audit and Risk Committee is to provide guidance and assistance to Council in fulfilling its governance and oversight responsibilities in relation to the following key areas:

   a) Financial reporting

   b) Internal control

   c) Risk management

   d) External audit

   e) Internal audit.

4. As each Committees membership expires on the ordinary Election Day, these positions were vacated on Saturday 16 October 2021.

Strategic alignment

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

Engagement

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

Legal compliance

Part 5, Division 2, Subdivision 2 of the *Local Government Act 1995*

Part 7, Division 1A of the *Local Government Act 1995*

Risk management consideration

Risk 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/	Not applicable.				Medium	

utilities						
Legislative compliance	Not applicable.				Low	
Reputation	Applicants feel aggrieved with the appointment made by Council.	Moderate	Unlikely	Moderate	Low	TREAT risk by making appointments based on the merit and relevant skills of each candidates.
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

5. In accordance with the Committee's Terms of Reference, when appointing an ICM, the person's experience, skills or qualifications should be considered to enable him/her to contribute to the Committee's functions.
6. The vacancies were advertised through local public notice, the Town's social media channels and the website. At the close of the application period on 31 October 2021, three applications were received.
7. Applicants were required to submit a current CV and were required to complete a nomination form addressing selection criteria outlining their suitability as the ICM of the Audit and Risk Committee.
8. Submissions were assessed against the following selection criteria:

Experience: Please provide details of any business or financial management reporting knowledge and experience.	**25%**
Please describe your understanding and experience in relation to internal audit.	25%
Please describe your understanding and experience in relation to risk management.	25%
Please describe your understanding and experience in relation to financial management.	25%

9. As per Policy 025 - Independent committee members, following receipt of the applications, a panel has been authorised by the Chief Executive Officer to undertake shortlisting against the selection criteria, identify applicants suitable for appointment and provide the assessment of all applicants to the committee with a recommendation of persons to be appointed.

10. The evaluation of the submissions against the selection criteria resulted in the rankings as shown below:

Independent member applicants	Overall Ranking
Robert Poepjes	**1**
Brian Martin	2
Andrew Boden	3

11. The applications have been provided to elected members as a confidential attachment to this report, along with an evaluation matrix.
12. All three independent member applicants are deemed suitable for the appointment to the Audit and Risk Committee. However, the current Terms of Reference allows up to two independent members to be appointed by Council. One of the recommendations in the major local government reform announced by the Minister for Local Government last week is that Audit Committees would be able to include Council members but would be required to include a majority of independent members and an independent chairperson. The Committee may want to consider amending the Terms of Reference to allow up to three independent members to the Audit and Risk Committee. This would allow the Committee to recommend the appointment of all three independent member applicants.
13. To finalise the recommendation to Council as to who should be appointed, the committee upon receipt of the shortlist shall make a recommendation to Council as to who should be appointed. In doing so, the committee is authorised to request the Chief Executive Officer to do any or all of the following:

    a) arrange for the committee to interview applicants

    b) conduct a reference check of applicants

    c) verify the qualifications of applicants.

Relevant documents

Audit and Risk Committee Terms of Reference

Policy 025 Independent committee members

There were no questions asked or presentations made in relation to this item.

15.9 Strategic risk review

Location	**Town-wide**
Reporting officer	Corporate Strategy and Risk Advisor
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Strategic risk review outcomes 2021 [**15.9.1** - 13 pages]

Recommendation from the Audit and Risk Committee:

That Council:

1. Notes the removal of strategic risks.
   a. Dissolution of Mindarie Regional Council.
   b. Failure to take action to reduce the administration's impact on climate change.
2. Notes the amendment of strategic risks.
   a. Boundary change to Loss of ratepayer base and associated revenue.
   b. Significant external disruptive events such as cyberactivity to Failure to maintain and protect data and information technology systems.
   c. Significant external disruptive events – current and future pandemics to Failure to plan and prepare for emergencies and recovery.
   d. Failure to take action to reduce the Town's impact on climate change within the community to Failure to take action to reduce impact on climate change.
3. Notes the addition of strategic risks.
   a. Views of community unable to influence decision-making.
   b. Failure to attract and retain a skilled workforce.
   c. Negative media exposure.
   d. Variation in economic activity impacting delivery of infrastructure.
   e. Increased community expectations on local government to address crime and anti-social behaviour.
   f. Changes in working relationships with key community, government and/or commercial stakeholders.
   g. Failure to maintain a constructive organisational culture.
   h. State Government initiatives misaligned with community aspirations.
   i. Supply chain disruptions leading to project delays.
4. Adopts the amended strategic risk register and updates to controls and treatment actions, as at attachment one.
5. Requests the Chief Executive Officer to list outstanding risk treatment actions for consideration in the mid-year Corporate Business Plan review, to be presented to Council with the mid-year budget review.
6. Requests that the Chief Executive Officer provides updates on the status of strategic risks annually, with the next review being presented to the Audit and Risk Committee in November 2022.

Purpose

To provide an update on the Town's management of strategic risks, propose changes to the strategic risk register and change the frequency of reporting to the Audit and Risk Committee on strategic risks from bi-annual to annual.

In brief

- The Chief Executive Officer is required to provide a bi-annual report on strategic risks to the Audit and Risk Committee.
- A review of the current strategic risks has been undertaken. This has resulted in risks being recommended for removal, amendment and inclusion.

Background

1. Strategic risks are risks that the organisation has no influence over. They generally occur external to the organisation and affect the delivery of strategic objectives.
2. At the February 2020 Ordinary Council Meeting, Council requested that the Chief Executive Officer present a bi-annual report on the status of the Town's strategic risks to the Audit Committee.
3. The Chief Executive Officer presented the first bi-annual report on strategic risks to the Audit and Risk Committee in September 2020 and it was considered by Council at the December 2020 Ordinary Council Meeting. As part of the review, new risks were identified.
4. A review of the current strategic risks has been undertaken to identify whether risks are still present and whether any new risks have emerged or should be identified. An extensive review of controls and treatment actions was undertaken to document what the Town already has in place and what could be done to improve. Improvement actions also included internal audit recommendations.
5. Definitions for terms used in the risk register and this report are provided below. These are based on the AS/NZS ISO 31000:2018 Risk Management Guidelines.
    a) **Risk** - The effect of uncertainty on objectives. A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.
    b) **Consequence** - Outcome of a risk event affecting the achievement of goals, objectives and plans. There can be multiple consequences from a risk event, which can have knock-on and or cumulative impacts.
    c) **Control** - Measure that maintains or modifies risk. This includes but is not limited to a policy, process, device, practice, mechanism or other conditions and/or actions that maintain or modify risk.
    d) **Risk treatment** - This is an action which treats the residual risk with the objective of mitigating the residual risk.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The regular review, reporting and monitoring of risks is part of good risk management practice and ensures accountability, commitment to continuous improvement and a basis for action.

Engagement

Internal engagement	
Stakeholder	Comments
C-Suite	Workshops were held to review existing risks, their controls and treatments.
Managers	Workshops were held to review existing risks, their controls and treatments.
Elected members	Proposed changes were provided on the Councillor Portal for feedback. Four responses were received. The removal of the strategic risk relating to the administration's impact on climate change was questioned. The Town is of the view that this risk should still be removed as it is proposed that the administration's impact and the Town's impact within the community be combined into one risk – 'Failure to take action to reduce impact on climate change.' The separation of each is not seen as necessary as the causes, consequences, controls and treatments would be considered for each regardless. This aligns with the Town's strategic framework and most relevant control, the Climate Emergency Plan. This plan includes treatment actions that address both the administration's impact on climate change along with how the Town can facilitate the community to take action to ultimately take action to reduce the impacts of climate change. Changing 'Boundary change' to 'Loss of ratepayer base and associated revenue' was supported subject to boundary change being included as an example. Boundary change has been identified as a cause in the register. A point was raised in relation to the proposed change from 'Significant external disruptive events – current and future pandemics' to 'Failure to plan and prepare for emergencies and recovery.' It was noted that each different emergency will require different strategies. Different types of emergencies are identified as causes against the risk and the most relevant control, the Town's Emergency Management Plan, addresses how the Town will manage each type of event. Expanding this risk to include all types of emergencies, not just pandemics, will encourage the appropriate level of focus and monitoring. The need to specifically mention community expectations in relation to addressing crime and anti-social behaviour was also questioned with a

	suggestion that crime and anti-social behaviour was the risk. The Town is proposing to treat it as a reputational risk and not one to health and safety. Although the Town has a role to play in facilitating a safe neighbourhood, much of what is expected from the community such as physical presence and the ability to move people on is the role of the State and Federal government. The purpose of identifying this as a risk is to highlight that the misalignment between the Town's role as a local government and the community's expectations could result in reputational impact and a low level of community satisfaction.

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	Failure to identify the following strategic risks results in there being little or no focus on treatment, continuous improvement, monitoring or reporting. • Failure to maintain a sustainable long-term financial position. • Loss of ratepayer base and associated revenue. • Failure to detect and prevent occurrences of fraud and corruption.	Severe	Unlikely	High	Low	TREAT risk by identifying strategic risks and including them in the strategic risk register so controls are tracked and treatment, monitoring and reporting occurs.
Environmental	Failure to identify the following strategic risk results in there being little or no focus on	Severe	Rare	Medium	Medium	TREAT risk by Identifying the strategic risk and including it in the strategic risk

	treatment, continuous improvement, monitoring or reporting. • Failure to take action to reduce impact on climate change.					register so controls are tracked and treatment, monitoring and reporting occurs.
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Failure to identify the following strategic risk results in there being little or no focus on treatment, continuous improvement, monitoring or reporting. • Failure to maintain and protect data and information technology systems.	Severe	Rare	Medium	Medium	TREAT risk by Identifying the strategic risk and including it in the strategic risk register so controls are tracked and treatment, monitoring and reporting occurs.
Legislative compliance	Failure to identify the following strategic risk results in there being little or no focus on treatment, continuous improvement, monitoring or reporting. • Non-compliance with Council's governance obligations under the *Local Government Act 1995*.	Severe	Rare	Medium	Low	TREAT risk by Identifying the strategic risk and including it in the strategic risk register so controls are tracked and treatment, monitoring and reporting occurs.
Reputation	Failure to identify the following strategic risks results in there	Severe	Unlikely	High	Low	TREAT risk by identifying strategic risks and including them in

	being little or no focus on treatment, continuous improvement, monitoring or reporting. • Failure to meet the infrastructure needs of future growth requirements. • Views of community unable to influence decision-making. • Negative media exposure. • Increased community expectations on local government to address crime and anti-social behaviour. • State Government initiatives misaligned with community aspirations.					the strategic risk register so controls are tracked and treatment, monitoring and reporting occurs.
Service delivery	Failure to identify the following strategic risks results in there being little or no focus on treatment, continuous improvement, monitoring or reporting. • Failure to plan and prepare for emergencies and recovery. • Failure to attract and retain a skilled workforce. • Variation in economic	Severe	Unlikely	High	Medium	TREAT risk by identifying strategic risks and including them in the strategic risk register so controls are tracked and treatment, monitoring and reporting occurs.

	activity impacting delivery of infrastructure. • Changes in working relationships with key community, government and/or commercial stakeholders. • Failure to maintain a constructive organisational culture. • Supply chain disruptions leading to project delays.

Financial implications

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

Analysis

6. The strategic risk review focused on:
   a) reviewing whether risks were still present
   b) identifying further potential risks
   c) adding to causes and consequences
   d) reviewing whether listed controls were controls
   e) adding extra controls that are in place
   f) reviewing whether treatment actions listed could be completed and added to controls
   g) identifying further opportunities for improvement/risk treatment
   h) adding actions from recent audits as treatments against relevant risks.
7. The results of the review are provided in attachment one.
8. Changes to the risks identified are being recommended. These are detailed in the table below.

Action	Risk	Reason
Remove	Dissolution of Mindarie Regional Council	Recent changes to arrangements.

	Failure to take action to reduce the administration's impact on climate change	Risk already covered by broader action - "Failure to take action to reduce impact on climate change".
Amend	Boundary change to – Loss of ratepayer base and associated revenue	Loss of ratepayer base and revenue is the risk that could be caused by a boundary change.
	Significant external disruptive events such as cyberactivity to – Failure to maintain and protect data and information technology systems	The risk is the loss of data and systems. One cause of this is malicious cyber activity.
	Significant external disruptive events - current and future pandemics to – Failure to plan and prepare for emergencies and recovery	The risk relates to the absence of planning and preparation for any emergency and the ability for the Town to recover. A pandemic is only one cause.
	Failure to take action to reduce the Town's impact on climate change within the community to – Failure to take action to reduce impact on climate change	Combines the two climate change-related risks as their causes, consequences, controls and treatments are all similar.
Add	Views of community unable to influence decision-making	While the Town and Council can seek out the views of the community, it is up to them to participate. Lack of participation can significantly impact achievement of the Town's strategic goals as the community's views are not known.
	Failure to attract and retain a skilled workforce	While this can be controlled to some extent, changes in the job market can have an impact on the Town. An example of this would be if one industry experiences significant growth. Resources are needed to be able to deliver all projects and services.
	Negative media exposure	While the Town can proactively encourage positive media, it does not have full control over what is printed or reported.
	Variation in economic activity impacting delivery of infrastructure	The Town's strategic goals and projects can be significantly impacted by changes in economic activity. An example of this could be an increase in prices of materials due to an increase in construction.

	Increased community expectations on local government to address crime and anti-social behaviour	Increased expectations are evident through community engagement results with safety and security being the number one priority in the VicVision outcomes. While the Town has a small role to play in facilitating a safe neighbourhood, much of what is expected is the role of the State and Federal government.
	Changes in working relationships with key community, government and/or commercial stakeholders	At a strategic level, changes in working relationships with these groups can result in less funding opportunities or changes to levels of service within our community. The Town can attempt to manage the relationships but the nature of them can also be influenced by individual personalities and group priorities.
	Failure to maintain a constructive organisational culture	The culture needs to be managed across the whole organisation for it to be effective. A negative organisational culture could result in the quality of strategic objectives not being delivered at an acceptable level, or not being delivered at all. Managing at operational level between service areas may result in inconsistencies. Elevating the risk to be strategic will result in the risk being owned, monitored and reported at an executive level.
	State Government initiatives misaligned with community aspirations	While the Town can advocate for and on behalf of residents, it is not possible to fully control the external influence and potential subsequent dissatisfaction of the community.
	Supply chain disruptions leading to project delays	Disruptions to supply chains could mean that materials needed to complete a project aren't available. The Town is not able to fully control this but needs to have treatment measures in place to react and manage.
Keep	Non-compliance with Council's governance obligations under the *Local Government Act 1995*	Risk still relevant.
	Failure to meet the infrastructure needs of future growth requirements	Risk still relevant.
	Failure to maintain a sustainable long-term financial position	Risk still relevant.
	Failure to detect and prevent occurences of fraud and corruption	Risk still relevant.

9. It is proposed that these changes be made to the Town's strategic risk register to allow for present risks to be considered, current controls to be recorded and for treatment actions to be addressed.
10. The strategic risks adopted by Council will be included in the Town's next iteration of its Strategic Community Plan, as recommended in the Department of Local Government, Sport and Cultural Industries' Integrated Planning and Reporting Framework Guidelines. This will highlight the risks present that may impact the achievement of the community's priorities.
11. This financial year it is proposed that a mid-year review of the Town's Corporate Business Plan be undertaken to coincide with the mid-year budget review. Any risk treatment actions identified that have not been completed at this point can be proposed for inclusion in the Corporate Business Plan. Their inclusion will need to be considered and approved by Council when the review is presented. Some of these treatment actions may be because of recommendations from the Town's internal audit program. This will help link audit, risk and continuous improvement. It will also provide Council with more oversight with progress reporting on treatment actions feeding through to the Corporate Business Plan quarterly report, presented to Council in February, April, July and October.
12. Treatment actions identified to manage strategic risks past 2021-2022 will be included as corporate deliverables in the Town's next Corporate Business Plan, due for adoption in June 2022.
13. Because of this, it is recommended that a full update on the status of strategic risks be provided to the Audit and Risk Committee annually instead of bi-annually.

Relevant documents

Policy 004 – Risk Management

There were no questions asked or presentations made in relation to this item.

15.10 Update on Outstanding Actions from Reg 17 Review

Location	**Town-wide**
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Update on Outstanding Actions from Reg 17 Review [**15.10.1** - 5 pages]

Recommendation from the Audit and Risk Committee:

That Council:

1. Receives the update on actions resulting from the Chief Executive Officer's review of systems and procedures relating to legislative compliance, internal controls and risk management, in accordance with regulation 17 of the *Local Government (Audit) Regulations 1996*.
2. Requests that the Chief Executive Officer informs elected members on the progress of the last outstanding Action 2.3 by July 2022.

Purpose

To present the progress of further actions identified from the Chief Executive Officer (CEO)'s review of systems and procedures relating to legislative compliance, internal controls and risk management, in accordance with regulation 17 of the *Local Government (Audit) Regulations 1996* (the Regulations).

In brief

- Regulation 17 of the Regulations requires the CEO to conduct a review of systems and procedures relating to legislative compliance, internal controls and risk management on a triennial basis.
- To ensure that a thorough review is conducted, each area was reviewed and reported on individually to the Audit Committee in 2019.
- As a result of the reviews conducted, a total of 24 opportunities for improvement were identified across the three areas of review.
- As resolved by Council, an update on the outstanding actions are presented to the Audit and Risk Committee.

Background

1. In 2013, regulation 17 of the Regulations was amended to include a requirement for the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to legislative compliance, internal controls and risk management on a biennial basis. In 2018, regulation 17 was amended to change the frequency of the review requirement from biennial to triennial.

2. In accordance with regulation 16 of the Regulations, a local government's audit committee is responsible for reviewing the CEO's report, before providing a copy of the report and the results of its review to Council. In 2019, the Audit Committee received three separate reports for their consideration, relating to legislative compliance, internal controls and risk management.
3. Upon receiving the results of the review, Council resolved to request that the CEO provide updates to the Audit and Risk Committee on the progress of the opportunities for improvement actions identified as part of the reviews until all actions are complete.
4. As most actions have been completed, the Town has sought to provide an update on all identified actions, rather than presenting a separate report for each individual area of review.

Strategic alignment

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

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	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	The Town's current systems relating to internal controls do not meet legislative requirements.	Minor	Possible	Medium	Low	TREAT risk by proactively improving processes relating to legislative compliance, internal controls, and risk management as

						identified by the review.
Reputation	Reputational damage if a lack of appropriate internal controls results in a breach of the *Local Government Act 1995*, and/or other relevant legislation.	Moderate	Possible	Medium	Low	TREAT risk by completing the actions as a result of this review. Ensure that internal controls, as outlined in the Department of Local Government, Sport and Cultural Industries Guidelines, meet best practice standards.
Service delivery	Not applicable.				Low	

Financial implications

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

Analysis

5. There were 24 opportunities for improvement identified as a result of the CEO's review of systems and processes relating to legislative compliance, internal controls, and risk management. The status of these actions are summarised below:

Review area	Total actions	No. not started	No. in progress	No. completed
Legislative Compliance	11	0	0	11
Internal Controls	7	0	1	6
Risk Management	6	0	0	6

6. Actions completed since the last report was presented to the Audit and Risk Committee in March 2021 are summarised in the table below:

Review area	Reference Number	Required Action	Status	Summary
Legislative Compliance	1.3	Development of a policy and/or procedure for complaints relating to elected members.	Complete	A policy for the management of complaints relating to elected members in matters relating to breaches of the Code of Conduct was adopted by Council on 20 April 2021.
Legislative Compliance	1.7	Ensure the internal audit program is appropriately resourced.	Complete	The internal audit program is appropriately resourced. The Town has appointed Paxon to carry out the internal audit program.
Internal Controls	2.3	Ensure that all 'policy statements' and 'procedures' are appropriately captured, before the next CEO's review on systems and processes relating to internal controls, which will be due in 2022.	In progress	Several outdated policies have been reviewed and the review program is ongoing and should result in every policy having been individually reviewed by 30 June 2022.

7. Only one action (2.3) remains outstanding as it cannot be completed until all policies have been reviewed. Once all policies are reviewed by April 2022, it is proposed that elected members be informed via the Councillor Portal and Council Resolutions Status Report that this action has been completed.
8. The full report on each action, inclusive of officer comments, are attached to this report as attachment 1.

Relevant documents

A Guide to Local Government Auditing Reforms (DLGSC)

Local Government Operational Guidelines No. 9 – Audit in Local Government (DLGSC)

There were no questions asked or presentations made in relation to this item.

16 Motion of which previous notice has been given

Nil.

17 Questions from members without notice on general matters

Cr Wilfred Hendriks

1. In relation to item 13.4, where is Right of Way 130?

The Chief Operations Officer took the question on notice.

2. To do with resolution in 290/2019, what happened to that item with the master plan for Parnham Park?

The Chief Operations Officer took the question on notice.

Mayor Karen Vernon

1. There is a sudden emergence of solar powered speed signs, is this technology something the Town is considering for our busiest roads, if so when will we hear about this being rolled out?

The Manager Technical Services advised that the Town do have a speed trailer that the Town can program. The Town do not have solar powered speed signs, but he advised the Town can investigate.

The Chief Operations officer advised they will look at purchasing some and look into appropriate locations.

18 Confidential matters

Nil.

19 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 9.28pm.

I confirm these minutes to be true and accurate record of the proceedings of the Council/Committee.

Signed: .....

Dated this: ..... Day of: 2021

TOWN OF VICTORIA PARK

Mindeera Advisory Group

Notes – 3 November 2021

WE'RE OPEN
VIC PARK

Table of contents

1 Opening 3
2 Attendance 4
3 Presentations 5
3.1 Wirrpanda Foundation tour and presenation 5
3.2 Jirdarup Bushland / Kent Street sandpit planting 6
3.3 Noongar Cultural/ Arts Centre Proposal, Lathlain 8
3.4 Events Strategy 9
4 Items for discussion 10
4.1 Planning National Days 10
4.2 Reconciliation Action Plan 11
4.3 Consultation of Noongar Language 13
5 General business 15
6 Actions from previous meetings 16
7 Close 17

1 Opening

Acknowledgement of country

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

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

2 Attendance

Mindeera Group Representatives	Kelsi Forrest (Chair) Murray Masters (Deputy Chair) Dylan Collard Flavia Pardini Roni Forrest Wanjie Song Xanthe Shaw
Councillor	Cr Peter Devereux
Councillor	Cr Jesvin Karimi
Councillor	Cr Vicki Potter
Manager Community	Paul Gravett
Coordinator Community Development	Katie Schubert
Meeting secretary	Megan Jaceglav
Presenters	Troy Cook Brendan Nock Andrew Dawe Nichola Tomkins
Apologies	Dylan Collard Wanjie Song

3 Presentations

3.1 Wirrpanda Foundation tour and presentation

Time	20 minutes
Presenter	Troy Cook
Attachments	nil

Purpose of the item

Provide a tour of the facilities and information about what Wirrpanda Foundation do.

Outcome

For information.

Discussion Points

- Tour of the facilities.
- Information

Strategic outcomes

Social	
Strategic outcome	Intended public value outcome or impact
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	To ensure that opportunities for cultural appreciation and understanding are made available to the community.

Next steps

Keep the group informed around the progress of the project.

Further information

Nil.

Outcome

- Not applicable

Actions

- Not applicable

3.2 Jirdarup Bushland / Kent Street sandpit planting

Time	10 minutes
Presenter	Brendan Nock
Attachments	nil

Purpose of the item

Inform the group about this initiative and pathways for collaboration.

Outcome

Noongar engagement in the replanting of the Jirdarup bushland sandpit and the cultivation of a Noongar place of cultural exchange and learning.

Discussion Points

- Update on process for identifying yarning circle site
- Update on project development

Strategic outcomes

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	To encourage in the community, ongoing appreciation and respect for green spaces.
EN07 - Increased vegetation and tree canopy.	To increase vegetation and tree canopy throughout the Town.

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	To engage the community in the decision-making processes of key initiatives. To have the community take pride in and ownership of changes they have helped create.
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	To ensure that opportunities for cultural appreciation and understanding are made available to the community.

Next steps

Keep the group informed around the progress of the project.

Further information

Nil.

Outcome

- Officers to continue to work with Mindeera group member and Noongar Elders to map location for yarning circle at Jirdarup Bushland.

Actions

- Officers to update Mindeera Group on yarning circle progress and further developments with the site.

3.3 Noongar Cultural/ Arts Centre Proposal, Lathlain

Time	20 minutes
Presenter	Andrew Dawe
Attachments	Nil

Purpose of the item

Inform the group about the potential for a Noongar cultural / art space at the Perth Football club development in Lathlain.

Outcome

Mindeera group engagement and participation in the development of the Noongar culture/ art space proposal.

Discussion Points

- Overview from Manager Strategic Projects
- Group input on proposal

Strategic outcomes

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	To engage the community in the decision-making processes of key initiatives. To have the community take pride in and ownership of changes they have helped create.
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	To ensure that the Town continues to be a place that promotes awareness, understanding and appreciation of diverse cultures.

Next steps

Continued updates on progression of project.

Further information

Nil.

Outcome

- Group to be informed and Noongar consultation sought for elements of this proposal dependent on EOI applications.

Actions

- Manager Strategic Projects to update/ inform group as this project proceeds and to engage the Noongar community in site, and culturally specific, developments.
- Recommendation that the Town consult with Whadjuk Working Party when developing cultural elements of this project.

3.4 Events Strategy

Time	20 Minutes
Presenter	Nichola Tomkins
Attachments	Nil

Purpose of the item

Inform and consult with the group on the development of the Town's new Events Strategy.

Outcome

Discussion and feedback from the group on the Events Strategy and completion of the community survey.

Discussion Points

- Scope of future events in the Town
- Engagement opportunity for the group

Strategic outcomes

Social	
Strategic outcome	Intended public value outcome or impact
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	To ensure that opportunities for cultural appreciation and understanding are made available to the community

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	To ensure that Aboriginal culture and representation is included in the events planning for the Town.

Next steps

Keep the group informed around the progress of the Events Strategy and encourage completion of survey by the group.

Further information

Nil.

Outcome

- Event strategy survey to be completed by participating group members.

Actions

- Officer to inform group of user feedback and implementation outcomes of Events Strategy.

4 Items for discussion

4.1 Planning National Days

Reporting officer	Megan Jaceglav
Origin of request	Ongoing agenda item
Attachments	Nil

Purpose of the item

Planning and reflection on events and celebrations for national days in the Town.

Outcome

Seeking thoughts and feedback from the group around planning and celebrations in the Town.

Discussion points

- Twilight Trio - Heal Country
- Remembrance Day
- Citizenship Ceremony

Strategic outcomes

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	To provide opportunities for the community to engage in events that promote cultural heritage and knowledge.
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	To ensure that the Town continues to be a place that promotes awareness, understanding and appreciation of diverse cultures.

Next steps

Continue to keep the group informed.

Further information

Nil.

Outcome

- Group updated on forthcoming events citizenship ceremony gift options.

Actions

- Officer to share Heal Country concert details through appropriate Noongar communication networks.
- Group members to attend Heal Country Twilight Trio if available and wear NAIDOC week t-shirts.

4.2 Reconciliation Action Plan

Reporting officer	Megan Jaceglav
Origin of request	Ongoing Agenda Item
Attachments	Nil

Purpose of the item

To update the group on the progress of, and future direction, of actions and deliverables in the plan.

Outcome

To provide the group with a brief update on the status of actions, deliverables and future directions of the Town's RAP.

Discussion points

- Plans for this quarter
- Review of Reflect RAP

Strategic outcomes

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	To encourage and enable the community to actively take part in reconciliation initiatives.

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	To enable the community to be informed and engaged in the Town's reconciliation process.
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	To have a positive influence on the community's awareness and appreciation of Indigenous culture and the reconciliation journey through the implementation of the RAP.

Next steps

December meeting to include a full review of all actions with the group.

Further information

Nil

Outcome

- Group updated on developments in the Town's RAP and the commencement of the Social Policy Specialist.

Actions

- Officer to provide review of the Town's Reflect RAP for group discussion at the next Mindeera Meeting.

4.3 Consultation of Noongar Language

Reporting officer	Megan Jaceglav
Origin of request	Actions from previous meeting
Attachments	Nil

Purpose of the item

Continue discussion from previous meeting on specific naming projects, update the group on developments and review modes of moving forward, towards a streamlined approach.

Outcome

- Work instruction update
- Update on Acknowledgment of Country
- Discussion concerning sites of significance

Discussion points

- Progress of Koolbardi Park
- Work instruction progress
- Launch of Bidi Walk
- Renaming of Council Chambers
- Acknowledgment plaque

Strategic outcomes

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	To provide spaces for community education and the development of cultural literacies.
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	To provide opportunities for residents to engage with, promote, and learn Noongar language, whilst ensuring that the language is preserved and appropriately honored.

Next steps

Update group on progress of discussion items.

Further information

Nil

Outcome

- Group updated on signage concerns regarding Koolbardi Park.
- Group updated on progress for artwork signage for Bidi Walk.

Actions

- Officers to conduct site visit to Koolbardi Park and engage with Advisory group members as progress occurs.
- Bidi walk opening to be delayed until officers receive confirmation of production date of artwork.

5 General business

Collaboration with Curtin University, City of South Perth and City of Canning.

EOI for Mindeera group membership.

6 Actions from previous meetings

To be tabled and discussed at December 8 meeting

Action	Responsible Officer	Status	Comment	Close Date
Town officers to coordinate Mindeera Advisory Group and community members visit to Jirdarup bushland.	Megan Jaceglav	Completed		
Officers to identify and contact Aboriginal food vendors/suppliers for November Twilight Trio concert.	Megan Jaceglav	Completed	Vendors identified and contacted. Awaiting confirmation	20-11-21
Mindeera group members to undertake research and consultation related to historical records of Aboriginal soldiers.	Megan Jaceglav	In progress		
Town Reconciliation officer to invite Noongar Elders to NAIDOC themed Twilight Trio concert.	Megan Jaceglav	Completed		20-11-2021
Town officers to send a draft of Innovate RAP timeline to Mindeera group members.	Megan Jaceglav	In progress	Will be part of December meeting.	
Town officer to progress work instruction and present to Mindeera Advisory group for consideration.	Megan Jaceglav	In progress	Draft document.	
Town officer to work with Mindeera group members to identify and make contact with Noongar Elders for guidance regarding Noongar language and culture.	Megan Jaceglav	In progress		
Reconciliation officer to work with Town staff to facilitate development of artwork / signage for Bidi Lane.	Megan Jaceglav	In progress/ complete	Draft artwork to be circulated via email to the group once ready.	
Reconciliation officer to work with Town staff and Mindeera group to coordinate the opening of Bidi Lane and Koolbardi Park.	Megan Jaceglav	In progress/ complete	Updates to be provided to the group via email once ready.	
Mindeera group member to consult with Noongar community and report back to the Mindeera Advisory Group, on preferred opportunities and processes for recognition of Noongar Elders in the Town.	Megan Jaceglav	In progress		
Town officers to liaise with Town library staff regarding research directives in identifying Town Noongar history.	Megan Jaceglav	In progress		
Town Reconciliation officer to consult with Mindeera group members on list of Noongar Elders and to circulate working list of Elders and service providers to the Mindeera Advisory Group.	Megan Jaceglav	In progress		

Mindeera Advisory Group member to consult with the DLGSC regarding the Mili Mili Gnarla Boodja project and opportunities to continue this project to include Noongar country situated within the Town of Victoria Park.	Kelsi Forrest	In progress		
Town officers to continue progress for inclusion of item of historical/cultural significance in new citizen gifts.	Megan Jaceglav	In progress		
Mindeera Advisory Group members to provide Town officers of details of potential local suppliers for Message Sticks, and or other items for potential consideration for inclusion as citizenship ceremony gifts.	Megan Jaceglav	Complete	Details provided to Town officers.	
Town officer to work with group members and Elders to adapt Acknowledgment of Country templates.	Megan Jaceglav	In progress		

7 Close

Meeting closed at 7:38pm.

MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

11 NOVEMBER 2021

TOWN OF VICTORIA PARK

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

Prior to taking their seats for the meeting the newly appointed Mindarie Regional Council (MRC) members made the required Declaration of Elected Member for the position of Councillor of the MRC in accordance with the Transitional Provisions of the Local Government Act 1995 (Schedule 9.3) using s702 of the Local Government Act 1960 (repealed).

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.30pm

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Councillor Attendance

Cr K Vernon (Chair)	Town of Victoria Park
Cr F Cvitan, JP (Deputy Chair)	City of Wanneroo
Cr A Jacob, JP	City of Joondalup
Cr C May	City of Joondalup
Cr L Gobbert, JP	City of Perth
Cr C Hatton	City of Stirling
Cr E Re	City of Stirling
Cr K Sargent	City of Stirling
Cr L Thornton	City of Stirling
Cr A Castle	City of Vincent
Cr P Miles	City of Wanneroo
Cr K Shannon ***arrived at 6.48 pm***	Town of Cambridge

Apologies
Nil

Leave of Absence
Nil

Absent
Nil

MRC Officers
Mr S Cairns (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Mr B Twine (Manager Operations)
Ms S Cherico (Manager Human Resources)
Ms D Toward (Executive Support)

Member Council Observers
Mr N Claassen (City of Joondalup)
Mr M MacPherson (City of Joondalup)
Mr M Littleton (City of Stirling)
Mr R Bryant (City of Stirling)
Mr A Murphy (City of Vincent)
MsY Plimbley (City of Vincent)
Mr H Singh (City of Wanneroo)
Mr A Kowero (City of Wanneroo)
Mr K Hincks (Town of Cambridge
Mr J Wong (Town of Victoria Park)

MRC Observers
Mr A Griffiths

Visitors
Mr David Price

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

The Chair welcomed returning MRC Councillors, Cr Castle and Cr Jacob following the October 2021 Local Government Elections, and welcomed the following newly appointed councillors to the MRC, Cr Gobbert, Cr Hatton, Cr May, Cr Miles and Cr Re.

The Chair also welcomed Scott Cairns to his first meeting as the MRC CEO.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 ORDINARY COUNCIL MEETING – 16 September 2021

The Minutes of the Ordinary Council Meeting held on 16 September 2021 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 16 September 2021 be confirmed as a true record of the proceedings.

Moved Cr Sargent, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/ 0)

9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 AUGUST 2021 AND 30 SEPTEMBER 2021
File No:	**FIN/5-09**
Appendix(s):	**Appendix No. 1** **Appendix No. 2**
Date:	**15 OCTOBER 2021**
Responsible Officer:	**DIRECTOR CORPORATE SERVICES**

SUMMARY
The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

BACKGROUND
Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

DETAIL
The Financial Statements for the months ended 31 August 2021 and 30 September 2021 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 3 months to 30 September 2021 is attached at **Appendix No. 3.**

The financial statements are pending external auditor approval and are subject to change.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the “air space” remaining and other relevant information.

Summary of results for the year to date period ended 30 September 2021

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	59,306	57,429	1,877
Tonnes – Others	8,808	3,496	5,312
TOTAL TONNES	**68,114**	**60,925**	**7,189**
	$	$	$
Revenue – Members	10,860,075	12,232,484	(1,372,409)
Revenue – Other	87,696,062	1,916,852	85,779,210
TOTAL REVENUE	98,556,137	14,149,336	84,406,801
Expenses	98,216,264	11,319,819	(86,896,445)
Profit on sale of assets	-	-	-
Loss on sale of assets	-	-	-
Impairment of assets	-	-	-
NET SURPLUS/(DEFICIT)	**339,873**	**2,829,517**	**(2,489,644)**

Members
Members tonnages for the financial period ended 30 September 2021 were 1,877 tonnes above budget, member councils delivering more waste than what was estimated.

RRF
The Resource Recovery Facility residue tonnes have delivered 14,663 tonnes in total to Tamala Park year to date, 27 tonnes above budgeted.

Trade & Casuals
The Casual and Trade tonnages are 5,312 tonnes higher than forecast for the financial year to date, 4,777 tonnes attributable to the discounted rate waste tender.

Overall tonnages for the financial period ended 30 September 2021 were 7,189 tonnes more than budgeted.

The net result variance against budget of $2,489,644 is mainly attributable to the costs associated with the exit of the RRFA and the ongoing maintenance contract to Empty, Clean and Make Safe (ECMS) the facility. These expenditures are marginally abated by lower landfill costs and legal fees and income for tonnages received in the commercial waste tenders. All items will be addressed at Mid-Year Budget.

VOTING REQUIREMENT
Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 and Appendix No. 2 for the months ended 31 August 2021 and 30 September 2021.

Moved Cr Re, seconded Cr May
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/ 0)

9.2	LIST OF PAYMENTS MADE FOR THE MONTH ENDED 31 AUGUST 2021 AND 30 SEPTEMBER 2021
File No:	**FIN/5-09**
Appendix(s):	**Appendix No. 4 and 5**
Date:	**16 October 2021**
Responsible Officer:	**Director Corporate Services**

SUMMARY
The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

COMMENT
The lists of payments for the month ended 31 August 2021 and 30 September 2021 are at **Appendix 4 and 5** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 16 September 2021, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

Months Ended	Account	Vouchers	Amount
31 August 2021	General Municipal	Cheques	$220.00
		EFT	$97,697,269.69
		DP	$182,121.54
		Inter account transfers	$2,600,000.00
		Total	**$100,479,611.23**
30 September 2021	General Municipal	Cheques	$1,680.60
		EFT	$3,953,454.34
		DP	$101,319.69
		Inter account transfers	$18,000,000.00
		Total	**$22,056,454.63**

VOTING REQUIREMENT
Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 August 2021 and 30 September 2021.

Moved Cr Thornton, seconded Cr Jacob
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

9.3	REVIEW OF COUNCIL POLICY CP14 ACTING CHIEF EXECUTIVE OFFICER APPOINTMENT
File No:	**GF-21-0000066**
Attachment(s):	**Appendix 6 - Tracked Changes - CP14** **Appendix 7 - Clean Copy - CP14**
Date:	**21 October 2021**
Responsible Officer:	**Chief Executive Officer**

SUMMARY
The report seeks endorsement of the review undertaken by the Chief Executive Officer (CEO) on the current Council Policy CP14 Acting Chief Executive Officer Appointment.

BACKGROUND
Sections 5.18 and 5.46 of the *Local Government Act 1995* (the Act) require that at least once every financial year, policies are to be reviewed by the Council.

The MRC's Corporate Business plan requires that the Council Policies are relevant and reviewed by Council.

Council are requested to endorse the reviewed Council Policies to ensure they are operating effectively, providing for efficient and timely administrative decisions and services in relation to discretional decisions the Council has the ability to make by virtue of the Act and other statutes.

At the 16 September 2021 Ordinary Council Meeting the MRC Administration presented the reviewed Council Policies, the Council resolved the following:

That Council

1. *Endorses the minor changes to Council Policies as contained in Appendix 4 of this report save for Policy No. CP14 which is to be referred to the CEO for detailed review to be completed by November 2021.*

DETAIL
A further review of Council Policy CP14 has been undertaken, removing any reference to an Interim CEO aligning the policy with the Local Government Act, tracked changes at Appendix 6 of this report.

In summary an Acting CEO is appointed by:

- The council:
  - When the CEO is absent for periods in excess of 3 months; and
  - If the position of CEO is vacant for any reason.
- The CEO:
  - When on leave for less than 5 days, at the discretion of the CEO;
  - When on leave for more than 5 days; and
  - When absent from Australia for any reason less than 3 months.

CONSULTATION
Nil

STATUTORY ENVIRONMENT
Local Government Act 1995
The following extracts from the Act relate to Council's obligations in the areas of policy development and delegations to the CEO.

"2.7. Role of Council
(1) The Council —
(a) governs the local government's affairs; and
(b) is responsible for the performance of the local government's functions.
(2) Without limiting subsection (1), the Council is to —
(a) oversee the allocation of the local government's finances and resources; and
(b) determine the local government's policies.

5.42. Delegation of some powers and duties to CEO
(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
(a) this Act other than those referred to in section 5.43; or
(b) the Planning and Development Act 2005 section 214(2), (3) or (5).
** Absolute majority required.*
(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO
A local government cannot delegate to a CEO any of the following powers or duties —
(a) any power or duty that requires a decision of an absolute majority of the council;
(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
(c) appointing an auditor;
(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
(f) borrowing money on behalf of the local government;
(g) hearing or determining an objection of a kind referred to in section 9.5;
(ha) the power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government;
(h) any power or duty that requires the approval of the Minister or the Governor;
(i) such other powers or duties as may be prescribed."

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Strategic Community Plan 2018 -2037		
OBJECTIVE 1	Long Term Viability	
Sub Objective	Good Corporate Governance	
This report is required by legislation to ensure that the Council has the opportunity to review its current policies and the delegations it has provided to the Chief Executive Officer thus maintaining the relevance of the documents.		
Corporate Business Plan 2018 – 2037		
Strategies	Actions	Responsible Officer
1.1.2	Ensure Council Policies are relevant and reviewed by Council	**CEO**
1.1.3	Review the relevance of the delegations from the Council and report findings to Council	**CEO**
These actions ensure that an officer within the organisation, in this case the CEO, has a direct responsibility to review the current Council Policies and Instrument of Delegation and report the review findings to Council.		

COMMENT
Nil

VOTING REQUIREMENT
Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. **Endorses the minor changes to Council Policy CP14 Acting Chief Executive Officer Appointment as contained in Appendix 6 of this report.**

(absolute majority required)

Moved Cr Jacob, seconded Cr Re
RESOLVED
That the recommendation be adopted
(CARRIED by absolute majority 11/0)

9.4	EXTENSION TO SITE ACCESS AGREEMENT FOR NOT-FOR-PROFIT TRAINING PROVIDER
File No:	**GF-20-0000544**
Appendix:	**Nil**
Date:	**15 October 2021**
Responsible Officer:	**Operations Manager**

SUMMARY

This report seeks Council's endorsement to provide one 12-month extension to the current access agreement between the Mindarie Regional Council (MRC) and Stirling Skills Training Inc. (SST) for access to the Tamala Park Waste Management Facility (TPWMF) to deliver not-for-profit training and education programs.

BACKGROUND

At the Ordinary Council Meeting of 17 December 2020, Council endorsed the CEO's request to provide access for SST to the TPWMF, on a 12-month trial basis, for the delivery of not-for-profit training and education programs.

The basis for the initial request was to enable STT to deliver State Government-subsidised training programs at the TPWMF by providing access to a disused section of the quarry as a realistic training environment. These programs are centred around assisting disadvantaged youth, people from culturally and linguistically diverse backgrounds, and people with a disability to find employment opportunities through practical training and education.

DETAIL

SST is a Perth based not-for-profit training organisation that was established in 1984, with the goal of providing human and charitable services to relieve unemployment, economic hardship and misfortune in the community.

Through the delivery of training and education programs to at-risk persons, SST delivers the following State and Federal Government subsidised programs:

- Transition to Work Program (Federal) – An arm of the Australian Government's Youth Employment Strategy aimed at supporting young people aged 15-21 on their journey to employment.

- Youth Jobs PaTH (Federal) – Youth Jobs PaTH is designed to support young people to gain the employability skills and work experience they need to get and keep a job.

- Participation Equity Program (State) - This program aims to assist unemployed people who have barriers accessing mainstream training to become job-ready, so they can participate fully in the workforce. The eligible target groups under this program are; Aboriginal and Torres Strait Islanders; Culturally and Linguistically Diverse (CaLD) people, people with disabilities, and youth at risk.

For the purpose of this proposal, SST has partnered with the Training Alliance Group, a Registered Training Organisation (RTO), to deliver Certificate III in Civil Construction Operations and Certificate III in Surface Extraction. Both training programs are delivered under the State Government's Participation Equity Program, managed by the Department of Training and Workforce Development.
Courses see cohorts of students working under supervision at the TPWMF over 12 weeks to achieve nationally accredited qualifications before graduating and entering the workforce. To date, over 340 students have accessed the TPWMF to undertake civil or surface extraction training.

SST continues to maintain access to their own plant and machinery and holds suitable insurance coverage for the proposed activities, as well as ISO45001:2018 Occupational Health and Safety certification. Provision for MRC staff to access SST equipment on an as-required basis has also been established and seeks to expand the depth of experiences of MRC's plant operators.

Over the past 12 months of STT operating on site, the MRC has not experienced any notable impacts to operations from this training and does not anticipate any adverse impact to operations arising via an extension to the current agreement.

CONSULTATION
No additional consultation has occurred since initial endorsement was received from Council at the 17 December 2020 OCM.

STATUTORY ENVIRONMENT
Nil.

POLICY IMPLICATIONS
Nil.

FINANCIAL IMPLICATIONS
The MRC bears no financial commitment via this extension. All costs associated with daily operations, including mobilisation and demobilisation, are the sole responsibility of SST. Written assurances have been received from SST to ensure that no for-profit activities take place at the TPWMF.

The MRC is not seeking compensation for allowing access to the quarry.

VOTING REQUIREMENT
Simple Majority.

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Endorses the CEO to extend existing access for Stirling Skills Training to the Tamala Park Waste Management Facility, for an additional 12-month period, for the delivery of not-for-profit training and education programs.

Moved Cr Re, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

9.5	APPOINTMENT OF COUNCILLORS ON TO COMMITTEES AND OTHER GROUPS
File No:	GF-20-0001619
Attachment(s):	1. Audit Committee Details; 2. CEO's Recruitment and Performance Review Committee Details; 3. Municipal Waste Advisory Council Details
Date:	12 October 2021
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to seek the appointment of Councillors of the Mindarie Regional Council (MRC) to its committees and groups.

BACKGROUND

The MRC currently has two committees, established in accordance with Part 5.8 of the *Local Government Act 1995 (*LGAct*),* and one advisory group that require Councillor membership as follows:

- Audit Committee (established in accordance with the LGAct)
- Chief Executive Officer's Recruitment and Performance Review Committee (established in accordance with the LGAct)
- Municipal Waste Advisory Council (established as part of the MRC's commitment to the Western Australia Local Government Association membership)

Attachments 1 to 3 to this agenda item provide details of the tenure, membership, duties and responsibilities associated with each of the committees and groups named above.

DETAILS

The recently held Local Government Elections have resulted in the need for the MRC to swear in new Councillors and re-appoint Councillors to its committees and other groups. The following provides a brief explanation of the purpose of the committees and groups:

Audit Committee

The Audit Committee is established under the LGAct and has prescribed duties and responsibilities (refer attachment). This committee currently consists of four elected members and an appointed independent member and aims to meet three times per year. The Audit Committee Terms of Reference (ToR) allows for three elected members, it is noted that the ToR requires an amendment, a review has been scheduled.

The Administration provides secretarial support and both the Chief Executive Officer and the Director of Corporate Services attend the meetings to provide advice and guidance to the committee on the issues presented in the agendas.

Chief Executive Officer's Recruitment and Performance Review Committee
This committee was established in 2017 to combine recruitment and performance into one single committee consisting of five Councillors. The Chief Executive Officer's (CEO) performance is reviewed annually. The committee is supported by an independent consultant who undertakes a survey of all the Councillors and assists in the review of the CEO's performance in the previous year against pre-set performance measures and the setting of performance measures for the next year. The consultant provides a performance report to assist the Councillors in assessing the performance of the CEO.

Municipal Waste Advisory Council
The Municipal Waste Advisory Council (MWAC) was established in December 1994 as a Standing Committee of the Western Australian Local Government Association (WALGA) with delegated authority to represent the Association in respect of matters relating to municipal waste issues. MWAC is established under a partnership agreement with WALGA, Eastern Metropolitan Regional Council, City of Geraldton/Greenough, Mindarie Regional Council, Rivers Regional Council, Southern Metropolitan Regional Council and Western Metropolitan Regional Council.

The objective of MWAC is to encourage and promote economically sound, environmentally safe waste management practices and to ensure that the shared interests of all Western Australian Local Governments, as they relate to waste management, are effectively managed. As MWAC is a standing committee of WALGA it requires councillor representation. An Officer Advisory Group (OAG) has been established as an advisory committee to the MWAC.

The MRC has historically appointed the Chairperson as its representatives on MWAC as well as a deputy stand-in Councillor, and the CEO as its representative on OAG

LEGAL COMPLIANCE
Refer attachments 1 through to 3 to determine the varying compliance requirements of the Committees and the Groups.

FINANCIAL IMPLICATIONS
There is no remuneration attached to the positions on any of the MRC's Committees and/or Groups.

COMMENT
The Committees and Group are an integral part of the operations of the Mindarie Regional Council and report to Council to assist Council in its decision making responsibility.

VOTING REQUIREMENT
Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. **Appoint Cr _____, Cr _____ Cr _____, and Cr_____ on to the Audit Committee.**

   (Absolute Majority Required)

2. **Appoint Cr _____, Cr _____, Cr _____ Cr _____ and Cr_____on to the Chief Executive Officer's Recruitment and Performance Review Committee.**

   (Absolute Majority Required)

3. **Appoint Cr _____ as a member and Cr _____ as a Deputy Member on to the Municipal Waste Advisory Council.**

   (Absolute Majority Required)

Parts 1 through to 3 of the Responsible Officers Recommendation were put separately.

1 AUDIT COMMITTEE

Four self-nominations were received from Cr Vernon, Cr Cvitan, Cr Re, and Cr Miles.

Cr Sargent moved, Cr Hatton seconded
RESOLVED
To appoint Cr Vernon, Cr Cvitan, Cr Re, and Cr Miles onto the Audit Committee.
CARRIED BY ABSOLUTE MAJORITY 11/0

2 CHIEF EXECUTIVE OFFICER'S RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE

Five self-nominations were received by Cr Hatton, Cr Cvitan, Cr Vernon, Cr Jacob and Cr Sargent.

Cr May moved, Cr Re seconded
RESOLVED
To appoint Cr Hatton, Cr Cvitan, Cr Vernon, Cr Jacob and Cr Sargent.
CARRIED BY ABSOLUTE MAJORITY 11/0

Cr Shannon entered the Council Chamber at 6.48 pm

3 MUNICIPAL WASTE ADVISORY COUNCIL

Two self-nominations were received for the position of Member of the Municipal Waste Advisory Council from Cr Re and Cr Vernon.
Cr Re withdrew her nomination.

Cr Re self-nominated for the position of deputy member of the Municipal Waste Advisory Council.

Cr Thornton moved, Cr Hatton seconded
RESOLVED
To appoint Cr Vernon as the member and Cr Re as the deputy member onto the Municipal Waste Advisory Council.
CARRIED BY ABSOLUTE MAJORITY 12/0

ATTACHMENT 1

AUDIT COMMITTEE

MEMBERSHIP/SUPPORT STAFF

Three Councillors (Minimum)
One Independent Member (Sourced from the Community)
MRC Chief Executive Officer (Support Staff)
MRC Director Corporate Services (Support Staff)

MEETING FREQUENCY

The Committee shall meet as and when required. Normally three times a year being:

(a) November to review and make recommendations to Council on the previous year's audited financials;
(b) February/March to review the MRC's risk register and MRC's response to the Statutory Compliance Audit Return required by the State Government and make recommendations to Council; and
(c) July to review the MRC's risk register.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be –

(a) Provide guidance and assistance to Council as to carrying out the function of the Council in relation to audits.

(b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Council's auditor.

(c) Develop and recommend to Council –
- a list of those matters to be audited; and
- the scope of the audit to be undertaken.

(d) Recommend to Council the person or persons to be appointed as auditor.

(e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
- the objectives of the audit
- the scope of the audit
- a plan of the audit
- details of the remuneration and expenses to be paid to the auditor; and
- the method to be used by the Council to communicate with, and supply information to, the auditor.

(f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.

(g) Liaise with the CEO to ensure that the local government does everything in its power to –
- assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
- ensure that audits are conducted successfully and expeditiously.

(h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- determine if any matters raised require action to be taken by the Council; and
- ensure that appropriate action is taken in respect of those matters.

(i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.

(j) Review the scope of the audit plan and program and its effectiveness.

(k) Review the appropriateness of special internal audit assignments undertaken at the request of Council or CEO.

(l) Review the level of resources allocated to internal audit and the scope of its authority.

(m) Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised.

(n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.

(o) Review Council's draft annual financial report, focusing on:
- accounting policies and practices:
- changes to accounting policies and practices;
- the process used in making significant accounting estimates:
- significant adjustments to the financial report (if any) arising from the audit process;
- compliance with accounting standards and other reporting requirements; and
- significant variances from prior years.

(p) Consider recommending adoption of the financial report to Council

(q) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.

(r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.

(s) Review the annual Compliance Audit Return and report to the Council the results of that review.

(t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the Council's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to the Council the results of those reviews.

(u) Monitor the progress of any major lawsuits facing the Council.

(v) Perform a biannual review of the material risks identified in the Council's Risk Register.

APPOINTMENT/TENURE Extract from Local Government Act 1995 "

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government. If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

(1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*
**Absolute majority required.*

(2) A person who is appointed as a deputy member of a committee is to be -
(a) if the member of the committee is a council member – a council member; or
(b) if the member of the committee is an employee – an employee; or
(c) if the member of the committee is not a council member or an employee – a person who is not a council member or an employee; or
(d) if the member of the committee is a person appointed under section 5.10(5) – a person nominated by the CEO.

(3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.

(4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the term of the person's appointment as a committee member expires; or

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first."

ATTACHMENT 2

CHIEF EXECUTIVE OFFICER'S RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE

MEMBERSHIP/SUPPORT CONSULTANT

Five Councillors
One support HR Consultant

MEETING FREQUENCY

The Committee shall meet as and when required.
Recruitment: when a vacancy occurs.
Performance Review: normally three or four meetings per year.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this committee is:

- when a vacancy occurs, participate in the recruitment of a CEO
- review on an annual basis, the CEO's performance in accordance with the Key Performance Indicators set by the Committee in the previous year; and
- Review the outcome of a survey of the Councillors undertaken by the support HR Consultant

APPOINTMENT/TENURE Extract from Local Government Act 1995 "

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

(1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*
**Absolute majority required.*

(2) A person who is appointed as a deputy member of a committee is to be -
(a) if the member of the committee is a council member – a council member; or
(b) if the member of the committee is an employee – an employee; or
(c) if the member of the committee is not a council member or an employee – a person who is not a council member or an employee; or
(d) if the member of the committee is a person appointed under section 5.10(5) - a person nominated by the CEO.

(3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.

(4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the term of the person's appointment as a committee member expires; or

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first."

ATTACHMENT 3

MUNICIPAL WASTE ADVISORY COUNCIL

MEMBERSHIP

One Councillor and a Deputy

Supported by one staff member who is on a sub-group of MWAC entitled the Officers' Advisory Group.

MEETING FREQUENCY

Bi-Monthly

DUTIES AND RESPONSIBILITIES

General Functions of the MWAC

a) The principal role of the MWAC in exercise of the delegated authority is to govern the Waste Management Area and to represent the interests of the Parties and Local Government generally, in all matters relating to local government waste management.

(b) Without limiting the MWAC's principal role, the broad functions and responsibilities of the MWAC include:

(i) defining policy and providing the overall strategic direction of the Waste Management Area to achieve the interests of the Parties to this Partnership Agreement;
(ii) maintaining the MWAC as a credible, active and effective body in the area of waste management;
(iii) facilitating and encouraging cooperative linkages between Local, State and Federal Government, Regional Councils, Waste Management Resource Recovery (WMRR), Waste Authority, industry and the community;
(iv) representing the interests of the Association in all matters relating to local government waste management in accordance with the Association's policy statements and formal positions on an issue, and without prior reference to the Association where a formal Association position on an issue is not current or has not yet been developed PROVIDED THAT any such position is subsequently put to the Association as soon as practicable for confirmation;
(v) acting as an interface between the Parties to this Partnership Agreement and other local governments;
(vi) promoting economically sound, environmentally safe and socially inclusive waste management strategies;
(vii) coordinating and initiating research on waste management issues;
(viii) through the WALGA Executive Manager monitoring and evaluating the performance of the Executive Officer against established key performance indicators;

(ix) approving major operating plans, including the strategic plan;
(x) approving the Annual Budget in accordance with the terms of this Partnership Agreement; and
(xi) ensuring the Waste Management Area complies with the law and the Association's operational policies and procedures.

(c) Under the terms of the delegated authority, the MWAC may not make decisions:
(i) concerning the acquisition, holding and disposition of real property or the borrowing of money or setting Association subscription levels;
(ii) that are inconsistent with an existing formal policy statement of the Association without prior reference to and the prior approval of the State Council; and
(iii) relating to operational matters as such matters remain the responsibility of the Executive Officer, reporting to the WALGA Chief Executive Officer or to their delegate.

APPOINTMENT/TENURE
Membership continues until notification is given to the other party advising of a change in the membership.

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 64

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 64 be received.

Moved Cr Re, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 12/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, the Chair requested the Council to meet "behind closed doors" to allow the Council to consider items 14.1, 14.2 and 14.3 as the item is of a confidential nature.

The Chair invited MRC Officers, Member Council CEOs and Officers seated in the public gallery to remain in the gallery.

The Chair requested members of the public present to leave the gallery. There was one member of the public present who left the gallery at 6.59 pm.

The MRC CEO, the Manager of Human Resources, the Manager Operations and the Executive Support Officer remained in the Council Chambers.

Moved Cr Vernon, seconded Cr Cvitan
To close the meeting to the public
(CARRIED UNANIMOUSLY 12/0)

Doors closed at 6.59 pm

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the *Local Government Act 1995* as the report deals with a matter where a contract may be entered into.	
14.1	**TENDER FOR GROUNDWATER MONITORING AND ANNUAL REPORTING**
File No:	**GF-21-0000395**
Attachment(s):	
Date:	**20 October 2021**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Authorise the CEO to award the tender for Groundwater Monitoring and Annual Reporting (Tender Number: 13/150) to Talis Consultants Pty Ltd at the prices detailed within the report.

2. Authorise the CEO to advise the tenderers of the outcome of the tender process.

PROPOSED AMENDMENT
Moved Cr Vernon, seconded Cr Cvitan
Adding the words "for a period of 3 years" at the end of the sentence at point 1.
(CARRIED UNANIMOUSLY 12/0)

SUBSTANTIVE RECOMMENDATION AS AMENDED
Moved Cr Jacob, seconded Cr May

1. **Authorise the CEO to award the tender for Groundwater Monitoring and Annual Reporting (Tender Number: 13/150) to Talis Consultants Pty Ltd at the prices detailed within the report for a period of 3 years.**

2. **Authorise the CEO to advise the tenderers of the outcome of the tender process.**

(CARRIED UNANIMOUSLY 12/0)

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the *Local Government Act 1995* as the report deals with a matter where a contract may be entered into.	
14.2	**TENDER FOR ENVIRONMENTAL CONSULTANCY**
File No:	**GF-21-0000396**
Attachment(s):	
Date:	**20 October 2021**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Authorise the CEO to award the tender for Groundwater Monitoring and Annual Reporting (Tender Number: 13/151) to 360 Environmental Pty Ltd at the prices detailed within the report.

2. Authorise the CEO to advise the tenderers of the outcome of the tender process.

Moved Cr Re, seconded Cr Sargent

PROPOSED AMENDMENT 1
Moved Cr Vernon, seconded Cr Gobbert

To remove the words 'Groundwater Monitoring and Annual Reporting' and replace with the words 'Environmental Consultancy' at point no 1.
(CARRIED UNANIMOUSLY 12/0)

PROPOSED AMENDMENT 2
Moved Cr Vernon, seconded Cr Gobbert
Add the words "for a period of 3 years" at the end of the sentence at point no 1.
(CARRIED UNANIMOUSLY 12/0)

SUBSTANTIVE RECOMMENDATION AS AMENDED
Moved Cr Vernon, seconded Cr Gobbert

1. **Authorise the CEO to award the tender for Environmental Consultancy (Tender Number: 13/151) to 360 Environmental Pty Ltd at the prices detailed within the report for a period of 3 years.**

2. **Authorise the CEO to advise the tenderers of the outcome of the tender process.**

(CARRIED UNANIMOUSLY 12/0)

This Report Is Confidential And Dealt With In A Confidential Session, Under Section 5.23 (2) (C) Of The *Local Government Act 1995* As The Report Deals With A Matter Where A Contract May Be Entered Into.	
14.3	**TENDER FOR ENVIRONMENTAL DRILLING**
File No:	**GF-21-0000397**
Attachment(s):	
Date:	**20 October 2021**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Not award the tender for Environmental Drilling (Tender Number: 13/152), and**

2. **Authorise the CEO to write to the unsuccessful tenderers and advise them of the decision not to award the tender.**

Moved Cr Re, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 12/0)

Moved Cr Vernon, seconded Cr Cvitan
To re-open the meeting to the public
(CARRIED UNANIMOUSLY 12/0)

Doors re-opened at 7.17pm, the Chair declared the meeting re-opened.

No members of the public re-entered the gallery.

The Chair noted the resolutions passed behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting to be held on Thursday 16 December 2021 at the City of Perth commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 7.18 pm and thanked the Town of Victoria Park for their hospitality and use of their meeting facilities.

Signed……..……..…Chair

Dated …… day of ……2021

01-005-03-0003

South East Metropolitan Zone

Minutes

17 November 2021

South East Metropolitan Zone

Hosted by the Town of Victoria Park

99 Shepperton Road, Victoria Park, 9311 8111

Wednesday 17 November 2021, commenced at 6:00 pm

Minutes

MEMBERS	**2 Voting Delegates from each Member Council**
City of Armadale	Cr John Keogh (Deputy) Cr Melissa Northcott Ms Joanne Abbiss, Chief Executive Officer – non-voting delegate
City of Canning	Mayor Patrick Hall Cr Jesse Jacobs Mr Stephen Cain, Interim Chief Executive Officer – non-voting delegate
City of Gosnells	Cr David Goode JP Mr Ian Cowie, Chief Executive Officer (Deputy)
City of South Perth	Cr Carl Celedin Cr Mary Choy (Deputy) Mr Mike Bradford, Chief Executive Officer – non-voting delegate
Town of Victoria Park	Cr Bronwyn Ife Cr Peter Devereux Mr Anthony Vuleta, Chief Executive Officer – non-voting delegate
WALGA Secretariat	Cr Karen Chappel, Deputy President Kelly McManus, Principal, Policy Advocacy Davina Hunter, Employee Relations Service Manager
Guest Speakers	Michelle Magdy, Head of Tennis – South, Tennis West
APOLOGIES	
City of Armadale	Mayor Ruth Butterfield
City of Gosnells	Cr Sarah Patterson
DLGSC Representative	

ANNOUNCEMENTS

Confirmation of Attendance, an attendance sheet was circulated prior to the commencement of the meeting.

Zone Delegates were requested to provide sufficient written notice, wherever possible, on amendments to recommendations within the State Council or Zone agenda prior to the Zone meeting, to the Chair and Secretariat.

Agenda Papers were emailed 7 days prior to the meeting date.

Acknowledgement of Country All attendees acknowledged the traditional owners of the land that the meeting is held on and paying respects to Elders past, present and future.

ATTACHMENTS WITHIN THE AGENDA

1. Draft Minutes of the previous meeting
2. Zone Status Report
3. President's Report
4. Standing Orders

1. ELECTIONS

1.1 Elections of Chair and Deputy Chair of the South East Metropolitan Zone

Pursuant to the WALGA Constitution, the Secretariat shall assume the Chair for conducting the election of office bearers.

Guidelines for elections were distributed to Member Councils via email letter dated 12 October 2021.

The election for the Chairperson and Deputy Chairperson shall be conducted and the term set at two years expiring in November 2023, in line with the terms of State Council representatives and in sync with Local Government Elections.

Zone Chair

The following two nominations were received for the position of Chair for 2 years, November 2021 to November 2023.

- Mayor Patrick Hall — City of Canning (Nomination withdrawn)
- Cr Bronwyn Ife — Town of Victoria Park

DECLARATION

That Cr Bronwyn Ife be elected as Chairperson of the South East Metropolitan Zone for the term of 2 years, November 2021 to November 2023.

Deputy Zone Chair

The following nomination was received for the positions of Deputy Chair for 2 years, November 2021 to November 2023.

- Mayor Patrick Hall — City of Canning (Nomination withdrawn)
- Cr Jesse Jacobs — City of Canning

DECLARATION

That Cr Jesse Jacobs, City of Canning, be elected as Deputy Chairperson of the South East Metropolitan Zone for the term of 2 years, November 2021 to November 2023.

1.2 Elections of State Council Representatives and Deputy State Council Representatives to the South East Metropolitan Zone

Pursuant to the WALGA Constitution, the Secretariat shall assume the Chair for conducting the election of representatives and deputy representatives to the State Council.

Guidelines for elections were distributed to Member Councils via email dated 12 October 2021.

WALGA is governed by a 24 member State Council with its members elected from Metropolitan and Country Zones. The State Council is chaired by the Association President.

In accordance with sub-clause 9(3) of the WALGA Constitution representatives and deputy representatives to the State Council shall be elected by Zones of the Metropolitan and Country constituencies for two (2) year terms, commencing from the Ordinary Meeting of State Council in December 2021 and concluding at the Ordinary Meeting of State Council two years later.

For the South East Metropolitan Zone, there are two (2) representative positions on State Council and two (2) deputy representative positions. The term is from the Ordinary Meeting of State Council in December 2021 and concluding the day before the Ordinary Meeting of State Council in December 2023.

State Councillor

The following six written nominations were received for the position of State Council Representative:

- Cr Carl Celedin — City of South Perth
- Mayor Patrick Hall — City of Canning
- Cr David Goode — City of Gosnells
- Cr Jesse Jacobs — City of Canning
- Mayor Ruth Butterfield — City of Armadale
- Cr Melissa Northcott — City of Armadale

In accordance with the guidelines endorsed by State Council, candidates were afforded the opportunity to make a 2 minute election bid prior to the secret ballot being taken.

As more than 2 nominations were received, ballot papers were distributed and a secret ballot conducted.

DECLARATION

That:

- **Cr Carl Celedin** **City of South Perth**
- **Mayor Ruth Butterfield** **City of Armadale**

be elected as State Council Representatives of the South East Metropolitan Zone to the State Council for the term of 2 years, December 2021 to December 2023.

Deputy State Councillor

One written nomination was received for the position of Deputy State Councillor.

- Cr Melissa Northcott City of Armadale

As there are two vacancies for Deputy State Councillor, further nominations were called from the floor to fill the second vacancy.

DECLARATION

That:

- **Cr Melissa Northcott** **City of Armadale**
- **Cr Jesse Jacobs** **City of Canning**

be elected as Deputy State Council Representatives of the South East Metropolitan Zone to the State Council for the term of 2 years, December 2021 to December 2023.

2. DECLARATION OF INTEREST

Elected Members must declare to the Chairperson any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Councillors and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

3. DEPUTATIONS

3.1 Tennis West

Michelle Magdy from tennis West presented to the Zone on Thriving Tennis Communities.

4. CONFIRMATION OF MINUTES

RESOLUTION

Moved: **Cr David Goode**
Seconded: **Cr Bronwyn Ife**

That the Minutes of the meeting of the South East Metropolitan Zone held on 18 August 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED

5. BUSINESS ARISING

A Status Report outlining the actions taken on the Zone's resolutions is enclosed as an attachment.

Noted

6. STATE COUNCIL AGENDA - MATTERS FOR DECISION

(Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council)

The full State Council Agenda can be found via link: **State Council Agenda 1 December 2021**

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 Paid Family and Domestic Violence Leave Entitlements

RESOLUTION

Moved: **Cr Bronwyn Ife**
Seconded: **Cr David Goode**

That the South East Metropolitan Zone Supports Item 5.1

CARRIED

5.2 Payment to Independent Committee Members

RESOLUTION

Moved: **Cr Carl Celedin**
Seconded: **Cr Melissa Northcott**

That the South East Metropolitan Zone Supports Item 5.2

CARRIED

Cr John Keogh left the meeting at 6.44pm and did not return to the meeting.

5.3 2021 Annual General Meeting

RESOLUTION

Moved: **Cr Melissa Northcott**
Seconded: **Mayor David Goode**

That the South East Metropolitan Zone Supports Item 5.3

CARRIED

5.4 Review of advocacy positions relating to the Building Act 2011 and Building Regulations 2012

RESOLUTION

Moved: **Cr Carl Celedin**
Seconded: **Cr Peter Devereux**

That the South East Metropolitan Zone Supports Item 5.4

CARRIED

5.5 Draft WA Building Surveyors Code of Conduct

RESOLUTION

Moved: **Mayor David Goode**
Seconded: **Cr Bronwyn Ife**

That the South East Metropolitan Zone Supports Item 5.5

CARRIED

RESOLUTION

Moved: **Cr Bronwyn Ife**
Seconded: **Cr Jesse Jacobs**

That the South East Metropolitan Zone

1. **Supports all Matters for Decision as listed above in the December 2021 State Council Agenda; and**

2. **Notes all Matters for Noting and Organisational Reports as listed in the December 2021 State Council Agenda.**

CARRIED

7. BUSINESS

7.1 Lobby the State Government for Funding to Provide Secondary Vehicle Access to Existing Developments in Bushfire Prone Areas

By City of Armadale

BACKGROUND

The West Australian Planning Commission (WAPC) State Planning Policy (SPP 3.7) Planning for Bushfire Prone Areas and Guidelines provides the foundation for land use planning to address bushfire risk management in Western Australia. SPP 3.7 is to be used to inform and guide decision-makers, referral agencies and applicants/proponents to help achieve acceptable bushfire protection outcomes. SPP 3.7 only applies to "higher order strategic planning documents, strategic planning proposals, subdivisions and development applications".

SPP 3.7 and the bushfire policy framework do not retrospectively apply to existing developments, however many local governments are now facing the emerging issue of requests to provide additional access to existing subdivisions that are in high risk bushfire prone areas.

COMMENT

Many Local Governments do not have sufficient funding to construct these secondary accesses and to date the State Government has not provided any opportunities for substantial grants or funding to assist Local Government in retrofitting subdivisions to a 'fit for purpose' standard of access as defined by the WAPC's current bushfire policy standards.

The Federal and State Governments have numerous grant programs for Local Government to apply for funding to construct roads and resolve risks and safety issues e.g. Blackspot funding, however there is no specific funding application process for the construction of secondary access for bushfire prone areas.

It is therefore recommended that the South East Metro Zone requests WALGA to lobby the State Government to provide funding for construction of secondary road access to developments created in bush fire prone areas prior to the gazettal of SPP 3.7. That funding could be operated on a similar basis to the Federal Government's Blackspot program which prioritises road projects in known high-risk locations.

RESOLUTION

Moved: **Cr Melissa Northcott**
Seconded: **Cr Bronwyn Ife**

That the South East Metro Zone requests WALGA to lobby the State Government to provide funding for construction of secondary road access to developments created in bush fire prone areas prior to the gazettal of State Planning Policy (SPP 3.7) Planning for Bushfire Prone Areas and Guidelines.

CARRIED

7.2 2022 Proposed Schedule of Meetings

By Chantelle O'Brien, Zone Executive Officer

BACKGROUND

A schedule of the proposed meeting dates for the South East Metropolitan Zone 2022 has been prepared and is set out below. The dates have been set to coincide with the WALGA State Council meetings.

The proposed meeting dates for the South East Metropolitan Zone for 2022 require adoption by delegates.

As with previous years, the venue for each meeting has been rotated amongst Members.

NOTICE OF MEETINGS
SOUTH EAST METROPOLITAN ZONE 2022

Zone Meeting Dates Wednesday	Time	HOST COUNCIL	State Council Meeting Dates 2022
16 February	Wednesday 6.00 pm	City of Armadale	Wednesday 2 March 2022
20 April	Wednesday 6.00 pm	City of Canning	Regional Metro Wednesday 4 May 2022
22 June	Wednesday 6.00 pm	City of Gosnells	Wednesday 6 July 2022
24 August	Wednesday 6.00 pm	City of South Perth	Regional Meeting 8-9 September 2022
23 November	Wednesday 6.00 pm	Town of Victoria Park	Wednesday 7 December 2022

RESOLUTION

Moved: **Cr Bronwyn Ife**
Seconded: **Cr Melissa Northcott**

That the 2022 proposed schedule of meetings for the South East Metropolitan Zone be adopted.

CARRIED

7.3 Request to Present – Local Jobs Program

By Chantelle O'Brien, Zone Executive Officer

The Local Jobs Program supports tailored approaches to accelerate reskilling, upskilling and employment pathways in 51 Employment Regions, supporting Australia's economic recovery from the COVID-19 pandemic.

COVID-19 has had an unprecedented impact on the Australian labour market. Together with longer term economic trends that are changing skill requirements in many jobs and occupations, there is urgency in assisting job seekers to navigate this change. Through the Local Jobs Program, Employment Facilitators work with employers and other key local stakeholders to develop employment solutions at a local level, and support Australians back into work across 51 regions in Australia.

Representatives from Australian Government Department of Education, Skills and Employment would like to attend a future Zone meeting to provide further information on this Program.

RESOLUTION

Moved: **Cr Bronwyn Ife**
Seconded **Mayor David Goode**

That the South East Metropolitan Zone ACCEPTS the invitation from Australian Government Department of Education, Skills and Employment, to provide a deputation on the Local Jobs Program at a future Zone meeting.

CARRIED

7.4 Local Government Legislative Reform

By Tony Brown, Executive Manager, Governance and Organisational Services

Background

The Minister for Local Government, the Hon John Carey, MLA announced Local Government legislative reform initiatives on Wednesday 10 November 2021.

The reform proposals are based on the following six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

The reform proposals are based on consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (mid 2020)
- The City of Perth Inquiry Report (mid 2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The Victorian Local Government Act 2020 and other State Acts
- The Parliament's Select Committee Report into Local Government (late 2020)
- Western Australian Local Government Association (WALGA) Submissions
- Direct engagement with local governments
- Correspondence and complaints
- Miscellaneous past reports.

The information on the reform initiatives can be found here and are attached.
The State Government have advised of a 3 month consultation period ending on 4 February 2022.

Comment

Many of the initiatives outlined as a part of this package have been informed by engagement between our Members and the Minister for Local Government. The Local Government sector will welcome the tiered approach to many requirements according to the differing size and scale of Local Governments.

The Local Government sector has been advocating for the following reform initiatives including:

- introduction of a contemporary intervention framework
- greater clarity of roles and responsibilities of Elected Members and Chief Executive Officers

- tiered compliance approach to financial reporting requirements according to size and scale of Local Governments
- model financial statements and fit for purpose financial ratios
- improved processes relating to regional subsidiaries to facilitate collaborative service delivery
- reducing unnecessary red-tape and a more flexible approach to enable resource sharing
- retention of current election cycle for Elected Members, and
- simplification of strategic planning processes and community engagement models.

WALGA will prepare information to the sector analysing the proposals against current sector positions and recommending positions on proposals that currently do not have a formal position. Sector feedback will be requested with a view to providing a sector response to all of the proposals.

RESOLUTION

Moved: **Mayor Patrick Hall**
Seconded: **Cr Carl Celedin**

That the South East Metropolitan Zone requests WALGA to approach the State Government for an extension for submission on the reform proposal until 25 February 2022.

CARRIED

7.5 Item for Noting – Work Health and Safety (WHS) Legislation Update

By Susie Moir, Policy Manager, Resilient Communities

Recommendation

That the update on the Work Health and Safety (WHS) legislation be noted.

Executive Summary

- The *Work Health and Safety Act 2020* (WHS legislation) was passed by the West Australian Parliament in November 2020, and is expected to come into effect in January 2022 with the Regulations and transition period still to be finalised.
- The new WHS legislation introduces a number of new legal terms and concepts, including the term Person Conducting a Business or Undertaking (PBCU). Further, volunteers are now included in the definition of Workers.
- The Local Government sector has expressed concern with the new WHS legislation, particularly around the implications for the management of volunteer bushfire brigades (BFBs).
- A Duty of Care may be shared with others, and if more than one person has a duty in relation to the same matter, they must consult, cooperate and coordinate their activities, which adds additional complexity in the case of BFBs.
- WALGA and LGIS are working to provide support and resources to the sector to assist with the transition to the new WHS legislation.

Background

The *Work Health and Safety Act 2020* was passed by the West Australian Parliament in November 2020, and is expected to come into effect in January 2022 with the Regulations and transition period still to be finalised.

The main changes in the new legislation are:

- The primary duty holder is the 'person conducting a business or undertaking' (PCBU) which is intended to capture a broader range of contemporary workplace relationships;
- A broader definition of 'worker' which specifically includes volunteers, including BFB volunteers;

- Broader and overlapping duties of care attach to those who have the capacity to exercise influence and control over health and safety matters and a duty to consult with other duty holders;
- A positive duty of due diligence for officers of a PCBU; and
- Increased penalties for offences under the WHS legislation and the introduction of industrial manslaughter provisions;

On 31 August WALGA and LGIS delivered a webinar on the new WHS legislation which was attended by more than 140 people from 80 Local Governments. A panel of presenters from LGIS, Department of Fire and Emergency Services (DFES), McLeods Barristers and Solicitors, and the City of Mandurah shared their knowledge and experience in relation to the new legislation, WHS obligations, and BFB volunteer training and management. The webinar is available on the WALGA website and a FAQ document is being developed jointly by LGIS and DFES. LGIS has also prepared a Volunteer Handbook and CEO Briefing Note on the WHS legislation available on their website.

Comment

WALGA and LGIS are continuing to liaise with DFES and DMIRS on these issues, recognising the need for further information and clarification regarding the implications and requirements of the WHS legislation for the sector's management of bushfire brigade volunteers. Other activities that WALGA is undertaking include:

- Meetings with the Workplace Commissioner Darren Kavanagh and other groups responsible for Volunteer organisations and DFES to discuss the concerns being raised by volunteers and relevant organisations.
    - This was a positive meeting with all wanting to put in place reasonable and practical measures to assist Local Governments and Volunteers. The Workplace Commissioners' department DMIRS has released a Guide to Work health and safety for volunteer organisations which WALGA provided feedback on.
    - On 12 November DMIRS delivered a webinar for volunteers and volunteer organisations;
- LGIS is obtaining legal advice about which Local Government officers are considered 'officers' for the purposes of the WHS legislation which will be provided to the sector;
- WALGA is developing a scope of works for a WHS consultant to develop additional tools and resources to support the sector; and
- WALGA will advocate to the Minister for the commencement of the WHS legislation for Local Governments to be delayed until June 2022 to allow additional time to ensure that safe work practices are implemented for volunteers.

To inform its advocacy on this and sector emergency management issues more generally, WALGA is also undertaking an Emergency Management Survey of Local Governments to ascertain the sentiment of the sector to their emergency management obligations, and to understand how they are undertaking their management of BFBs. The survey includes questions about the types of additional support that Local Governments require in order to comply with the WHS legislation. Preliminary survey feedback indicates:

- Local Governments need more information on Work Health and Safety and Guidelines and templates to support compliance with the legislation;
- Further work is needed to ensure that Local Governments are well prepared to meet WHS requirements in relation to:
    - Providing up to date Standard Operating Procedures and directives for incident response;
    - Training for use of vehicles and equipment use;
    - Ensuring Bush Fire brigade stations do not present a risk to health and safety; and
    - Providing for volunteer fatigue management and access to welfare services; and
- Local Governments generally feel well prepared in relation to WHS regarding provision of personal protective equipment for volunteers.

Noted

8. OTHER BUSINESS

Nil

9. EXECUTIVE REPORTS

9.1 WALGA President's Report

The WALGA Deputy President, Cr Karen Chappel presented the President's Report.

Noted

9.2 State Councillor's report to the Zone

WALGA Deputy President, Cr Karen Chappel presented on the previous State Council meeting.

Noted

9.3 Department of Local Government, Sport and Cultural Industries Representative Update Report.

The Department of Local Government, Sport and Cultural Industries Representative was an apology for this meeting.

Noted

10. DATE, TIME AND PLACE OF NEXT MEETING

RESOLUTION

Moved: **Cr Melissa Northcott**
Seconded: **Cr Peter Devereux**

That the next ordinary meeting of the South East Metropolitan Zone be held on Wednesday 16 February 2022 at the City of Armadale commencing at 6:00 pm.

CARRIED

11. CLOSURE

There being no further business the Chair declared the meeting closed at 7.28pm.

TAMALA PARK REGIONAL COUNCIL
Building a sustainable community

Meeting of Management Committee

Thursday 11 November 2021

MINUTES

City of Stirling
25 Cedric Street, Stirling WA, 6021

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

TABLE OF CONTENTS

MEMBERSHIP 3
1. OFFICIAL OPENING 5
2. ELECTION OF CHAIR 5
ELECTION OF DEPUTY CHAIR 5
DISCLOSURE OF INTERESTS 5
3. PUBLIC STATEMENT/QUESTION TIME 5
4. APOLOGIES AND LEAVE OF ABSENCE 5
5. PETITIONS 6
6. CONFIRMATION OF MINUTES 6
6A. BUSINESS ARISING FROM MINUTES 6
7. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION) 6
8. ADMINISTRATION REPORTS AS PRESENTED 6
8.1 BUSINESS REPORT ENDING 4 NOVEMBER 2021 6
8.2 PROJECT FINANCIAL REPORT (SEPTEMBER 2021) 6
8.3 SALES AND SETTLEMENT REPORT – PERIOD ENDING 4 NOVEMBER 2021 7
8.4 PURCHASER TERMS AND CONDITIONS – CATALINA BEACH AND CATALINA CENTRAL 7
9. ELECTED MEMBERS' MOTIONS OF WHICH NOTICE HAS BEEN GIVEN 8
10. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 8
11. URGENT BUSINESS APPROVED BY THE CHAIR 8
12. GENERAL BUSINESS 8
13. DECISION TO MOVE TO CONFIDENTIAL SESSION 8
13.1 TOWN PLANNING CONSULTANCY SERVICES TENDER 06/2021 8
14. FORMAL CLOSURE OF MEETING 9

MEMBERSHIP

OWNER COUNCIL	MEMBER
Town of Cambridge	Cr Andres Timmermanis
City of Joondalup	Cr John Chester Cr Nige Jones
City of Stirling	Cr Tony Krsticevic Cr Suzanne Migdale Cr Bianca Sandri

PRESENT

Chair	Cr Suzanne Migdale
Councillors	Cr John Chester Cr Nige Jones Cr Bianca Sandri
Observers	Cr Karlo Perkov
Alternate Members	Nil
Staff	Mr Jon Morellini (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Mr Daniel Govus (Senior Governance Advisor – City of Stirling) Ms Regan Clyde (Senior Governance Officer – City of Stirling)
Apologies Councillors	Cr Tony Krsticevic Cr Andres Timmermanis
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Alan Abel Mr Carl Buckley Ms Julia Nelson
Apologies Participant Councils' Advisers	Mr John Giorgi (Town of Cambridge) Mr David MacLennan (City of Vincent) Mr James Pearson (City of Joondalup) Ms Michelle Reynolds (City of Perth) Mr Stuart Jardine (City of Stirling) Ms Michelle Reynolds (City of Perth) Mr Daniel Simms (City of Wanneroo)
In Attendance Participant Councils' Advisers	Nil
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chief Executive Officer, Mr Jon Morellini, assumed the chair at 6:00pm in order to conduct the meeting until election of a Chair, and formally declared open the Meeting of the Tamala Park Regional Council Management Committee of 11 November 2021.

2. ELECTION OF CHAIR

A written nomination form for Chair, in accordance with the *Local Government Act 1995* (Schedule 2.31), was given to the Chief Executive Officer. Written approval was also obtained from the elected member nominated for the position of Chair.

The Chief Executive Officer advised that one nomination for the position of Chair had been received from Cr Suzanne Migdale.

The Chief Executive Officer called for any further nominations and due to no further nominations being received, declared nominations for Chair closed.

There being only one nomination, Cr Suzanne Migdale was declared the elected Chair of the Tamala Park Regional Council Management Committee until 21 October 2023 unopposed.

Cr Migdale assumed the Chair to conduct the remainder of the meeting.

ELECTION OF DEPUTY CHAIR

Deferral of Election of Deputy Chair

Moved Cr Sandri, Seconded Cr Chester.

That election of a Deputy Chair for the Tamala Park Regional Council Management Committee be DEFERRED to the next Management Committee meeting to be held 17 March 2022 to allow further consideration by Elected Members.

The Motion was put and declared CARRIED (4/0).

DISCLOSURE OF INTERESTS

Cr Bianca Sandri declared an Impartial Interest in Item 13.1 as the tenderers are known to her officially.

3. PUBLIC STATEMENT/QUESTION TIME

Nil

4. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Cr Tony Krsticevic and Cr Andres Timmermanis.

5. PETITIONS

Nil

6. CONFIRMATION OF MINUTES

Moved Cr Chester, Seconded Cr Sandri.

That the Minutes of the Meeting of the Tamala Park Regional Council Management Committee of 23 September 2021 be CONFIRMED as a true and correct record of proceedings.

The Motion was put and declared CARRIED (4/0).

6A. BUSINESS ARISING FROM MINUTES

Nil

7. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

8. ADMINISTRATION REPORTS AS PRESENTED

8.1 BUSINESS REPORT ENDING 4 NOVEMBER 2021

Moved Cr Chester, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Management Committee RECEIVES the Business Report to 4 November 2021.

The Motion was put and declared CARRIED (4/0).

8.2 PROJECT FINANCIAL REPORT (SEPTEMBER 2021)

Moved Cr Sandri, Seconded Cr Jones.

[The recommendation in the agenda]

That the Management Committee RECEIVES the Project Financial Report (September 2021) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (4/0).

8.3 SALES AND SETTLEMENT REPORT – PERIOD ENDING 4 NOVEMBER 2021

Moved Cr Sandri, Seconded Cr Jones.

[The recommendation in the agenda]

That the Management Committee RECEIVES the Sales and Settlement Report to 4 November 2021.

The Motion was put and declared CARRIED (4/0).

8.4 PURCHASER TERMS AND CONDITIONS – CATALINA BEACH AND CATALINA CENTRAL

Moved Cr Chester, Seconded Cr Jones.

[The recommendation in the agenda]

That the Management Committee recommends that Council:

1. **APPROVES the following Purchaser Terms/Conditions and Incentives for all public and builder release lots in Catalina Beach and Catalina Central for the period December 2021 to August 2022:**
   - 1.1 **Use of the REIWA Offer and Acceptance Contract with Special Conditions and Annexure.**
   - 1.2 **A $2,000 deposit to be used in the Sales Contracts for lots in Catalina Central and a $5,000 deposit to be used in the Sales Contracts for lots in Catalina Beach.**
   - 1.3 **A finance approval period, where finance is required, of 60 days for lots in Catalina Central and 45 days for lots in Catalina Beach.**
   - 1.4 **A 21-day settlement period for finance approval or the issue of titles, whichever is the later.**
   - 1.5 **A waterwise landscaping package to the front garden.**
   - 1.6 **A $2,000 rebate for all homes constructed with a minimum 3.0kw capacity photovoltaic solar power system, with an additional $1,000 rebate paid where the system includes integrated battery storage.**
   - 1.7 **Side and rear boundary fencing (behind the building line).**
   - 1.8 **A $1,000 rebate for all homes that include appropriate WELS rated fittings and fixtures.**
   - 1.9 **Sales incentives (Items 1.5 – 1.8) subject to homes being constructed in accordance with the approved applicable Design Guidelines within 24 months of settlement for single storey homes and 30 months of settlement for two storey homes.**

2. **REQUESTS the Satterley Property Group to review the Purchaser Terms/Conditions and Incentives for Catalina Beach and Catalina Central lots and provide a report to the Council for consideration in August 2022.**

The Motion was put and declared CARRIED (4/0).

9. ELECTED MEMBERS' MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

10. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

12. GENERAL BUSINESS

Nil

13. DECISION TO MOVE TO CONFIDENTIAL SESSION

Moved Cr Sandri, Seconded Cr Jones.

That Item 13.1 – Town Planning Consultancy Services Tender 06/2021 be CONSIDERED Behind Closed Doors in accordance with Section 5.23(2)(c) and (e(ii)) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

(e) a matter that if disclosed, would reveal -

(ii) information that has a commercial value to a person

The Motion was put and declared CARRIED (4/0).

At 6:35pm the meeting was closed to the public, and all attendees who were not required left the meeting prior to consideration of Item 13.1.

13.1 TOWN PLANNING CONSULTANCY SERVICES TENDER 06/2021

Moved Cr Chester, Seconded Cr Jones.

[The recommendation in the agenda]

That the Management Committee ACCEPTS the Niche Planning Studio tender submission (dated 27 October 2021) for the provision of town planning consultancy services in accordance with Tender 06/2021 (Catalina Town Planning Consultancy Services).

The Motion was put and declared CARRIED (4/0).

Moved Cr Sandri, Seconded Cr Chester.

That the meeting be REOPENED to the public.

The Motion was put and declared CARRIED (4/0).

At 6:44pm the meeting was reopened to the public. As no members of the public returned to the meeting, the resolution passed behind closed doors was not read out by the Chair.

14. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 6:45pm.

Action Register

Search Criteria

Showing Completed Items: No

Applied Filters

Meeting Types: Ordinary Council Meeting, Special Council Meeting

Generated By: Coordinator Governance and Strategy
Generated On: 25/11/2021 at 7:49am

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
20/10/2020	Ordinary Council Meeting - 20 October 2020	12.4	Petition - Burswood Station East	Work in progress	**COUNCIL RESOLUTION (533/2020):** **Moved:** Cr Brian Oliver **Seconded:** Cr Luana Lisandro That Council: 1. Requests the Mayor to write to the Honorable Rita Saffioti MLA. Minister for Transport and Planning and the Acting Chief Executive Officer Public Transport Authority requesting site upgrades to the Burswood Train Station. 2. Requests the Chief Executive Officer to communicate the endorsed Place Plans to all petition signatories and submitters. 3. Requests the Mayor to write to Mr Cross to thank him for his efforts and inform him of the endorsement of the Place Plans, and letter to the Minister and A/CEO of the Public Transport Authority. **CARRIED (8 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil	17/12/2021	
15/12/2020	Ordinary Council Meeting - 15 December 2020	13.3	Petition: Intersection of Burlington St & Leichardt St Proposed Improvements	Approval requested from Minister/Department	**COUNCIL RESOLUTION (588/2020):** **Moved:** Cr Ronhhda Potter **Seconded:** Cr Claire Anderson That Council: 1. Receives the report in response to the petition from residents regarding the intersection of Leichardt Street and Burlington Street received by Council at the September 2020 Ordinary Council Meeting. 2. Notes the actions that officers have taken at the intersection since initial concerns were raised with the Town. 3. Requests the CEO to monitor the intersection over the next 2 years and consider further changes and upgrades if required. **CARRIED BY EXCEPTION RESOLUTION (7 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil	29/10/2021	
15/12/2020	Ordinary Council Meeting - 15 December	13.5	Proposed future options for the recovery of organic material	No further action required	**COUNCIL RESOLUTION (590/2020):** **Moved:** Cr Ronhhda Potter **Seconded:** Cr Claire Anderson That Council: 1. Endorses the introduction of an organics collection and processing system (OCAPS) in a	28/10/2021	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
	2020		(garden organics and food organics) from the Town's waste		two-staged approach, with the initial stage accepting Garden Organics (GO) in a "third bin", and the subsequent stage accepting Food Organics and Garden Organics (FOGO) in a third bin. 2. Lists for consideration in future Budgets the introduction of the OCAPS focusing initially on Garden Organics collection service being made available to all rated residential properties commencing in 2022. 3. Lists for consideration in the draft 2021/22 Annual Budget the establishment of a Waste and Environment management area within the Town including a request for three further full-time equivalent positions from FY2021/22 to adequately resource the management of the OCAPS and other ongoing strategic waste management issues in line with the Town's Strategic Waste Management Plan and the new State Waste Plan. **CARRIED BY EXCEPTION RESOLUTION (7 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil		
16/02/2021	Ordinary Council Meeting - 16 February 2021	12.4	Update on the activities of the Trackless Tram Investigation Consortium	Work in progress	**COUNCIL RESOLUTION (13/2021):** **Moved:** Cr Ronhhda Potter **Seconded:** Cr Vicki Potter That Council: 1. Notes the following reports prepared by the Trackless Tram Investigation Consortium: (a) Sustainable Centres of Tomorrow: People and Place (b) Trackless Trams and Transit Activated Corridors in Perth – Mid-Tier Transit and Urban Regeneration 2. Notes that the Trackless Tram Investigation Consortium will continue to advocate for options outlined in the above reports. **CARRIED BY EXCEPTION RESOLUTION (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil	30/11/2021	
15/06/2021	Ordinary Council Meeting - 15 June 2021	15.1	Implementation and Effectiveness of Policy 113 Homelessness - The Town's role	Report to be provided at later date	**COUNCIL RESOLUTION (125/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council: 1. Note the report outlining the progress of the implementation and the effectiveness of Policy 113 Homelessness – The Town's role. 2. Requests the Chief Executive Officer to report to Council in June 2022 on the progress of the actions within the implementation plan including but not limited to partnerships with local and state organisations. 3. Requests the Chief Executive Officer to review Policy 113 by June 2022 and to report the	01/06/2022	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					outcome of the review to Council. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil		
15/06/2021	Ordinary Council Meeting - 15 June 2021	15.2	Implementation and Effectiveness of Policy 223 - Fleet Management Light Vehicles	Report to be provided at later date	**COUNCIL RESOLUTION (126/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council: 1. Notes in this report the effectiveness of Policy 223 Fleet Management Light Vehicles and the changes made to the management of the Town's light fleet resulting from the adoption of this policy on 16 June 2020. 2. Requests the Chief Executive Officer to report to the Council by June 2022 on the effectiveness of Policy 223 for the financial year 2021/22, including the size of the reduction in the Town's light fleet and any targets for future reductions. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil	30/06/2022	
15/06/2021	Ordinary Council Meeting - 15 June 2021	17.1	Cr Brian Oliver - Old Spaces New Places #3 - Concept Plan Options	Work in progress	**COUNCIL RESOLUTION (131/2021):** **Moved:** Cr Brian Oliver **Seconded:** Cr Bronwyn Ife That Council requests the Chief Executive Officer to: 1. Present three Concept Plan options for the Old Spaces New Places Project #3, when a report is presented back to Council on the item for its consideration, being: a) Concept Plan option 1, with an estimated delivery budget of no more than $500,000. b) Concept Plan option 2, with an estimated delivery budget of no more than $1,000,000. c) Concept Plan option 3, with an estimated delivery budget of no more than $2,000,000. 2. Present funding options to deliver the Concept Plan options stated in point 1 above. 3. List $8,000 in the draft 2021/22 Budget for the Old Spaces New Places Project #3 to assist in addressing point 1 above. **Carried (8 - 1)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** Cr Ronhhda Potter	23/12/2021	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
20/07/2021	Ordinary Council Meeting - 20 July 2021	12.6	Reconciliation Action Plan Update	Report to be provided at later date	**COUNCIL RESOLUTION (156/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council approves an additional extension to the Town's existing Reflect Reconciliation Action Plan 2018 – 2020 until the new Innovate Reconciliation Action Plan is presented to Council by June 2022. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** nil	27/06/2022	
02/08/2021	Special Council Meeting - 2 August 2021	9.2	Edward Millen Adaptive Heritage Redevelopment Ground Lease	Report to be provided at later date	**COUNCIL RESOLUTION (173/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council: 1. Accepts the revised ground lease commercial offer from Blackoak Capital Ventures Pty Ltd and Arget Ventures Pty Ltd (ABN 38 896 928 872) for TVP/20/13 Edward Millen Adaptive Heritage Redevelopment as per paragraph 9. 2. Approves the Ground Lease of approximately 1.4ha of 15 (Lot 9000 Hill View Terrace, East Victoria Park be leased to Blackoak Capital Ventures Pty Ltd and Arget Ventures Pty Ltd (ABN 38 896 928 872), or Blackoak and Arget's required special purpose entity in order to facilitate the appropriate corporate structure to deliver the redevelopment. For a term of 20 years with further optional terms of 5 x 10 years for $122,500 net per annum exclusive of GST and outgoings commencing in year 21 with a $2,000,000 upfront payment in consideration of the first 20-year term. 3. The final lease to include terms reflecting the following requirements for community access for the duration of the lease and any extensions thereof: a. the tenant shall incorporate a museum space inside the Edward Millen Rotunda building reflecting on the history of the buildings and local area, to be open and accessible to the public free of entry charges; b. the tenant shall set aside space inside the buildings suitable for use by not for profit community groups, to be available at least 2 days per week including once on a weekend at no charge; c. save where required for security purposes, the tenant shall ensure that the majority of the grounds within the leased premises remain open to the public during business hours on weekdays, evenings and weekends; d. the tenant shall permit members of the public who have not booked use of function spaces within the leased premises to take photos for such events as weddings or the like, within the public areas of the leased premises at no charge; e. the tenant shall set aside space for community groups to use at no charge within the farmers' market area and other parts of the grounds within the leased premises to host stands or small events and performances.	28/02/2022	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					4. Accepts that a licensed valuer has provided a valuation report assessing the fair market rental of the property and the draft ground lease agreement has been sighted by the proponent. 5. Pursuant to Section 5.42 of the *Local Government Act 1995*, delegates to the Chief Executive Officer, the following duties/powers in relation to 15 (Lot 9000) Hill View Terrace, East Victoria Park. a. Authority to make and give any determination required by the Lease on behalf of the Lessor, approval, direction or order in relation to the Property. b. Undertake any further minor commercial negotiations, if required to progress the development and commercial offer presented to the Town of Victoria Park by Blackoak Capital Ventures for TVP/20/13. c. Monitor compliance with, and enforce as necessary, the provisions of the Ground Lease and all matters relating to the Ground Lease. d. In exercising this delegation of authority, the Chief Executive Officer shall not make a determination if the Chief Executive Officer believes the matter for decision is a material change to the terms and conditions of the Ground Lease. e. If the Chief Executive Officer declines to give a determination (for reasons set out in part 4(d)), the Chief Executive Officer must report the matter to the Council for decision. 6. Requests the Chief Executive Officer to bring a report back to Council following the public submission period required under Section 3.58 of the *Local Government Act 1995* seeking Council approval to execute all necessary documents on behalf of the Town of Victoria Park in relation to ground lease a portion of 15 (Lot 9000) Hill View Terrace, East Victoria Park. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil		
17/08/2021	Ordinary Council Meeting - 17 August 2021	14.1	McCallum Park / Taylor Reserve Precinct Parking & Accessibility Review	Report to be provided at later date	**COUNCIL RESOLUTION (186/2021):** **Moved:** Cr Brian Oliver **Seconded:** Cr Vicki Potter That Council: 1. Accepts the results of the McCallum Park/Taylor Reserve precinct parking and accessibility review. 2. Instructs the Chief Executive Officer to review the area again in 12 months to ensure the Town's approach to parking management remains relevant for the area. **Carried by exception resolution (8 - 0)** **For:** Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil	01/07/2022	

<table>
<tr><th>Meeting Date</th><th>Document</th><th>Item No.</th><th>Item</th><th>Status</th><th>Action Required</th><th>Due Date</th><th>Completed (Overdue)</th></tr>
<tr><td>21/09/2021</td><td>Ordinary Council Meeting - 21 September 2021</td><td>11.2</td><td>Resolutions from the 2021 Annual Meeting of Electors</td><td>Work in progress</td><td>
COUNCIL RESOLUTION (219/2021):
Moved: Cr Ronhhda Potter Seconded: Mayor Karen Vernon
That Council:
1. Receives the 13 resolutions carried at the Annual Meeting of Electors held on 28 July 2021.
2. Endorses the following actions in response to the resolutions; subject to the following amendments:
a) Amend Resolution 7 to include:
4. Request the CEO to provide a report to the November 2021 detailing considerations, engagement options and costing to implement and install game/event day parking restrictions to the surrounding street network prior to or as close to the commencement of the 2022 football season as detailed in the Lathlain Park Management Plan (July 2017).
5. The Chief Executive Officer seek the consent of the key stakeholders to commence the 5 year review of the Lathlain Park Management Plan by no later than 31 October 2021, being a time frame less than 5 years since adoption of the Plan in July 2017, and to report the outcome of the review to Council by no later than February 2022.
b) Amend point 2 of Resolution 11 to read:
2. Endorses the Chief Executive Officer to arrange a meeting after 16 October 2021 with the community members who brought this motion, to determine the details of a Citizens Assembly and seek to understand how this assembly would operate (e.g. roles, outcomes sought) relative to the implementation of the endorsed Climate Emergency Plan, and report back to Elected Members the merits of otherwise of the Town holding a Citizens Assembly.
c) Amend Resolution 12 to include an additional point to read:
2. Requests the Chief Executive Officer to arrange for an Item to be included at the February 2021 Concept Forum on the Principles Of Water Sensitive Urban Design how these principles have been used in the Town and some examples of further opportunities
<table>
<tr><th>Electors' Resolution</th><th>Council Action</th></tr>
<tr><td>Resolution 1
That Council:
1. Prioritises its review of whether a person should be able to park a vehicle on a verge in the Town of Victoria Park, recognizing that parking on verges inhibits its ability to achieve its Urban Forest Strategy outcomes and canopy targets.
2. As a result of point 1, Council reviews residential parking permits to readily allow residents to street park in areas with parking restrictions to stop them parking on their</td><td>That Council:
1. Requests the Chief Executive Officer to proceed with the scheduled Concept Forum item in September 2021, to discuss verge parking across the Town.
2. Considers parking management holistically, as part of consideration of the new Transport Strategy and Parking Management Plan.</td></tr>
</table>
</td><td>22/02/2022</td><td></td></tr>
</table>

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					3. Investigates the prospect of allowing residents access to street parking permits in timed and paid parking zones within the Raphael Park area. 4. The Town of Victoria Park conduct community consultation within the Raphael Park area in reference to reviewing street parking restrictions.		
					Resolution 2 That the Town: 1. Investigate the management of the JA Lee Reserve including and specifically its continued designation as a dog exercise area as stated on the Town's website. 2. Replace and improve the existing on-site signage, and include additional signs on Streatley and Midgely Street frontages, in this 2021-2022 financial year.	That Council notes that the installation of replacement/additional signage is anticipated to be completed by 31 October 2021.	
					Resolution 3 That Council proceed with the Edward Millen House project with Blackoak as proposed on the Town's website.	That Council notes the elector's resolution.	
					Resolution 4 That the vote for motion number 1 on 22 July 2021 from the Special Meeting of Electors be set aside as it is unrepresentative due to the late hour preventing a representative attendance of electors.	That Council notes the elector's resolution however, no further action can be taken.	
					Resolution 5 That the Town provide a cost benefit analysis of the current road sweeper arrangement with the City of South Perth, in view of the phasing out the contract.	That Council notes the cost/benefit analysis provided in this report.	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					Resolution 6 That the Town seriously consider imposing a levy on builders when they put an application in to build a building in the Town for the remuneration to be paid to the Town for the damage they do to Town infrastructure whilst the building is going on, and for the Town to inspect construction sites during construction periodically. That Council approves the Chief Executive Officer to investigate administrative compliance improvement opportunities such as the potential realignment of certain positions within the organisational structure and report back on findings to the February 2022 Ordinary Council Meeting.		
					Resolution 7 That Council: 1. Implements game and event day parking restrictions in the surrounding street network in Lathlain prior to or as close to the commencement of the 2022 football season to mitigate impact on amenity. The surrounding street network is that identified in the Lathlain Park Management Plan. 2. Identifies the parking restrictions according to time, days, and months, by means of clear and regular interval signage in the streets; replacing faded signs as a priority. 3. Ensures the parking restrictions enable the safe passage of vehicles and pedestrians and allows for emergency access with consideration that one side of each street prohibits parking on game and event days as required. 4. Considers issuing resident parking permits similar to those implemented in Burswood Peninsula in December 2020. 5. Provides an implementation update on points 1, 2 and 4 through appropriate Town mechanisms such as the Ordinary Council Meeting on a regular basis, such as bi-monthly. That Council: 1. Notes the elector's resolution when considering the draft Parking Management Plan, which includes the following proposed actions: a. Review the parking demands on event days to gather information to allow more efficient parking management for future events b. Use this information to educate visitors of the available and preferred parking locations c. Encourage the West Coast Eagles management to provide incentives for catching the train to attend events d. Improve the streetscape from Victoria Park Station to Lathlain Park to encourage the use of other forms of transport which reduces parking capacity requirements. 2. Notes that a review of signage in the Lathlain Park area and broadly across the Town is ongoing. Replacement of faded/damaged signs is a priority and will continue to occur. 3. Requests the Chief Executive Officer to conduct a review (post major event with 4,500-6,500 patrons in		

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					attendance) of those roads impacted by events at Lathlain Oval and investigate those streets which will require parking to be reduced, on the basis of traffic safety, to one side only dependent on road width/occupancy levels and a risk assessment. 4. Request the CEO to provide a report to the November 2021 detailing considerations, engagement options and costing to implement and install game/event day parking restrictions to the surrounding street network prior to or as close to the commencement of the 2022 football season as detailed in the Lathlain Park Management Plan (July 2017). 5. The Chief Executive Officer seek the consent of the key stakeholders to commence the 5 year review of the Lathlain Park Management Plan by no later than 31 October 2021, being a time frame less than 5 years since adoption of the Plan in July 2017, and to report the outcome of the review to Council by no later than February 2022.		
					Resolution 8 That Council: 1. Includes the streets surrounding the Lathlain side of the Victoria Park train station within section '4.6 Victoria Park Station Parking Plan' in the final Town of Victoria Parking Management Plan to ensure there is ongoing parking management, including parking controls, to mitigate impact on amenity. 2. Investigates and determines parking controls around the streets surround the	That Council notes the elector's resolution when considering the draft Parking Management Plan.	

Meeting Date	Document	Item No.	Item	Status	Action Required		Due Date	Completed (Overdue)
					station to manage Optus Stadium events at a minimum in line with those controls implemented in the Burswood Peninsula by the end of 2022. 3. Mitigates impact on amenity and investigates and determines parking controls in the streets surrounding the Lathlain side of the Victoria Park train station which is at least equitable to the current restrictions in place on the surrounding streets of the Victoria Park side of the Victoria Park train station by the end of 2022.			
					Resolution 9 That Council: 1. Retains sumps within the Town for the purpose of drainage. 2. Investigates adding additional Town sumps to the Public Open Space Strategy. 3. Does not include sumps in the Land Asset Optimisation Strategy.	That Council: 1. Endorses the Chief Executive Officer to retain existing drainage basins for the purpose of managing stormwater. 2. Notes that a future review of the Public Open Space Strategy will investigate the potential to add drainage basins into the Town's and 'Green Basins and Micro Parks' program. 3. Notes the review of the Land Asset Optimisation Strategy will be undertaken as part of the Corporate Business Plan deliverables for FY 22. As part of the process drainage basins will be included for review as they are freehold land.		
					Resolution 10 That Council requests the CEO to report back to the Council by December 2021: 1. On a policy or plan on the viability of affordable and social housing for developers. 2. On a policy or plan on sustainable housing for developers.	The Council notes the actions within the draft Local Planning Strategy and intended preparation of a draft local planning policy relating to environmentally sustainable design.		

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					Resolution 11 That Council convene a citizens climate assembly along the lines of those held in Lamberth/Brixton and a national assembly, both held in the United Kingdom; within the next 12 months, preferably before 31 December 2021. That Council: 1. Notes that the administration will continue to implement the endorsed Climate Emergency Plan. 2. Endorses the Chief Executive Officer to arrange a meeting after 16 October 2021 with the community members who brought this motion, to determine the details of a Citizens Assembly and seek to understand how this assembly would operate (e.g. roles, outcomes sought) relative to the implementation of the endorsed Climate Emergency Plan, and report back to Elected Members the merits or otherwise of the Town holding a Citizens Assembly. **Resolution 12** That Council: 1. Adopt a water sensitive urban design strategy for the whole of the Town and implement a stage plan to adapt all of the Town's infrastructure to water sensitive urban design by 2050. 2. Engages with all relevant external stakeholders in the development and implementation of a water sensitive urban design strategy. The Council 1. Notes the action within the draft Local Planning Strategy to prepare a Stormwater Management Plan. 2. Requests the Chief Executive Officer to arrange for an Item to be included at the February 2021 Concept Forum on the Principles of Water Sensitive Urban Design how these principles have been used in the Town and some examples of further opportunities **Resolution 13** That Council investigate and implement a traffic calming treatment on Teague Street, between Harper Street and Harvey Street, Burswood. That Council endorses the Chief Executive Officer to further investigate the traffic conditions on Teague Street, in the section between Harper Street and Harvey Street, using the Town's traffic warrant system and report back with findings by February 2022. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi		

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					Against: Nil		
21/09/2021	Ordinary Council Meeting - 21 September 2021	12.5	Club Night Lights Program Application - Harold Rossiter Park	Waiting on external response	**COUNCIL RESOLUTION (216/2021):** **Moved:** Cr Jesvin Karimi **Seconded:** Cr Wilfred Hendriks That Council: 1. Approves the submission for up to $130,000 grant application by the Town of Victoria Park to the Department of Local Government, Sport and Cultural Industries (DLGSC) through Club Night Lights Program (CNLP) to upgrade the Floodlights at Harold Rossiter Park. 2. Notes the petition received on 16 March 2021 (Council resolution 30/2021), requesting an upgrade of lighting facilities on the playing fields at Harold Rossiter Park, will be included in the grant application as supporting information. 3. Requests the Chief Executive Officer to list the floodlighting at Harold Rossiter Park for consideration in the draft 2022/23 Annual Budget. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil	31/01/2022	
21/09/2021	Ordinary Council Meeting - 21 September 2021	13.5	Progress of Updated Rights of Way Strategy 2021	Not yet started	**COUNCIL RESOLUTION (207/2021):** **Moved:** Cr Brian Oliver **Seconded:** Cr Vicki Potter That Council endorses an extension of time for the Town to present findings on a review of the Rights of Way (ROW) Strategy and an updated 10 Year ROW Capital Works Program from September 2021 to December 2021; which is required due to the potential major nature of the item to be presented falling within the "caretaker" period of the October 2021 Council elections and potential financial decision to fund future projects. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil	05/10/2021	**Overdue by: 50 days**
21/09/2021	Ordinary Council Meeting - 21 September 2021	17.1	Mayor Karen Vernon - Review of Land Asset Optimisation Strategy and options for land to be used for social housing	Report to be provided at later date	**COUNCIL RESOLUTION (221/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council requests the Chief Executive Officer to: 1. Investigate whether there is any Town-owned property, including land and buildings, which could be suitable for social housing, and what, if any, options are available for utilising any suitable Town-owned land for social housing, as part of the review of the Land Asset Optimisation Strategy (LAOS) scheduled to occur during the current financial year; 2. Report to Council at the February 2022 Ordinary Council Meeting as to the outcome of the investigation in 1 above. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr	28/02/2022	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil		
25/10/2021	Special Council Meeting - 25 October 2021	10.2	Appointment of elected members to Council advisory and working groups	Website updated	**COUNCIL RESOLUTION (235/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Luana Lisandro That Council: 1. Appoints Mayor Karen Vernon, Deputy Mayor Claire Anderson and Cr Luana Lisandro and to the Access and Inclusion Advisory Group. 2. Appoints Cr Jesvin Karimi, Cr Peter Devereux and Cr Vicki Potter to the Mindeera Advisory Group. 3. Appoints Cr Peter Devereux to the Lathlain Park Advisory Group. 4. Appoints Cr Bronwyn Ife and Cr Peter Dexereux to the Urban Forest Implementation Working Group. 5. Appoints Cr Jesse Hamer to the Hockey Working Group. 6. Appoints all elected members as deputies to all advisory and working groups. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Jesse Hamer, Cr Peter Devereux, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil	26/11/2021	
25/10/2021	Special Council Meeting - 25 October 2021	15.1	Mayor Karen Vernon - Temporary alteration of paid parking from December 2021 – January 2022	Not yet started	**COUNCIL RESOLUTION (236/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Jesse Hamer That Council 1. Approves the implementation of one hour free parking in all on-street metered parking within the Town commencing on 1 December 2021 until 31 January 2022. 2. A report be presented to Council by mid 2022: a. on the effectiveness of the Town's Christmas free parking arrangements over the last three years, including from a business and customer perspective, against the goal of increasing the number of people visiting shops in the Town over Christmas; b. outlining the range of measures that could be implemented for Christmas 2022, including costs, to achieve the goal of increasing the number of people visiting shops in the Town over Christmas. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Jesse Hamer, Cr Peter Devereux, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil	08/11/2021	**Overdue by: 16 days**
16/11/2021	Ordinary	11.1	Council	Not yet started	**COUNCIL RESOLUTION (257/2021):**	30/11/2021	

<table>
<tr><th>Meeting Date</th><th>Document</th><th>Item No.</th><th>Item</th><th>Status</th><th>Action Required</th><th>Due Date</th><th>Completed (Overdue)</th></tr>
<tr><td></td><td>Council Meeting - 16 November 2021</td><td></td><td>Resolutions Status Report</td><td></td><td>Moved: Mayor Karen Vernon Seconded: Cr Jesse Hamer
That Council:
1. Notes the Outstanding Council Resolutions Report as shown in attachment 1; and
2. Notes the Completed Council Resolutions Report as shown in attachment 2.
Carried (9 - 0)
For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife
Against: Nil</td><td></td><td></td></tr>
<tr><td>16/11/2021</td><td>Ordinary Council Meeting - 16 November 2021</td><td>11.2</td><td>2022 Council Meeting Dates</td><td>Not yet started</td><td>COUNCIL RESOLUTION (241/2021):
Moved: Cr Claire Anderson Seconded: Cr Luana Lisandro
That Council:
1. Adopts the schedule of Agenda Briefing Forums and Ordinary Council Meetings for 2022, with all meetings being held from 6.30pm in the Town of Victoria Park Council Chambers, 99 Shepperton Road, Victoria Park 6100.
<table><tr><th>Month</th><th>Agenda Briefing Forum</th><th>Ordinary Council Meeting</th></tr><tr><td>January</td><td>No meeting</td><td>No meeting</td></tr><tr><td>February</td><td>1 February 2022</td><td>15 February 2022</td></tr><tr><td>March</td><td>1 March 2022</td><td>15 March 2022</td></tr><tr><td>April</td><td>5 April 2022</td><td>12 April 2022</td></tr><tr><td>May</td><td>3 May 2022</td><td>17 May 2022</td></tr><tr><td>June</td><td>7 June 2022</td><td>21 June 2022</td></tr><tr><td>July</td><td>5 July 2022</td><td>19 July 2022</td></tr><tr><td>August</td><td>2 August 2022</td><td>16 August 2022</td></tr><tr><td>September</td><td>6 September 2022</td><td>20 September 2022</td></tr></table></td><td>30/11/2021</td><td></td></tr>
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Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					<table><tr><td>**October**</td><td>4 October 2022</td><td>18 October 2022</td></tr><tr><td>**November**</td><td>1 November 2022</td><td>15 November 2022</td></tr><tr><td>**December**</td><td>29 November 2022</td><td>13 December 2022</td></tr></table> 2. Gives local public notice of its meetings for the 2022 calendar year, in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996.* **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil		
16/11/2021	Ordinary Council Meeting - 16 November 2021	11.3	Tamala Park Regional Council alternate member appointment	Not yet started	**COUNCIL RESOLUTION (258/2021):** **Moved:** Cr Vicki Potter **Seconded:** Cr Luana Lisandro That Council appoints Deputy Mayor Claire Anderson for the period 16 November 2021 to 21 October 2023 to act as the Town of Victoria Park alternate member at Tamala Park Regional Council. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.1	Tender TVP/21/07 - Design Review Panel	Not yet started	**COUNCIL RESOLUTION (259/2021):** **Moved:** Cr Wilfred Hendriks **Seconded:** Cr Vicki Potter That Council accepts the submissions and awards the contracts associated with TVP/21/07 - Design Review Panel to the below recommended consultants for an appointment of two (2) years to the Town's Design Review Panel commencing from 1 December 2021, with appointment for an additional one (1) year to be approved by the Chief Executive Officer at the Town's discretion at the end of the initial term of appointment: 1. Landscape Architecture (a) Tony Blackwell (b) Robin Burnage 2. Architecture (a) Chris Maher (b) David Barr 3. Building Services	30/11/2021	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					(a) Glen Tatam (b) Robert Mulcahy 4. Urban Design (a) Annelise Safstrom (b) Malcolm Mackay 5. Sustainability (on a project basis as required) (a). Madlen Jannaschk" **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil		
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.5	Transport Strategy and Parking Management Plan	Report to be provided at later date	**PROCEDURAL MOTION** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter Pursuant to clause 89(1) of the Meeting Procedures Local law 2019 that Council refer item 12.5 Transport Strategy and Parking Management Plan back to a Concept Forum in February 2022 for further consideration. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil **Reason:** To enable Elected Members to give further consideration to the principles, concepts, and actions in the draft strategy and parking management plan.	28/02/2022	
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.6	Social Infrastructure Strategy Review	Not yet started	**COUNCIL RESOLUTION (243/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council consent to advertising the draft Social Infrastructure Strategy 2021 for public comment. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.7	Expression of interest process for Mindeera and Access and Inclusion Advisory Groups	Work in progress	**COUNCIL RESOLUTION (244/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council: 1. Approves re-advertising for expression of interest applications for the Access and Inclusion Advisory Group and the Mindeera Advisory Group for the remaining 12 months of the 24-month term of the current group. 2. Requests that the Chief Executive Officer presents a further report back to Council by the	22/02/2022	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					February 2022 Ordinary Council Meeting with recommended additional appointment of members and recommended changes to the terms of reference to reflect the new membership. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil		
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.1	Energy Sustainability Project	Work in progress	**COUNCIL RESOLUTION (266/2021):** **Moved:** Cr Bronwyn Ife **Seconded:** Cr Peter Devereux That Council: 1. Approves that the Town proceed with the Energy Sustainability and Renewables Project contract execution with Synergy under the three-year contract term, plus the Bridging Offer from December 2021 until April 2022. 2. Approves Option1 (Unbundled) inclusive of the 100% Natural Power option, to supply the Town's contestable energy sites as listed below: • AQUALIFE • LEISURELIFE • ADMINISTRATION • LIBRARY • DEPOT • G.O. EDWARDS PARK • HIGGINS PARK • FLETCHER PARK **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.3	Tender TVP/21/06 - Cleaning of Council Buildings and Public Toilets	No further action required	**COUNCIL RESOLUTION (246/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council accepts the submission and awards contract associated with tender TVP/21/06 for Cleaning of Council Buildings and Public Toilets to CSCJ Pty Ltd trading as Charles Service Company (ABN 66 619 947 429), for initial contract term of three (3) years with the option of two, one-year extensions with the terms and conditions as outlined in the contract, for the estimated price of $916,149.48 (Excluding GST) as follows: 1. Separable Portion 1 - Cleaning of Council Buildings including Administration and Community Buildings. 2. Separable Portion 2 – Cleaning of Town's Public toilets and clubroom toilets. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin	30/11/2021	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil		
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.4	RFQ QTVP/21/21 - Hordern Street Black Spot Projects	Not yet started	**COUNCIL RESOLUTION (247/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council accepts the submission from WCP Civil Pty Ltd (ABN 44 168 729 977) and awards the contract for the Hordern Street Black Spot Projects construction works, issued through the Western Australia Local Government Association (WALGA) Preferred Supplier Arrangement for a lump sum price of $381,842.01 excl. GST. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.5	Amendment (Signs on Thoroughfares) Local Law 2021 - Undertakings	Not yet started	**COUNCIL RESOLUTION (248/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that: a. Within the next six months, correct the reference errors in Schedule 1 to clause 3.6 (items 32 to 44). b. Ensure all consequential amendments arising from undertaking 1 will be made. c. All copies of the *Town of Victoria Park Amendment (Signs on Thoroughfares) Local Law 2021* and consolidated *Town of Victoria Park Activities on Thoroughfares and Trading on Thoroughfares and Public Places Local Law 2000,* publicly available whether in hard copy or electronic form, will be accompanied by a copy of the undertaking above. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.6	New Fees and Charges - Annual Licence Fee for Town Buildings and Facilities Under a Licence Agreement	Not yet started	**PROCEDURAL MOTION** **Moved:** Cr Vicki Potter **Seconded:** Cr Luana Lisandro Pursuant to clause 89(1) of the Meeting Procedures Local law 2019 that Council refer Item 13.6 back to a Concept Forum February 2022 for further consideration. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.7	Koolbardi Park - Locking of Basketball Court Gates	Not yet started	**COUNCIL RESOLUTION (249/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council: 1. Receives the results of investigations into the provision of self-locking, time-controlled gates for Koolbardi Park. 2. Requests the Chief Executive Officer to present a report to Council by March 2022 inclusive of further investigation outcomes. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.8	West Coast Eagles Additional Permitted Purpose	Not yet started	**COUNCIL RESOLUTION (268/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council: 1. Permits up to 45 game days on Oval 1 at Lathlain Park further to the WAPC development approval dated 22 December 2020 and in accordance with the further terms and criteria-based assessment set out in Attachments 1 and 2 to this report, subject to an additional point 19 of attachment 1 reading: to provide for Indian Pacific LTD to pay the costs of and associated with the preparation of the deed of agreement and any other documentation. 2. Authorises the Mayor and Chief Executive Officer to enter into a Deed of Agreement with Indian Pacific Limited and any other documentation required to give effect to (1) above. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.9	Ursula Frayne Primary School Parking Zones	Not yet started	**COUNCIL RESOLUTION (250/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council approves the implementation of the following changes: 1. The extension of the existing 'pick up and set down' zone on Balmoral Street replacing the current 15-minute parking area with additional 'pick up and set down' zones. 2. A new 'pick up and set down' zone on Camberwell Street in lieu of the existing 15-minute parking area. 3. The installation of new 15-minute parking bays on Archdeacon Street adjacent to 46 Camberwell Street to compensate for the removal of existing 15-minute parking bays adjacent to the school including any minor modifications as required on site. 4. The proposed changes to be implemented as a trial commencing December 2020 through to the end of term two, 2022 (Approximately July 2022). **Carried by exception resolution (9 - 0)**	30/11/2021	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil		
16/11/2021	Ordinary Council Meeting - 16 November 2021	14.1	Consideration for Lathlain Park Game Day Parking Restrictions	Not yet started	**COUNCIL RESOLUTION (251/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council: 1. Endorse community consultation regarding the broadening of game-day parking restrictions to include the surrounding street network as identified in the Lathlain Park Management Plan 2017; and (i) Approve the implementation of restrictions where community support exceeds 50% 2. Conduct a parking occupancy survey on a full-capacity game day during 2022 to better understand the parking habits of game-day visitors **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	14.2	Financial Statements for September 2021	Not yet started	**COUNCIL RESOLUTION (252/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council accepts the Financial Activity Statement Report – 30 September 2021, as attached. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	14.3	Schedule of Accounts for September 2021	Not yet started	**COUNCIL RESOLUTION (253/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council: 1. Confirms the accounts for 30 September 2021, 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.* **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
16/11/2021	Ordinary Council Meeting - 16 November 2021	15.1	Review of Policy 225 – Hire and use of Town banner and flag sites	Not yet started	**COUNCIL RESOLUTION (255/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That the Policy Committee recommends that Council: 1. Supports and retains Policy 225 Hire and use of Town banner and flag sites as contained at attachment 1 without modification 2. Refer the item to the future Policy Committee in March 2022 with regards to the continued inclusion of the banner display sites. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	15.2	Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing	Not yet started	**COUNCIL RESOLUTION (254/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That this item be referred to the November Policy Committee to consider the response from other local governments. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	15.3	Draft Policy 105 - Advocacy	Not yet started	**COUNCIL RESOLUTION (269/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Peter Devereux That Council adopts Policy 105 Advocacy as attached; subject to the addition of the words "or upgrades to" following the word "new" within point 3. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	
16/11/2021	Ordinary Council Meeting - 16 November 2021	15.4	CEO Annual Performance Review - Appointment of Consultant	Not yet started	**COUNCIL RESOLUTION (256/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council: 1. Endorse the process for the CEO 2021/22 annual performance review and development of CEO Key Performance Indicators (KPIs) for 2022/23. 2. Authorise the appointment of Brainbox to assist the committee and council to carry out the 2021/22 annual CEO performance review and developing the 2022/23 annual KPIs, subject to receipt of a brief from Brainbox for the completion of the work to the satisfaction of the Chief Financial Officer. **Carried by exception resolution (9 - 0)**	30/11/2021	

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					For: Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil		

Action Register

Search Criteria

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Applied Filters

Date Completed Range: 28th Oct 2021 to 24th Nov 2021

Start Meeting Date: 16th Feb 2021

End Meeting Date: 24th Nov 2021

Meeting Types: Ordinary Council Meeting, Special Council Meeting

Generated By: Coordinator Governance and Strategy
Generated On: 25/11/2021 at 7:36am

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
16/03/2021	Ordinary Council Meeting - 16 March 2021	15.2	Update on Outstanding Actions from Reg 17 Review	Report to be provided at later date	**COUNCIL RESOLUTION (47/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Vicki Potter That Council: 1. Receives the update on actions resulting from the Chief Executive Officer's review of systems and procedures relating to legislative compliance, internal controls, and risk management, in accordance with regulation 17 of the Local Government (Audit) Regulations 1996. 2. Requests that the Chief Executive Officer provides a further report to the Audit and Risk Committee on the progress of recommended further actions by December 2021. **CARRIED BY EXCEPTION RESOLUTION (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil	31/12/2021	22/11/2021
20/04/2021	Ordinary Council Meeting - 20 April 2021	13.2	TVP/21/01 GO Edwards Stage 4&5 Landscape Upgrades	Contract/agreement executed	**COUNCIL RESOLUTION (70/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council awards the contract associated with TVP/21/01 GO Edwards Stage 4 and 5 Landscape Upgrades, to Phase 3 Landscape Construction Pty Ltd (ABN: 55 126 011 621), for construction, with the terms and conditions as outlined in the contract, for the lump sum price of $980,112.34 ex GST. **Carried by exception resolution (8 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife **Against:** nil	30/12/2021	17/11/2021
18/05/2021	Ordinary Council Meeting - 18 May 2021	13.1	Sump to Park Project	No further action required	**COUNCIL RESOLUTION (92/2021):** **Moved:** Cr Wilfred Hendriks **Seconded:** Cr Luana Lisandro That Council receive the information contained in this report regarding the potential use of underground stormwater units for "Sump to Park" projects. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil	01/06/2021	17/11/2021
18/05/2021	Ordinary Council Meeting - 18 May 2021	17.1	Cr Brian Oliver - Rouse Lane – right-of-way priority schedule review	Report to be provided at later date	**COUNCIL RESOLUTION (101/2021):** **Moved:** Cr Brian Oliver **Seconded:** Cr Jesvin Karimi That Council: 1. Requests the Chief Executive Officer to review and reconsider the priority of Rouse Lane on the Town's right-of-way priority schedule. 2. Requests the Chief Executive Officer to identify upgrades to Rouse Lane to address lighting and aesthetics in relation to the road, kerbing and fences.	30/09/2021	23/11/2021

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					3. Requests the Chief Executive Officer to provide a report back to Council at its June Ordinary Council Meeting to report on the outcome of points one and two above. 4. Considers a budget allocation in the Council's 2021/22 annual budget to improve the safety and amenity of Rouse Lane. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil		
15/06/2021	Ordinary Council Meeting - 15 June 2021	13.6	Investigation outcomes regarding Rouse Lane Upgrades	Report to be provided at later date	**COUNCIL RESOLUTION (119/2021):** **Moved:** Cr Ronhhda Potter **Seconded:** Cr Wilfred Hendriks That Council: 1. Receives the report findings for the potential upgrades to Rouse Lane. 2. Requests the Chief Executive Officer to initiate a review of the Rights of Way Strategy, including a presentation to Elected Members at a Concept Forum, and report to Council by the September Council meeting as to the progress of the review of the Strategy." 3. Requests the Chief Executive Officer to provide a further report to Council by September 2021 and present an updated 10 year Rights of Way (ROW) Capital Works Program for endorsement. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil	30/09/2021	23/11/2021
15/06/2021	Ordinary Council Meeting - 15 June 2021	13.7	Grant for Lathlain Park 1	Report to be provided at later date	**COUNCIL RESOLUTION (120/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council: 1. Accepts the $4,000,000 (plus GST) funding contribution from the Department of Local Government, Sport and Cultural Industries to progress the Lathlain Park Redevelopment Precinct Zone 1 project. 2. Authorises the Chief Executive Officer to execute all necessary documentation to formalise the $4,000,000 (plus GST) funding contribution from the Department of Local Government, Sport and Cultural Industries. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi **Against:** nil	29/06/2021	15/11/2021

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
17/08/2021	Ordinary Council Meeting - 17 August 2021	12.6	Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants Application: Fletcher Park	Report to be provided at later date	**COUNCIL RESOLUTION (185/2021):** **Moved:** Cr Brian Oliver **Seconded:** Cr Vicki Potter That Council approves the submission of a $38,437 grant application by the Town of behalf of Perth Cricket Club to the Department of Local Government, Sport and Cultural Industries (DLGSC) through the Community Sport and Recreation Facilities Fund (CSRFF) to replace two turf wicket blocks at Fletcher Park in 2022. **Carried by exception resolution (8 - 0)** **For:** Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil	31/12/2021	19/11/2021
21/09/2021	Ordinary Council Meeting - 21 September 2021	13.3	Kent St Sand Pit Concept Options - Response to Council	Report to be provided at later date	**COUNCIL RESOLUTION (217/2021):** **Moved:** Cr Brian Oliver **Seconded:** Cr Jesvin Karimi That Council: 1. Receives the reported outcomes for 15 June 2021 Ordinary Council Meeting resolutions 2. Requests the Chief Executive Officer to seek further input from Professor Kingsley Dixon and/or Curtin University, the Mindeera Advisory Group and the Friends of Jirdarup Bushland into the draft design for the Bronze Option presented to Council on 15 June 2021 to inform any adjustments to the draft design. 3. Approves the Administration to adjust the draft design for the Bronze Option in accordance with the survey findings and feedback received, to create a best practice restoration effort with a focus on: 1. ecological restoration of the banksia woodland and development of the understory; 2. Noongar cultural restoration and considerations." 4. Requests that the reviewed design for the Bronze Option be presented to Council by the December 2021 Ordinary Council Meeting. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil	14/12/2021	24/11/2021
12/10/2021	Ordinary Council Meeting - 12 October 2021	14.2	Financial Statements for August 2021	Report to be provided at later date	**COUNCIL RESOLUTION (233/2021):** **Moved:** Cr Brian Oliver **Seconded:** Cr Claire Anderson That Council: 1. Accepts the Financial Activity Statement Report – 31 August 2021, as attached. 2. Requests the CEO to investigate alternative options for the locking of gates, to the basketball courts at Koolbardi Park and bring a report back to Council in November.	26/10/2021	02/11/2021

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					Carried (9 - 0) **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil		
12/10/2021	Ordinary Council Meeting - 12 October 2021	14.3	Proposed Timetable for 2022-2023 Annual Budget	No further action required	**COUNCIL RESOLUTION (228/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council endorses the proposed budget strategy (as shown in diagram listed below) and budget timetable (as submitted as separate Attachment 1) for the development of the Town of Victoria Park 2022 - 2023 Annual Budget. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil	26/10/2021	02/11/2021
25/10/2021	Special Council Meeting - 25 October 2021	10.1	Appointment of elected members to Council Committees and external bodies	Website updated	**COUNCIL RESOLUTION (234/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Luana Lisandro That Council: 1. Appoints Cr Jesvin Karimi, Cr Wilfred Hendriks, Mayor Karen Vernon and Cr Jesse Hamer to the Audit and Risk Committee in accordance with sections 5.10 and 5.11 of the Local Government Act 1995 for the period 25 October 2021 to 21 October 2023. 2. Appoints all members to the Policy Committee in accordance with sections 5.10 and 5.11 of the Local Government Act 1995 for the period 25 October 2021 to 21 October 2023. 3. Appoints Cr Bronwyn Ife, Cr Jesvin Karimi, Cr Peter Devereux, Cr Vicki Potter and Mayor Karen Vernon to the Chief Executive Officer Recruitment and Performance Review Committee in accordance with sections 5.10, 5.11A and 5.11 of the Local Government Act 1995 for the period 25 October 2021 to 21 October 2023; and that Deputy Mayor Claire Anderson, Cr Wilfred Hendriks, Cr Jesse Hamer, and Cr Luana Lisandro as elected members be appointed as deputies. 4. Appoints Mayor Karen Vernon to the Mindarie Regional Council for the period 25 October 2021 to 21 October 2023. 5. Appoints Cr Bronwyn Ife to the Tamala Park Regional Council for the period 25 October 2021 to 21 October 2023. 6. Appoints Cr Bronwyn Ife and Cr Peter Devereux as members and Mayor Karen Vernon and Deputy Mayor Claire Anderson as deputies to the Western Australian Local Government Association South-East Zone for the period 25 October 2021 to 21 October 2023;	08/11/2021	22/11/2021

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					7. Advises the Minister for Planning that the Town of Victoria Park nominates Cr Luana Lisandro and Cr Vicki Potter as members and Deputy Mayor Claire Anderson and Cr Jesvin Karimi as nominated deputies to the Metro Central Joint Development Assessment Panel in accordance with Regulation 24 of the Planning and Development (Development Assessment Panels) Regulations 2011 for the period 27 January 2022 to 26 January 2024; 8. Appoints Cr Wilfred Hendriks to the South East Metropolitan Regional Road Sub-Group for the period 25 October 2021 to 21 October 2023. 9. Appoints Cr Wilfred Hendriks as a member and Cr Vicki Potter and Mayor Karen Vernon as deputies to the Perth Airports Municipalities Group Inc. for the period 25 October 2021 to 21 October 2023; and. 10. Appoints Cr Jesvin Karimi to the Canning College Board for the period 25 October 2021 to 21 October 2023. 11. Appoints Cr Wilfred Hendriks to be ordinary members of Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association for the period 25 October 2021 to 21 October 2023 and advises the association of this decision. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Jesse Hamer, Cr Peter Devereux, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi **Against:** Nil		
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.2	Section 31 reconsideration - Proposed Short-term accommodation at No. 119A Basinghall Street, East Victoria Park	Determination provided to applicant	**COUNCIL RESOLUTION (260/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Jesse Hamer That Council : A. Pursuant to Section 31 of the *State Administrative Tribunal Act 2004*, reconsider its decision of 20 July 2021, and vary its decision by approving the application submitted by Choon Ping Tan and Milton James Goodchild (DA5.2021.225.1) for a Change of Use from Single House and Ancillary Dwelling to Single House and Residential Building (Short Term Accommodation) at 119A (Lot 109) Basinghall Street, East Victoria Park in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No.1 and the Metropolitan Region Scheme, subject to the following conditions: 1. The development, once commenced, is to be carried out in accordance with the approved plans at all times, unless otherwise authorised by the Town. 2. Prior to the development commencing, the applicant/owner shall provide the property	30/11/2021	23/11/2021

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					owner(s) and tenant(s) of adjoining properties a copy of the Complaints Management Form to the satisfaction of the Town. 3. This approval is valid for a period of 12 months only until 16 November 2022, after which time the permitted use of the premises shall revert to a 'Single House and Ancillary Dwelling' use unless further development approval is obtained. Prior to or upon the expiry of this temporary approval, the owner/applicant must cease the development or submit a fresh application for development approval to continue the use. 4. Any changes to the approved operations of the Residential Building (Short Term Accommodation) will require further approval to first be granted by the Town. 5. The Residential Building (Short Term Accommodation) shall be occupied by no more than 4 guests at any one time. 6. The approval for the development hereby permitted allows the development to be operated by Choon Ping Tan and Milton James Goodchild. If the operator ceases to operate the development on the subject site, the approval for the development shall expire. 7. A minimum of one (1) on-site car parking bays being available for use by guests and visitors at all times. 8. All resident, guest, staff or visitor car parking associated with the Residential Building (Short Term Accommodation) shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas unless the owner/occupier of the front single house authorises that the resident, guest, staff or visitor associated with the Residential Building (Short Term Accommodation) may park on the verge area directly adjacent to the property. 9. The property, including the building surrounds and all garden areas, is to be kept in a clean, tidy and well-maintained state of repair at all times to the satisfaction of the Town. B. Request the Chief Executive Officer to advise the State Administrative Tribunal of Council's decision. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil		

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.3	Consideration of Community Gardens on Privately Owned Land	Report to be provided at later date	**COUNCIL RESOLUTION (242/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council note the Officer's report and that no further work be undertaken on reviewing opportunities for privately owned undeveloped land to be used as community gardens. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	24/11/2021
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.4	Draft Local Planning Strategy - Consultation Outcomes and Recommendation Modifications	Report to be provided at later date	**PROCEDURAL MOTION** **Moved:** Cr Luana Lisandro **Seconded:** Cr Jesse Hamer Pursuant to clause 89(1) of the Meeting Procedures Local law 2019 that Council refer item 12.4 Draft Local Planning Strategy - Consultation Outcomes and Recommendation Modifications back to a Concept Forum at February 2022 for further consideration. **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	22/11/2021
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.8	Curtin Wesley Football Club - CSRFF Application	Report to be provided at later date	**COUNCIL RESOLUTION (245/2021):** **Moved:** Cr Claire Anderson **Seconded:** Cr Luana Lisandro That Council approves submission of a $2 million grant application by Curtin University Wesley Amateur Football Club (CUWAFC) to the Department of Local Government, Sport and Cultural Industries (DLGSC) through the Community Sport and Recreation Facilities Fund (CSRFF) for the re-development of the playing facilities located at South Oval, Curtin University. **Carried by exception resolution (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil	30/11/2021	24/11/2021
16/11/2021	Ordinary Council Meeting - 16 November 2021	12.9	Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants	Report to be provided at later date	**COUNCIL RESOLUTION (261/2021):** **Moved:** Cr Jesvin Karimi **Seconded:** Cr Claire Anderson That Council endorsed the following arts grants: 1. Centre for Stories - $2,000 2. Curate Arts Incorporated - $5,000 3. East Victoria Park Primary School Parents and Citizens Association - $5,000 4. Kids Camps Incorporated T/A Cahoots - $4,200 5. Victoria Park Community Centre Incorporated - $3,800 6. Alexandra Theatre - $4,898.10 **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin	30/11/2021	24/11/2021

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil **COUNCIL RESOLUTION (262/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Luana Lisandro That Council endorses the following Community grants: 1. Burswood Peninsula Neighbourhood Watch Group - $4,535 2. Carlisle/Victoria Park Toy Library Incorporated- $5,290 3. Connect Victoria Park Incorporated- $9,000 4. Connect Victoria Park Incorporated - $8,520 5. Happiness Co Proprietary Limited - $2,000 and $100 (In Kind) 6. Victoria Park Community Centre Incorporated - $6,350 **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil **COUNCIL RESOLUTION (263/2021):** **Moved:** Cr Jesvin Karimi **Seconded:** Cr Wilfred Hendriks That Council endorses the following sports grants: a. Curtin Trinity Pirate Hockey Club Incorporated - $4,680 b. Perth Cricket Club Incorporated - $8,000 c. Perth Royals Football Club Incorporated - $6,617.63 **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil **COUNCIL RESOLUTION (264/2021):** **Moved:** Cr Jesvin Karimi **Seconded:** Cr Bronwyn Ife That Council endorses a sport grant recommended to be transferred to sport equipment grants: a. Sword Fish Fencing Club Incorporated- $1,242.81 **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil **COUNCIL RESOLUTION (265/2021):** **Moved:** Cr Wilfred Hendriks **Seconded:** Cr Luana Lisandro That Council endorses the following sport equipment grants: a. Curtin Trinity Pirate Hockey Club Incorporated - $720 b. Perth Cricket Club Incorporated - $2,000		

Meeting Date	Document	Item No.	Item	Status	Action Required	Due Date	Completed (Overdue)
					c. Victoria Park Carlisle Bowling Club Incorporated - $357 d. Victoria Park Cricket Club Incorporated - $2,000 e. Victoria Park Junior Football Club Incorporated - $1,881 f. Victoria Park Xavier Hockey Club Incorporated - $2000 g. West Australian Marathon Club Incorporated - $637.50 **Carried (9 - 0)** **For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife **Against:** Nil		
16/11/2021	Ordinary Council Meeting - 16 November 2021	13.2	Deed of Undertaking, Burswood Peninsula Maintenance	Report to be provided at later date	**COUNCIL RESOLUTION (267/2021):** **Moved:** Mayor Karen Vernon **Seconded:** Cr Vicki Potter That Council: 1. In accordance with section 9.49A(1)(a) of the Local Government Act 1995 authorises the Chief Executive Officer and Mayor to execute all necessary documents on behalf of Town of Victoria Park in relation to the amended maintenance Deed for Public Open Space at The Peninsula estate, Burswood. 2. Approves BL Developments Pty Ltd to continue the maintenance at the Town's cost backdated to 1 October 2021 for a period of up to six months. 3. Approves the undertaking of a public tender process for the ongoing maintenance of the Peninsula Public Open Space for a 3-year contract with possible two twelve-month extensions, with the intention of award of the Contract to the recommended tenderer at the March 2022 OCM. **Lost (0 - 9)** **For:** Nil **Against:** Mayor Karen Vernon, Cr Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife	30/11/2021	22/11/2021

MEMORANDUM OF UNDERSTANDING

between

CITY OF SOUTH PERTH

and

TOWN OF VICTORIA PARK

Contents

1. Background 3
2. Purpose 3
3. Principles 3
4. Local Government Reform Program Closure Report 3
5. Objectives 3
6. Commitments 4
7. Working Party 4
8. Elected Members 4
9. Term 4
10. Not a legal document or contract 4
11. Variations and new initiatives to the Memorandum 4
12. Confidential information 5
13. Expenses 5
14. Execution 5

1. Background

Through the Metropolitan Local Government Reform process, the City of South Perth (the City) and the Town of Victoria Park (the Town) strengthened the existing effective and valuable working relationship and partnership.

Both Parties agree that there is commonality and synergies between the two local governments, and there is value in continuing to maintain the productive relationship that was developed through the Metropolitan Local Government Reform process.

2. Purpose

The purpose of this Memorandum of Understanding is to formalise the City's and the Town's commitment to work together to identify, prioritise and promote opportunities for future cooperation and partnership.

3. Principles

The Parties agree to the following principles:

- a willingness and focus to make the collaboration succeed
- to cooperate with each other in good faith
- initiatives will be outcome focussed and mutually beneficial
- the sharing of information between both Parties where appropriate
- monitoring and managing internal considerations that may impact on the success of this Memorandum of Understanding.

4. Local Government Reform Program Closure Report

The City and Town prepared a Local Government Reform Program Closure Report in March 2015, which identified strategic level and operational level opportunities for business improvement.

5. Objectives

The Parties agree to the following objectives under this agreement:

- review the opportunities for business improvement as outlined in the Local Government Reform Program Closure Report
- provide better value to ratepayers
- improve and streamline business processes
- create opportunities for professional development for staff
- strengthen our communities' 'voice'
- assist each other in achieving each organisational objectives, where possible

6. Commitments

The Parties agree to explore business improvement opportunities outlined in the Local Government Reform Program Closure Report, including, but not limited to:

- Shared procurement and contract management
- Shared specialist resources and staff secondments
- Shared equipment and plant
- Joint training and professional development programmes
- Joint advocacy
- Joint business continuity and technology arrangements
- Alignment of major projects and business planning initiatives to achieve collaborative outcomes

7. Working Party

The City's and Town's Executive Teams will meet three times a year to foster and progress this partnership and the objectives of the Memorandum of Understanding. Where necessary, project teams may be established to investigate and / or implement specific initiatives and opportunities.

8. Elected Members

Elected Members from the City and the Town will meet at least once per annum to update each other on key strategic projects, and any collaborative work that may be occurring at an operational level.

9. Term

The term of this Memorandum shall be three years commencing from the date of execution, unless otherwise agreed or extended by the Parties in writing. The term shall be reviewed by the Parties not less than six months prior to the expiration of the term.

10. Not a legal document or contract

This Memorandum of Understanding cannot be implied as, or applied as a legal document or formal instrument of contract. All Parties acknowledge and agree that no legal recourse can be sought from the application or otherwise of this document. The intent is to provide a transparent and mutually agreed framework to assist with the ongoing relationship and communication between all Parties.

11. Variations and new initiatives to the Memorandum

The Parties acknowledge that for the Memorandum of Understanding to remain as a living, working document, it must have the capacity to be reviewed, updated and amended. This

can be achieved at any time, if the requirement arises, by the mutual agreement and consent of both Parties.

12. Confidential information

A party who has received confidential information from another under this agreement must not use it except for the purpose of exercising its rights or performing its obligations under this agreement.

13. Expenses

A party may not commit the other to any cost, expense or obligation without the written consent of the other party.

14. Execution

On this day, 18 May 2016, the duly responsible signatories representing the Parties hereby endorse and give effect to this Memorandum of Understanding.

Sue Doherty
Mayor

Geoff Glass
Chief Executive Officer

Trevor Vaughan
Mayor

Anthony Vuleta
Chief Executive Officer

Memorandum of Understanding

Town of Victoria Park

and

Shire of Morawa

1. Parties to the Memorandum of Understanding (the **MOU**):

(a) The Town of Victoria Park (the **Town**); and

(b) The Shire of Morawa (the **Shire**).

2. Intent:

This MOU sets forth the terms and understanding between the Town and the Shire to recognise the importance of an effective and meaningful working relationship for the benefit of both local government's sustainability and the wellbeing of their respective communities.

The parties place a high value on mutual cooperation and to provide assistance to each other on issues of common interest and which may affect one or both of the parties.

3. Principles:

Principle A: Embrace opportunity and strive for best practice;
Principle B: Attract and retain quality staff and develop career opportunities;
Principle C: Working together to foster engaged communities;
Principle D: Increase local government capacity and improve community outcomes;
Principle E: Reduce local government bureaucracy and streamline systems; and
Principle F: Deliver open and transparent communication.

4. Purpose:

This MOU will enable each party to seek assistance from the other party to carry out their statutory obligations pursuant to the various laws, acts and regulations that are applicable to local government in order to provide excellent service delivery to their respective communities and enhance economic development and sustainability.

(a) This assistance will be limited to providing advice only which may require employees from one of the parties to communicate by telephone, email or by a visit to the local government district of the other party.

(b) Notwithstanding sub-clause 4.(a), payment at cost for the provision of a local government service supplied by one of the parties to the other party or for the service of an employee of one of the parties seconded to assist the other party may be mutually agreed by the respective Chief Executive Officers (the **CEO**) of each party.

The purpose of the MOU will be accomplished by one party undertaking the provision of local government services to the other party which is not limited to the following activities:

(a) Financial management advice and assistance;
(b) Economic development advice and assistance;
(c) Statutory town planning advice and assistance;
(d) Community development and social services advice and assistance;

(e) Civil engineering technical advice and assistance;
(f) Asset and facility management advice and assistance;
(g) Governance advice and assistance; and
(h) Regulatory compliance advice and assistance with such matters as noise control, environmental health, waste disposal, animal control, bush fire control; parking of vehicles and other compliance services performed by local government rangers.

5. Reporting

A record by each party shall be maintained in order to undertake an annual evaluation of the effectiveness and adherence to the MOU which is to be a subject of a report from the respective CEO of each party to the council of the party where he or she is employed.

6. Funding

This MOU is not a commitment of one party providing funds to the other party.

7. Not a legal document or contract

This MOU cannot be implied as, or applied as a legal document or formal instrument of contract. The parties acknowledge and agree that no legal recourse can be sought from the application or otherwise of this document. The intent is to provide a transparent and mutually agreed framework to assist with the ongoing relationship and communication between the parties.

8. Duration

This MOU is at-will and may be modified by mutual consent of authorised officials from each party being the:
(a) Mayor of the Town of Victoria Park;
(b) CEO of the Town of Victoria Park;
(c) Shire President of the Shire of Morawa; and
(d) CEO of the Shire of Morawa.

This MOU shall become effective upon signature by the authorised officials from each party being the:
(a) Mayor of the Town of Victoria Park;
(b) CEO of the Town of Victoria Park;
(c) Shire President of the Shire of Morawa; and
(d) CEO of the Shire of Morawa.

and will remain in effect until modified or terminated by either one of the parties. In the absence of mutual agreement by the authorised official from either party being the:
(a) CEO of the Town of Victoria Park; or
(b) CEO of the Shire of Morawa.

9. Contact Information

Town of Victoria Park

CEO:	Anthony Vuleta
Address:	99 Shepperton Road, Victoria Park WA 6100
Postal address:	Locked Bag 437, Victoria Park WA 6979
Telephone:	08 9311 8111
Fax:	08 9311 8181
E-mail:	admin@vicpark.wa.gov.au

Shire of Morawa

CEO:	Chris Linnell
Address:	26 Winfield Street, Morawa WA 6623
Postal address:	PO Box 14, Morawa WA 6623
Telephone:	08 9971 1204
Fax:	08 9971 1284
E-mail:	admin@morawa.wa.gov.au

10. Execution of the MOU

On this Twelfth day of July 2018 the duly responsible signatories representing the parties hereby endorse and give effect to this Memorandum of Understanding.

Trevor Vaughan
Mayor
Town of Victoria Park

Anthony Vuleta
Chief Executive Officer
Town of Victoria Park

Karen Chappel
Shire President
Shire of Morawa

Chris Linnell
Chief Executive Officer
Shire of Morawa

TOWN OF VICTORIA PARK

MORAWA
BREAKING NEW GROUND

MEMORANDUM OF UNDERSTANDING

between

CITY OF PERTH

and

CITY OF SOUTH PERTH

and

CITY OF SUBIACO

and

TOWN OF VICTORIA PARK

and

CITY OF VINCENT

Dated: 8 March 2019

MEMORANDUM OF UNDERSTANDING

PARTIES TO THE MEMORANDUM OF UNDERSTANDING:

CITY OF PERTH, [ABN 83 7801 186 28] of 27-29 St Georges Terrace, Perth, Western Australia 6000 **("Perth")**

and

CITY OF SOUTH PERTH, [ABN 65 5332 184 03] of Civic Centre, Corner Sandgate Street & South Terrace, South Perth, Western Australia 6151 **("South Perth")**

and

CITY OF SUBIACO, [ABN 84 3877 028 90] of 241 Rokeby Road, Subiaco, Western Australia 6008 **("Subiaco")**

and

TOWN OF VICTORIA PARK, [ABN 77 2848 597 39] of 99 Shepperton Road, Victoria Park, Western Australia 6100 **("Victoria Park")**

and

CITY OF VINCENT, [ABN 62 1911 325 42] of 244 Vincent Street, Leederville, Western Australia 6007 **("Vincent")**

1. BACKGROUND

1.1 The Parties wish to enter into this Memorandum of Understanding (MoU) for the purposes of exploring objectives for possible collaboration opportunities on strategic issues impacting on local government.

1.2 This MoU sets out the framework for the establishment of a co-operative relationship between the parties.

2. COLLABORATION AND OBJECTIVES

2.1 The Parties strategic objective is to collaborate in multiple areas to enhance the brand, objectives and strategic outcomes of each organisation as innovators in respective local government and also to create appealing destinations for local community and industry, as well as inter-state and international visitors and investment.

2.2 The Parties will discuss and explore opportunities and proposals to cooperate and collaborate in one or more of the following areas:

a) Coordinate joint approaches to State and Federal Governments on shared issues;

b) Agree to an effective forum including executive staff for identifying the mutual strategic priorities of each organisation on an annual basis;

c) Share strategic information in relation to areas of expertise and possible collaboration and engagement with industry in respect of economic development, tourism initiatives, planning policies, transport integration, place based activation and any other key areas to be determined from time to time;

d) Develop strategies to improve community participation and access to education and cultural opportunities and facilities;

e) Work together to develop events and community activities that benefit local business, rate payers, arts/culture, unique high street activity and facility/resource collaboration;

f) Work together to develop events and community activities that benefit local business and rate payers and promotes Central Perth as a year-round national arts and culture destination;

g) Develop strategies and projects that deliver operational efficiencies and sustainability in areas such as waste management, biodiversity protection and economic development;

h) Develop a Central Perth regional strategy that positions the region as being a leader in offering formal and informal recreation and wellness opportunities for the benefit of the region and Perth more broadly; and

i) Share facilities and resources where appropriate.

3. AGREEMENT NOT BINDING

3.1 Except for clause 9 (Confidentiality), this MoU is being signed by the Parties to evidence their in principle non-binding intentions. This MoU outlines the framework of a working relationship between the parties. The Parties acknowledge that no legally binding obligations are intended to arise between them as a result of the signing of this document. Binding obligations are only intended to arise upon signing by the Parties of a formal written agreement in accordance with Clause 6.

3.2 Any action taken by any party in anticipation of approvals will be at the sole risk of that Party.

3.3 No partnership or joint venture is created by this MoU, and neither party can commit the other financially or otherwise to third parties.

4. RESPONSIBILITIES OF THE PARTIES

4.1 Each Party will:

a) Attend the Steering Committee three times a year with attendees including Mayors, Chief Executive Officers, and relevant Senior Executives from each organisation to discuss and review strategic priorities, and in particular local government relationship management;

b) Identify the key Senior Executives who will meet at least three times a year to discuss the relationship and progress made on the achievement of strategic objectives to be reported by the Partnership Steering Group (PSG).

c) The key Senior Executives will identify resources to work together as a PSG. The PSG's key accountabilities will be to:

i) Document its terms of reference, acknowledging that the key purpose of the PSG is to identify and prioritise the opportunities for collaboration between the organisations, ensuring that the collaborations relate to achievement of the strategic objectives;

ii) Establish working groups and/or forums to develop and deliver implementation plans for the achievement of a specific strategic objective or objectives; and

iii) Measure and evaluate progress and priorities, and report back to the respective Councils as set out in this MoU.

5. INTELLECTUAL PROPERTY

This MoU does not transfer any interest in Intellectual Property. All issues relevant to the ownership of Intellectual Property, including Background Intellectual Property and Project Intellectual Property will be determined in the respective written agreement covering the specific collaboration program that the parties have decided to proceed with and subject to clause 6.

6. FURTHER AGREEMENTS FOR ACTIVITIES AND PROJECTS

Each collaborative activity or project to be initiated under this MoU will be subject to a further agreement between the parties. Such agreements will set out the obligations of the parties, including but not limited to funding, responsibilities, intellectual property ownership and protection, confidentiality, risk allocation and indemnity obligations to be undertaken by each Party in relation to that activity.

7. STRATEGIC FRAMEWORK

7.1 Within three months of the signing of this MoU, or at such later time as agreed between the parties, the parties must agree on a strategy for its management and oversight of the objectives. The agreed strategy will include the following processes:

a) Communication strategy and process for regular communication between representatives of the parties in relation to this MoU;

b) Decisions will be made by consensus;

c) Procedures for reviewing and reporting the progress of collaborative activities and projects initiated under this MoU; and

d) Procedures for identifying and prioritising new opportunities for collaboration.

8. TERM AND TERMINATION

8.1 The term of this MoU will commence on the date of execution and will continue for a term of 3 years.

8.2 A Party may terminate this MoU at any time by written notice of termination to the other Parties.

8.3 The termination of this MoU will not affect any activity or project that is the subject of a further agreement between the parties unless the relevant agreement provides otherwise.

9. CONFIDENTIALITY

9.1 Each Party will treat any confidential information shared by other Parties appropriately in line with transparency and accountability principles.

9.2 This provision shall survive the termination or expiration of this MoU.

10. USE OF NAME AND LOGO

No party shall use the name or logo, or any variation thereof, of any other party without first obtaining its written consent and subject to any directives which may apply to that written consent including compliance with a party's brand policies and style guidelines.

11. VARIATION

A provision of this MoU may not be varied or modified except by a separate written instrument which is signed by a duly authorised signatory of each Party.

Signed for and on behalf of **CITY OF PERTH** by:

Signature

Gaye McMath
Name (*please print*)

Deputy Chair Commissioner
Title (*please print*)

Date: 3 / 7 / 19

In the Presence of:

Signature of Witness

MURRAY JOLGONSON J.P.
Name of Witness (*please print*)

Signed for and on behalf **of CITY OF SOUTH PERTH** by:

Signature

Sue Doherty
Name (*please print*)

Mayor City of South Perth.
Title (*please print*)

Date: 03 / 07 / 2019.

In the Presence of:

Signature of Witness

GEOFF GLASS
Name of Witness (*please print*)

Signed for and on behalf **of CITY OF SUBIACO** by:

Signature

Penny Taylor
Name (*please print*)

Mayor
Title (*please print*)

Date: 03 / 07 / 2019

In the Presence of:

Signature of Witness

ROCHELLE LAVERY
Name of Witness (*please print*)

Signed for and on behalf of **TOWN OF VICTORIA PARK** by:

Signature

TREVOR VAUGHAN
Name (*please print*)

MAYOR
Title (*please print*)

Date: 03 / 07 / 2019.

In the Presence of:

Signature of Witness

GEOFF GLASS
Name of Witness (*please print*)

Signed for and on behalf **of CITY OF VINCENT** by:

Signature

Emma Cole
Name (*please print*)

Mayor
Title (*please print*)

Date: 03 / 07 / 2019

In the Presence of:

Signature of Witness

David MacLennan
Name of Witness (*please print*)

SOUTH EAST CORRIDOR COUNCILS ALLIANCE

MEMORANDUM OF UNDERSTANDING

between

CITY OF ARMADALE

and

CITY OF CANNING

and

CITY OF GOSNELLS

and

TOWN OF VICTORIA PARK

Dated: 21 April 2021

MEMORANDUM OF UNDERSTANDING

PARTIES TO THE MEMORANDUM OF UNDERSTANDING:

CITY OF ARMADALE, [ABN 79 8632 69 538] of 7 Orchard Avenue, Armadale, Western Australia 6112 **("Armadale")**

and

CITY OF CANNING, [ABN 80 228 965 466] of 1317 Albany Highway, Cannington, Western Australia 6107 **("Canning")**

and

CITY OF GOSNELLS, [ABN 18 374 412 891] of 2120 Albany Highway, Gosnells, Western Australia 6110 **("Gosnells")**

and

TOWN OF VICTORIA PARK, [ABN 77 2848 597 39] of 99 Shepperton Road, Victoria Park, Western Australia 6100 **("Victoria Park")**

1. PURPOSE

To transform the South East Corridor (Corridor) by advancing social, economic and environmental sustainability through collective action.

1.1 This Memorandum of Understanding (MoU) sets out the framework for the establishment of a co-operative relationship between the parties.

2. NAME OF THE GROUP

The name of the group shall be South East Corridor Councils Alliance (SECCA).

3. COLLABORATION AND OBJECTIVES

3.1 The Parties strategic objective is to collaborate on issues of mutual interest to enhance the outcomes of each organisation.

3.2 The Parties will discuss and explore opportunities and proposals to cooperate and collaborate in one or more of the following Strategic priority areas of the SECCA:

Advocacy

Increase the sense of urgency and level of government investment in the strategic priorities through detailed analysis of issues, political policies and positioning of each party in order to inform.

Transport

Ensure that the opportunities created by investment in transport infrastructure are maximised to facilitate job creation, private investment and a diversity of land use opportunities such as transit orientated developments.

Infrastructure

Realise the potential of the Corridor's strategic activity centres through facilitating and advocating for the provision of essential infrastructure in order that a diversity of functionality, employment and educational opportunities are accessible to the community.

Economy and Employment

Through collaborative research understand the drivers and opportunities to facilitate the economic growth of the region and develop strategies to nurture and incubate entrepreneurship and regional employment self-sufficiency.

Tourism

Actively promote the Corridor's tourism assets, investment potential and partnerships.

Environment

Retain and expand the urban forest canopies throughout the Corridor as well as the conservation and enhancement of the natural environment.

Education and Training

Increase employment through enhanced education and training access throughout the Corridor, promoting self-sufficiency.

Planning and Built Form

Improve the diversity, built form outcomes and timely delivery of housing, industrial, office, retail, health, entertainment and public open spaces throughout the Corridor.

Local Government Collaboration

Seek opportunities for major events, resource sharing, sub-regional planning, policy alignment and red tape reduction.

Heritage and Culture

Preserve and promote the heritage and culture of the Corridor and its contribution to sense of place.

4. AGREEMENT NOT BINDING

4.1 Except for clause 9 (Confidentiality), this MoU is being signed by the Parties to evidence in principle non-binding intentions. The Parties acknowledge that no legally binding obligations are intended to arise between them as a result of the signing of this document. Binding obligations are only intended to arise upon signing by the Parties of a formal written agreement.

4.2 Any action taken by any party in anticipation of approvals will be at the sole risk of that Party.

4.3 No partnership or joint venture is created by this MoU, and no one party can commit another Party financially or otherwise to third parties.

5. RESPONSIBILITIES OF THE PARTIES

5.1 The Parties will meet regularly, represented by the Mayors and Chief Executive Officers and any other relevant person as required from time to time.

5.2 SECCA will establish working groups and/or forums as needed.

6. INTELLECTUAL PROPERTY

6.1 Intellectual property will be acquired by SECCA as needed.

6.2 Unless otherwise agreed by SECCA, the cost of acquiring and maintaining the Intellectual Property will be borne equally by the Parties.

6.3 This MoU does not transfer any interest in Intellectual Property to the Parties. All issues relevant to the ownership of Intellectual Property, including Background Intellectual Property and Project Intellectual Property will be determined in the respective written agreement covering the specific collaboration program that the parties have decided to proceed with and subject to clause 4.

7. STRATEGIC FRAMEWORK

7.1 Decisions under this MoU will be made by consensus.

7.2 SECCA will establish protocols for communication, reviewing and reporting the progress of collaborative activities and projects initiated under this MoU and agreed procedures for when there is no consensus.

8. TERM AND TERMINATION

8.1 The term of this MoU will commence on the date of execution and will continue for a term of 3 years, unless terminated by the mutual parties sooner.

8.2 A Party may terminate their involvement in the MoU at any time by written notice of termination to the other Parties.

8.3 The termination of this MoU will not affect any activity or project that is the subject of a further agreement between the Parties unless the relevant agreement provides otherwise.

9. CONFIDENTIALITY

9.1 SECCA will determine what information is to be dealt with confidentially by the Parties.

9.2 This provision shall survive the termination or expiration of this MoU.

10. USE OF NAME AND LOGO

No Party shall use the name or logo, or any variation thereof, of any other Party without first obtaining its written consent and subject to any directives which may apply to that written consent including compliance with a Party's brand policies and style guidelines.

11. VARIATION

A provision of this MoU may not be varied or modified except by a separate written instrument which is signed by a duly authorised signatory of each Party.

12. EFFECTIVE DATE AND SIGNATURE

This MoU shall be effective upon the signature of all parties. It shall apply from 21 April 2021 to 20 April 2024, unless terminated by the mutual parties sooner.

Signed for and on behalf of **CITY OF ARMADALE** by:

R. Butterfield	
Signature of Mayor	Signature of CEO
Ruth Butterfield	Joanne Abbiss
Date: 21 / 4 / 2021	Date: 21 / 4 / 2021

Signed for and on behalf **of CITY OF CANNING** by:

Signature of Mayor	Signature of Acting CEO
Patrick Hall	Warren Bow
Date: 21 / 04 / 2021	Date: 21 / 4 / 2021

Signed for and on behalf **of CITY OF GOSNELLS** by:

Signature of Mayor	Signature of CEO
David Goode	Ian Cowie
Date: 21 / 4 / 2021	Date: 21 / 4 / 21

Signed for and on behalf of **TOWN OF VICTORIA PARK** by:

Signature of Mayor	Signature of CEO
Karen Vernon	Anthony Vuleta
Date: 21 / 4 / 21	Date: 21 / 4 / 2021

D17/64545

SCANNED

LEG/2/0001-07
TOWN OF VICTORIA PARK
27 NOV 2017
File No. Xref No. BLP CLP FLBLP FIN RAT
RAN EH PLN BLD DOC No.
RLP CEO HR NE

MEMORANDUM OF UNDERSTANDING

between

CURTIN UNIVERSITY OF TECHNOLOGY

and

TOWN OF VICTORIA PARK

and

CITY OF SOUTH PERTH

and

CITY OF CANNING

Curtin University
Curtin University is a trademark of Curtin University of Technology.
CRICOS Provider Code 00301J

MEMORANDUM OF UNDERSTANDING

PARTIES TO THE MEMORANDUM OF UNDERSTANDING:

CURTIN UNIVERSITY OF TECHNOLOGY, [ABN 99 143 842 569] a body corporate established under the *Curtin University of Technology Act 1966,* of Kent Street, Bentley, Western Australia 6102 ("**Curtin**")

and

TOWN OF VICTORIA PARK, [ABN 77 284 859 739] of 99 Shepperton Road, Victoria Park, Western Australia 6100 ("**Victoria Park**")

and

CITY OF SOUTH PERTH, [ABN 65 533 518 403] of Civic Centre, Corner Sandgate Street & South Terrace, South Perth, Western Australia 6151 ("**South Perth**")

and

CITY OF CANNING, [ABN 80 227 965 466] of 1317 Albany Highway, Cannington, Western Australia 6107 ("**Canning2**")

1. BACKGROUND

1.1 The Parties wish to enter into this Memorandum of Understanding (MoU) for the purposes of exploring objectives for possible collaboration opportunities.

1.2 This MoU sets out the framework for the establishment of a co-operative relationship between the parties.

2. COLLABORATION AND OBJECTIVES

2.1 The Parties strategic objective is to collaborate in multiple areas to enhance the brand, objectives and outcomes of each organisation as leading innovators in their respective industries, and also to create the south eastern corridor as an appealing edu-tourism destination for local community and industry, as well as international visitors and investment.

2.2 The Parties will discuss and explore opportunities and proposals to cooperate and collaborate in one or more of the following areas:

a) Agree a strategic approach for collectively lobbying government;

b) Agree an effective forum and executive stakeholders for identifying the strategic priorities of each organisation on an annual basis;

c) Share information in relation to areas of expertise and possible collaboration and engagement with industry;

d) Develop strategies to improve community participation and access to tertiary education;

e) Work together to develop events and community activities that benefit local business and rate payers as well as Curtin students and staff;

f) Identify student placement and/or employment programmes with respective councils, including work integrated learning placements, 'Earn While You Learn', and Curtin Volunteers initiatives;

g) Develop strategies and process for continually identifying joint research and development projects including opportunities to use Curtin as a Living Laboratory;

h) Develop strategies and implementation plans to improve community understanding and participation in the recreational and social opportunities offered by the University;

i) Develop sustainability strategies and projects that deliver operational efficiencies in areas such as waste management and biodiversity protection.

j) Leverage the SERRAG (South East Region Recreation Advisory Group) meeting to develop a regional strategy that positions the region as being a leader in offering formal and informal recreation and wellness opportunities for the benefit of the region and Perth more broadly

k) Share facilities and resources where appropriate;

3. AGREEMENT NOT BINDING

3.1 Except for clause 9 (Confidentiality), this MoU is being signed by the Parties to evidence their in principle non-binding intentions. This MoU outlines the framework of a working relationship between the parties. The Parties acknowledge that no legally binding obligations are intended to arise between them as a result of the signing of this document. Binding obligations are only intended to arise upon signing by the Parties of a formal written agreement in accordance with Clause 6.

3.2 Any action taken by any party in anticipation of approvals will be at the sole risk of that Party.

3.3 No partnership or joint venture is created by this MoU, and neither party can commit the other financially or otherwise to third parties.

4. RESPONSIBILITIES OF THE PARTIES

4.1 Each Party will:

a) Attend the Local Area Steering Committee twice a year with attendees including Mayors, Chief Executive Officers, the Vice Chancellor of Curtin University, the Chief Operating Officer of Curtin University and the Senior Executive Sponsor from each organisation (if different to the above) to review strategic priorities, and in particular discuss and agree government relationship management.

b) Identify their key Senior Executive Sponsor who will met twice a year to discuss the relationship and progress made on the achievement of strategic objectives as reported by the PSG;

c) The key Senior Executives will establish identify resources to work together as a Partnership Steering Group (PSG). The PSG key accountability will be to:

i) Document their terms of reference, acknowledging that the key purpose of the PSG is to identify and prioritise the opportunities for collaboration between the organisations, ensuring that the collaborations relate to achievement of the strategic objectives;

ii) Establish working groups and/or forums to develop and deliver implementation plans for the achievement of specific strategic objective; and

iii) Measure and evaluate progress and priorities, and report back to the Senior Executive Sponsor.

5. INTELLECTUAL PROPERTY

This MoU does not transfer any interest in Intellectual Property. All issues relevant to the ownership of Intellectual Property, including Background Intellectual Property and Project Intellectual Property will be determined in the respective written agreement covering the specific collaboration program that the parties have decided to proceed with and subject to clause 6.

6. FURTHER AGREEMENTS FOR ACTIVITIES AND PROJECTS

Each collaborative activity or project to be initiated under this MoU will be subject to a further agreement between the parties. Such agreements will set out the obligations of the parties, including but not limited to funding, responsibilities, intellectual property ownership and protection, confidentiality, risk allocation and indemnity obligations to be undertaken by each Party in relation to that activity.

7. STRATEGIC FRAMEWORK

7.1 Within three months of the signing of this MoU, or at such later time as agreed between the parties, the parties must agree on a strategy for its management and oversight of the objectives. The agreed strategy will include the following processes:

a) Communication strategy and process for regular communication between representatives of the parties in relation to this MoU;

b) an equitable decision-making process;

c) procedures for reviewing and reporting the progress of collaborative activities and projects initiated under this MoU; and

d) procedures for identifying and prioritising new opportunities for collaboration.

7.2 The parties agree that the strategy will fulfil the obligations of Curtin's code of conduct and values.

8. TERM AND TERMINATION

8.1 The term of this MoU will commence on the date of execution and will for a term of 3 years.

8.2 A Party may terminate this MoU at any time during the term by the provision of three (3) months written notice of termination to the other Party.

8.3 The termination of this MoU will not affect any activity or project that is the subject of a further agreement between the parties unless the relevant agreement provides otherwise.

9. CONFIDENTIALITY

9.1 Each Party is to treat all confidential information owned by the other Party, including all information or material disclosed in relation to this MoU as confidential, and shall not disclose or permit the same to be disclosed to a third party without the written authorisation of the disclosing party.

9.2 This provision shall survive the termination or expiration of this MoU.

10. USE OF NAME AND LOGO

Neither party shall use the name or logo, or any variation thereof, of the other party without first obtaining its written consent and subject to any directives which may apply to that written consent including compliance with a party's brand policies and style guidelines.

11. VARIATION

A provision of this MoU may not be varied or modified except by a separate written instrument which is signed by a duly authorised signatory of each Party.

12. GOVERNING LAW

This MoU is governed by the laws of Western Australia.

Signed for and on behalf of **CURTIN UNIVERSITY OF TECHNOLOGY** by:

Signature

Name *(please print)* Deborah Terry

Title *(please print)* Vice-chancellor

Date 5/10/17

In the Presence of:

Signature of Witness

Name of Witness *(please print)*

Signed for and on behalf of **TOWN OF VICTORIA PARK** by:

Signature

Name *(please print)* ANTHONY VULETA

Title *(please print)* CEO

Date 5/10/17

In the Presence of:

Signature of Witness

Name of Witness *(please print)* TREVOR VAUGHAN

Signed for and on behalf of **CITY OF SOUTH PERTH** by:

Signature

Name *(please print)* GEOFF GLASS

Title *(please print)* CEO

Date 5/10/17

In the Presence of:

Signature of Witness

Name of Witness *(please print)* Bridget Halbert

Signed for and on behalf of **CANNING** by:

Signature

ATHANASIOS KYRON
Name *(please print)*

CHIEF EXECUTIVE OFFICER
Title *(please print)*

Date 5/10/2017

In the Presence of:

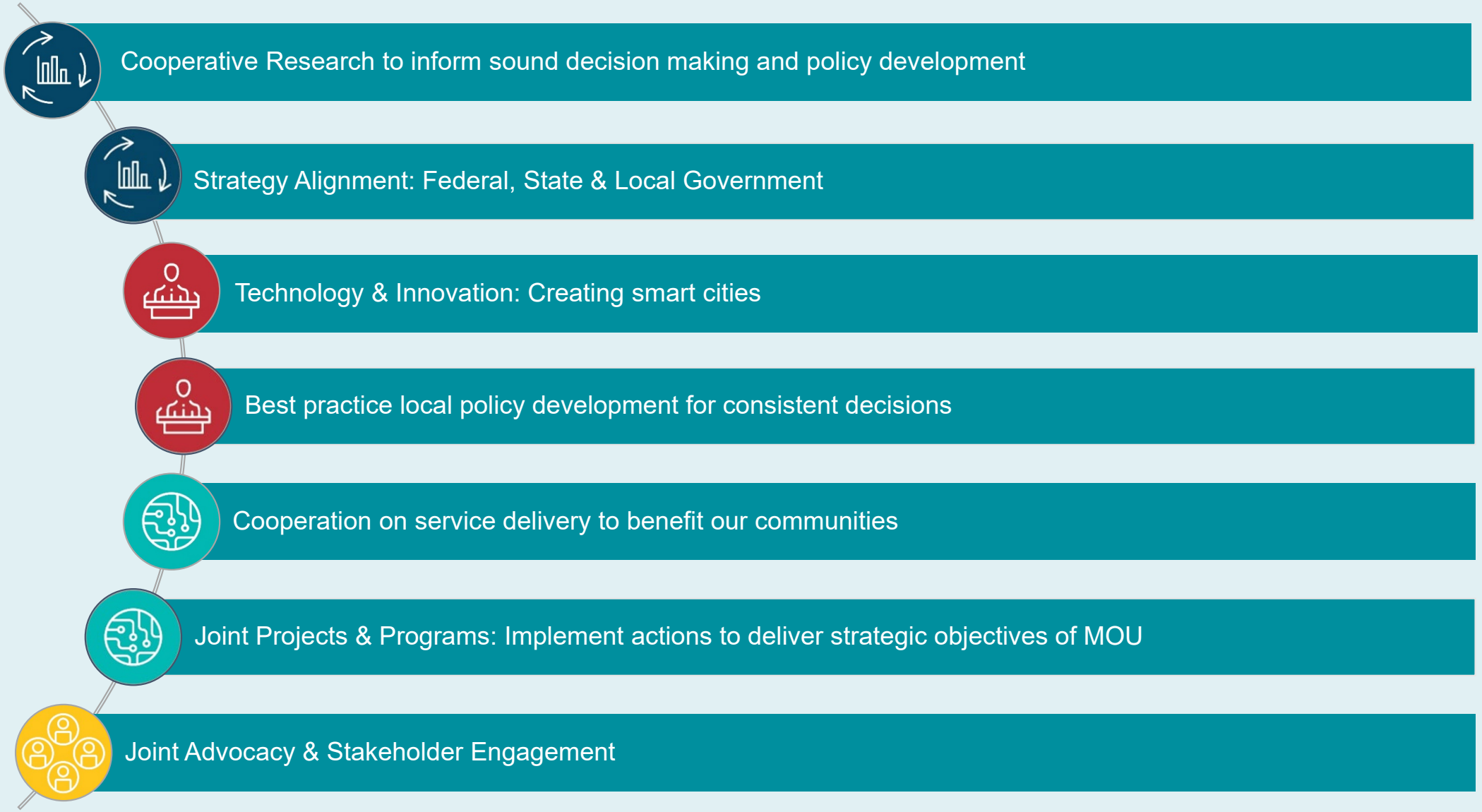
Signature of Witness

K L PAUL NG
Name of Witness *(please print)*

Inner City Group (ICG)

Meeting of Mayors

MOU Implementation Plan


Cooperative Research to inform sound decision making and policy development
Strategy Alignment: Federal, State & Local Government
Technology & Innovation: Creating smart cities
Best practice local policy development for consistent decisions
Cooperation on service delivery to benefit our communities
Joint Projects & Programs: Implement actions to deliver strategic objectives of MOU
Joint Advocacy & Stakeholder Engagement

Meeting of Mayors

Collaboration to enhance the strategic outcomes of each organisation as innovators in local government, create appealing destinations for local community, industry and investors.

Overall Objective
What we are trying to achieve

Our Approach
To guide implementation of MOU

Cooperate, Collaborate, Learn, Grow Evidence, Integrate Data, Set Standards, Drive Change

Working Groups
Key imperatives to successfully deliver the objective

Infrastructure & Transport	Planning, Economic Development & Culture	CEO Working Group	Corporate & Business Services	Community & Social Services
Outcomes *Outcomes or initiatives to support each working group*				
Cooperation and collaboration on strategy, policy and projects which affect all ICG members. a	Share information and collaborate on, planning, economic development, tourism, heritage and place based activation	Support Meeting of Mayors and ensure delivery of MOU objectives	Explore partnership opportunities for innovative business improvement and best practice governance	Working together with stakeholders to deliver quality services and improve community access to recreational and social opportunities
Key Result Areas *Focus areas for ICG cooperation and collaboration*				
• Cooperation on 5G rollout • Expansion of 40km trial zone area to other ICG members • Collaboration on integration transport planning and management • Shared approaches to disruptive technologies • Coordinated Parking management (link to Corp/Bus) • Alternate transport options	• Implementation of R-Codes Part 2 - Apartments • Vibrant High Streets • Consistent approach to cultural and art plans • Joint Destination Marketing through Inner Perth Assembly • Strengthen character retention • Coordinated Approach to Place Management	• Best practice service delivery & shared services • Improved corporate and strategic planning • Value derived from ICG cooperation • Improved corporate reputation for regional cooperation • Greater staff engagement and development from ICG collaboration	• Promotion of a collaborative innovation culture • Improved benchmarking data • Improved implementation of ICT systems and processes • Stronger business continuity arrangements • Joint training & reciprocal staff secondments • Consistency in parking regimes and technology	• Improved community safety • Greater coordination on homelessness • Better practices and policies for sport and recreation facilities • Increase Aboriginal business support and employment • Increased participation of women and girls in sport

Enablers
Supporting processes, governance, technology, capability

- Engaged, competent and motivated staff
- Willingness to cooperate and collaborate on shared issues.
- Executive support and guidance
- Contemporary technology, digitisation of process, data analytics, innovation mindset
- Stakeholder engagement
- Available resources to deliver
- Effective governance and compliance framework

Infrastructure and Transport

Cooperation and collaboration on strategy, policy and projects which affect all ICG members

- Share information and cooperate on transport and infrastructure issues
- Align approaches on car parking to manage spillover impacts on a regional level
- Joint advocacy to State and Federal Government on transport and infrastructure issues
- Use data to support smart city initiatives
- Cooperation on transport routes
- Foreshore planning

Planning, Economic Development & Culture

Share information and collaborate on, planning, economic development, tourism, heritage and place based activation

- Share information and advice towards alignment on common planning and development issues
- Align economic development work to support strong outcomes for local business
- Strategies to encourage retail activity on Inner City high streets rather than “big box” retail
- Promote and protect local character and heritage
- Cooperate on activation strategies and place making
- Implement digitisation and innovation to improve service delivery

CEOs Working Group

Support Meeting of Mayors and ensure delivery of MOU objectives

- Support Meeting of Mayors and provide updates on progress against the objectives of the MOU
- Provide an effective forum for identifying the mutual strategic priorities of each organisation on an annual basis
- Ensure adequate resources are provided to support MOU activities and joint projects agreed by the Meeting of Mayors
- Provide executive support through-out organisation for cooperative activity through the MOU
- Develop strategies and process for continually identifying joint research and development projects which will benefit the participating local governments
- Liaison with Central Perth Planning Committee
- Advice to City of Perth Committee through Meeting of Mayors

Corporate & Business Services

Explore partnership opportunities for innovative business improvement and best practice governance

- Identify opportunities for the development and implementation of shared corporate service knowledge in the fields of finance, procurement, human resources, contract management, risk management, information systems, governance, organisational development , cultural improvement , benchmarking, customer service and stakeholder relations.
- Develop projects and shared services that are innovative, achievable and able to demonstrate measurable operational efficiencies and other benefits, and that can be applied in a common and consistent manner across the membership of the ICG.
- Use the experience gained of trialing and delivering cross boundary projects and services to provide for advocacy and education to the State and the local government sector.

Community & Social Services

Working together with stakeholders to deliver quality services and improve community access to recreational and social opportunities

- Work together to develop events and community activities that benefit local business and rate payers and promotes Central Perth as a year round national arts and culture destination
- Develop strategies and implementation plans to improve community understanding and participation in the recreational and social opportunities offered by the respective local governments
- Develop a Central Perth regional strategy that positions the region as being a leader in offering formal and informal recreation and wellness opportunities for the benefit of the region and Perth more broadly

PURPOSE

The Town of Victoria Park exists to...

Sustainably serve, empower and connect community

VALUES

PROACTIVITY Anticipate, plan and act	**INCLUSIVITY** Embrace diversity	**INTEGRITY** Be authentic	**CARE** Show empathy, consideration and kindness	**COURAGE** Be bold and innovative

VISION

We see a world where Vic Park is...

A dynamic place for everyone

MISSION

To achieve our vision, we will become...

Leaders in unlocking potential

COMMUNITY PRIORITIES

Helping people feel safe	Facilitating an inclusive community that celebrates diversity	Improving access to arts, history, culture and education	Collaborating to ensure everyone has a place to call home	Protecting and enhancing the natural environment	Facilitating the reduction of waste
Increasing and improving public open spaces	Providing facilities that are well-built and well-maintained	Enhancing and enabling liveability through urban design and development	Improving how people get around the Town	Facilitating a strong economy	Effectively managing the organisation's resources and performance

ORGANISATIONAL OBJECTIVES

Innovative and empowered people	Engaged and empowered community	Streamlined, modern governance	Integrated, fit-for-purpose systems	Productive and agile operations	Financial sustainability

#LOVEVICPARK

Town of Victoria Park

VicVision engagement analysis

Contents

What is VicVision? 2

Purpose of the Strategic Community Plan 2

Background of Strategic Community Plan reviews 3

Planning for VicVision 5

Engagement methods and results 7

Designing engagement to directly inform the review of the SCP 10

Engagement analysis 13

- What's unique, what people value and the challenges to face 14
  - Why the Town is unique 14
  - What people value most about living, working and recreating in the Town 16
  - Future challenges 18
- Purpose 19
  - Recommendations 19
- Values 20
  - Recommendations 21
- Vision 23
  - Recommendations 27
- Mission 28
  - Recommendations 35
- Community priorities 36
  - Recommendations 37
- Organisational objectives 38
  - Recommendations 38

What is VicVision?

The Town of Victoria Park is undertaking a major review of its highest-level planning document, the Strategic Community Plan (SCP).

Under the *Local Government Act 1995*, the Town is required to undertake a major review of the SCP every four years. The current SCP is for the period 2017 - 2032 and once revised will be for the period 2022 - 2034. The shortened 12-year period has been chosen to align better with other strategies, plans and future major reviews.

Meaningful community engagement is a critical component in the review of the SCP and provides an opportunity for the community to have input into decision-making and future direction.

VicVision is the project that will deliver a revised SCP that is functional, measurable, and genuinely informed by the community.

Purpose of the Strategic Community Plan

The SCP is the blueprint for the Town that outlines the vision, values, aspirations, priorities, and service expectations of the community.

It is directly informed by the community and guides the efforts of the Council and Town administration. It references and drives the development of other plans and informing strategies such as the Corporate Business Plan, place plans, Workforce Plan, asset management plans and Long-Term Financial Plans, to ensure that what is being delivered is what the community wants.

An SCP is legislatively required to be prepared as part of the Integrated Planning and Reporting Framework.

Background of Strategic Community Plan reviews

The Town's first Strategic Community Plan was adopted by Council in June 2013. It covered the years of 2013-2028 and replaced the Plan for the Future 2011-2026, as required by changes to the *Local Government (Administration) Regulations 1996*.

The first Strategic Community Plan included a vision, mission, values, planning and decision-making framework, strategic performance indicators broken down by program area, objectives, key projects and services, and some actions.

In June 2017, a major review of the Strategic Community Plan was completed. This process was known as Evolve. It resulted in the Town's current Strategic Community Plan 2017-2032.

The current Strategic Community Plan includes a vision, mission, values, and strategic outcomes.

Strategic Community Plan 2017-2032

	2013-2028	**2017-2032**
Vision	Vibrant Lifestyle	A dynamic place for everyone • We are Perth's most empowered and engaged community. • We are Perth's premier place for entertainment and entrepreneurship. • We lead in sustainability. • We put people first in urban design and safety. • We are inclusive and connected with a thriving community.
Mission	Creative • We will embrace creativity • Our Town will be unique, quirky, and identifiable • We will be creative in all things; in the decisions we make and the solutions we find Attractive • We will attract people and businesses into our Town • Our Town will be the destination for lifestyle, work, and recreation Friendly • We will be welcoming • We will listen • We will make your day Environmentally sustainable • We will be aware of the changing environment in which we operate, live, work and • recreate • We will make decisions based on environmental, economic, and social impact on our environment • We will create the best environment in which to live and work	Social • To promote sustainable, connected, safe and diverse places for everyone. Economic • To promote sustainable, diverse, resilient, and prosperous places for everyone. Environment • To promote sustainable, liveable, healthy, and green places for everyone. Civic leadership • To show leadership by communicating with, empowering, and supporting people in the community.

Values	• Positive • Inspirational • Caring	We will be proactive • We will look to cause positive things to happen rather than waiting to respond. We will have integrity • We will be honest, accountable, and transparent in how we do things. We will be innovative • We will be courageous in introducing new ideas to meet community needs and improve our services and projects. We will be caring • We will display kindness and concern.
Planning and decision-making framework	Social • The outcome is to provide an environment where the community can live a safe, healthy, and active life with opportunities to participate in social and cultural activities. Economic • The outcome is to provide the community with a vibrant, strong, and sustainable local economy as well as range of business and employment opportunities. Environmental • The outcome is to preserve and maintain natural and built assets that provide a sustainable environment for the community. Governance • The outcome is to ensure excellence in governance and demonstrate continuous improvement in service delivery.	Strategic direction intended to be planning and decision-making framework.
Objectives	See plan for full list.	No objectives included in the plan.
Strategic outcomes	No strategic outcomes included in the plan.	See plan for full list.

A minor review of the Strategic Community Plan 2017-2032 was completed in June 2019. This review resulted in minor updates and wording and grammatical changes. The absence of strategic initiatives to help guide the achievement of strategic outcomes was identified. These were later added to the Corporate Business Plan as part of the minor review in December 2019. The review also highlighted the lack of measures in the plan. It was decided that these would be revisited in the next major review.

Strategic Community Plan minor review

Since the Town's first Strategic Community Plan in 2013, community priorities have stayed consistent. Each minor review has focussed more on reviewing the structure and wording used to communicate and guide the delivery of community priorities.

Planning for VicVision

Planning for VicVision began in May 2020 with a review of Evolve - the Town's last major SCP review process. The review focused on developing a project closure report by assessing whether the project met its objectives and identifying any lessons learned.

Evolve project team members, most of which were no longer employed at the Town, were contacted, and asked to inform the review. Town staff and community participants of Evolve were also asked to participate.

Evolve met most objectives it set out to achieve. Planning for VicVision focused on building on those that were met and improving on those that weren't.

Ways to improve the community engagement process were identified as:

- making sure the process was easy to follow
- designing community engagement based on the information needed to inform the major review
- clearly outlining plans for engagement at the beginning of the process
- ensuring community engagement outcomes meaningfully inform the outcomes of the major review that then inform decision-making
- attempting to build trust and confidence with the community throughout the process
- ensuring any proposed changes address public perception focus areas
- ensuring people know how their input affected decisions
- ensuring that any time commitment expected by the community is reasonable

These findings informed the community engagement program outlined in this document.

Although some comments were positive, the review also highlighted the opportunity to improve the strategy itself. Some points raised by Evolve project team members and staff were that:

- strategic outcomes could be more goal-oriented
- direction could be communicated clearer
- statements could better reflect the priorities and objectives
- outcomes could be balanced across all pillars
- the number of vision and mission statements could be decreased to make them clearer
- strategic outcome descriptions could be simplified to decrease repetition
- strategic direction should include direction for all service areas
- the strategic direction could be refined to better drive efforts and guide decision-making based on the clear priorities of the community
- strategy needs to be measurable
- financial considerations could be greater
- the strategy could feel more complete.

Once the VicVision project plan was set, the project team engaged elected members at the December 2020 Concept Forum. When asked about the strengths and weaknesses of the plan, the following feedback was received:

- current vision fits the target
- measurables are missing from the strategy
- content should be revisited and realigned to what the community wants
- structure needs to be clear so that strategy makes sense
- any completed outcomes should be removed during the review

- strategy needs to reflect the Town's demographics
- vision could be enhanced with a mission and purpose
- strategic outcomes are not equally spread
- strategic outcomes need to be clear and direct
- strategy needs to be translatable.

Feedback was also received that it needed to be clear that VicVision was a review process and not a rewrite, but any changes were to be based on the outcomes of community engagement.

The project team considered the findings and feedback and completed a desktop review of other local governments' strategic plans across Australia and New Zealand. With there being numerous ways to structure and communicate a strategic direction, the project team felt it would be beneficial to engage an experienced strategy consultant to provide training on how to best structure and communicate a strategic direction to guide culture and achieve results. It was also thought that the same consultant could be involved in the project to assist with the engagement outcomes into a revised strategic direction. A recommendation was made to the project board and a consultant was engaged.

Through training, the project team and board could see the benefit of simplifying and restructuring the Town's strategic direction to better guide the efforts of the organisation and demonstrate to the community that their voices are heard. An opportunity to clearly align all administrative and operational work the Town does to community priorities was also identified. Another recommendation was made to the project board and the team was given approval to proceed with the intention of recommending that the structure of the strategic direction be refreshed. Community engagement then reflected this recommendation while also clearly being positioned as a major review of the current strategy.

The project team considered all findings to this point and set out with the objective of completing a major review that resulted in a refreshed Strategic Community Plan that is functional, measurable, and genuinely informed by the community.

Engagement methods and results

VicVision was designed to allow for people to decide their level of involvement with 'choose your own adventure' style options dependant on the community members' time and interest in shaping the future of the Town.

The engagement program aligned with Policy 103 – Communications and Engagement which is founded on the IAP2 principles, spectrum, and core values. It was built to allow for engagement to reach the Involve level of the spectrum – To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

All participants were encouraged to familiarise themselves with the context and future trends information prior to being involved, to ensure they were well-informed prior to giving their views.

Setting the Scene for VicVision

Future Trends

The approach was unique in that engagement:

- considered that people have diverse levels of capacity to be involved in terms of time, level of interest and knowledge
- considered the demographics of the community throughout its design
- took place online and offline
- had opportunities where the community had to come to us and others where we went to them
- gathered consistent information regardless of the method chosen which was entered in an online tool that could be reported on live
- connected with people using traditional methods including surveys and facilitated workshops, along with more creative and contemporary ways such as SMS and participatory budgeting
- allowed people flexibility and a sense of ownership by facilitating their own workshop
- could be easily adapted to suit changes to COVID-19 restrictions
- ended in a half-day workshop where people that had participated in at least one of the VicVision options were invited to assist further by prioritising focus areas, dig deeper into strategies and give their view on service levels.

The engagement options included:

In-person workshops

The workshop series consisted of three, three-hour workshops over a two-month period. It involved reviewing the relevance and progress against the current SCP, providing views to assist with updating the content of the SCP and identifying the priorities that help achieve the Town's desired future.

Online workshops

Online workshops that mirrored the in-person workshops were offered with the only difference being that participants could join from the comfort of their own home. There were no participants that chose this option.

Workshop in a box

This option also mirrored the in-person workshop option but was designed to be self-facilitated. Those that took up the option were provided with the informing documents; workshop plans and online input tool so they could deliver views that were consistent with other options.

Survey

A survey was made available on the Town's engagement hub with questions that replicated what was being asked in the workshop options. Rather than making paper copies of the survey available, members of the community were advised that they could visit or call the Town to have the survey completed for them. Staff that speak languages other than English were on hand to help people complete the survey in their own language.

The Town was also developing a Youth Plan at the same time as VicVision. As the younger demographic would be targeted as part of that project, a couple of VicVision questions were added to the youth survey to get their views.

Brainstormer

Brainstormer tools were added to the Town's engagement hub that asked - "What makes the Town unique?" and "What do you think the Town's priorities should be for the future?" People were able to add their ideas online or by texting their answer to each of the phone numbers. A tool was also added to the internal staff hub to get views on the values of the Town by the people that must live them.

Pop-up survey

Staff attended Town events and approached people to complete a quick five-minute pop-up survey. People were asked what makes the Town unique and what the Town's priorities should be for the future. Surveys were completed at:

- Twilight Trios, Harold Rossiter Park - 14 February
- Burswood Farmers Market, Burswood Park - 21 February
- Victoria Park Farmers Market, John Macmillan Park - 21 February
- Lathlain Celebration event, Lathlain Park - 6 March
- Peninsula neighbourhood event, The Circus - 7 March
- Twilight Trios, Burswood Park - 14 March
- Vic Park Health Expo, Zone 2X - 21 March
- Playtime in the Park, Rotary Park - 21 March
- Explore More launch, Burswood Community Cinemas - 25 March
- Village Hub, Connect Victoria Park – 14 April

Participatory budgeting

An online tool called Balancing Act was offered to give participants the chance to balance the numbers.

The tool showed all the revenue and expenditure categories staff and Council are required to balance on an annual basis. Participants were able to increase or decrease these categories and add commentary to their submissions. The Balancing Act was built with figures from the Long-Term Financial Plan (LTFP) and future budget projections, considering inflation and COVID-19 impacts. The intent of the exercise was to allow for full transparency of Council's budgeting process and to help inform the LTFP and the SCP.

The participatory budgeting exercise was completed as part of VicVision because of Council's desire to pilot a participatory budgeting process as part of the annual budget in prior years. As this did not happen, it was thought that using participatory budgeting as an engagement exercise could allow the Town to learn from the experience and implement these learnings in future budgeting processes where participatory budgeting is included.

Voices of VicVision Forum

Voices of VicVision was a half-day forum event with the aim of providing VicVision participants with an opportunity to present their combined views to their peers, elected members and senior management.

It also provided elected members and senior management with an opportunity to hear the views of participants firsthand.

Activities were based around:

- presenting individual group findings
- narrowing down priorities captured throughout all VicVision engagement opportunities
- digging deeper into the services, projects, strategies, and actions to help achieve identified priorities
- investigating service level expectations.

The event also acted as an opportunity to thank participants for their involvement with the project, with a celebration also taking place to recognise the time and effort of the community.

Results by the numbers

The community chose to participate by:

In person workshop	16 participants
Online workshop	0 participants
Workshop in a box (self-run workshops)	41 participants over three separate groups
Full survey	137 responses
Youth survey*	309 responses
Pop-up survey at events	259 responses
Brainstormer - online and text message	58 ideas
Participatory budgeting	30 participants
Voices of VicVision forum	30 participants
Total	**880 participants/responses**

*surveys that responded to VicVision questions included in the survey

Designing engagement to directly inform the review of the SCP

The project team designed the community engagement early in the project to review the Town's current Strategic Community Plan and inform any proposed new sections of the plan. The community were not engaged on every section as some content is factual and already exists. Parts of the plan that engagement occurred on are provided in the table below.

Section in Strategic Community Plan	What we asked	Methods used to gain feedback
Introduction		
Vision	See strategic direction.	
Welcome to Country **NEW**	• Whether it was appropriate to include a written welcome to country by a local Aboriginal elder in the plan.	• Representative of Mindeera Advisory Group
How to use the plan	• How the plan should be used by elected members. • Whether the community thinks they play a part in achieving the plan. • How the community should use the plan.	• Councillor Portal feedback post • Full survey • In person workshop • Workshop in a box
All about the Town/context		
Why we're unique **NEW**	• Why the Town is unique.	• Full survey • In person workshop • Workshop in a box • Pop-up survey • Online and SMS brainstorm
What people value about the Town **NEW**	• What people value most about living, working, and recreating in the Town.	• Full survey • In person workshop • Workshop in a box • Youth survey
Future trends	• What challenges the Town will face in the future.	• Full survey • In person workshop • Workshop in a box
Achievements guided by the last SCP **NEW**	• Whether the Town is on track to achieve the vision, mission, and strategic outcomes.	• Full survey • In person workshop • Workshop in a box
What people said		
What we heard	• All questions.	• All methods
Strategic direction		
Purpose **NEW**	• What the organisations purpose is as a local government authority.	• Full survey • In person workshop • Workshop in a box Staff workshop reviewed outcomes from community

Values	• Whether any values should be added or removed.	• Full survey • In person workshop • Workshop in a box Staff workshop reviewed outcomes from community
Vision	• Whether the vision is relevant. • Whether the Town is on track to achieve the vision by 2032. • How the community sees the Town today. • What people want the Town to look and feel like by 2033 (12 years).	• Full survey • In person workshop • Workshop in a box • Youth survey – how they see the Town only Staff workshop reviewed outcomes from community
Mission	• Whether the Town is on track to achieve the mission by 2032.	• Full survey • In person workshop • Workshop in a box Staff workshop reviewed outcomes from community
Community priorities (used to be referred to as strategic outcomes) **NEW**	• Whether the Town is on track to achieve the strategic outcomes by 2032. • What must be achieved to meet the vision for 2032. • What the Town's priorities should be for the future. • Which five actions listed in the place plans should be prioritised for each place. * • How the Town's budget should be spent. **	• Full survey • In person workshop • Workshop in a box • Pop-up survey – what the priorities should be only • Youth survey - what the priorities should be only • Online and SMS brainstormer - what the priorities should be only * in person and workshop in a box only ** participatory budgeting only Voices of VicVision Forum prioritised the priorities
Organisational objectives and key result areas **NEW**	• Whether the Town is on track to achieve the strategic outcomes by 2032. • What must be achieved to meet the vision for 2032. • What the Town's priorities should be for the future. *	• Full survey • In person workshop • Workshop in a box *pop-up survey only Staff workshop reviewed outcomes from community and suggested measures

Implementation		
Managing strategic risks	• Whether risks are still present. • Whether risks are still relevant. • What controls are in place. • What treatment actions need to be completed.	• Workshop with executive • Workshop with elected members (still to be completed)

Engagement analysis

Questions asked were consistent across all methods of engagement but were tailored to whether the method was designed to be in-depth, requiring considerable time and effort, or whether the method was designed to quickly engage those that would not likely participate in the full engagement.

In-depth methods included the in-person workshops, workshops in a box and the full survey. Quick engagement was completed through the youth survey, pop-up survey at events, brainstormer and participatory budgeting.

It was not made mandatory for participants to answer all questions. In each method participants could choose to provide feedback in areas where they chose to.

An outcomes report and dashboard were developed to allow for the community, staff, and elected members to view and consider raw information received during the process.

VicVision engagement outcomes

VicVision outcomes dashboard

Using the engagement outcomes and dashboard, more than 30 staff from various service areas participated in two workshops led by the strategy consultant to review the existing values, vision, and mission. A new purpose and measures were also workshopped. Organisational objectives were explored to help with communicating and guiding the administration and operations of the Town against community priorities. The workshops were attended by three community members involved in the engagement process to increase confidence that the strategy truly affects community wants and needs.

The goal was to set the Town up to be more focused on achieving what the community wants, by focusing on what the Town needs to achieve and become. Staff worked together to review the existing strategy against engagement outcomes and were asked to produce options for each part of the direction if they felt the existing strategy could be improved.

The analysis throughout this document groups consistent themes against each part of the strategic direction to communicate common community views expressed through engagement. It also provides insight into views expressed in the staff workshops.

What's unique, what people value and the challenges to face

When reviewing the data, it is important to keep in mind what people think is unique about the Town and what people value about living, working, and recreating in the Town. It is also important to be aware of future challenges. This helps inform what we've already achieved, what should be retained and external factors the Town needs to address.

Why the Town is unique

Participants completing the in-depth options, brainstormer and pop-up survey were asked what they thought was unique about the Town. This amounted to 511 responses with many responses covering multiple themes. The top 20 themes are provided below with the number of times they were mentioned and some context.

Rank	Theme	Mentions	Context
1	Location	132	Central location Proximity to city Proximity to Swan River Proximity to Curtin University Everything needed is close by
2	Albany Highway strip	110	Café strip and café culture A lot of choice and diverse options Meeting place Good to visit at all times of day Thriving and prosperous Good vibes
3	Sense of community	108	Village feel and atmosphere Connected and close-knit Friendly, welcoming and inclusive Supportive and caring Strong community involvement Common values e.g., sustainability Keen to support local
4	Diversity	97	Multicultural Personalities Young and old Occupations Socio-economic Mix of residential and commercial Housing options Geographical features
5	Restaurants, cafes and entertainment venues	60	Number of businesses Variety of cuisines Good ratio of restaurants, bars and cafes Lively nightlife Affordable
6	Public open spaces	54	Amount of parks Playgrounds Green space All in close proximity Good for dogs

7	Community events	50	Sunday markets Concerts Free events Always something going on
8	Variety of businesses	32	Boutique and quirky shops Small businesses Good mix Commercial precincts in suburbs
9	Vibrancy	29	Inner city vibe Trendy Cultural Lively Urban
10	Heritage	28	Architecture Character properties History
11	Good facilities	28	Leisure and sporting Library Arts centre Pool
12	Accessibility	27	Easy to get everywhere Public transport Access to major travel routes Walkways and cycleways
13	Family friendly	24	Good place to raise children Variety of activities and events Schools Community programs
14	Nature	24	Trees Bushland
15	Burswood Peninsula	17	Optus Stadium Casino Parkland
16	Council	15	Competent Progressive Proactive Involved Engages with community
17	Walkability	11	Everything within walking distance
18	Town administration	10	Helpful Supportive Proactive Engages with community
19	Environmentally aware	6	Seen as priority More practical than other areas
20	Community groups	5	Improving the community Actively involved

What people value most about living, working and recreating in the Town

Participants completing the in-depth options and youth survey were asked what they valued most about the Town. This amounted to 503 responses with many responses covering multiple themes. The top 20 themes are provided below with the number of times they were mentioned and some context.

Rank	Theme	Mentions	Context
1	Restaurants and cafes	77	Number of businesses Variety of cuisines Lively nightlife Place to meet with family and friends
2	Location	74	Central location Proximity to city Proximity to Swan River Proximity to Curtin University Everything needed is close by
3	Sense of community	49	Nature of the people Village feel and atmosphere Connected and close-knit Friendly, welcoming and inclusive Supportive and caring Strong community involvement Common values e.g., sustainability Keen to support local
4	Public open spaces	45	Well-maintained parks Number of parks Facilities within parks (sporting, playgrounds, exercise equipment) Recreation Green space Good for dogs
5	Albany Highway strip	43	Café strip and café culture A lot of choice and diverse options Meeting place Good vibes
6	Good facilities	31	Leisure and sporting Library Pool
7	Local businesses	31	Retail shops Small businesses Good mix Park Centre
8	Accessibility	30	Easy to get everywhere Public transport Access to major travel routes Walkways and cycleways Parking available/free parking
9	Diversity	26	Multicultural Personalities
10	Walkability	23	Everything within walking distance

11	Vibrancy	22	Liveliness Streetscape A lot happening Up and coming
12	Community events	12	Big and small events Sunday markets
13	Safety and security	12	Low crime rate Feel safe
14	Arts and culture	7	Arts and cultural scene Public art
15	Nature	6	Trees Bushland
16	Quality of life	6	Relaxed and easy going Social
17	Family friendly	5	Lots of families Variety of activities and events Schools
18	Heritage	5	Architecture Character properties Weatherboard precinct History
19	Affordability	4	Cheaper rents Commercial rent value
20	Burswood Peninsula	4	Optus Stadium Crown Casino Swan River foreshore

Future challenges

Participants completing the in-depth options were asked what challenges the Town may face in the future. There were 170 responses to the question. The themes are provided below with the number of times they were mentioned.

Rank	Themes	Mentions
1	Increased transport and traffic (traffic, public transport and parking)	47
2	Social issues and safety (homelessness, antisocial behaviour and crime)	33
3	Increased density and development	29
4	Budget constraints	20
5	Population increase	18
6	Economic decline and diversity	17
7	Environment and climate change	15
8	Maintaining the identity of the area	11
9	Maintaining sense of community	10
10	Changes of Council and resistance to change	10
11	Legislation changes (Local Government Act and amalgamations)	7
12	Staff retention	6
13	Over engagement	4
14	Ageing population	4
15	Housing availability	4
16	Ageing infrastructure	3
17	Increasing demand for services	2
18	None	1
19	Waste	1

There were only 19 themes that came out of all engagement.

Purpose

Why the Town exists

Participants that chose to complete the in-depth options – full survey, in person workshop and workshop in a box – were asked what they thought of the purpose of the Town of Victoria Park as an organisation. 185 people provided a response. The themes are provided below with the number of times they were mentioned.

Themes	Mentions
Provision of services	87
Facilitating a sense of community	41
Improving safety	21
Planning for the future	20
Maintaining and improving amenities	17
Improving quality of life	17
Improving and maintaining infrastructure	14
Maintaining and improving the economy	14
Sustainability and environment	11
Governance and legislation	10
Advocating on behalf of the community	6
Fostering diversity and inclusiveness	5
Supporting the community / vulnerable	4
Management of finances	2
Provision of events	2
Protection of heritage	1
Education of the community	1

Recommendations

The staff workshop recommended that the Town's purpose is to *"responsibly serve, enable and inspire community."* This reflects the community's view of the Town providing services and facilitating a sense of community. Responsibly was included to capture feedback around financial management, governance, and legislation. It also came out as a theme in engagement around the Town's values. Enabling the community attempts to communicate that the Town provides services and programs that enable people to have an improved quality of life such as community safety initiatives, environmental initiatives, town planning and community facilities. Common anecdotal feedback around supporting the community to suggest and introduce their own ideas was also considered.

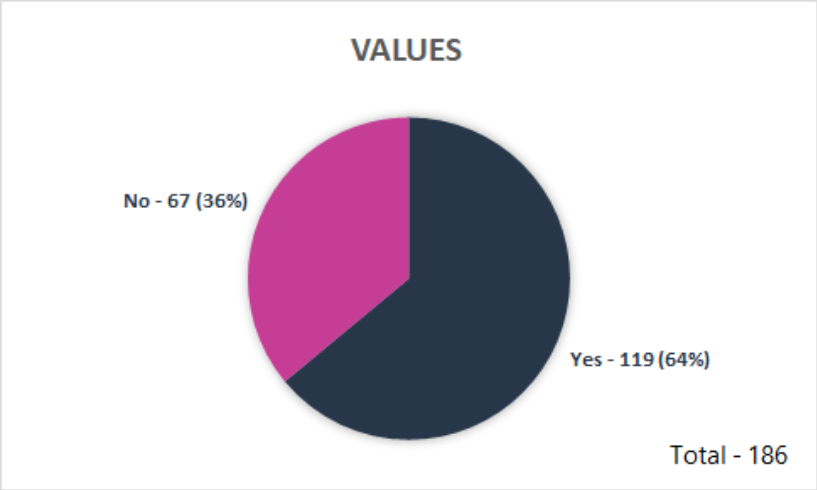
Values

The Town's unique thinking

Participants that chose to complete the in-depth options – full survey, in person workshop and workshop in a box – were asked to review the Town's current values. Of the 186 people that answered whether there was anything they would add or remove, 119 people said there was and 67 said there wasn't. 125 people then provided further comment on their views.

Themes of the suggestions are provided below, categorised into add, remove, combine, and define. The number of times themes were mentioned is also provided.

Is there anything you would add or remove from our values?



Add			
Value	**Mentions**	**Value**	**Mentions**
Sustainable	10	Courageous	1
Inclusive	9	Community-centred	1
Considerate/Respectful/ Thoughtful	6	Representative	1
Responsible/Accountable	5	Common sense	1
Listening	4	Commitment	1
Worldclass/Best in class	3	Accessible	1
Responsive	3	Service	1
Enabling/Empowering/ Encouraging	3	Leadership	1
Safe	3	Optimistic	1
Teamwork/Collaborative	3	Opportunistic	1
Equitable/Fair	2	Learning	1
Creative	2	Awareness	1
Honest/Transparent	2	Vibrant	1

Remove		Combine	
Value	**Mentions**	**Value**	**Mentions**
Innovative	7	Proactive and innovative	2
Proactive	6		
Integrity	4		
Caring	4		

Define	
Value	**Amend or add to definition**
Proactive	• We will look to cause positive and innovative things to happen rather than waiting to respond • Continuous improvement
Innovative	• Working with the community to develop new ideas
Caring	• Add a safety aspect • For all things - our environment, our people, and our way of life • Displaying kindness and concern is not the same as delivering it. Why does a municipal body need to be displaying kindness and concern?

Recommendations

At the staff workshop, staff reviewed the values against the engagement outcomes but also considered their own experiences and what they thought was unique about the culture of the Town. The following values were proposed:

Inclusive – Embracing diversity
Caring – Showing consideration and kindness
Proactive – Anticipating, planning and acting
Connected – Creating value together
Courageous – Being brave, honest and trusting

With these recommendations, the values of innovation and integrity were recommended for removal. This was due to innovation being seen more as an objective than a value that was also too like proactive. Integrity was considered as something each employee must have regardless of whether it is a value.

Caring and proactive were recommended to be retained with adjustments to their definitions. Caring was seen by staff as a quality that sets the Town apart from the rest as staff genuinely care about each other and the community. Changes to the definition were proposed as displaying concern is sometimes not possible with all operations of the Town but it is possible to be considerate. Proactive was also considered as a value that staff should strive to achieve but changes to the definition were recommended to emphasise the need to anticipate, plan and then act rather than just cause positive things to happen.

Three new values were then recommended – inclusive, connected, and courageous. Inclusive was one of the values most mentioned by the community that staff also considered important. Connected was proposed to combine the themes of enabling, empowering, encouraging, teamwork and collaborative. Courageous was

aligned to the theme of creative but could also replace innovative. Staff felt that they were regularly encouraged to try and do things differently but highlighting the need for everyone involved to be brave, honest and trusting was important.

Although sustainable was the most common theme, it was felt that the term was over-used and as a result, lacked meaning. It was hard to determine whether the community was referring to environmental or financial sustainability but was also seen as more of an objective. Assuming that the community were referring to being mindful that anything done today considers current and future generations, a more suitable value could be conscious or aware.

The theme of responsible/accountable also came out of the outcomes. It is important to point this out in terms of the proposed purpose, where staff recommended that the theme be lifted to the reason the Town exists rather than just a way of thinking.

Vision

What the future of the Town looks like

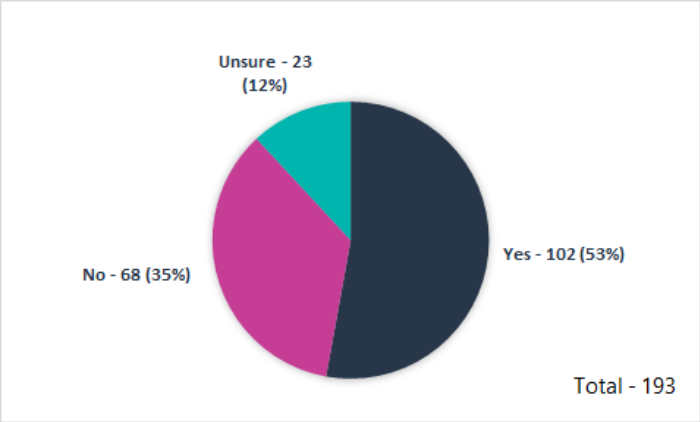
The Town has one overarching vision statement that is further guided by five targeted statements.

In 2019, the Town completed the minor review of the Strategic Community Plan 2017-2032. There were 608 respondents that participated in a community perception scorecard developed by an external party. Results of the survey were that 49% of respondents agreed with the Town's vision.

Community Perception Survey

During VicVision, participants that chose to complete the in-depth options – full survey, in person workshop and workshop in a box – were asked whether the Town's current vision is relevant. Of the 193 people that responded, 102 people thought it was, 68 people thought it wasn't and 23 people were unsure.

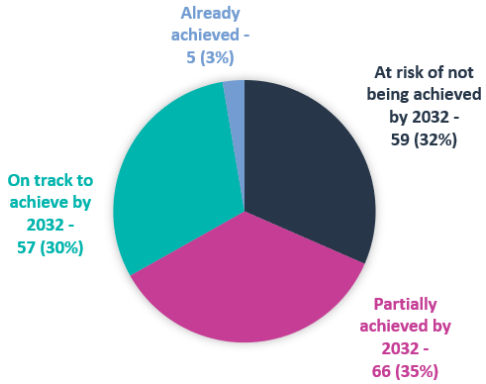
Do you think our vision is relevant?



People had the opportunity to provide comment on the reason for their answer. Common themes were around not understanding what dynamic meant, not wanting the Town to be in a constant state of change, wanting some balance of calm amongst the vibrancy, and not wanting, needing or being able to cater to everyone. There were also comments about the vision not being clear enough to give any insight into the wants of the community and it not being clear how the vision could be achieved.

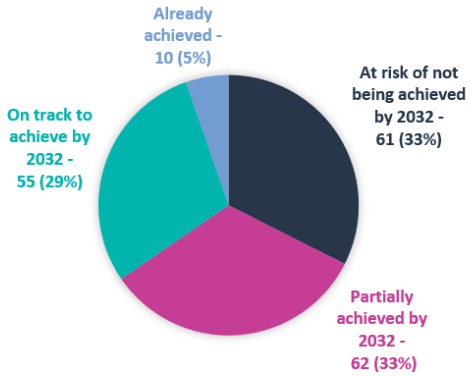
In the absence of any key result areas or measures, participants were asked their thoughts on how the Town is tracking to achieve the five targeted statements by 2032.

We are Perth's most empowered and engaged community



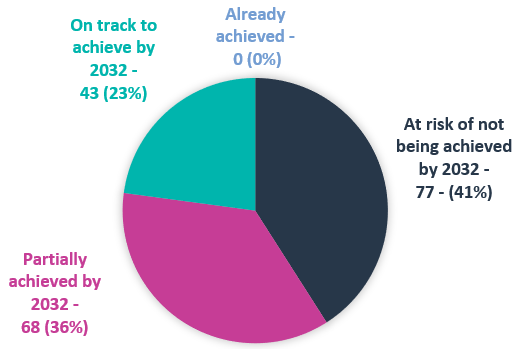
Total – 187

We are Perth's premier place for entertainment and entrepreneurship



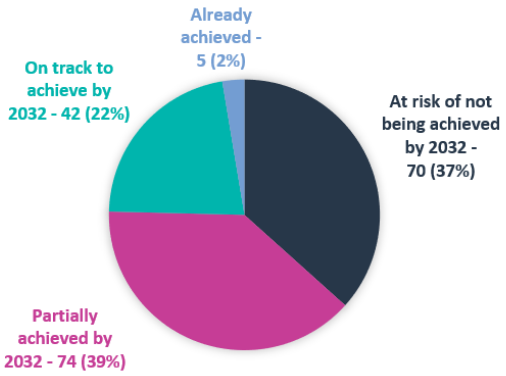
Total – 188

We lead in sustainability



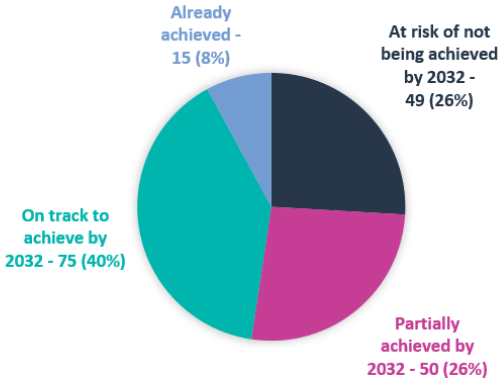
Total – 188

We put people first in urban design and safety



Total – 191

We are inclusive and connected with a thriving community



Total - 189

Results show that in the eyes of the people that chose to engage with the Town through VicVision, there was no consensus on the status of achievement for any of the targeted statements. Comments provided suggest that people aren't aware of which Town responsibilities fall into each of the statements, with suggestions being repeated over each one. While some specific suggestions for improvement were provided, each of these are addressed as community priorities later in the analysis. The nature of responses on how the Town is tracking support the need for a clear vision that is supported by an achievable mission, objectives, outlined priorities and measurements.

To further inform the review of the Town's vision, participants completing the in-depth options and youth survey were asked how they see the Town today. This amounted to 503 responses. The top 20 themes are provided below with the number of times they were mentioned.

Rank	Theme	Mentions
1	Vibrant and lively	320
2	Good/great	160
3	Sense of community	160
4	Inclusive and diverse	102
5	Safety and social issues (crime, homelessness, anti-social behaviour and substance abuse)	99
6	Well-connected	88
7	Growing and improving	86
8	Unique	45
9	Busy and chaotic	44
10	Peaceful place to live	43
11	Pleasant place to live and visit	42
12	Safe	27
13	Dirty and grimy	23
14	Clean and tidy	22
15	Average/bland	18
16	Lots of recreation options	17
17	Family friendly	17
18	Old and outdated	12
19	Appealing	11
20	Lots of potential	10

Participants of the in-depth options were asked how they wanted the Town to look and feel by 2033. There were 182 responses to the question. The top 20 themes are provided below.

Rank	Theme	Mentions
1	Safer	34
2	Environmentally responsible	32
3	Greener	28
4	Easier to get around	25
5	More inclusive	14
6	More vibrant	14
7	A more diverse population	13
8	More family oriented	13
9	A retained sense of community	13
10	Thriving businesses	13
11	Focussed on meeting the needs of the residents and ratepayers	12
12	Less homelessness	12
13	Low to medium density	11
14	Less car-centric	10
15	Cleaner	10
16	A place where arts and culture are appreciated	10
17	Retained history and character	8
18	More affordable	6
19	More public open space	6
20	A place people want to visit	5

Recommendations

A vision statement should be an overarching statement that inspires the Town to create the environment that the community wants. It should be something that has not yet been achieved that requires the involvement of the community, elected members and staff to create. The statement itself should be simple, punchy, descriptive, and memorable.

Participants of the staff workshop were asked whether the Town's current vision should be retained. Considering that 51% of people did not agree with the vision in the 2019 public perception survey and only 53% of VicVision participants asked thought the vision remained relevant, staff felt the vision should be reviewed to better reflect the outcomes of the engagement.

Staff recommended a new vision statement of *"community soul driving endless possibilities."* This statement was designed to pick up on the common theme of the community appreciating the sense of community and village atmosphere of the area. It also reflects the community's desire to remain a town rather than become a city, as seen in the results of the 2019 poll.

Results of engagement show many similarities but also show that because of the diverse range of demographics, people want their town to fit their own needs, values, and lifestyles. The inclusion of endless possibilities drives the Town administration and its community to be open-minded, consider all demographics and believe that nothing is impossible. The Town can become what its residents, ratepayers and visitors want it to be.

Mission

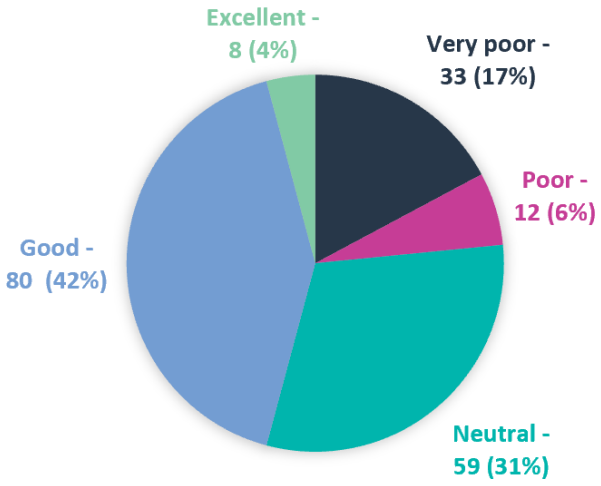
Who the Town needs to become

The Town has four mission statements. Each of the mission statements has strategic outcomes that communicate what will happen if the vision and mission is achieved. The 194 participants of the in-depth options were asked how well the Town is tracking to achieve each of the mission statements and strategic outcomes by 2032.

To help them answer these questions, participants were encouraged to read the Town's current Strategic Community Plan to understand what each of the statements meant. They were also provided with the context document to be informed about the Town's strategies and plans for achieving the mission that then result in the outcomes.

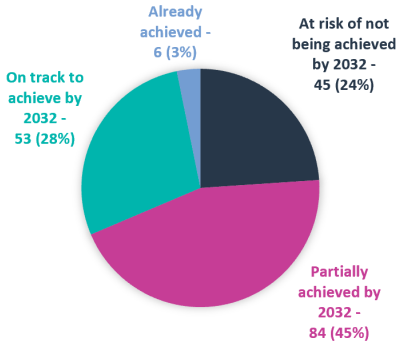
Participants had the option to provide reasons for their answer. All themes identified for improving each of the areas mirrored what participants considered priorities. This information is included later in the document. Comments of a general nature that didn't focus on a specific mission statement or strategic outcome were also received. It was mentioned that statements were broad and included a number of factors in each. The repetition of terms was raised and some people weren't clear on how each were to be achieved. The need for the Town to communicate clearly and succinctly, without jargon, was raised.

Social – To promote sustainable, connected, safe and diverse places for everyone



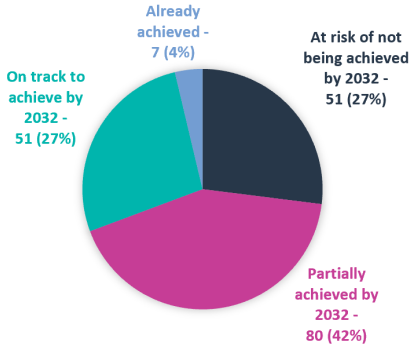
Total - 192

A healthy community



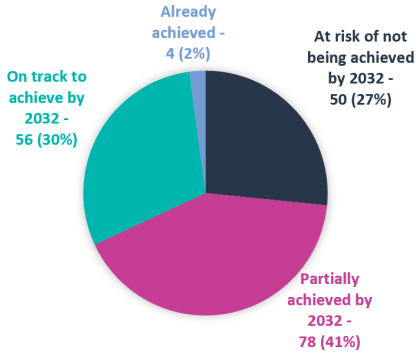
Total - 188

An empowered community with a sense of pride, safety and belonging



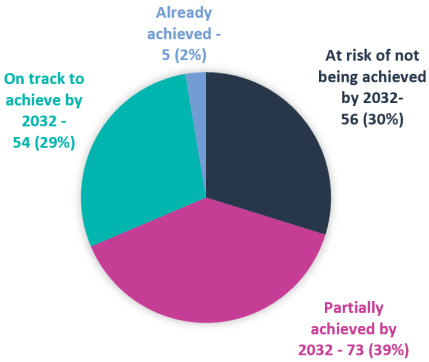
Total - 189

An informed and knowledgeable community



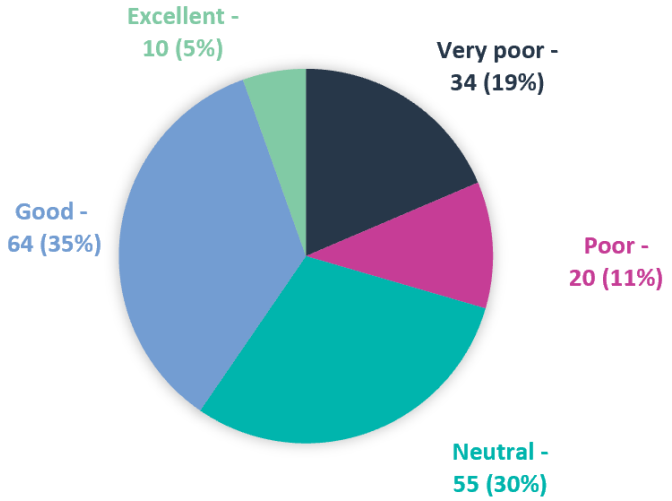
Total - 188

A place where all people have an awareness and appreciation of arts, culture, education and heritage



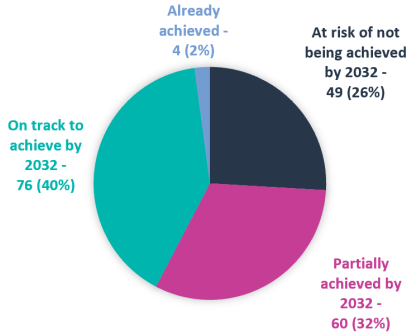
Total - 188

Economic – To promote sustainable, diverse, resilient and prosperous places for everyone.



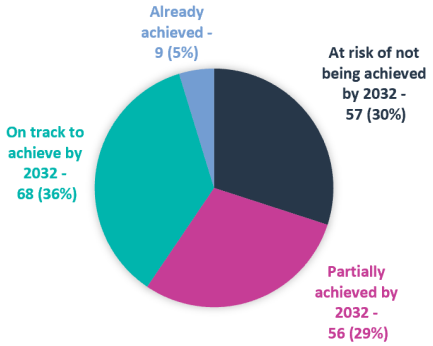
Total - 183

A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship



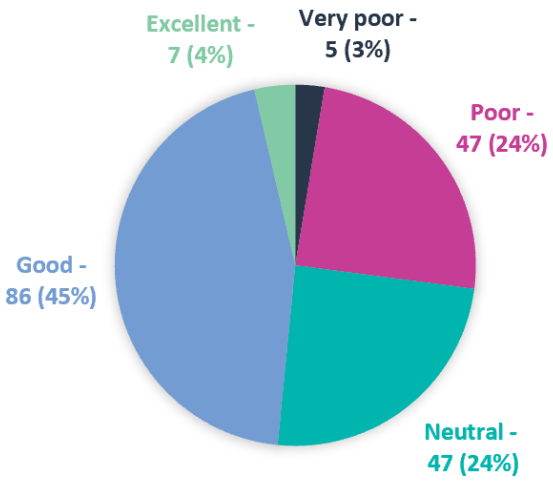
Total - 189

A clean, safe and accessible place to visit



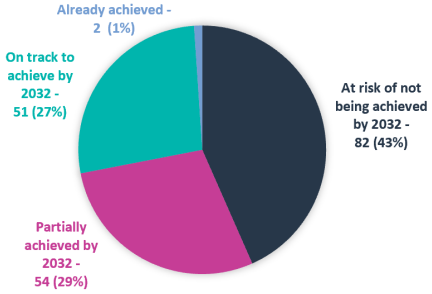
Total - 190

Environment - To promote sustainable, liveable, healthy and green places for everyone



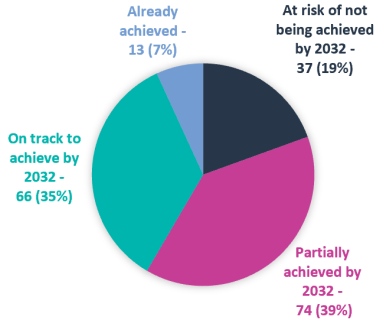
Total - 192

Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the town's character



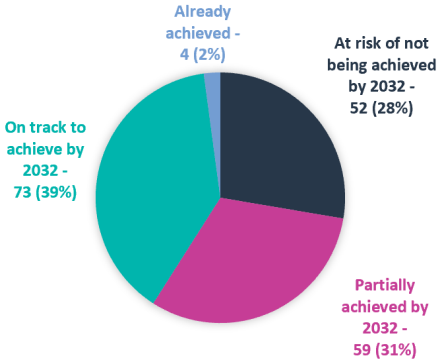
Total - 189

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



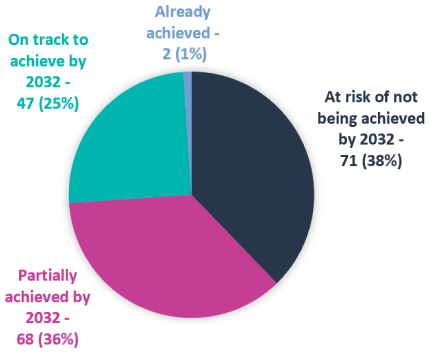
Total - 190

A place with sustainable, safe and convenient transport options for everyone



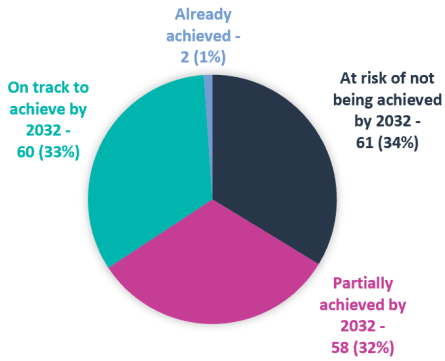
Total - 188

A clean place where everyone knows the value of waste, water and energy



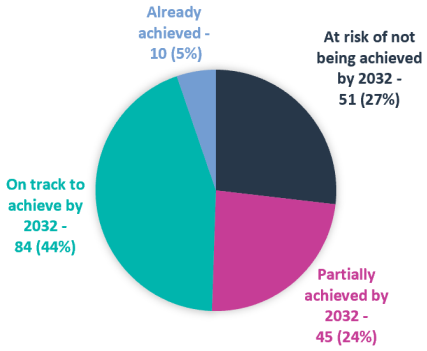
Total - 188

Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed



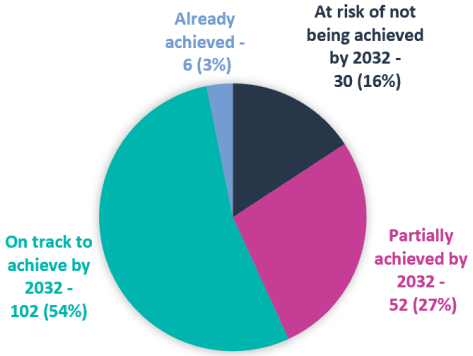
Total - 181

Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed



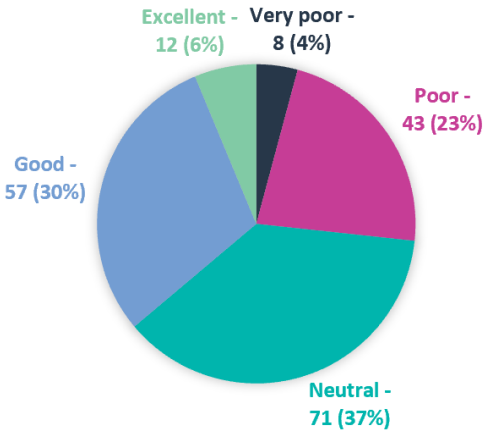
Total - 190

Increased vegetation and tree canopy



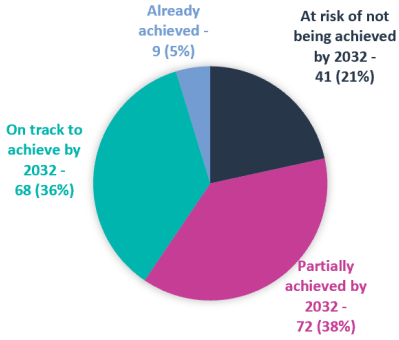
Total - 190

Civic leadership – To show leadership by communicating with, empowering and supporting people in the community



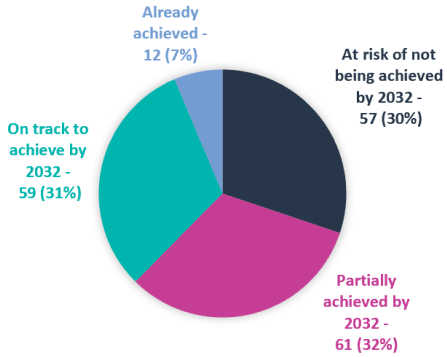
Total - 191

Everyone receives appropriate information in the most efficient and effective way for them



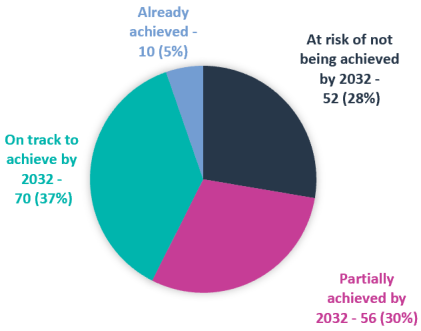
Total - 190

A community that is authentically engaged and informed in a timely manner



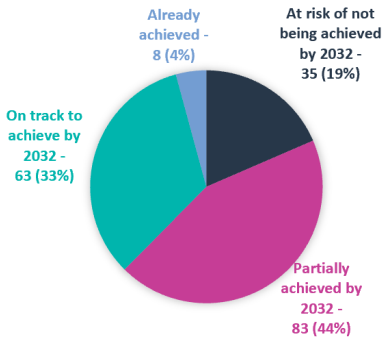
Total - 189

Well thought out and managed projects that are delivered successfully



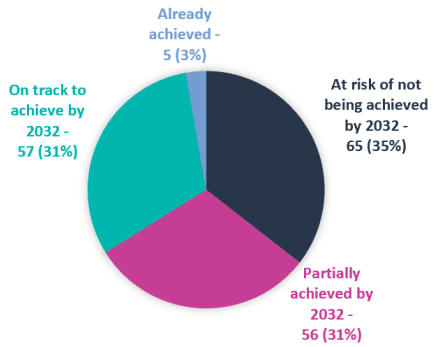
Total - 188

Appropriate information management that is easily accessible, accurate and reliable



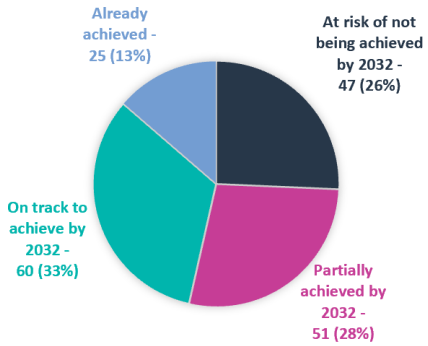
Total - 189

Innovative, empowered and responsible organisational culture with the right people in the right jobs



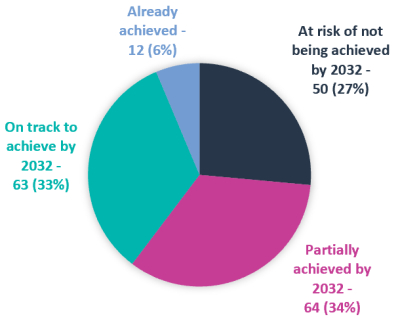
Total - 183

Finances are managed appropriately, sustainably and transparently for the benefit of the community



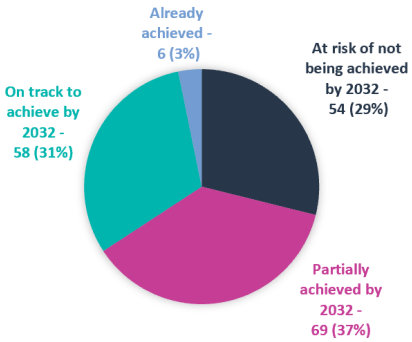
Total - 183

People have positive exchanges with the town that inspires confidence in the information and the timely service provided



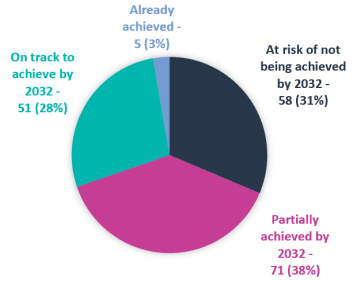
Total - 189

Visionary civic leadership with sound and accountable governance that reflects objective decision-making



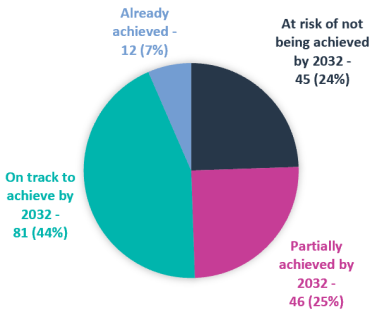
Total - 187

Appropriate devolution of decision-making and service provision to an empowered community



Total - 185

Legislative responsibilities are resourced and managed appropriately, diligently and equitably



Total - 184

Recommendations

The achievement of the community's vision relies not only on the community being involved in making it happen. It relies on elected members and people employed in the Town of Victoria Park organisation to make decisions, make recommendations and provide services that work towards it. A mission should communicate who the Town of Victoria Park organisation will become to achieve the community's vision.

When assessing the Town's mission statements at the staff workshop, it was determined that the current statements are modelled on quadruple bottom-line sustainability (financial, environmental, social and civic leadership), and serve to categorise the community's priorities. There was also consideration to the community's feedback being both similar and sporadic when rating each statement. While it was clear that the Town has not yet achieved any of the mission statements or outcomes, there was no clarity as to whether the Town is on track, outcomes would be partially achieved or whether there was a risk that items wouldn't be achieved. This was considered as a reason to simplify communication.

It was believed that having one statement that drives the growth of the organisation would be beneficial, particularly if it was a short-term goal obviously linked to the community's vision. This also better integrates the Strategic Community Plan with the Corporate Business Plan, with the short-term goal being achievable within four years – the life cycle of the Corporate Business Plan and required timeframe for a major review of the Strategic Community Plan. The idea was that if the mission had been achieved in four years, the next phase would become the mission to achieve the vision, providing for continuous growth.

Staff recommended the mission of *"leaders at realising community potential."* The idea was that to allow community soul to drive endless possibilities, the organisation needed to first position itself to realise the community's potential.

Staff did not workshop strategic outcomes as the structural changes being proposed mean that community priorities are explicitly stated and informed by the themes from engagement outcomes.

Community priorities

Much of the engagement focused on finding out what the community thought should be prioritised to be able to achieve what they wanted the Town to become in the future. Relevant questions were asked in all engagement methods. Specific questions are listed in the engagement planning section earlier in this document.

There were 1,061 relevant responses. These were collated and grouped into high-level themes to reflect the typical high-level nature of priorities in a Strategic Community Plan. The top 20 result are tabled below.

Theme	Mentions
Safety and security	165
Economic development	125
Transport	121
Urban design and development	115
Public areas and open space	110
Events	95
Community development	92
Trees and urban forest	74
Arts and culture	71
Waste and rubbish	64
Environment and sustainability	61
Asset management	59
Accessibility	54
Parking	52
Civic leadership and administration	37
Homelessness	34
Engagement and public participation	23
Health	22
Council finances	15
Education	13

At the Voices of VicVision Forum, the 30 participants were asked to rank the top 20 priorities.

The table below shows the top 20 priorities and their rank from the Voices of VicVision Forum.

Forum rank	Priority
1	Trees and urban forest
2	Council finances
3	Public areas and open space
4	Waste and rubbish
5	Urban design and development
6	Asset management
7	Safety and security
8	Transport
9	Environment and sustainability
10	Engagement and public participation
11	Civic leadership and administration
12	Community development
13	Economic development
14	Events
15	Homelessness
16	Accessibility
17	Parking
18	Arts and culture
19	Health
20	Education

Recommendations

Considering feedback received from the community and the recommendation to alter the structure of the strategic direction to clearly state the priorities of the community, the project team recommend that the community priorities be communicated as:

- Improving safety and security
- Protecting the environment (including improving waste management)
- Increasing and improving public areas
- Effectively managing Town assets
- Improving how people get around the Town
- Facilitating quality urban design and development outcomes
- Supporting people to live their best life
- Facilitating a strong economy
- Improving access to arts, history, culture and education
- Effectively managing the administration to achieve community priorities

Organisational objectives

Civic leadership and administration were featured as a priority of the community. This is similar to the Town's current Strategic Community Plan where the civic leadership mission statement is underpinned by multiple strategic outcomes.

To be able to achieve the community's priorities, the organisation should have goals that it is trying to achieve internally. This allows for the community's priorities to be considered across all services, projects and operations to make sure all aspects that make up delivery are planned and communicated. While more relevant to the Corporate Business Plan, it was felt that these should be included in the Strategic Community Plan to inform the community what the administration is working towards relevant to their wants and needs. The intention is for them to be used in a refreshed Corporate Business Plan to plan and identify corporate deliverables that deliver the first four years of the Strategic Community Plan.

Recommendations

Staff recommended the organisational objectives of:

- equipped and empowered people
- engaged and empowered community
- innovative and streamlined governance
- fit-for-purpose integrated systems
- effective and agile operations
- financial confidence

The objectives are intended to capture the desired state of all administrative operations of the Town in four years' time.

12.2 Local Development Plan - 384 Berwick Street, East Victoria Park

Location	East Victoria Park
Reporting officer	Senior Planning Officer
Responsible officer	Manager Development Services
Voting requirement	Simple majority
Attachments	1. Attachment 1 - Local Development Plan - 384 Berwick Street [**12.2.1** - 1 page] 2. Attachment 2 - Applicant's Cover Letter - 384 Berwick Street [**12.2.2** - 6 pages] 3. Attachment 3 - Summary of Submissions - 384 Berwick Street [**12.2.3** - 2 pages] 4. Attachment 4 - Response to Submissions - 384 Berwick Street [**12.2.4** - 2 pages]

Landowner	Berwick EVP Pty Ltd
Applicant	Rowe Group Pty Ltd
Application date	27 July 2021
DA/BA or WAPC reference	5.2021.384.1
MRS zoning	Urban
TPS zoning	Residential
R-Code density	Residential R60
TPS precinct	Precinct 12 – East Victoria Park
Use class	Grouped Dwellings and Multiple Dwellings
Use permissibility	'P' (permitted) use
Lot area	11,027 square metres
Right-of-way (ROW)	Not applicable
Municipal heritage inventory	Not applicable
Residential character study area/weatherboard precinct	Not applicable

Surrounding development	Hillview Bushland to south-east; Edward Millen House and Park including associated buildings to the north-east; Carson Street School to the north-west. The residential development on the opposite side of Berwick Street is zoned Residential R20.

Recommendation

That Council:

1. Approves the Local Development Plan submitted by Rowe Group Pty Ltd (DA Ref: 5.2021.384.1) at No. 384 (Lot 3) Berwick Street, East Victoria Park, pursuant to Schedule 2, Part 6, clause 52(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Publish the adopted Local Development Plan on the Town's website in accordance with Schedule 2, Part 6, clause 55 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Those persons who lodged a submission regarding the application be advised of Council's decision.

Purpose

The application is referred to Council for determination, as no delegation exists for the Council's officers to determine a Local Development Plan.

In brief

- The Minister for Planning approved Scheme Amendment No. 78 to the Town's Town Planning Scheme No. 1 on 12 December 2019, which rezoned the land at No. 384 Berwick Street, East Victoria Park from Residential R30 to Residential R60. It is a requirement of the Scheme that a Local Development Plan be approved prior to development of the site.
- The purpose of the Local Development Plan is to coordinate development on the lots to ensure good built form outcomes.
- Approval was granted by the Western Australian Planning Commission (WAPC) on 21 July 2020 and 9 October 2020 for the creation of 40 survey-strata lots, subject to conditions. Condition 5 requires the preparation of a Local Development Plan which addresses streetscape matters, design elements, setbacks, open space, visitor parking locations, pedestrian access and tree planting. It is the responsibility of the Town to clear this condition.
- The Joint Development Assessment Panel on 17 May 2021 granted development approval for the construction of 39 Grouped Dwellings and 32 Multiple Dwellings on the subject site. The development approval coordinates development across the site assuming all lots are developed as per the development approval.
- While it is anticipated that development of the site will be undertaken in accordance with the development approval of 17 May 2021, there is no obligation for the landowner to do so. Accordingly, there is a risk that the site may not be developed in a coordinated manner as per the development approval, and the lots may instead be created, sold and developed independently from one another. To address this possibility, it is necessary for the Local Development Plan to be approved to co-ordinate future development of the lots.

Background

1. The Minister for Planning approved Scheme Amendment No. 78 to the Town's Town Planning Scheme No. 1 on 12 December 2019 to:

   1.1 Modify the Town Planning Scheme No. 1 Precinct Plan P12 'East Victoria Park' by recoding the property at No. 384 (Lot 3) Berwick Street, East Victoria Park from R30 to R60.

   1.2 Modify Town Planning Scheme No. 1 Precinct Plan 12 'East Victoria Park' by inserting the following development standards for development of the property at No. 384 (Lot 3) Berwick Street, East Victoria Park –

   In relation to the land at No. 384 (Lot 3) Berwick Street, East Victoria Park, the following provisions apply to the development of land –

   (a) A Local Development Plan is to be prepared and approved prior to the commencement of any development on the site.

   (b) Vehicle and/or pedestrian access to be provided to/from Berwick Street, Bailie Avenue and/or Carson Street, and to be supported by a Traffic Impact and Road Safety Assessment report.

2. The Town received a subdivision referral in April 2020 from the WAPC for the creation of 41 lots serviced by one common property lot (lot 41). 39 lots were proposed to be developed for grouped dwellings with lots ranging in size from 114m2 to 171m2. Lot 9 was proposed as a freehold lot to be developed for multiple dwellings with a lot size of 1,682m2. Subdivision approval was granted on 21 July 2020 subject to a number of conditions and advice notes.

3. The Town received a subsequent subdivision referral from the WAPC in July 2020 for the creation of two lots, one lot being for the grouped dwellings (lot 1) and the other lot being for the multiple dwellings (lot 2). Approval was granted on 9 October 2020 subject to several conditions and advice notes.

4. Condition 5 of the conditional subdivision approval for the creation of 41 lots requires a Local Development Plan (LDP) to be prepared and approved, and reads as follows:

   "A Local Development Plan being submitted and approved for lots 1-41 that addresses, but is not limited to, the following:

   (i) streetscape matters including street setbacks, fencing, garage locations, primary frontages;

   (ii) design elements including roof pitch and building height;

   (iii) setbacks to boundaries and public spaces;

   (iv) open space;

   (v) visitor parking locations, pedestrian access, and tree planting; and

   (vi) design and overall height of proposed Lots 10 to 19 that minimises impact on views from the formal approach to State Registered Place 2176 Edward Millen Home (fmr);

   to the specification of the Town of Victoria Park and satisfaction of the Western Australian Planning Commission".

5. The Joint Development Assessment Panel on 17 May 2021 approved the construction of 39 Grouped Dwellings and 32 Multiple Dwellings on the subject site. The approved development is consistent with the proposed Local Development Plan.

6. The old National Archives Building was demolished in September 2020.

7. The Council at the 21 September 2021 Ordinary Council Meeting resolved to approve an application for retrospective approval of a temporary sales office, signage, and landscaping on the site.

Application summary

8. A Local Development Plan (LDP) is a mechanism to coordinate and assist in achieving better built form outcomes by linking lot design to future development. Decision makers are to give 'due regard' to an approved LDP when making decisions in respect to the development of land. Once approved, a LDP is valid for a duration of 10 years.
9. LDPs are used in limited situations to guide the design and development of small or constrained lots or to achieve design outcomes. In this case, the requirement to prepare a LDP was a condition of both the Scheme Amendment No. 78 and the subdivision approval.
10. The LDP submitted (see Attachment 1) addresses the following development matters:
    - Dwelling orientation;
    - Setbacks on ground and first floors to each common accessway and other boundaries;
    - Building height;
    - Fencing;
    - Pedestrian access;
    - Vehicle access and garage locations;
    - Outdoor living area locations;
    - Retention of established trees; and
    - Visitor bay locations.

Applicants submission

11. In correspondence dated 2 June 2021, the applicant provides an overview of the proposal (see below and attachment 2 for relevant content). The applicant has advised the following:

    "On 17 May 2021 the Metro Inner South Joint Development Assessment Panel ('JDAP') issued development approval for multiple and grouped dwellings at the subject site ('Approved Development'). We now submit this amended LDP for the Town's consideration, which has been slightly updated to reflect the Approved Development.

    Given a development has already been approved at the subject site, we understand the intention of the LDP is to 'future-proof' the subject site for any future development. Notwithstanding our Client's intention is to implement the Approved Development in full as expeditiously as possible, the LDP will ensure the subject site continues to operate functionally and holistically, and that the design of the built form is consistent across the subject site.

    Proposed Local Development Plan

    The subject site (proposed LDP) is zoned 'Residential' under the provisions of LPS1 and assigned a density coding of R60. The proposed LDP is consistent with this density and facilitates the residential development of the subject site.

The following provides a brief overview of the provisions included in the proposed LDP.

- *Dwelling Orientation*

The LDP prescribes dwelling orientation toward Berwick Street, Edward Millen Reserve and the 12m common accessways. Dwelling on lots addressing the reserve are required to have their outdoor living area adjacent to the reserve.

This ensures Berwick Street is activated by affording Lots 1 – 8 direct pedestrian access from the street. It also allows for an attractive outlook to Edward Millen Reserve which enables passive surveillance and fosters social interaction.

- *Street Setbacks*

The LDP outlines a minimum primary setback of 3.0 metres to Berwick Street, and a range of minimum ground floor primary setbacks from nil to 2.0 metres to the common accessways. The street setback provisions are consistent with the Approved Development.

The Berwick Street setback is consistent with the R60 primary street setback under State Planning Policy 7.3 Residential Design Codes Volume 1 ('R-Codes Volume 1'), in order to maintain consistency with the emerging streetscape of the locality. The setbacks to the common accessways represent a minor variation to R-Codes Volume 1 provisions.

The widths of the common accessways, approved through the Subdivision Approval, provide adequate space for pedestrian access, visitor bays, landscaping, bin collection and servicing, therefore accommodating and appropriate for reduced street setbacks.

- *Lot Boundary Setbacks*

The LDP proposes a minimum 3.0 metre setback to Edward Millen Reserve on the ground floor. This setback provides space for outdoor living areas with an aspect over Edward Millen Reserve.

The LDP provides for nil setbacks to the Hillview Community Bushland for the multiple dwellings, and a minimum 1.0 metre setback for the grouped dwellings. For all other lot boundaries, the LDP provides for nil side setbacks behind the street setback lines.

The nil lot boundary setbacks allow for greater efficiency in dwelling design, as well as to maximise the private open space area at the rear of the grouped dwellings. The nil setbacks for future Lot 9 are permitted provided that windows and articulation of the built form are incorporated into the façade.

The lot boundary setback provisions are consistent with the Approved Development.

- *Building Height*

The LDP proposes a variation to the building height provisions set out in LPS 1 P12 Precinct. A maximum building height of 12 metres (3 storeys) for grouped dwellings and 15 metres (4 storeys) for multiple dwellings is proposed. in lieu of 8.6 metres. The building height provisions are consistent with the building height of the Approved Development.

The proposed height variation for grouped dwellings is consistent with the provisions of the R-Codes Volume 1. We have been advised by the Department of Planning. Lands and Heritage ('DPLH1 that a provision allowing for 12-metre building height was removed from Amendment 78 prior to Ministerial approval. as it was mistakenly considered "unnecessary" and a "duplication" of the R-Codes Volume 1 provision.

Previous discussions with both the DPLH and the Town confirm that a 12 metre /3 storey building height at the subject site is contemplated by and the intention of both authorities. We therefore consider the proposed height variation for grouped dwellings to be acceptable.

The proposed height variation for multiple dwellings is designed to accommodate the significant difference in levels across the subject site.

- *Additional Provisions*

The LDP also includes provisions which address the following matters:

- *Streetscape provisions to ensure dwellings suitably address street frontages and public open space through high quality architectural design;*
- *Location of retained established trees;*
- *The construction of uniform fencing adjacent to public open space by developers; and*
- *Minimum building height provisions to maintain visually cohesive streetscapes and ensure two-storey boundary walls are built abutting one-another."*

12. The applicant's submission is contained in full within Attachment 2.

Relevant planning framework

Legislation	• *Planning and Development Act 2005* • *Planning and Development (Local Planning Schemes) Regulations 2015* • Town Planning Scheme No. 1 • TPS1 Precinct Plan 12 – 'East Victoria Park Precinct'
State Government policies, bulletins or guidelines	• Framework for Local Development Plans • Residential Design Codes Volume 1 • Residential Design Codes Volume 2
Local planning policies	• Local Planning Policy No. 25 – Streetscape • Local Planning Policy No. 39 – Tree Planting and Retention
Other	Not applicable.

General matters to be considered

TPS precinct plan statements	The following statements of intent contained within the precinct plan are relevant to consideration of the application. *"Redevelopment shall be consistent with existing style, character and scale of dwellings throughout the precinct.* *New buildings shall be set back from all boundaries although variations reflecting existing character of development will be permitted. Buildings shall be set in landscaped surrounds and mature trees shall be preserved. Design guidelines will apply throughout the precinct and specific controls will be progressively introduced for pockets of identifiable character housing.*

	While the effect of traffic should be minimised through appropriate design measures, all development shall face the street in the traditional manner. *Priority will be given to ensuring new development, particularly infill and development at higher densities, does not result in the undue loss of privacy or amenity for existing residents."*
Local planning policy objectives	The following objectives of Local Planning Policy No. 25 – Streetscape are relevant in determining the application. • *"To preserve or enhance streetscape character, by ensuring that development is sensitive to the streetscape and in keeping with the established and desired character of the locality.* • *Development should reinforce desired built form characteristics for the locality and should ensure that the appearance of development is of high quality and contributes positively to the streetscape.* • *Sustainable designs and innovative designs are encouraged, however regard is still to be given to maintaining design compatibility with the existing and desired streetscape character.* • *All development is to promote safety and security for occupants and the community by having regard to Crime Prevention Through Environmental Design (CPTED) principles."*
Deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015	Not applicable.
Urban forest strategy	Not applicable.

Compliance assessment

13. Schedule 2, Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* details the process for assessing and determining an LDP, including the following:

"51. Consideration of submissions –

The local government –

must consider all submissions in relation to a local development plan made to the local government within the period specified in a notice advertising a proposed local development plan; and

may consider submissions in relation to a local development plan made to the local government after that time; and

is to have due regard to the matters set out in clause 67(2) to the extent that, in the opinion of the local government, those matters are relevant to the development to which the plan relates.

52. Decision of local government

(1) Following consideration of a proposed local development plan, including any amendments made to the plan to address matters raised in submissions, the local government must –

(a) approve the local development plan; or

(b) require the person who prepared the local development plan to –

(i) modify the plan in the manner specified by the local government; and

(ii) resubmit the modified plan to the local government for approval;

or

(c) refuse to approve the plan.

(1A) The local government must not approve a local development plan under subclause (1) if –

(a) the local development plan amends or replaces a deemed-to-comply provision of the R-Codes; and

(b) under the R-Codes, the Commission's approval is required for the local development plan; and

(c) the Commission has not approved the local development plan.

(2) The local government is to be taken to have refused to approve a local development plan if the local government has not made a decision under subclause (1) –

(a) if the plan was advertised – within the period of 60 days after the last day for making submissions specified in accordance with clause 50(5) or a longer period agreed between the local government and a person other than the local government who prepared the plan.

(b) if the plan was not advertised – within the period of 60 days after the resolution not to advertise the plan was made by the local government or a longer period agreed between the local government and a person other than the local government who prepared the plan.

54. Review

A person who prepared a local development plan may apply to the State Administrative Tribunal for a review, in accordance with the Planning and Development Act 2005 Part 14, of a decision by the local government not to approve the local development plan."

14. As per the Residential Design Codes of WA (R-Codes), the development of land for residential purposes is to be in accordance with the requirements of the R-Codes. The R-Codes do, however, permit a Local Development Plan to amend or replace certain deemed-to-comply requirements of the R-Codes. Those deemed-to-comply requirements of the R-Codes proposed to be amended through the Local Development Plan are detailed below.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Community consultation was undertaken on the Local Development Plan to provide the community with the opportunity to make comments.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The Local Development Plan allows for different housing options and provides guidance regarding urban design outcomes.

Engagement

External engagement	
Stakeholders	Owners and occupiers within a 200 metre radius of the site.
Period of engagement	12 August 2021 to 26 August 2021 (14 days), as per Local Planning Policy No. 37 – Community Consultation on Planning Proposals.
Level of engagement	2. Consult
Methods of engagement	• Letters to owners and occupiers within a 200 metre radius of the site; • Sign on site; • Southern Gazette Newspaper Notice.
Advertising	As above.
Submission summary	Two submissions were received which provided general comments.
Key findings	A summary of the submissions received during the community consultation period can be found in Attachment 3. The applicant's response to submissions can be found in Attachment 4.

Risk management considerations

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	Not applicable.					
Infrastructure / ICT systems/ utilities	Not applicable.					

Legislative compliance	The proponent has the right of review to the State Administrative Tribunal against Councils decision.	Moderate	Unlikely	Medium	Low	Accept
Reputation	Negative public perception towards the Town dependent upon the decision.	Moderate	Likely	Medium	Low	Accept
Service delivery	Not applicable.					

Financial implications

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

Analysis

15. Under the applicable planning framework, local governments may vary some of the deemed-to-comply provisions of the R-Codes via Local Planning Policies and/or Local Development Plans. The Town's Local Planning Policy – Streetscape, for example, increases the deemed-to-comply primary street setback requirement applicable under the R-Codes.

16. The LDP proposes a variation to the street setback requirement to those lots fronting Berwick Street (Lots 1 – 8) as follows:

Development Provision	R-Codes	LPP 25 - Streetscape	Proposed LDP
Primary Street Setback	2m minimum	3m minimum 6m average	3m minimum No average

17. With regards to the primary street setback, due to the nature of the land adjoining the subject site (bushland and school directly adjoining) no established street setback pattern exists to Berwick Street on this side of the street. The reduced setbacks are therefore not expected to have a detrimental impact on the streetscape character and the proposed setback is acceptable in this instance.

18. The variation proposed to the primary street setback is considered to be appropriate for the subject site and its context, and it is recommended that Council approves the proposed Local Development Plan.

19. The other development standards contained in the LDP are supported and will achieve better design outcomes than would be the case under the R-Codes.

20. It is noted that the standards in the LDP are consistent with the development plans approved by the JDAP ie. the provisions outlined in the LDP reflect the approved development.

21. Approval of the LDP will ensure the co-ordination of development of the lots, particularly if the lots are not to be developed simultaneously as per the JDAP's development approval. Accordingly, it is recommended that Council approve the LDP.

Further considerations

22. The provision of public art was taken into consideration with the JDAP approval, and in line with 'Council's Local Planning Policy 29 - Public Art Private Developer Contribution' is secured by way of a planning condition.

    In accordance with WAPC's Manner and Form Framework for Local Development Plans (August 2015) public art is not a matter that is typically included in Local Development Plans.

23. Tree planting is considered at development approval stage and not typically included in Local Development Plans.

24. In relation to the JDAP approval, the provision of new tree plantings in association with the grouped dwellings, was assessed as compliant with Council's Local Planning Policy 39 – Tree Planting and Retention (LPP 39). The provision of tree planting and landscaping has been secured by way of a planning condition on the development approval.

25. LPP 39 requires the planting of 39 medium trees on the subject site. The development proposes th planting of 1 large tree, 25 medium trees and 31 small trees.

26. Two submissions received in relation to the development application mentioned the urban heat island effect. These (and other submissions) were included in the schedule of submissions attachment to the Responsible Authority Report, and subsequently would have been a considered by JDAP in its determination. No detailed analysis of the urban heat island effect was included in the Responsible Authority Report however.

27. No internal referrals took place in relation to the Local Development Plan on account that these had already taken place as part of the Development Application. The internal referrals that took place as part of the Development Application included Environmental Health Officer(s), Building Officer(s), Parks Officer(s), Street Operations Engineer(s) and Place Planning Officer(s).

COUNCIL RESOLUTION (230/2021):	

Moved: Cr Brian Oliver **Seconded:** Cr Bronwyn Ife

That Council:

1. Approves the Local Development Plan submitted by Rowe Group Pty Ltd (DA Ref: 5.2021.384.1) at No. 384 (Lot 3) Berwick Street, East Victoria Park, pursuant to Schedule 2, Part 6, clause 52(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Publish the adopted Local Development Plan on the Town's website in accordance with Schedule 2, Part 6, clause 55 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Those persons who lodged a submission regarding the application be advised of Council's decision.

Lost (0 - 9)

For: Nil

Against: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

Cr Oliver raised an alternate motion.

COUNCIL RESOLUTION (231/2021):	

Moved: Cr Brian Oliver **Seconded:** Mayor Karen Vernon

That Council:

1. Rejects the Local Development Plan submitted by Rowe Group Pty Ltd (DA Ref: 5.2021.384.1) at No. 384 (Lot 3) Berwick Street, East Victoria Park, pursuant to Schedule 2, Part 6, clause 52(1)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015 due to the impact of the nil setback on the adjacent bushland.
2. Advise those persons who lodged a submission regarding the application of Council's decision.

Carried (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

Against: Nil

Reason:
Due to the impact of the nil setback on the adjacent bushland.

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PROVISIONS

Unless otherwise defined on this Local Development Plan, all development shall be in accordance with the *Town of Victoria Park Town Planning Scheme No. 1*, the *East Victoria Park Precinct Plan 12* and the *Residential Design Codes of WA* (the 'R-Codes').

All lot areas and dimensions depicted in the Local Development Plan are consistent with the survey strata and freehold subdivision approvals Western Australian Planning Commission ('WAPC') Ref. 285-20 and 159500.

General

1. The Requirements of the R-Codes (Volume 1 or 2 as applicable) apply to the development, unless varied by the Town's Local Planning Policy No. 25 - Streetscape or this Local Development Plan.
2. Variations to the requirements of this Local Development Plan may be approved by the Town of Victoria Park at its discretion.
3. Where there is an inconsistency between the requirements of this Local Development Plan and another planning instrument, the provisions of this Local Development Plan prevail.

Dwelling Orientation

4. Dwellings are to suitably address all street frontages and areas of public open space through the use of high quality architectural design features.

Setbacks

5. The following minimum setbacks for the ground and first floors apply to the boundaries of each common accessway:

Lots	Minimum Setback to Accessway (m)					
	A	B	C	D	E	F
1 – 8	0.5	-	0.5	-	-	-
9	-	1.0	1.0	-	-	nil
10 – 19	0.5	-	-	nil	-	nil
20 – 30	-	2.0	nil	nil	nil	-
31 – 40	2.0	-	nil	nil	nil	-

Note: the above setbacks are not applicable to lot boundary truncations.

6. For Lots 1 - 8, a minimum ground and first floor setback of 3 metres to the Berwick Street boundary applies.
7. For Lots 10 - 19, a minimum ground floor setback of 3 metres to the Edward Millen Reserve boundary applies.
8. A 2.5m setback to the Hill View Bushland boundary applies.
9. A nil side setback to the accessways for Lots 20, 30, 31 and 40 will be considered, provided windows and horizontal and/or vertical articulation is incorporated.
10. Nil side setbacks are permitted to all other side boundaries behind the street setback line, for no maximum height or length of the boundary.

Building Height

11. Dwellings are to be constructed to a minimum roof height of two (2) stories, measured to a minimum of 5.4 meters to the top of external wall at the street setback line.
12. Maximum building heights are applicable to all lots as per the table below:

Top of external wall (roof above)	11m
Top of external wall (concealed roof)	12m
Top of pitched roof	14m

13. Where a pitched roof, such as a hipped or gable end roof, is proposed at Lots 1 - 8, a minimum roof pitch of 25 degrees applies.

Fencing

14. Uniform fencing is to be constructed by the developer along the boundaries of all lots abutting public open space (i.e. Lots 10 - 19).
15. Where uniform fencing is provided on Lots 10 - 19 abutting public open space, the fencing shall be maintained as visually permeable by landowners.

Pedestrian Access

16. Pedestrian access to all lots which do not directly abut Berwick Street is to be provided from the accessways.
17. Direct pedestrian access is to be provided from Berwick Street to Lots 1 - 9.

This Local Development Plan has been approved by the Town of Victoria Park under Schedule 2, Clause 52 of *Planning and Development (Local Planning Schemes) Regulations 2015*.

_____

Manager Development Services
Town of Victoria Park

_____

Date

N:\TOWN PLANNING\08000-8999\8862\DRAFTING\CAD\ VEDH PAMHALAWON - 2021.11.12

8862_LDP01M_20211111 East vic park (Local Development Plan) - DRAWN: **W. CLEMENTS** - DATE CREATED: **2021.11.12** - PROJECTION: **MGA50** GDA94 - CADASTRE: **LANDGATE**

LOCAL DEVELOPMENT PLAN

LOT 3 (No. 384) BERWICK STREET
EAST VICTORIA PARK

NORTH

0 20 m
SCALE @ A3: 1:750

8862-LDP-01-M

ROWE GROUP

ROWE GROUP

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Job Ref: 8862
12 November 2021

Chief Executive Officer
Town of Victoria Park
Locked Bag 437
VICTORIA PARK WA 6979

Sent via email: rcruickshank@vicpark.wa.gov.au

Attention: Robert Cruikshank – Manager Development Services

Dear Robert

Revised Local Development Plan and Additional Information
Berwick EVP Pty Ltd vs Town of Victoria Park (SAT Matter DR 240/2021)

Rowe Group acts on behalf of our Client, Berwick EVP Pty Ltd ('Applicant'), being the landowner of Lot 3 (No. 384) Berwick Street, East Victoria Park ('subject site') in relation to State Administrative Tribunal ('SAT') matter DR 240 of 2021 (Berwick EVP Pty Ltd vs Town of Victoria Park).

As per the 10 November 2021 SAT Orders, the Applicant is to provide a revised Local Development Plan ('LDP') that reflects the revision agreed by the parties by 15 November 2021. The revised material is to be presented to the Town of Victoria Park ('Respondent') 14 December 2021 Ordinary Council Meeting for reconsideration.

In this regard, please find enclosed the revised LDP and the following additional information in its support.

Refer Attachment 1 – Revised Local Development Plan.

Background

Rowe Group, on behalf of the Applicant, submitted an LDP to the Respondent in relation to the subject site on 1 June 2021, which was formally accepted by the Respondent's administration on 27 July 2021 following initial comments and revisions.

The LDP was submitted in order to progress the clearing of conditions of Development Approval and survey-strata Subdivision Approval relating to the

subject site, and to address a site-specific provision of the Town of Victoria Park Local Planning Scheme No. 1 ('LPS 1').

At its 12 October 2021 Ordinary Council Meeting, the Council of the Respondent resolved to reject the LDP due to the impact of the nil setback on the adjacent bushland.

The Applicant subsequently met with the Respondent's administration on 3 November 2021, whereby an agreement was reached insofar as the Respondent supporting a revised LDP which provides a minimum setback of 2.5m to the Hill View Terrace Bushland ('Bushland') in order to address the sole reason for refusal.

An Application for Review of the decision was then submitted to the SAT on 4 November 2021. The Application for Review was accompanied by a Minute of Consent Orders in which the two parties agreed to the Applicant submitting a revised LDP (stipulating a 2.5m setback to the Bushland) by 15 November 2021, and the Council of the Respondent reconsidering the revised LDP at its 14 December 2021 Ordinary Council Meeting.

Proposed Revision

The revised LDP comprises one (1) amendment to the text and one (1) corresponding amendment to the plan of the previous LDP. The amendments stipulate a 2.5m minimum setback to the boundary shared with the Bushland, for the full extent of the boundary.

Guide for Future Development

Management of Site Constraints

The Department of Planning, Lands and Heritage ('DPLH') *Framework for Local Development Plans* ('Framework') notes that an LDP is a mechanism used to coordinate and assist in achieving better built form outcomes by linking lot design to future development. The Framework outlines the following circumstances in which an LDP may be prepared:

- *lots with an area less than 260m^2 and irregularly configured lots;*
- *lots where specific vehicle access and egress control is required;*
- *lots abutting public open space;*
- *local and neighbourhood centres;*
- *lots that have been identified to accommodate a future change of use;*
- *lots with particular site constraints (e.g. steeply sloping land); and*
- *to address noise buffer and amelioration requirements.*

The subject site meets at least three (3) of the above criteria in relation to lot size, control of vehicle access and proximity to public open space. Approval of the revised LDP will ensure these site constraints and opportunities are appropriately managed through tailored development controls, rather than the general development

standards of *State Planning Policy 7.3 Residential Design Codes Volume 1* ('R-Codes Volume 1') and *Volume 2 – Apartments* ('R-Codes Volume 2').

For the above reasons, the provisions of the East Victoria Park Precinct Plan P12 ('P12') of LPS 1 require a Local Development Plan to be prepared and approved prior to the commencement of any development on the site. A condition of the Development Approval also for the subject site makes reference to this requirement.

Further, the Respondent recommended a condition of the survey-strata Subdivision Approval for the subject site which requires an LDP be submitted and approved or sufficiently progressed. The condition stipulates six (6) key points to be addressed, which the revised LDP achieves.

Cohesive Future Development

Whilst Development Approval has been granted for grouped and multiple dwellings at the subject site (refer Metro Inner-South Joint Development Assessment Panel approval of 39 grouped dwellings and 32 multiple dwellings), the LDP remains a critical mechanism for guiding any future development. Once approved, the assessment of any future Development Application at the subject site would be required to have due regard to the LDP.

The approved subdivision and development at the subject site have been designed in a holistic manner in order to provide a consistent streetscape, and to ensure matters which often arise from smaller lots and grouped dwellings are mitigated, such as overlooking, overshadowing or the impact of nil side setbacks. The developer, Hamlen, are also the builder of all portions of the approved development, ensuring the cohesive vision for the development is realised.

Without an approved LDP, the lots could be sold individually and developed in an 'ad-hoc' manner. The R-Codes Volumes 1 and 2 would not appropriately mitigate potential issues arising from the unique lot dimensions, and do not include specific provisions to guide the interface with the adjoining Edward Millen Reserve ('Reserve'), dwelling orientation, or vehicle access and traffic movement throughout the subject site. The LDP also provides for consistent building heights and street setbacks throughout the subject site.

Site-Specific Boundary Setbacks

As an example of the above, the LDP provides for a 3.0m setback to the Reserve to accommodate outdoor living spaces addressing the open space. Under the R-Codes Volume 1, setbacks of up to 1.0m are deemed-to-comply, which would result in a "harsher" interface with the Reserve.

Further, the revised LDP stipulates a 2.5m setback to the Bushland, whereas under the R-Codes Volume 1 a setback of up to 1.0m (for a wall height of 3.5m up to a length of 14.0m with no major openings, for example), or 1.5m (for a wall height of 10.0m up to a length of 9.0m with no major openings, for example) would be deemed-to-comply.

Notably, the R-Codes Volume 1 permit reduced setbacks to side and rear boundaries where major openings are not present. This is preferable where the boundary adjoins residential development, but in this instance, could incentivise a "harsher" interface with the Bushland. The R-Codes do not distinguish between side boundaries to adjoining residential development and to adjoining public open space. The LDP is therefore an important tool in setting site-specific development standards which acknowledge the adjacent Reserve and Bushland.

Given the above, it is essential that the revised LDP be approved in order to appropriately guide future development and ensure a cohesive built form outcome across the subject site.

Justification for Revised Setback

The Council of the Respondent identified the nil setback to the Bushland as its sole reason for refusal of the LDP (at its 12 October 2021 Ordinary Council Meeting). The proposed 2.5m setback stipulated by the revised LDP is sufficient to mitigate any perceived impact on the Bushland, whilst providing amenity for the residents of Future Lot 9 which abuts it.

Providing Adequate Outdoor and Developable Area

If needed, the proposed 2.5m setback can accommodate balconies for multiple dwellings which are compliant with the R-Codes Volume 2 (which require that balconies have a minimum dimension of 2.4m). The proposed setback can also accommodate sufficient deep soil area for small trees (1.0m wide deep soil area required), or medium trees with an additional 1.0m rootable soil zone (2.0m wide deep soil area required), as per the R-Codes Volume 2.

Given the depth of Future Lot 9 is just 16.0m, a significant setback to the Bushland would detrimentally limit the developable area of the lot. This would impact the ability to provide sufficient dwelling and room sizes, and car parking and vehicle maneouvring space for communal parking areas.

Future Lot 10, which also abuts the Bushland, has a width of 9.0m at the accessway and 8.0m at the Reserve. A 2.5m setback to the Bushland accommodates a two-car garage at this lot, whereas any greater setback would not.

Vegetation Separation Distance

Vegetation within the Bushland lot is setback a minimum of approximately 3.5m from the boundary shared with the subject site, primarily for fire break purposes. As a result, any built form developed as per the LDP would be setback a minimum of 6.0m from the neighbouring vegetation. This provides a significant buffer to mitigate any perceived impacts on the Bushland.

Differing Setbacks under Volumes 1 and 2

In determining an appropriate setback to the Bushland, we observed that the R-Codes Volume 1 and 2 stipulate different deemed-to-comply or 'Acceptable Outcome' setbacks. At the R60 density coding, Volume 2 stipulates a

setback of 3.0m. Volume 2 stipulates different setbacks based on height, width and the presence of major openings, to a minimum of 1.0m.

Whilst the approved development largely consists of multiple dwellings abutting the Bushland, the LDP would also guide development of any grouped dwellings proposed at this boundary, if proposed in the future. In light of this, a 2.5m setback to the Bushland is reasonable and appropriate.

Summary

In light of the above and the enclosed supporting material, we request the Council of the Respondent approve the revised Local Development Plan for the following reasons:

- The LDP is an essential mechanism for the guiding of any future development at the subject site;
- The LDP will manage the constraints of the subject site in relation to lot size, control of vehicle access and proximity to public open space;
- The LDP will ensure the cohesive vision for development at the subject site is realised;
- The LDP will set site-specific setbacks to the public open space adjoining the subject site, which in many cases will be greater than the deemed-to-comply setbacks under *State Planning Policy 7.3 Residential Design Codes Volume 1* and *Volume 2 – Apartments;*
- The proposed setback to the Hill View Terrace Bushland provides adequate outdoor space whilst also maintaining an adequate developable area for Future Lot 9 of the subject site;
- The proposed setback to the Hill View Terrace Bushland provides adequate separation between built form and vegetation to mitigate any impacts on the Bushland, particularly in conjunction with the 3.5m setback of the vegetation;
- The proposed setback to the Hill View Terrace Bushland is appropriate given the differing setbacks stipulated by *State Planning Policy 7.3 Residential Design Codes Volume 1* and *Volume 2 – Apartments;* and
- The revised LDP addresses the sole reason for refusal outlined by the Council of the Respondent as the proposed 2.5m boundary setback provides a sufficient and reasonable outcome.

Should you require any further information or clarification in relation to this matter, please contact Mr Paul Cunningham or the undersigned on 9221 1991.

Yours faithfully,

Belle Smithies

Belle Smithies
Rowe Group

CC. Client

ATTACHMENT 1: Art Season Grants 2022 Evaluation Summaries

Art Season Grant Applications - Recommended:

1. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Bernard Taylor	Open Windows The concept is to create and photograph a series of six captivating scenes or vignettes featuring interesting local figures. These scenes will be photographed to create the illusion that they are moments being viewed through an open window. These images will then be printed at life-size and affixed to walls in the Victoria Park area to create the illusion that the viewer is looking into a window and upon some extraordinary occurrence featuring some remarkable person. Along with each image will be an affixed QR code that links the viewer to background information about the person pictured in both an audio and written form. This project is at its core about documenting and highlighting interesting people well known within the Vic Park community in an interesting way; it is about creating closeness with our fellow neighbours and humans; it is work designed to evoke humour, interest, and empathy; and it is a device to talk about personal and social issues that affect many.	90.25	$6,000.00

Panel Assessment:

- Unique local storytelling concept which recognises and celebrates the local characters of Victoria Park through an ephemeral outdoor photography exhibition.
- The project has high accessibility through a range of means including QR code with further information that can be accessed through personal smart devices.
- Highlights wider social issues including migration and homelessness and encourages community dialogue.
- Will be thought-provoking and add some colour and dimension to neighbourhood streetscapes for an extended period.

The panel recommends project funding of $6,000.00

2. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Djinda Boodja of Abmusic Aboriginal Corporation	Piano & Paint Painting sessions are all the rage right now: paint with chocolate... charcuterie... biccies... But Djinda Boodja, have a different idea on the whole painting session notion: Piano & Paint. This Vic Park Arts Season, rock up to the Vic Park Arts Centre and relax. You will not be told what to paint. Or what not to paint. There will be no prefab canvasses, painting will be done old LPs, terracotta pots, coasters and more from which participants can choose. At Piano & Paint, the goal is to create a relaxing environment with live classical piano music for participants to enjoy whilst they chill out and paint whatever they want on whatever we have at hand. No instructions provided.	89.5	$5,000.00

Panel Assessment:

- Inclusive for all ages, backgrounds and experience levels and providing beginner skills in art and creative practices at no cost to attendees.
- Led by a Koori Elder and seasoned Indigenous artist and supportive of diverse audiences including those with CaLD backgrounds.
- The applicant had a well justified and research approach to the proposal but recognising an alternate painting session which combines painting with music as opposed to the typical food or wine pairing.
- Good alignment and linkage to the Town's Arts and Culture Plan and use of diverse materials to explore artistic expression.

The panel recommends project funding of $5,000.00

3. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Andy Williams	Vic Park Film Festival (VPFF) A nightly film festival with an emphasis on local films, story tellers, and/ or creators. Each of the three nights will showcase a selection of short or feature length films (max 150mins) and be programmed by someone who is representative of the diversity of voices within the community I.e. First Nations, senior, CaLD, amateur/ independent, and activist/ social commentator. The purpose is to celebrate film makers in the town, and throughout the state. This can expand upon the cultural offerings from the town's art season through film. Inclusivity is the main theme of the event and rather than having one central curator, the festival will assemble a panel of programmers to select pieces. The range of film selections is expected to engender a sense of belonging by representing diverse, and often underrepresented voices throughout the festival. Using film as a medium is a nod to the many picture theatres that once existed on the strip. This will be highlighted by the spatial design for the event which will include antique projectors loaned by John Bissett. They aim to create a sense of pride for our histories, diversity, and for the community to support new waves of creatives in the community.	85.5	$4,950.00

Panel Assessment:

- Well-grounded in historical places and providing a response to the heritage of the building as an art deco theatre.
- The curated collection of stories through film is responsive to the Town's community and responsive to local context.

- Strong program that supports local filmmakers while in turn expanding the cultural offering outside of traditional visual arts and is also programmed by a CaLD community member.
- A good variety of themes, genres and focal points - arguably the strongest film festival related to the Alexandra Theatre.
- Please note: Funding approval is dependent on the Alexandra Theatre completing required building works to meet occupancy conditions, endorsed by the Town, by 1 February 2022 as advised by the Town of Victoria Park Principal Environmental Health Officer.

The panel recommends project funding of $4,950.00

4. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Curate Arts Incorporated	Shadow Puppet Opera & Workshop For the 2022 Arts Season, join Curate for its first-ever shadow puppet opera! This season, Curate is performing Claudio Monteverdi's short opera 'Il combattimento di Tancredi e Clorinda', which is the story of two warring knights, Tancredi and Clorinda, who are also in love. Find out what happens (and who dies!) through the wonders of shadow puppetry by Koori artist Vicki Warn, with live musical performance by Curate's ensemble, Runs with Wolfgang, featuring mezzo-soprano Patricia Alessi. At the conclusion of the performance, audience members are invited to explore their own creativity and make a shadow puppet in our hands-on arts workshop led by Koori Elder Warn which can then be taken home as a memento of the 2022 Vic Park Arts Season!	82.5	$5,000.00

Panel Assessment:

- Unique concept which covers aspects of music and theatre often excluded from arts programs and the first shadow puppet opera to appear in the Town.

- Project is both performances based in the shadow puppet opera with an interactive and creative component in the participatory workshop.
- Will be offering the interactive performance at no cost to community members and making opera, which is normally considered 'high-brow' or 'unaffordable' accessible.
- The project seems well grounded in research and has the ability to capture the imagination of all ages.

The panel recommends partial project funding for $5,000.00

5. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Victoria Park Community Centre Inc.	Know Thy Neighbour Part 3 The VP Community Centre would like to work with artist Elham Haakanson-Eshraghian (Artist in residence) and collaborating artists, including Asha Kiani, to explore sense of place, community connections and urban landscape, exploring the idea of what constitutes home (or not) through a performance piece for the community of Victoria Park during the April Arts Season. Elham will use the concept of the Seven Valleys as a seven-fold landscape one traverses to explore what we call home - physically, archivally, experientially, and for some, spiritually and emotionally. The theatre work will be displayed on a large cinematic screen. For the preview of this first iteration, there will be a night hosting a short live performance of storytelling exploring the theme of "homelessness", simultaneously with the film projected in the background. This presentation will be open to the public to share their story of "home".	76.75	$6,439.00

Panel Assessment:

- Know Thy Neighbour is a highly successful ongoing project collaboration with local government, universities and arts organisations led by International Art Space which allows artists to create site-specific works in response to their local community through performance, installation, writing or activism.

- The proposed project for Arts Season 2022 will use art to explore the challenging topics of homelessness through providing curatorial opportunities and performance.
- The local community will have the opportunity to interact and shape the piece through story sharing in the lead up to the final performance.
- The project has strong regional dialogue and provides an extension to the previous Know Thy Neighbour Part 2 held in the Town.

The panel recommends project funding of $6,439.00

6. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
ACEconnect	How Did We Get Here? Unique journeys in showing, telling and writing stories of arrival in Victoria Park A project of rich and creative language activities facilitated and supported by experienced writers that will engage participants to culminate with local residents telling their stories in varied formats, with at least two completed stories for sharing and posterity, to acknowledge and celebrate local storytellers. The project will engage and empower local residents from Culturally and Linguistically Diverse (CaLD) backgrounds to value what they have to share through their stories and enable them to see and use discreet publication opportunities for these. They will uncover and share migrant and resident stories in conversations and writing - from both today and in the past; what people see, who people meet along the way and their experience of the journey.	72.5	$4,000.00

Panel Assessment:

- Focuses on CaLD participants to tell their stories - engage and empower - via voice and written word, while also looking to increase social connections.
- Solid linkages into areas that are currently underrepresented as a focus area for the Town including creative writing and spoken word.

- Will assist with the identification and awareness of CaLD community members and some of the challenges and opportunities they have faced whilst also building community connection and wellbeing.
- Past ACEConnect programs supported by the Town have provided successful project outcomes in building a sense of community and fostering skills in literacy.

The panel recommends project funding of $4,000.00

7. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Creative Soul Sessions	Let's Get Arty Series of eight art workshops including: 1. Paint Pouring - (adults and children) 2. Get Inked - Alcohol Inks on 2 Yupo papers (adults) 3. Cartoon Drawing for Kids (kids 7-12) 4. Get Potted - Acrylic Paint Pouring on Terracotta Pots (adults and children) 5. Inky Pots - Alcohol Inks on Cement Pots (adults) 6. Abstract Art for Kids (7-12 years) WA artists will facilitate the workshops. The hands-on creative workshops are fun and artistic way to allow people to connect to their inner artist. The workshops will give people a sense of the mediums and allow them to enjoy creating.	70.75	$3,320.00

Panel Assessment:

- Substantial offering of six distinct workshop streams with multiple sessions across the month of Arts Season.
- Inclusive and welcoming workshops with all ages and experience levels catered for which foster new artistic skills in participants.
- Great value for overall funding amount requested to cover eight workshop sessions and a generous overall addition to the Arts Season program.
- The project will allow the community to experience new artistic endeavors which are highly palatable, inclusive and accessible.

The panel recommends project funding of $3,320.00

8. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Alexandra Theatre	Dick and Percy: The utterly brilliant but totally bonkers lives of Richard Wagner and Percy Grainger This is an original 'musical theatre' theatrical work, written and conceived by a local theatre-maker, David Hardie. The work is in two parts. Both employ a single actor and a small orchestra. Part one: Richard Wagner This segment tells various stories of the operatic composers' life and links these vignettes to his compositions. Part Two: Percy Grainger was the first Australian Composer to achieve success beyond Australia. We will tell various stories, often using text from various letters in his own hand and linking this to his compositions.	70.25	$9,600.00

Panel Assessment:

- Original theatre work developed by a local producer which incorporates both stage performance and live music.
- Unique story that provides both an experience and education around arts itself (composers, their story and the impact on music).
- The project has been recommended for partial funding which excludes the proposed fees towards venue hire ($4,200) as the applicant has since agreed to provide the venue hire of the Alexandra Theatre as an in-kind contribution.
- **Please note: Funding approval is dependent on the Alexandra Theatre completing required building works to meet occupancy conditions, endorsed by Town officers, by 1 February 2022 as advised by the Town of Victoria Park Principal Environmental Health Officer.**

The panel recommends partial project funding of $5,400.00

Art Season Grant Applications – Not Recommended:

9. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
GLBTI Rights In Ageing Inc.	Vic Park Cabaret & Vic Park Literacy Lunch Vic Park Cabaret GLBTI Rights In Ageing Inc. will activate the old Alexandria Theatre on Albany Highway for a night of cabaret, showcasing local artists, comedy, singers and other entertainment. Queer Literacy Lunch Queer book club is an intergenerational book club in Victoria Park open to everyone the book club explores queer literature. The Queer Literacy Lunch will provide an opportunity for a number of authors to talk about their books over a long table lunch with the people that read them.	69.5	$3,830.00

Panel Assessment:

- Supportive of the Queer Literacy Lunch concept in raising social issues about LGBTIQ, homelessness and the prejudice that people face, however, not sufficient project context is provided, and the Vic Park Cabaret fails to provide community or arts benefits. The proposed budget is unrealistic for what is proposed to be delivered across two events, particularly as no quotations have been provided at all.

10. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Eclipse Design Solutions	Connect Lives Through Life Drawing All artists will agree, drawing the human form from a still pose is the most engaging and raw connection with our artist skills, whether you are a beginner, mid-weight, or advanced illustrator. The applicant proposes to 'draw' in some of the incredible talent from our pool of teachers, in particular Mr. Gordon Mitchell,	69	$8,500.00

	who is a renowned Perth Artist and Sculptor, to teach the many interested ToVP residents how to learn the techniques and skills to produce high quality art from a still life model. To run these classes, the applicant intends to find a suitable location (Vic Park Arts Centre - TBC) and engage Gordon Mitchell and his muse, to sit for a class of 10 or so students for approx. 6 sessions over 6 weeks.		

Panel Assessment:

- Project appears to be an emerging idea that shows no proven experience or expertise and does not represent good value for money at a per head cost of $850.

11. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Southern Districts Bands Inc	Goggles and Friends' Great Big Awesome Family Concert A three-set concert to be held outdoors aimed at families with children with music that was commissioned last year with funding from the 2021 Arts Season. The first set will be children's entertainers Josephine and Goggles who have some new friends joining them. A New Orleans style marching band who plays action songs like "If You're Happy and You Know It", "Heads Shoulders Knees and Toes" "Hokey pokey" and "The Birdy Dance" The second set will be Victoria Park's very own "Swing Shift Big Band" who will play a selection of modern and vintage dance songs, carefully curated to keep the kids dancing. The third set of Big Band music which will be mostly 80's and 90's music in a jazz style.	63.5	$5,147.00

Panel Assessment:

- Application has not identified any event costs (park hire/bond, toilets, first aid etc.) outside of the stage show program which is a high risk to attendees and will not meet event approval requirements, furthermore, the program content is more closely aligned with children's entertainment rather the representing the arts.

12. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Greenbunch	Claude Street Studio The grant would be for the activation of a not-for -profit artist and community space in Victoria Park Burswood precinct. The Claude Street Art Space will offer comminuted exhibition spaces, not for profit workshop facilities and educational venues for various arts-based organisations; and members of the diverse Town of Vic Park community. It will be operated as a not-for-profit entity to support the development and growth of artist and art related events and education in the Victoria Park area, and in a broader way Western Australia, through residences, art exchange (rural, intercity, and remote) and other innovative art development initiatives.	62.75	$5,000.00

Panel Assessment:

- Proposed funding has been identified for the costs of infrastructure only in building the artist studio spaces, however, does not include any publicly accessible component such as an open day or artist exhibition that could otherwise be included in the Arts Season program.

13. Project details and panel scoring are outlined in the table below:

Applicant	Funding requested	Panel score total	Requested funding
Boogie Image	Perth Underground Film Festival (PUFF)	50.5	$10,000.00

	PUFF Perth Underground Film Festival aims to showcase independent filmmakers whose works tend to stretch the boundaries of traditional cinema and explore new ideas and methods. Presenting alternative screen culture to reflect modern times as well as draw inspiration from celebrated pioneers, ground breakers, innovators, and new influencers. New technology and traditional formats are blended to form a unique and memorable screen and sound experiences. The festival is marketed to a mature audience offering a diverse program of entertaining, astonishing and thought-provoking shorts, features, and documentaries of any genre including animation, musical and experimental plus live performance with filmmaking related workshops and insightful discussion panels. Live and prerecorded soundtracks accompanied by film or visuals are streamed via wireless headphones. Alternative screen surfaces introduce the audience to a unique manner of presenting cinema.

Panel Assessment:

- The Astonisphere spherical screening surface adds an interesting element to the underground film festival, however, the infrastructure and equipment hire adds a considerable expense to the project that is not be justified at a price per head ratio.

SUMMARY: Art Grant Funding Recommendations

Applicants:	Project	Amount
Bernard Taylor	Open Windows	$6,000.00
Djinda Boodja of Abmusic Aboriginal Corporation	Piano & Paint	$5,000.00
Andy Williams*	Vic Park Film Festival (VPFF)	$4,950.00
Curate Arts Incorporated	Shadow Puppet Opera & Workshop	$5,000.00

Victoria Park Community Centre Incorporated	Know Thy Neighbour Part 3	$6,439.00
ACEconnect	How Did We Get Here?	$4,000.00
Creative Soul Sessions	Let's Get Arty	$3,320.00
Alexandra Theatre*	Dick and Percy	$5,400.00
Total		**$40,109.00**

14. *Please note: Funding for these projects is dependent on the Alexandra Theatre completing required building works to meet occupancy conditions, endorsed by the Town, by 1 February 2022 as advised by the Town of Victoria Park Principal Environmental Health Officer and Building Services.

SUMMARY: Arts Grants Funding Not Recommended

Applicants:	Project	Amount
GLBTI Rights In Ageing Inc.	Vic Park Cabaret & Vic Park Literacy Lunch	$3,830.00
Eclipse Design Solutions	Connect Lives Through Life Drawing	$8,500.00
Southern Districts Bands Inc	Goggles and Friends' Great Big Awesome Family Concert	$5,147.00
Greenbunch	Claude Street Studio	$5,000.00
Boogie Image	Perth Underground Film Festival (PUFF)	$10,000.00
Total		$32,477.00

Rushton & Mackie Streets - Concept

Legend

Traffic Calming

- "Safe Active Streets" principles
- Paved Intersection
- 1 Narrowing of road width (7.0m)
- 2 Tightening of intersection kerb radius *
- 3 Catenary lighting to unite intersection
- Shared space - Raised intersection - Flush kerbs

Creation of public Space

- Parking removed except to Rushton Street
- 4 Parking
- 5 Performance stage and canopy
- 6 Corner artwork opportunities
- 7 Artwork graphics to paved surface

Urban Forest & Verge Planting

- 8 Increase tree planting
- 9 Retain & integrate existing street trees
- 10 Verge / Rain gardens

Support F&B Alfresco

- 11 Alfresco
- 12 Parklets / Outdoor Lounges

Events Infrastructure

- 13 Pop up bollards to close square to vehicles (special events)

Other

- 14 Busking spots
- 15 Bike Parking

*John Hughes car carrier access and manoeuvering requirements - Refer to GTA Technical Notes

Existing Road Layout Overlay

Rushton & Mackie Streets - Concept

Zones

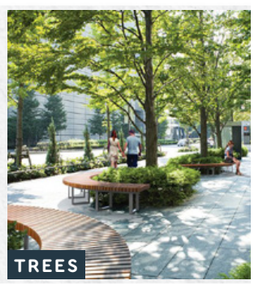
- Alfresco Zones
- Pedestrian Clear Zones (min 2.5m)
- Verge Planting

Rushton & Mackie Streets - Concept

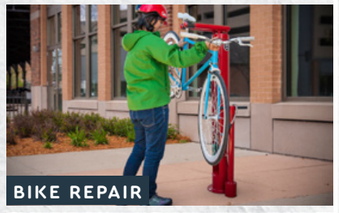
Public Realm Ammenity

- Seating Edges
- Artwork (Interactive)
- Catenary Lighting
- Bike Racks
- Drop Bollards
- Raingardens / Verge Planting
- Alfresco Zones
- Stage & Canopy

Precedent Projects



Precedent Projects



Perspectives

PERSPECTIVE 1 : Albany Highway looking east (away form Perth City)

Perspectives

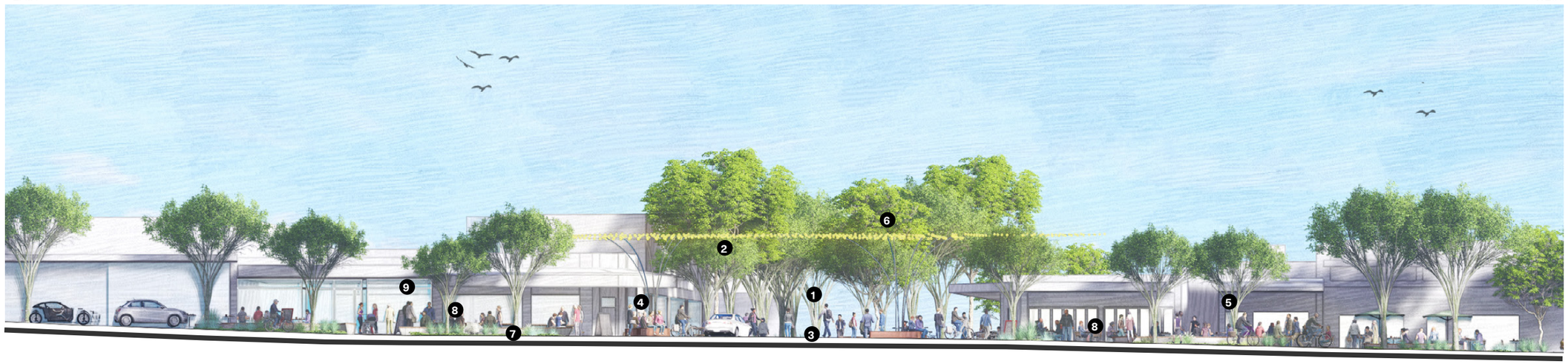
PERSPECTIVE 2 : Albany Highway looking west (towards Perth City)

Site Sections

1. Narrowing of road width (6.0m)
2. Catenary lighting to unite intersection
3. Shared space - Raised intersection - Flush kerbs
4. Corner artwork opportunities
5. Tree planting
6. Existing Trees retained
7. Verge / Rain gardens
8. Alfresco
9. Parklets / Outdoor Lounges

SECTION A - ALBANY HIGHWAY

EAST WEST



Site Sections

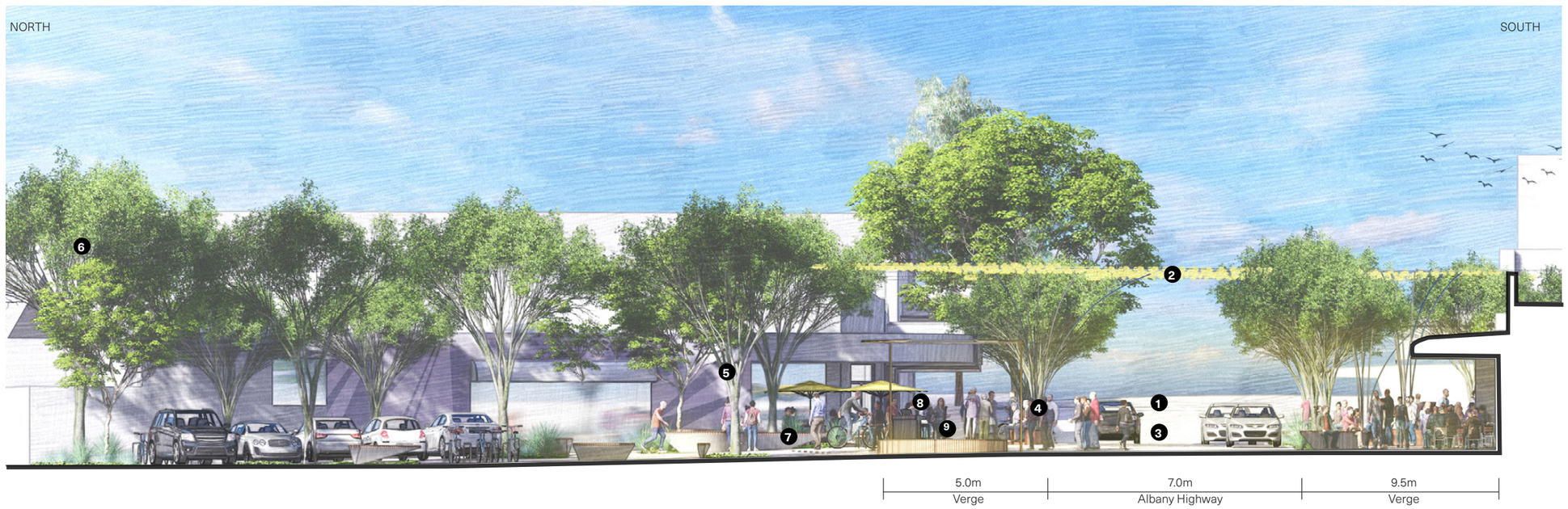
1. Narrowing of road width (7.0m)
2. Catenary lighting to unite intersection
3. Shared space - Raised intersection - Flush kerbs
4. Corner artwork opportunities
5. Tree planting
6. Existing Trees retained
7. Verge / Rain gardens
8. Alfresco
9. Parklets / Outdoor Lounges

SECTION B - MACKIE STREET

Site Sections

1. Narrowing of road width (7.0m)
2. Catenary lighting to unite intersection
3. Shared space - Raised intersection - Flush kerbs
4. Corner artwork opportunities
5. Tree planting
6. Existing Trees retained
7. Verge / Rain gardens
8. Alfresco
9. Performance stage and canopy

SECTION C - RUSHTON STREET



Perspectives

Perspectives

17 Motion of which previous notice has been given

17.1 Cr Brian Oliver - Old Spaces New Places #3 - Concept Plan Options

In accordance with clause 4.3 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, Cr Brian Oliver has submitted the following notice of motion.

Motion
That Council requests the Chief Executive Officer to provide the following information when the Concept Plan for the Old Spaces New Places Project #3 is presented back to Council for consideration: 1. Three Concept Plan options for the Old Spaces New Places Project #3 being: a) Concept Plan option 1, with an estimated delivery budget of no more than $500,000. b) Concept Plan option 2, with an estimated delivery budget of no more than $1,000,000. c) Concept Plan option 3, with an estimated delivery budget of no more than $2,000,000. 2. Requests the Chief Executive Officer to present funding options to deliver the Concept Plan options stated in point 1 above.

Reason

At a presentation to the Council of the draft Old Spaces New Places Project #3 Concept Plan, it was advised that the estimated delivery for the proposed draft Concept Plan was in the vicinity of $1.8 million - $2 million.

This Notice of Motion seeks to ensure Council, and in turn the community, is provided with options for how we approach this Concept Plan to ensure that we can deliver on projects– in short, gold, silver and bronze options.

The Town has existing, approved major infrastructure projects that are either unfunded, or require additional funding sources.

Ultimately our capacity to develop, fund and deliver new infrastructure projects will be enabled or limited by our approach of process and scope.

This Notice of Motion seeks a "possibility-based" approach by providing concept plan options that are responsive to current (global and local) pressures and sympathetic to community desires regarding place-planning, activation and rates expenditure.

In the current economically uncertain landscape, providing for an agile approach to new infrastructure planning (concepts) will allow Council to make the most appropriate decision with the information available to us.

Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact

EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	Concept Plan options will allow Council to consider the level of amenity improvement it seeks to deliver and achieve in the Old Spaces New Places Project #3 location.

Civic leadership	
Strategic outcome	Intended public value outcome or impact
CL3 – Well thought out and managed projects that are delivered successfully.	Concept Plan options will allow Council to give consideration to the financial implications of each option - our capacity to fund and the timeframe that may be required to deliver each option.

Officer response to notice of motion

Location	Victoria Park
Reporting officer	David Doy
Responsible officer	Natalie Martin-Goode
Voting requirement	Simple majority
Attachments	Nil

Officer comment

0. The emerging concept for Old Spaces New Places No.3 was presented to Council at the March 2021 Concept Forum for feedback and discussion.
1. At the Concept Forum Council were advised that early cost projections for the project were between $1.8 to $2.1 million but that the specifications and elements within the design could be manipulated to achieve different cost outcomes.
2. After the Concept Forum the Town publicly advertised the concept design. The views of the local community and Elected Members have subsequently been compiled and will ultimately form a single refinement to the concept design options prior to coming back to Council for final approval.
3. In the meantime, the Town has prepared three variations of the design, which are described as high, medium and lower cost. All these options remain consistent with the design objectives informed by the community consultation and extensive pre-existing urban design analysis. The options, as discussed in the 2021 May Concept Forum explore the range of difference specifications and interchangeable elements.
4. It is the Town's intent to present these options as part of the final concept design report. Council will be asked to determine which option (or variation of an option) they would prefer to proceed to detailed design (which would be the next stage of the project).
5. The Town will likely also recommend an allocation of funds in the Long-Term Financial Plan (LTFP) in a future year that is consistent with the Town's ability to afford and resource the future work.

6. The concept design will form the basis for the detailed design stage which will provide a greater level of accuracy about the extent of works and costs involved. This information can then further refine the LTFP.
7. A resolution that shifts the project parameters to deliver concept options that are designed to specific cost targets could have the following consequences:
    a) The most aspirational option (including various interchangeable elements) is eliminated and then therefore not able to be contemplated by Council when assessing the options before proceeding to the detailed design stage.
    b) The lower cost option ($500,000) is unlikely to result in a concept design that is true to the design intent that has emerged through the consultation and urban design analysis.
    c) Design options that are close to the amounts of $1,000,000 and $2,000,000 mentioned in the proposed notice of motion are more achievable but would need to sacrifice some of the aspirational design elements in the design (ie. Catenary lighting, etc)
    d) It is the Town's recommendation that the concept costing options undertaken by the Town following the 2021 May Concept Forum (including interchangeable elements that can be debated and, in some instances, manipulated between options) be presented as part of the final concept design report and that Council withhold from prescribing specific cost targets at this time (as per the Notice of Motion). The costing options undertaken by the Town should provide for the possibility-based approach to the concept design outlined in the Notice of Motion 'Reason' and allow Council the agility to decide upon on an option that is appropriate in the context of the multiple expenditure/investment decisions that are open for consideration during future LTFP discussions.
    e) It is the Town's view that the cost targets of $2,000,000 and $1,000,000 can be accommodated without comprising the intent of the design, but a cost target of $500,000 would result in a design that is not consistent with the intent of the project and its design.

Legal compliance

Nil.

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	Further variations to the project result in cost and time delays.	Insignificant	Possible	Low	Low	TREAT risk by Adopting an internal program with a focus area on high-risk financial processes and activities.
Environmental	N/A				Medium	
Health and safety	N/A				Low	
Infrastructure/	N/A				Medium	

ICT systems/ utilities						
Legislative compliance	N/A				Low	
Reputation	Adopting a concept design cost target of $500,000 is likely to result in a design that is not consistent with the intent of the project and its design.	Minor	Possible	Medium	Low	TREAT the risk by interrogating what is achievable close to $500,000 and then clearly outlining that to Council to assist future decision making regarding the concept design.
Service delivery	N/A				Medium	

Financial implications

Current budget impact	Sufficient funds do not exist within the annual budget to accommodate the variation to the contract this motion would represent. There is currently $16,777 available, however this is allocated to the agreed remaining components of the concept design stage of this project. If Council were to support the motion then additional funding will be required to refine the options to meet the proposed cost targets through: • The listing for consideration of a further $8,000 being allocated to an Old Spaces New Places No.3 budget in the 2021/2022 financial year.
Future budget impact	The motion would result in concepts being presented up to $2,000,000 that could then be listed for consideration in the LTFP.

Relevant documents

Nil.

COUNCIL RESOLUTION (131/2021):	

Moved: Cr Brian Oliver **Seconded:** Cr Bronwyn Ife

That Council requests the Chief Executive Officer to:

1. Present three Concept Plan options for the Old Spaces New Places Project #3, when a report is presented back to Council on the item for its consideration, being:
a) Concept Plan option 1, with an estimated delivery budget of no more than $500,000.
b) Concept Plan option 2, with an estimated delivery budget of no more than $1,000,000.
c) Concept Plan option 3, with an estimated delivery budget of no more than $2,000,000.

2. Present funding options to deliver the Concept Plan options stated in point 1 above.

3. List $8,000 in the draft 2021/22 Budget for the Old Spaces New Places Project #3 to assist in addressing point 1 above.

Carried (8 - 1)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: Cr Ronhhda Potter

OLD SPACES NEW PLACES
RUSHTON & MACKIE STREETS
COST OPTIONS

TOWN OF VICTORA PARK
OCTOBER 08 2021

To be read in conjunction with:
- WT Partnership (QS) Indicative Order of Cost Estimate (May 2021); and
- ASPECT Studios Opinion of Probable Cost (October 2021).

STATUS	FINAL
ISSUE	P2
DATE	04.10.2021
PREPARED BY	MT
APPROVED BY	MR

ASPECT Studios

High Level Option (A)

CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			106,800
2.0	EARTHWORKS			66,750
3.0	HARD LANDSCAPING			592,000
	SURFACES			
3.1	Road Paving	Interlocking Road Pavers (w/ pattern)	147,000	
3.2	Verge Paving	Urban Stone (w/ pattern)	175,500	
3.3	Kerbs	Insitu Concrete	19,500	
	FURNITURE			
3.4	Furniture	Concrete Seats with Timber inserts	120,000	
3.5	Manual Bollards	Included	60,000	
	MISCELLANEOUS			
3.6	Stage & Canopy	Included	20,000	
3.7	Corner Artworks	Included	30,000	
3.8	Bins, Bike Racks & Drink Fountains	Included	20,000	
4.0	SOFT LANDSCAPING			91,200
4.1	Softscape	Rain Gardens	45,000	
4.2	Trees	500L Nursery Stock	46,200	
5.0	ELECTRICAL			550,450
5.1	Feature Lighting	Catenary Lighting (including poles)	392,000	
6.0	STORMWATER			133,500
	TOTAL			1,540,700
			TOTAL incl. Prelims, Traffic Management & Contingency	**$2,000,000**

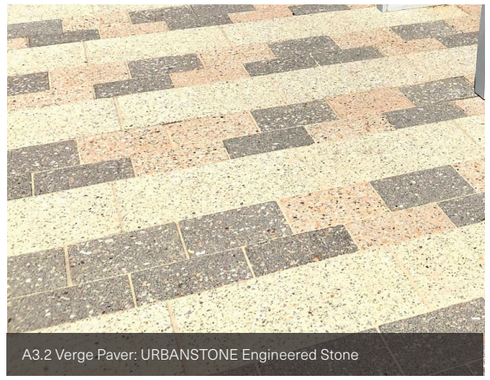
Key Summary of Changes Made:

- Concrete seating reduced from 120m (previously 164m).
- Cost of artwork reduced to $10k ea.
- Cost of Catenary Lighting reduced to $720/m (previously $1400/m).
- Amount of catenary poles reduced to 8 (previously 10).
- Extent of Catenary Lighting reduced to 300m (previously 440m).
- Amount of new trees reduced to 33 (previously 36).
- Road surface changed to Interlocking pavers (previously cobble stone). Can be with or without pattern. Pattern can be applied for verge and road paving.
- New flush (raised) road surface - interlocking pavers (asphalt removed).
- Kerbing changed to insitu concrete (previously granite).
- Road Paving to match new verge paving - similar colour to create pedestrianised environment.

Note: The tables above provide a high level summary to highlight the differences between Options A, B & C. For detailed breakdown and the comprehensive list of items and associated costs, refer to WT Partnership IOCE Report (May 2021). The ASPECT Opinion of Probable Cost (October 2021) incorporates original rates from the QS with minor variations to meet the ToVP's new concepts and budgets. The OPC should not to be read in lieu of the IOCE Report prepared by WT.

High Level Option (A)

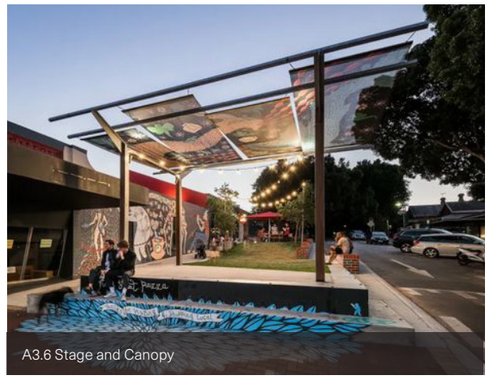
B3.1 Road Paving: Interlocking Road Paver

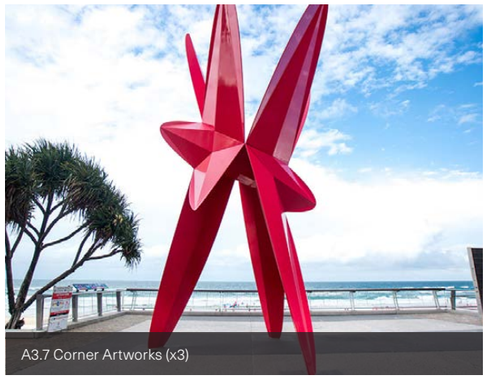

A3.2 Verge Paver: URBANSTONE Engineered Stone

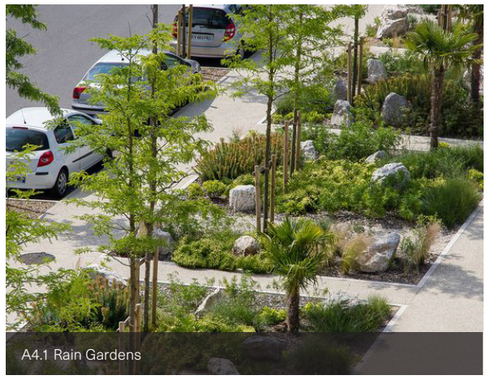
B3.3 Kerbs: Insitu Concrete (flush)

A3.4 Fixed Furniture: Concrete with Timber slats

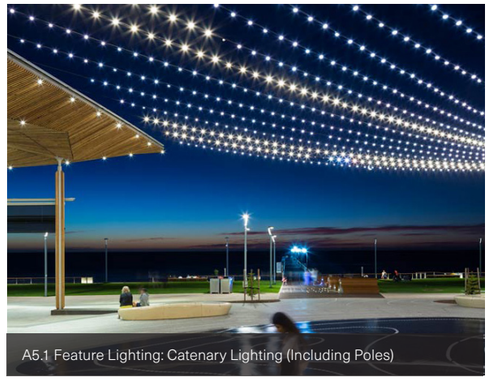
B3.5 Bollards: Manual Bollards


A3.6 Stage and Canopy


A3.7 Corner Artworks (x3)


A4.1 Rain Gardens

A4.2 Tree Sizes: 500L (semi advanced)


A5.1 Feature Lighting: Catenary Lighting (Including Poles)

Medium Level Option (B)

CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			42,000
2.0	EARTHWORKS			26,250
3.0	HARD LANDSCAPING			332,000
	SURFACES			
3.1	New Road Paving	Interlocking Road Pavers (w/ pattern)	147,000	
3.2	Existing Verge Paving	Red Brick Paving	N/A	
3.2	New Verge Paving	Red Brick Paving	53,000	
3.3	Kerbs	Insitu Concrete	19,500	
	FURNITURE			
3.4	Furniture	Proprietary Furniture	25,000	
3.5	Manual Bollards	Included	37,500	
	MISCELLANEOUS			
3.6	Stage & Canopy	Included	20,000	
3.7	Corner Artworks	Included	10,000	
3.8	Bins, Bike Racks & Drink Fountains	Included	20,000	
4.0	SOFT LANDSCAPING			64,800
4.1	Softscape	Rain Gardens	45,000	
4.2	Trees	200L Nursery Stock	19,800	
5.0	ELECTRICAL			246,000
5.1	Feature Lighting	Gobo (Projection Lighting)	125,000	
6.0	STORMWATER			52,500
	TOTAL			763,550
			TOTAL incl. Prelims, Traffic Management & Contingency	**$1,000,000**

Key Summary of Changes Made:

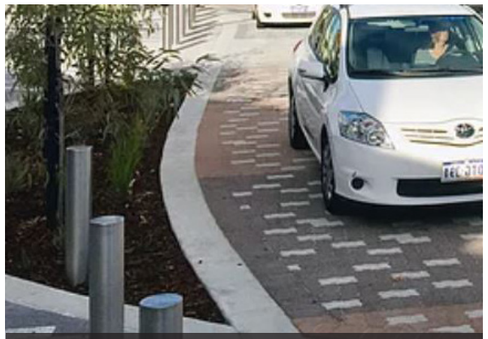
- New verge and road paving to match existing red brick. New Road paving could be similar in colour with some variation (dark or lighter red).
- New flush (raised) road surface - interlocking pavers (asphalt removed) - can be with or without pattern. Pattern to be applied to road paving only.
- Concrete seats removed, proprietary furniture used.
- Amount of Bollards reduced.
- 1x Artwork included at $10k ea.
- Catenary Lighting removed, Gobo lighting used (x5).
- Extent of earthworks and demolition reduced.
- Amount of new trees reduced to 33 (previously 36).
- Cost of 200L trees reduced to $600ea (previously $1000ea).
- Extent of electrical and stormwater service upgrades reduced.

Note: The tables above provide a high level summary to highlight the differences between Options A, B & C. For detailed breakdown and the comprehensive list of items and associated costs, refer to WT Partnership IOCE Report (May 2021). The ASPECT Opinion of Probable Cost (October 2021) incorporates original rates from the QS with minor variations to meet the ToVP's new concepts and budgets. The OPC should not to be read in lieu of the IOCE Report prepared by WT.

Medium Level Option (B)

B3.1 Road Paving: Interlocking Road Paver

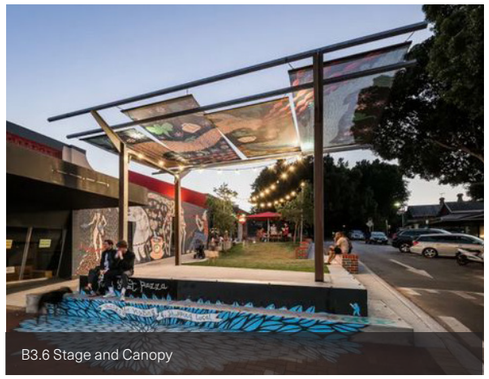
B3.2 Verge Paver: Red Brick Paving to match existing



B3.3 Kerbs: Insitu Concrete (flush)

B3.4 Furniture: Proprietary Fixed Furniture

B3.5 Bollards: Automated Pop Up Bollards



B3.6 Stage and Canopy

B3.7 Corner Artworks (x1)

B4.1 Rain Gardens

B4.2 Tree Sizes: 200L

B5.1 Feature Lighting: Gobo Projection Lighting

Lower Level Option (C)

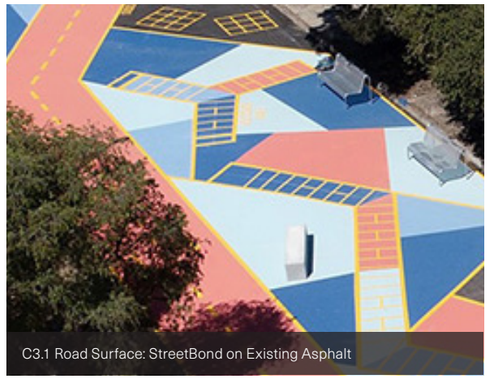
CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			25,000
2.0	EARTHWORKS			11,250
3.0	HARD LANDSCAPING			208,500
	SURFACES			
3.1	Road Surface (existing asphalt)	StreetBond Painted Mural on Road	99,000	
3.2	Existing Verge Paving	Red Brick Paving	N/A	
3.2	New Verge Paving	Red Brick Paving	45,000	
3.3	Kerbs	Insitu Concrete	19,500	
	FURNITURE			
3.4	Fixed Furniture	Proprietary Furniture	25,000	
3.5	Manual Bollards	Excluded	-	
	MISCELLANEOUS			
3.6	Stage & Canopy	Excluded	-	
3.7	Corner Artworks	Excluded	-	
3.8	Bins, Bike Racks & Drink Fountains	Included	20,000	
4.0	SOFT LANDSCAPING			30,600
4.1	Softscape	Garden Beds	18,000	
4.2	Trees	100L Nursery Stock	12,600	
5.0	ELECTRICAL			52,500
5.1	Feature Lighting	Excluded	-	
6.0	STORMWATER			52,500
	TOTAL			380,350
			TOTAL incl. Prelims, Traffic Management & Contingency	**$500,000**

Key Summary of Changes Made:

- Raised Planter Edges removed, proprietary furniture used.
- Consolidated and reduced amount of softscape area.
- Rain gardens removed, garden beds used (cheaper alternative).
- Extent of earthworks and demolition reduced.
- Gobo feature lighting removed, lighting upgrades (MFPs) only.
- Manual bollards removed.
- Smaller tree stock used (100L).
- New verge paving to match existing red brick, existing road asphalt remains.
- Existing road surface level to remain - not flush.
- Painted mural on existing road surface.
- Extent of electrical and stormwater service upgrades reduced.

Note: The tables above provide a high level summary to highlight the differences between Options A, B & C. For detailed breakdown and the comprehensive list of items and associated costs, refer to WT Partnership IOCE Report (May 2021). The ASPECT Opinion of Probable Cost (October 2021) incorporates original rates from the QS with minor variations to meet the ToVP's new concepts and budgets. The OPC should not to be read in lieu of the IOCE Report prepared by WT.

Lower Level Option (C)

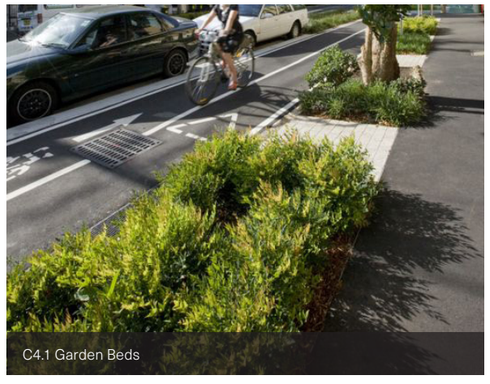


C3.1 Road Surface: StreetBond on Existing Asphalt

C3.2 Verge Paver: Red Brick Paving to match existing

C3.3 Kerbs: Insitu Concrete (raised)

C3.4 Furniture: Proprietary Fixed Furniture



C4.1 Garden Beds

C4.2 Tree Sizes: 100L

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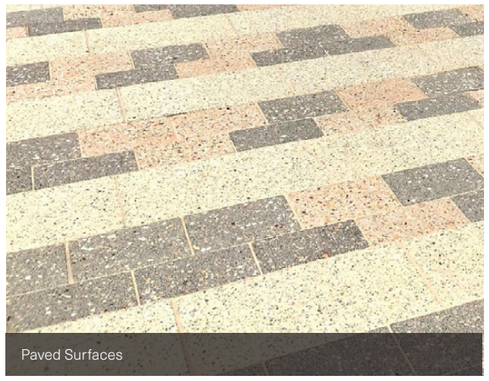
OLD SPACES NEW PLACES
RUSHTON & MACKIE STREETS COST OPTIONS

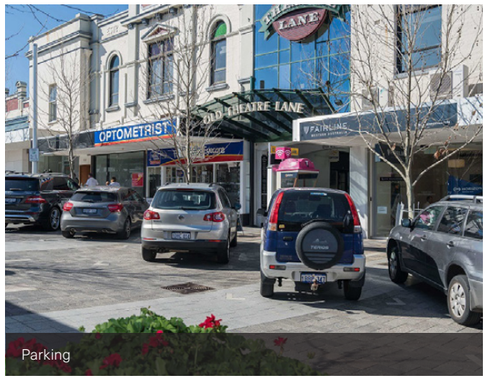
To be read in conjunction with WT partnership (Quantity Surveyor) Indicative Order of Cost Estimate.

ASPECT Studios

Amenity Provided in All Options

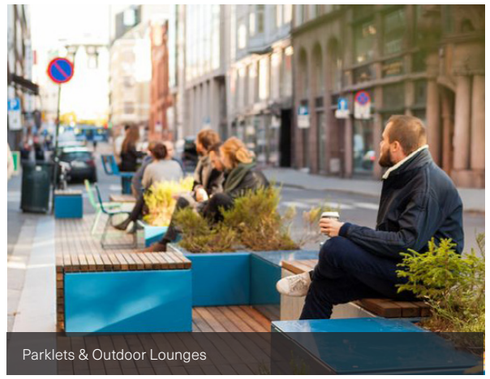
Alfresco


Paved Surfaces



Parking

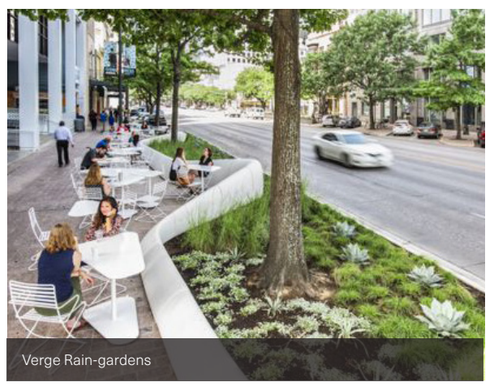
Street Events

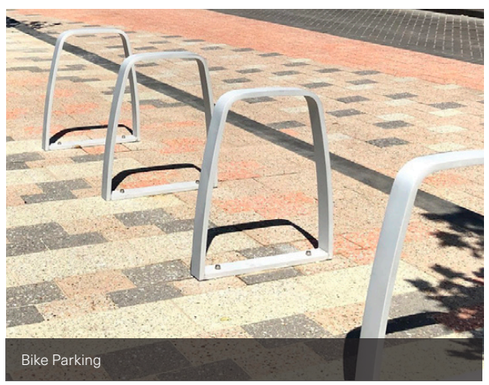

Parklets & Outdoor Lounges

Street Performances

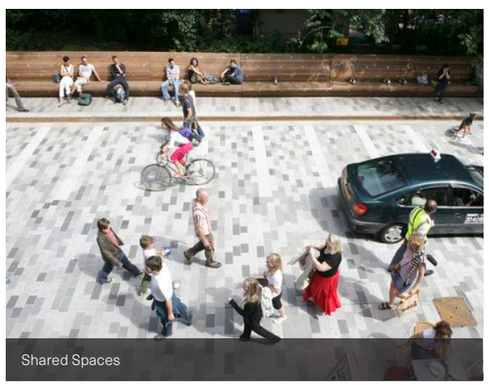
Raised Intersection

Narrowed Road Widths


Verge Rain-gardens


Bike Parking

Street Trees


Shared Spaces

High Level Option (A)

CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			100,940
2.0	EARTHWORKS			62,560
3.0	HARD LANDSCAPING			1,404,270
	SURFACES			
3.1	Road Paving*	Natural Stone Cobble	628,200	
3.2	Verge Paving	Urban Stone (Engineered Stone)	160,920	
3.3	Kerbs	Granite	103,600	
	FURNITURE			
3.4	Fixed Furniture	Concrete with timber batten	164,000	
3.5	Bollards	Automated	205,000	
	MISCELLANEOUS			
3.6	Stage & Canopy	Included	20,000	
3.7	Corner Artworks	Included	90,000	
4.0	SOFT LANDSCAPING			144,400
4.1	Trees	500L Nursery Stock	44,800	
5.0	ELECTRICAL			945,300
5.1	Feature Lighting	Catenary Lighting (including poles)	836,000	
6.0	HYDRAULIC			133,500
			TOTAL incl Prelims, Traffic Mgt Marking and Contingency	**$3,577,577**

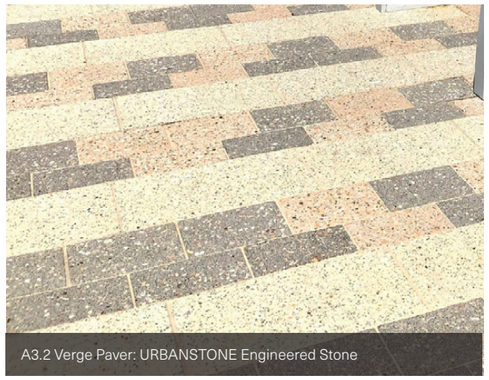
Note:

Tthe tables above provide a high level summary to highlight the differences between Options A, B & C.

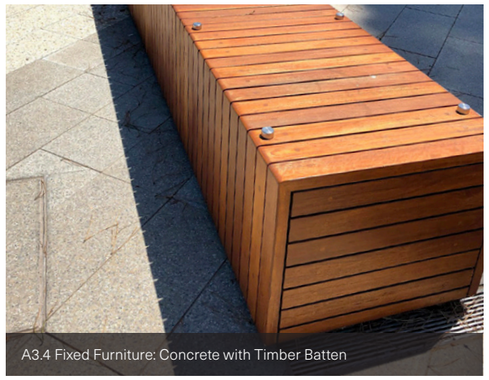
For detailed breakdown and the comprehensive list of items and associated costs, refer to WT partnership Report.

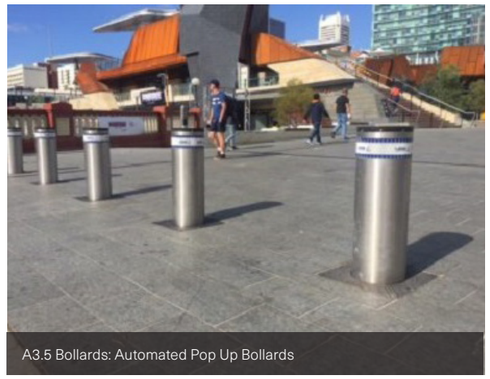
High Level Option (A)

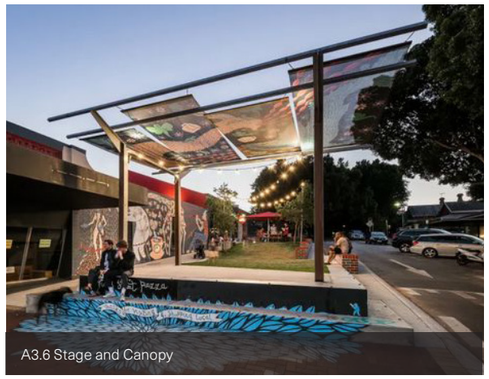
A3.1 Road Paving: Natural Stone Cobble


A3.2 Verge Paver: URBANSTONE Engineered Stone

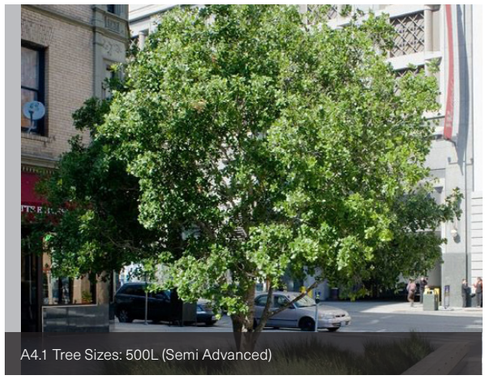
A3.3 Kerbs: Natural Stone - Granite

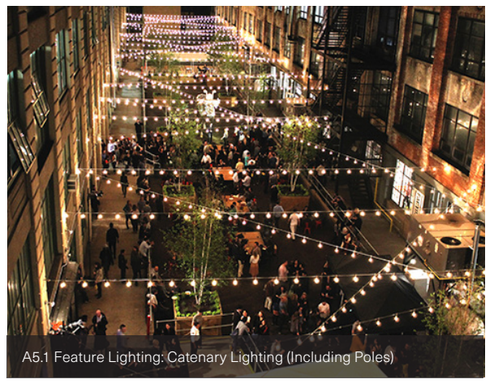

A3.4 Fixed Furniture: Concrete with Timber Batten


A3.5 Bollards: Automated Pop Up Bollards


A3.6 Stage and Canopy

A3.7 Corner Artworks


A4.1 Tree Sizes: 500L (Semi Advanced)


A5.1 Feature Lighting: Catenary Lighting (Including Poles)

Medium Level Option (B)

CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			100,940
2.0	EARTHWORKS			62,560
3.0	HARD LANDSCAPING			474,390
	SURFACES			
3.1	Road Paving	Interlocking Road Pavers	146,580	
3.2	Verge Paving	Urban Stone (Engineered Stone)	160,920	
3.3	Kerbs	Insitu Concrete	19,240	
	FURNITURE			
3.4	Fixed Furniture	Concrete seating walls	33,600	
3.5	Bollards	Manual	61,500	
	MISCELLANEOUS			
3.6	Stage & Canopy	Included	20,000	
3.7	Corner Artworks	Excluded	-	
4.0	SOFT LANDSCAPING			75,600
4.1	Trees	200L Nursery Stock	36,000	
5.0	ELECTRICAL			945,300
5.1	Feature Lighting	Catenary Lighting (including poles)	836,000	
6.0	HYDRAULIC			133,500
			TOTAL incl Prelims, Traffic Mgt Marking and Contingency	**$2,297,429**

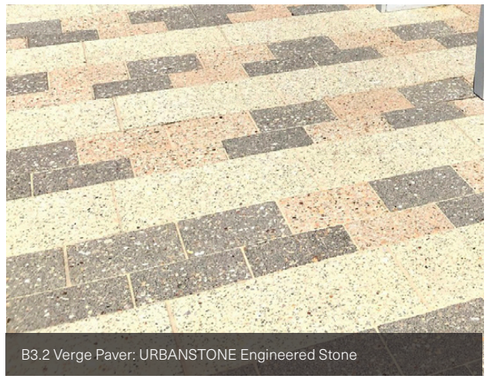
Note:

Tthe tables above provide a high level summary to highlight the differences between Options A, B & C.

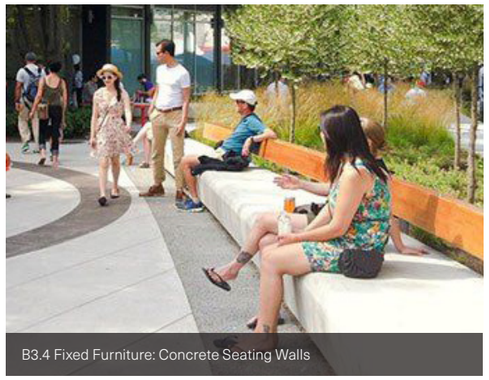
For detailed breakdown and the comprehensive list of items and associated costs, refer to WT partnership Report.

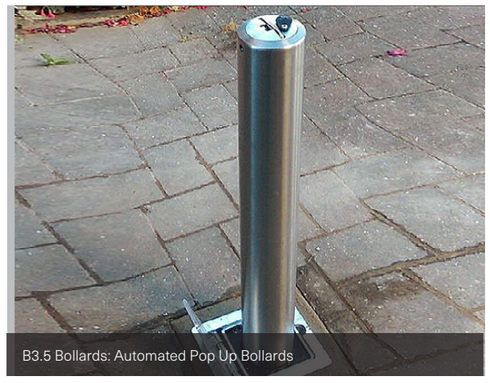
Medium Level Option (B)

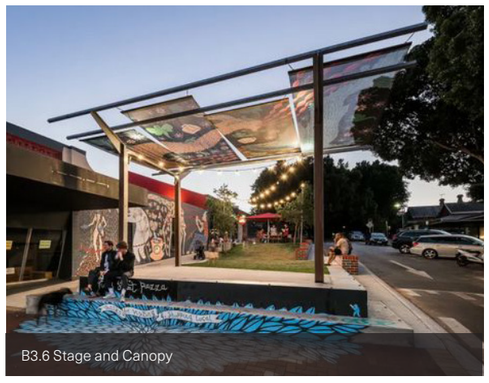
B3.1 Road Paving: Interlocking Road Paver


B3.2 Verge Paver: URBANSTONE Engineered Stone

B3.3 Kerbs: Insitu Concrete


B3.4 Fixed Furniture: Concrete Seating Walls


B3.5 Bollards: Automated Pop Up Bollards


B3.6 Stage and Canopy

B4.1 Tree Sizes: 200L

B5.1 Feature Lighting: Catenary Lighting (Including Poles)

Lower Level Option (C)

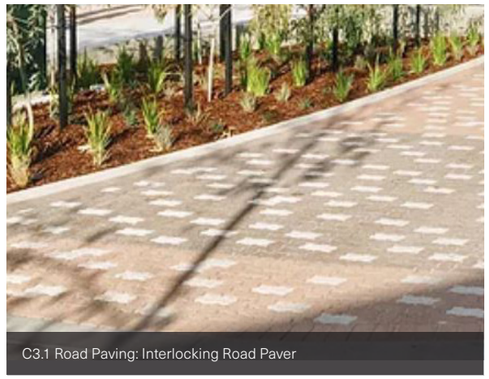
CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			100,940
2.0	EARTHWORKS			62,560
3.0	HARD LANDSCAPING			435,230
	SURFACES			
3.1	Road Paving	Interlocking Road Pavers	146,580	
3.2	Verge Paving	Urban Stone (Engineered Stone)	160,920	
3.3	Kerbs	Insitu Concrete	19,240	
	FURNITURE			
3.4	Fixed Furniture	Raised Planter Edges	14,440	
3.5	Bollards	Manual	61,500	
	MISCELLANEOUS			
3.6	Stage & Canopy	Excluded	-	
3.7	Corner Artworks	Excluded	-	
4.0	SOFT LANDSCAPING			75,600
4.1	Trees	200L Nursery Stock	36,000	
5.0	ELECTRICAL			236,800
5.1	Feature Lighting	Gobo (Projection Lighting)	125,000	
6.0	HYDRAULIC			133,500
			TOTAL incl Prelims, Traffic Mgt Marking and Contingency	**$1,339,049**

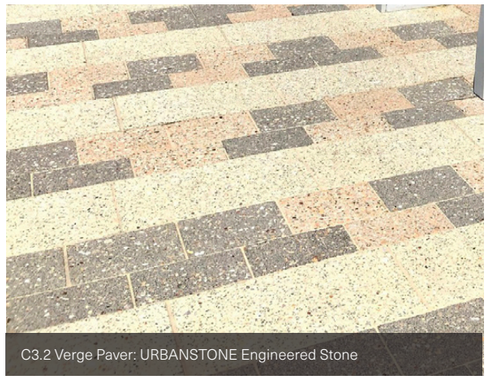
Note:

Tthe tables above provide a high level summary to highlight the differences between Options A, B & C.

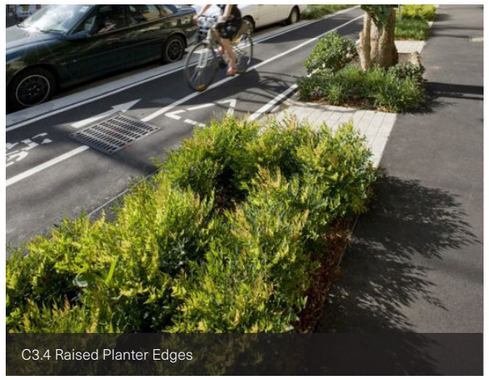
For detailed breakdown and the comprehensive list of items and associated costs, refer to WT partnership Report.

Lower Level Option (C)


C3.1 Road Paving: Interlocking Road Paver


C3.2 Verge Paver: URBANSTONE Engineered Stone

C3.3 Kerbs: Insitu Concrete


C3.4 Raised Planter Edges

C3.5 Bollards: Automated Pop Up Bollards

C4.1 Tree Sizes: 200L

C5.1 Feature Lighting: Gobo Projection Lighting

ASPECT Studios

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Rushton & Mackie Streets - Sketch Concept

Traffic Calming

- "Safe Active Streets" principles
- Paved Intersection
- 1 Narrowing of road width (6.0m)
- 2 Tightening of intersection kerb radius
- 3 Catenary lighting to unite intersection
- Shared space - Raised intersection - Flush kerbs

Creation of public Space

- Car free (no parking)
- 4 Recreation lawn
- 5 Performance stage and canopy
- 6 Corner artwork opportunities
- 7 Artwork graphics to paved surface

Urban Forest & Verge Planting

- 8 Increase tree planting
- 9 Retain & integrate existing street trees
- 10 Verge / Rain gardens

Support F&B Alfresco

- 11 Alfresco
- 12 Parklets / Outdoor Lounges

Events Infrastructure

- 13 Pop up bollards to close square to vehicles (special events)

Future Public Realm Opportunity

- 14 Future Development

Other

- 15 Busking spots
- 16 Bike Parking

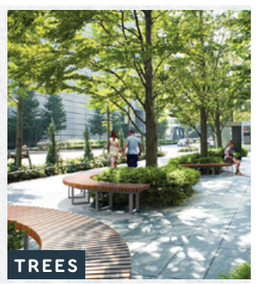
ASPECT Studios

PLEASE NOTE THAT THIS IS A DRAFT PLAN AND IS SUBJECT TO CHANGE

DATE 09.02.2021

OLD SPACES NEW PLACES
DRAFT CONCEPT PLAN

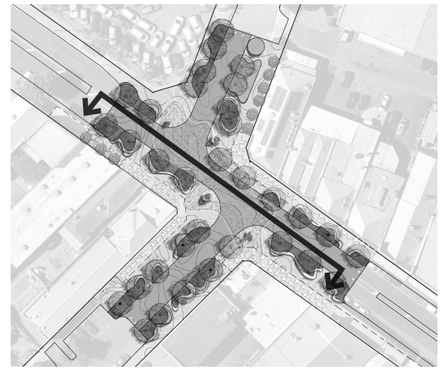
Precedent Projects



Precedent Projects

Site Sections

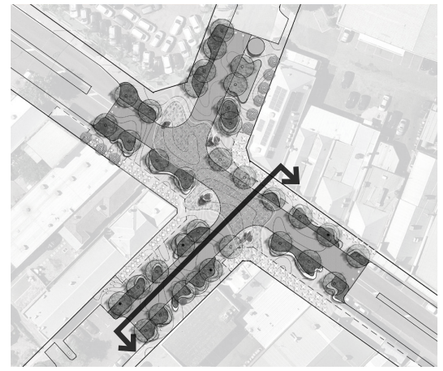
1. Narrowing of road width (6.0m)
2. Catenary lighting to unite intersection
3. Shared space - Raised intersection - Flush kerbs
4. Corner artwork opportunities
5. Tree planting
6. Existing Trees retained
7. Verge / Rain gardens
8. Alfresco
9. Parklets / Outdoor Lounges



SECTION A - ALBANY HIGHWAY

Site Sections

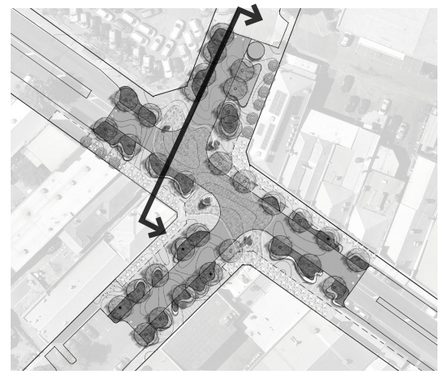
1. Narrowing of road width (6.0m)
2. Catenary lighting to unite intersection
3. Shared space - Raised intersection - Flush kerbs
4. Corner artwork opportunities
5. Tree planting
6. Existing Trees retained
7. Verge / Rain gardens
8. Alfresco
9. Parklets / Outdoor Lounges



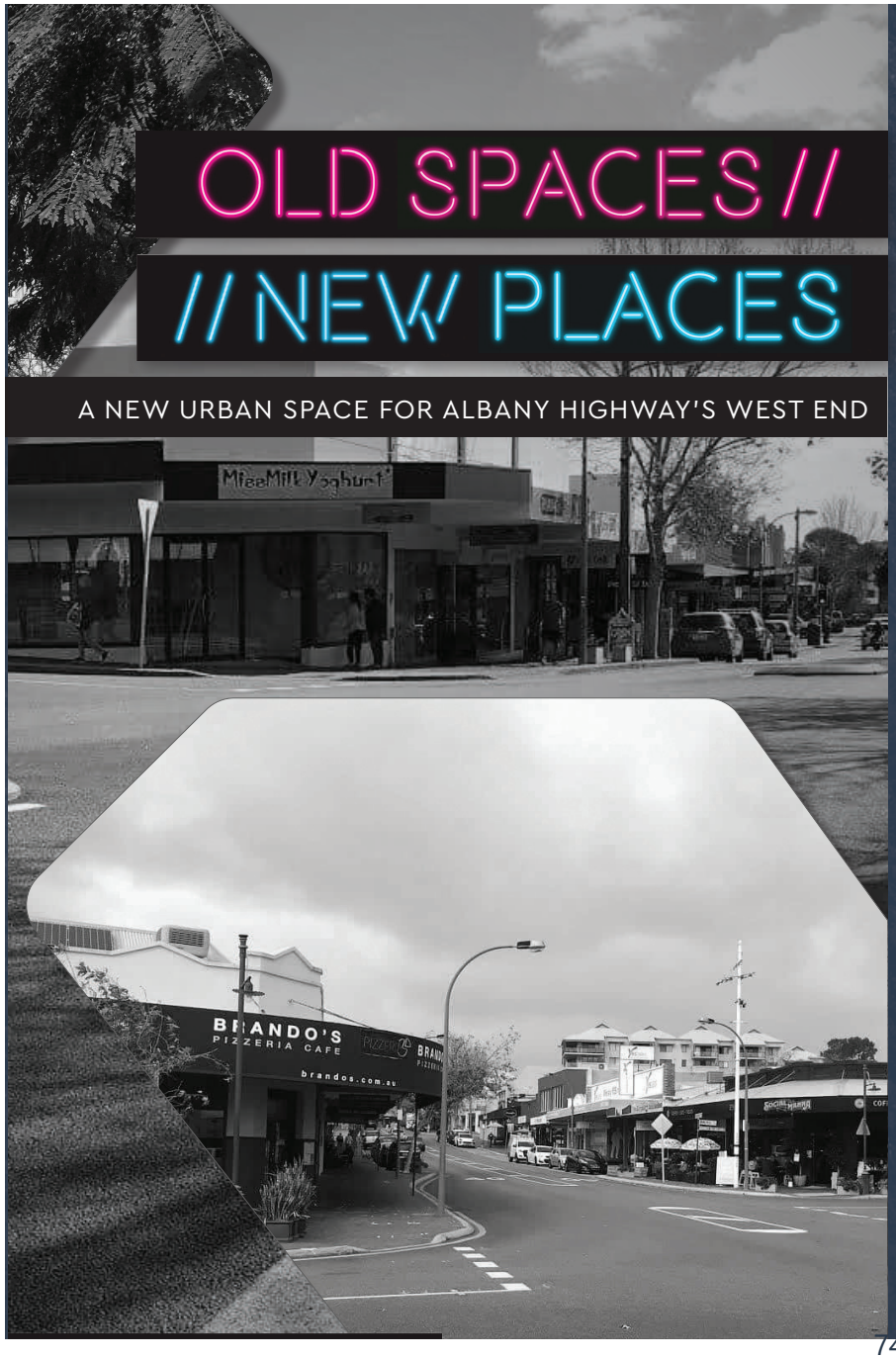
SECTION B - MACKIE STREET

Site Sections

1. Narrowing of road width (6.0m)
2. Catenary lighting to unite intersection
3. Shared space - Raised intersection - Flush kerbs
4. Corner artwork opportunities
5. Tree planting
6. Existing Trees retained
7. Verge / Rain gardens
8. Alfresco
9. Recreational lawn
10. Performance stage and canopy



SECTION C - RUSHTON STREET



TOWN OF VICTORIA PARK

COMMUNITY ENGAGEMENT SUMMARY REPORT

JUNE 2021

HATCH | RobertsDay ASPECT Studios

DCOMENT CONTROL	
TITLE	Old Places / New Spaces Community Engagement Summary Report
CLIENT	Town of Victoria Park
PREPARED BY	HATCH | RobertsDay Level 2, 442 Murray Street, Perth WA 6000
CONTRIBUTORS	ASPECT Studios

REVISION	COMMENT	AUTHOR	APPROVED BY	DATE ISSUED
A	DRAFT	A. Saunders	A. Brodie	23/10/2020
B	DRAFT	A. Saunders	A. Brodie	30/10/2020
C	DRAFT	A. Saunders	A. Brodie	12/11/2020
D	DRAFT	A. Saunders	A. Brodie	17/11/2020
E	FINAL	A. Brodie	A. Brodie	11/06/2021

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Contents

Introduction 4

Executive Summary 6

Engagement Approach 8

Engagement Findings 11

Options Evaluation 49

LOCATION 1 – LEONARD STREET
Investment & Public Value
Opportunity Loss
Key Considerations

LOCATION 2 – HARVEY STREET & MCMASTER STREET
Investment & Public Value
Opportunity Loss
Key Considerations

LOCATION 3 – MACKIE STREET & RUSHTON STREET
Investment & Public Value
Opportunity Loss
Key Considerations

Recommendations 59

Appendices 65

APPENDIX A – LOCATION SPATIAL MAPS

APPENDIX B – COMMUNITY WIDE FEEDBACK ON CONCEPT PLAN

Introduction

The Town of Victoria Park's **Old Spaces, New Places (OSNP)** program targets locations that can be renewed and upgraded for greater community use and benefit.

This third OSNP project represents an exciting opportunity to transform one of three possible locations in Victoria Park into a hub and meeting place for the local community. The objectives of this project are to:

1. Confirm the location of the public realm improvement from a shortlist of locations; and
2. Prepare and approve a design concept for a public realm improvement and new urban space for the chosen location that can transition to detailed design and construction.

To deliver on these objectives, place investigations with the Town, and purposeful consultation with stakeholders and the wider community has taken place. The ideas and feedback from the community has informed the direction for possible public realm improvements at each of the three locations.

This report presents the key findings from the engagement identifying future place possibilities for each location developed in consultation, and recommendations to proceed with Location 3 as the preferred location. It also captures community feedback that informed the design development of the concept plan to arrive at a final concept comprising a sliding scale of cost options.

LOCATION 1

The intersection of Leonard Street and Albany Highway, which interfaces with the entry to the Victoria Park Central Shopping Centre

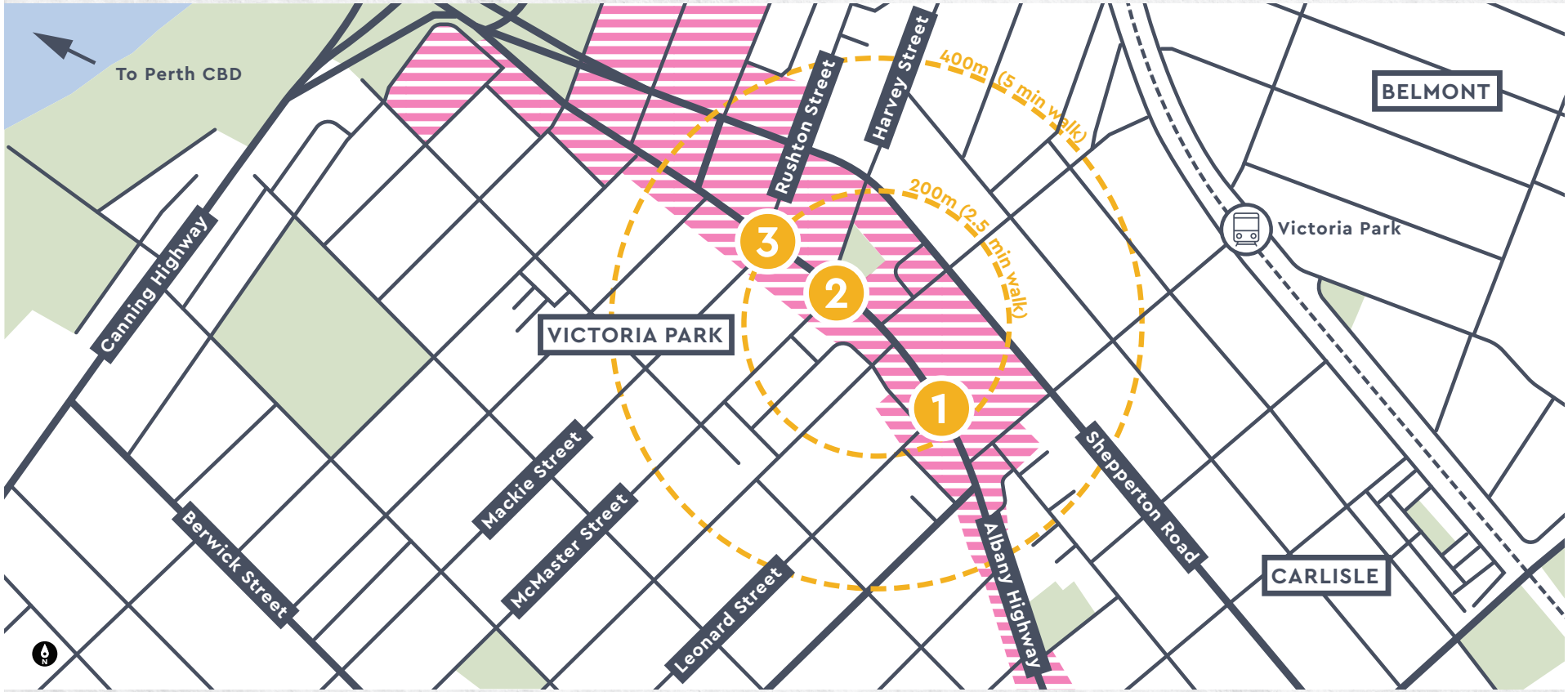
LOCATION 2

The intersection of Albany Highway with Harvey Street and McMaster Street, which interfaces with Memorial Gardens

LOCATION 3

The intersection of Albany Highway with Mackie Street and Rushton Street.

OSNP #3 Location Options in Victoria Park



1 LEONARD STREET

2 HARVEY STREET & MCMASTER STREET

3 MACKIE STREET & RUSHTON STREET

Executive Summary

The community are excited by the opportunities that the Old Spaces New Places project #3 may provide for Victoria Park's west end. It is evident that there is strong support for improvements to the public realm at all possible locations investigated through the first stage of this project.

The local businesses, community groups and residents are also highly motivated to participate in the transformation of the spaces in Victoria Park, and will no doubt be active contributors in future place creation and activation following concept planning.

The purpose of the first stage of the project and engagement program was to gather ideas and feedback on how to approach the concept planning for all possible locations, and to confirm which location would be the community's preference for proceeding to the next stages.

Engagement activities during the first stage of the project included stakeholder interviews and discussions, Community Survey #1 (to establish visions and principles for each of the locations), a community 'Walkshop' (walking workshop) and Community Survey #2 (preferred location survey).

IDEAS AND FEEDBACK FOR FUTURE POSSIBILITIES AT ALL LOCATIONS

Key take-outs from the engagement include:

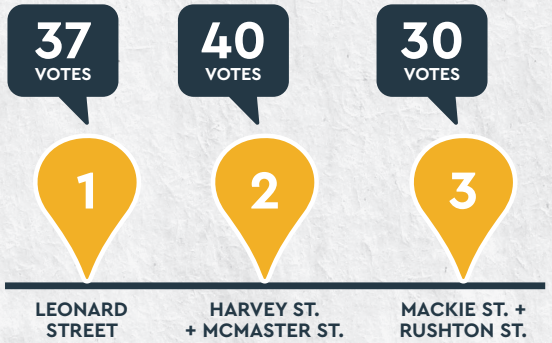
- People would like to see pedestrians prioritised at all locations, and the adjustment of vehicle movements, speed, and flow of traffic to improve safety, accessibility and how the place is experienced.
- People see each of the locations transforming very differently and the future improvements should relate to the context of each place. For example, Location 1 as the social shopping precinct, Location 2 as the family-friendly green piazza and park, and Location 3 as the day/night dining entry and destination.
- There is strong support for the visions and place principles for all the locations, which provides an excellent basis to inform concept planning. The outcomes of the engagement identified that all of the locations should be:
    - Welcoming – inclusive and safe for all generations
    - Connected – with improved connectivity for people, slowing yet maintaining movements on Albany highway
    - Creative – providing space for local arts, entertainment and community initiatives and activities
- A Community "Walkshop" (walking workshop) was held to test and generate key moves (urban design interventions and ideas) with participants. These key moves were then presented to the broader community through an online survey, with the following levels of support being received:
    - The highest support of 86% was for more alfresco dining, greening and public art along Albany Highway at Location 1.
    - Shared spaces proposed at Location 1 and Location 3 received 80% and 79% support, respectively.
    - The lowest support of 51% was received for the removal of 7 vehicle car bays at Location 1 on Leonard Street, as there seems to be some apprehension for how this may impact the shopping centre parking and convenient access to businesses.
    - There is moderate support for the part-closure or full closure of Harvey Street at Location 2 for the creation of a larger multi-functional piazza, receiving 61% and 62% support, respectively.

Apprehensions from the community for some key moves will be further considered and resolved during the concept planning, and additional community engagement. Questions asked around traffic movements and parking impacts could also be resolved through further communications planned when a concept plan is presented for feedback. These considerations are provided in the Options Evaluations (pages 52–61).

COMMUNITY'S PREFERRED LOCATION

Community Survey #2 asked people to reflect on the vision, place principles, and place possibilities (including key moves) and indicate their preferred location that the Town should select to proceed to further detailed concept planning.

It is evident that the community can see the potential benefit of investment in all locations as the results of the survey are very close (being separated by only 10 submissions). Location 2 – Harvey Street & McMaster Street is marginally the preferred location.



Note: 107 responses were received for this question.

CONSIDERATIONS

Location 2 – Harvey Street & McMaster Street

The community's desire is for Location 2 to include Memorial Gardens, and for the park to be 'opened up' and integrated with the public realm physically and through mutual uses, activities, and amenities. Several key moves and ideas identified by the community are located within the Gardens or relate to the interaction of the street with future park improvements and Albany Highway.

Memorial Gardens however is not within the scope of this project and concept planning would only consider its existing neighbouring context to the street/intersection environment. Key moves identified by the community would only be delivered within Harvey Street, Albany Highway and McMaster Street, and along the edge of the park.

There is a risk that should concept planning proceed, the design will not be supported by the community as there are no added benefits and improvements to Memorial Gardens planned.

A concept plan for this location would need to closely consider the community's sentiment around Memorial Gardens and manage expectations. This location would benefit from a more in-depth master planning process that enables the ideas at Memorial Gardens to be further explored holistically with improvements to Harvey Street, Albany Highway and McMaster Street, and additional consultation for the response to heritage features.

Location 1 – Leonard Street

Location 1 received the second highest level of community support, and investment in this location has the potential to have broad and lasting social, cultural, environmental, and economic benefits.

In consultation with Vicinity Centres it was revealed early planning of a redevelopment of the Victoria Park Central property had been undertaken but put on hold in April when the COVID-19 pandemic began. It could be opportunistic for the Town to consider investment in Location 1 to coincide with redevelopment of the centre to minimise interruption, improve the whole area collectively and explore private sector funding opportunies.

Location 3 – Mackie Street & Rushton Street

There has been consistent support for the investment at this location at all stages through the engagement process. Property owners and businesses at Location 3 that participated in interviews indicated that they would support improvements that are good for the businesses and for the place to bring sustained vibrancy. They emphasised they would like the town to listen to the traders needs and encourage further investment in the area.

This is perhaps not picked up in the survey results as there were a higher proportion of residents to businesses/property owners that completed Community Survey #2.

The value and strategic impact of public realm improvements at Location 3 would be substantial and immediate, given the location's growing popularity and proximity.

RECOMMENDATIONS

1. It is recommended that Location 1 and Location 3 both proceed to concept planning, and for Location 2 to be further considered through a separate 'master planning' process that includes Memorial Gardens.
2. If only one location option can proceed to the concept planning stage of OSNP#3, then it is recommended that Location 3 is pursued.
3. In the next phase of the project, it is also recommended that urban design key moves are trialled on the chosen location/s prior to finalisation of the concept plan. I.e. allow the community to see how parking could be transformed into a public space and imagine its future uses and amenity.

TARGETED TRADER ENGAGEMENT

A preliminary concept plan was prepared based on all community feedback received to date on the preferred location of Rushton and Mackie Streets. Targeted engagement was then undertaken with traders who have a direct frontage to the proposed public space, before going public with a concept. A total of 15 responses were received to the survey. Enormously valuable local insights and ideas were shared, in one example resulting in the multi-use performance space being relocated to the north-western corner of Rushton Street.

93% SUPPORT OVERALL

ADJACENT TRADERS

DETAILED TECHNICAL ANALYSIS AND DESIGN REFINEMENTS

Detailed technical analysis was undertaken to address the concerns of the trader who did Not Support the preliminary concept plan. This included the engagement of transport consultants GTA to undertake swept path analysis of large vehicles turning at the intersection. Alternative options were also investigated. Parking was raised by many traders as an important consideration. In response, parking was added to the concept plan on Rushton street, with additional parking opportunities subject to future investigations.

PUBLIC ADVERTISING

Public advertising of the concept plan occurred over a period of 3 weeks with 17 submissions received:

83% SUPPORT OVERALL

GENERAL COMMUNITY

DESIGN REFINEMENTS AND COST OPTIONS

Following the detailed swept path and options testing analysis, the concept plan was revised in order to accommodate large vehicles turning movements on the western corner of Rushton Street and Albany Highway. Furthermore, quantity surveyors WT Partnerships were engaged to prepare a sliding scale of cost options prepared in partnership with landscape architects Aspect Studios. This will ensure that a range of price options are available to deliver the project.

Engagement Approach

ENGAGEMENT METHODOLOGY

A series of targeted consultation activities took place with property owners, traders/businesses, community groups, Town staff and the broader community from July to October 2020. The engagement provided opportunities for people to provide input and feedback through the Town's Your Thoughts digital survey platform, phone interviews, face-to-face meetings, and a half-day Walkshop (walking workshop).

The engagement program was designed to build upon existing community input and allowed for:

- local traders and property owners at each location to individually express their ideas and any concerns early in the project;
- community groups to provide background information, ideas and input that shaped survey questions and walkshop activities;
- active involvement of the Town's own experts in place, design, engineering and engagement to identify possibilities;
- a creative workshop session where participants walked to each location to physically see the spatial opportunities marked out in chalk;
- the community to conceptualise possibilities at all three locations prior to determining a preferred location to proceed to concept design; and
- the community to be informed and lead the process for identifying opportunities to effectively develop a 'design brief' for the development of a concept plan.

It is important to note that previous engagement activities and reports from projects such as the Albany Highway Streets Ahead Action Plan, Public Open Space Strategy and Urban Forest Strategy provided valuable community consultation outcomes that enabled this type of targeted engagement program to occur.

For example, the Streets Ahead Action Plan vision and place principles developed for Victoria Park by the Vic Park Collective Town Team and the community, informed the wording and identification of specific Place Principles to guide potential future concept designs for the locations.

ENGAGEMENT LIMITATIONS

There were some unique situations during the delivery of this engagement program:

- Due to the COVID-19 pandemic and State health requirements, several interviews were conducted over the phone as some businesses were temporarily closed and/or owners were unavailable for face-to-face conversations. The timing of the engagement activities amongst the broader contextual backdrop of the ongoing COVID-19 pandemic and more immediately pressing economic challenges, may have also 'watered down' the ability of the engagement to capture the attention and priorities of the local business community.
- The added complexity of COVID-19 and restrictions may have impacted the quantity of survey's undertaken across the locations, and it was challenging to contact property owners in Location 1. In particular, language barriers, a lack of on-site management or business owners, and international property ownership led to communications and engagement materials having to be delivered to front of house staff, which may have reduced the ability of key messaging to reach all of its intended recipients as effectively as desired.
- Social distancing requirements were also in place at the Walkshop and this may have impacted the number of people attending the session. The session was well managed and coordinated by the Town staff.
- In an effort to encourage participation and stakeholder involvement amidst these circumstances, letters inviting participation during each of the online Community Surveys were hand-delivered to local businesses by Town staff at each location as well as Connect Victoria Park and Victoria Park Primary School. These enabled face to face informal discussions with trading businesses and community groups regarding the project, and were followed up with invitations to put up posters in shopfront windows, and post card drops by Town staff to remind and encourage surveys submissions and participation in the Community Walkshop event. It also allowed Town staff to personally reiterate the importance that local business input has to the successful delivery of the project and that further opportunities would be available to receive their further input during concept planning for the chosen location once it is selected by the Town.

OSNP #3 Project Plan and Engagement Program

STAGE 1

PLACE DISCOVERY

VISIONING – STAKEHOLDER + COMMUNITY ENGAGEMENT

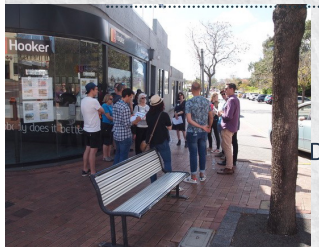
Spatial assessment, opportunities & constraints	Property owner & business engagement	Community organisation discussions	Online Community Survey #1	Walkshop	Online Community Survey #2	Council resolution on preferred location
APRIL-MAY 2020	**28 JULY – 12 AUGUST**			**5 SEPTEMBER**	**2–18 OCTOBER**	**DECEMBER**
With Town Staff & ASPECT Studios	10 Interviews 20 Calls 1,500 letters Posters Street Walk	Vic Park Collective Connect Vic Park	45 Survey's completed	27 Nominations 15 Participants	110 Surveys completed 1,500 letters Email call-outs to previously participants Posters On-site location billboards Street Walks	Location 3 Mackie and Rushton Streets identified as preferred location for concept planning, with locations 1 and 2 earmarked as potential future opportunities

STAGE 2

DESIGN

Preliminary concept plan for preferred location	Targeted trader engagement	Detailed technical analysis and design refinements	Public advertising	Design refinments and cost options	Final concept plan endorsement
JANUARY 2021	**11–14 FEBRUARY**	**MARCH**	**19 APRIL-10 MAY**	**MAY**	**JULY**
with the Town & ASPECT	15 trader responses	with Town, GTA & ASPECT	17 submissions received	with the Town & ASPECT	Council resolution

IMAGES OF WALKSHOP COURTESY OF GERRY PREWETT



Engagement Findings

Property owner & business engagement

ACTIVITY OVERVIEW

As a first priority activity, property owners, businesses, and traders at each location were engaged in order to introduce the project team, provide information about the project and seek intel and ideas about how best to approach possible public realm improvements.

Over a course of two weeks (28 July – 12 August), several people were engaged on multiple avenues. This involved:

- **Approximately 1,500** letters mailed to surrounding residents and commercial occupants across the three locations.
- **Posters** placed in shopfront windows and noticeboards.
- **Walking locations** to meet business owners and provide information about the project and directing people to the Town's Your Thoughts webpage.
- **20 calls** to stakeholders across the three locations.
- **10 comprehensive interviews.**

A total of ten interviews of over 15–30 minutes were completed via phone or in person by individuals from the following businesses or properties:

LOCATION #1

- Vicinity Centres
- Mari Mari Malaysian Restaurant

LOCATION #2

- Swan Taxis
- LJ Hooker
- Purslowe + Chipper Funerals

LOCATION #3

- Sixteen Ounces
- InRetrospect
- Property Owner (256, 258, 260, 276 Albany Highway)
- Social Manna
- Catalano's

INTERVIEW QUESTIONS

Participants were asked to answer the following questions honestly and in relation to the closest/most relevant location to their business/property.

- In principle, would you support the improvement of the public realm (streets, paths, and landscaping) in this location to provide better public spaces for people and support the surrounding businesses?
- Do you foresee any major issues or have concerns for improving the public space at this location?
- Do you have any plans for your business or property that we should be aware about for the development of design concepts?
- Do you have any ideas or opportunities for this location that you would like to share with us at this early stage?
- Are there any specific local stories that are important to be told/celebrated through the public realm design at this location?
- Would you like to nominate to participate for the 'walk-shop' for this project?
- Do you have any further questions, comments, or requests for us in relation to this project?

KEY FINDINGS

The following are key findings for each location from property owner and businesses interviewed.

Location #1 LEONARD STREET

ATTRACTION

- Generally supportive of public realm upgrades if it attracts customers and more people on the street at various times of the day/night
- Desire for the area to be a family-friendly space and for customers
- Beauty School students are active uses of the area

BEAUTIFICATION & AMENITY

- Described as very dreary and pretty ordinary
- Improve functionality and aesthetics of street to attract people, including cycling infrastructure/access

STREET LIFE & BUSINESS SUPPORT

- There is minimal foot traffic along Leonard Street and high foot traffic at entrance of Victoria Park Centre (Albany Highway)
- Improve the footpath outside the Shopping Centre so that it is wide enough for the businesses to spill out onto the street and add alfresco dining
- Reduce the burden on the businesses/traders to manage the street behaviour through management and minimising conflicts

ACCESS & SAFETY

- Anti-social problems and crime that effects businesses and vibrancy
- Conflicts with bus stop, entrance of Centre, Uber Eats and business entrances along Albany Highway
- More shoppers, diners, general people on the street = safer and enjoyable place

Location #2 HARVEY STREET & MCMASTER STREET

INTEGRATION & COLLABORATION

- Desire better street integration with Memorial Gardens and more investment in the future amenities/ uses in the park
- Activation partnership opportunities
  - Swan Taxis electric car charging stations
  - Vic Park Collective programming
- Community support for a 'Harvey Street Piazza' during Streets Ahead Engagement

BEAUTIFICATION & AMENITY

- Area needs a 'tidy-up' and spontaneous spaces for people and youth, including cycling infrastructure/access
- Tree selection is important – issues with Plain Trees and leaves for property maintenance
- Celebrate local stories and legends with art and interpretive elements (John Hughes, Swan Taxis, Purslowe + Chipper Funerals)

STREET LIFE & BUSINESS SUPPORT

- Businesses are keen on weekend events and extended trading (more café/dining) that attract people and support local businesses
- Businesses are supportive if public realm design does not impede business access
- Challenge – integration with less 'active' tenancies and more office use

ACCESS & SAFETY

- High vehicle movements at the intersection – safety and accessibility will be important
- Consider access, turning (onto Albany Hwy) and parking for the funeral parlour hearse
- Maintain some parking for clients nearby
- Consider access to Shepperton Road and Albany Highway for taxis and others at certain times

Location #3 MACKIE STREET & RUSHTON STREET

DESTINATION

- Support new space that attracts people and makes it a destination day and night
- Focal point/gateway and improve attractiveness make it say 'welcome to Vic Park'
- Free parking / first hour free – consider quick service businesses

BEAUTIFICATION & AMENITY

- Green the street with selective trees – current issues with leaves and pigeons for property owners
- Unique lighting features, heritage stories of local legends and art to add character
- Improve end of trip infrastructure/ access for cyclists, motorbikes, and e-bikes

STREET LIFE & BUSINESS SUPPORT

- More alfresco & fix current access conflicts and uneven paving
- Manage construction and deliver to lessen impact on trade

ACCESS & SAFETY

- Traffic calming needed to slow/ reduce vehicle movements
- Some people see the value in removal of parking bays if it provides/encourage more people to visit through alternative methods (walk, cycle, bus etc.) others would like more parking nearby or keep street parking
- Seniors and children move around this location often – improving access and safety is important (walking, cycling, mobility vehicles)

Community Organisations

ACTIVITY OVERVIEW

Informal discussions and meetings with representatives from the Vic Park Collective and Connect Victoria Park took place during August 2020.

These groups are active participants in the shaping of the Victoria Park and have extensive connectivity with their communities.

It was important to understand their views and ideas for future public realm improvements at each of the locations and potential future activation opportunities following the delivery of the improvements for ongoing use/activities.

Representatives from Vic Park Collective and Connect Victoria Park also participated in the Walkshop and passed on information to their community networks.

KEY FINDINGS

Key findings from the Vic Park Collective meeting are:

- The Vic Park Collective would be keen to act as a delivery activation partner and future place activation projects at the location/s.
- More spontaneous and flexible spaces that are also creative places for a diverse range of people and youth are needed in Victoria Park.
- Memorial Park (Location 2) is a great asset, but needs more investment to enable greater use, integration and appeal.
- There are social challenges that the public realm improvements may assist to address across all three locations.
- The key points from previous community engagement should be captured in this project, and include:
    - More trees and greening (ideally local or native varieties)
    - Reduction of vehicle speed is needed along Albany Highway (20–30km in sections)
    - Improve cycling connection, access and infrastructure including safe bike parking and end-of-trip amenities at key locations. There are current issues with people cycling on footpaths along Albany Highway due to the high traffic volume, speed limits, and street parking providing safety concerns for people.
    - It was suggested the current conflicts between motorists, cyclists and pedestrians should be addressed generally across Albany Highway (Victoria Park and East Victoria Park), and slowing the vehicle movements in the three locations would assist more cyclists to be more comfortable sharing the road with vehicles.
- Local stories from long-term residents and Aboriginal elders could be documented by the Town as part of the public art/creative concept delivery of this project.

Key findings from the Connect Vic Park meeting are:

- Very supportive of the improvements proposed for Mackie and Rushton Streets (Location 3), especially the social and accessibility benefits to their residents and members. Specifically:
    - accessible and safer through footpath widening, slower vehicle speeds and safer crossing opportunities
    - Increased opportunities to engage and socialise within the community, including as customers of local businesses, with friends and family members.

Online Community Survey #1

ACTIVITY OVERVIEW

The first OSNP Online Community Survey was accessible from 28 July to 12 August and focused on understanding what the community would value in a new urban space in Victoria Park.

The survey was divided into four parts:

1. Understanding project support
2. Identifying people, uses and activities
3. Informing a score card through Place Principles
4. Community Nominations for the Walkshop

A total of 45 survey responses were received from residents, property owners, workers, businesses owners, visitors, and students.

The following pages provide a snapshot of the outcomes from the survey, which where also presented in the Walkshop and informed community-led decision making for each location at the event.

KEY FINDINGS

PART 1 – UNDERSTANDING PROJECT SUPPORT

In principle, do you support the improvement of the public realm to create a better space for people and a more attractive trading environment for local businesses at the following locations?

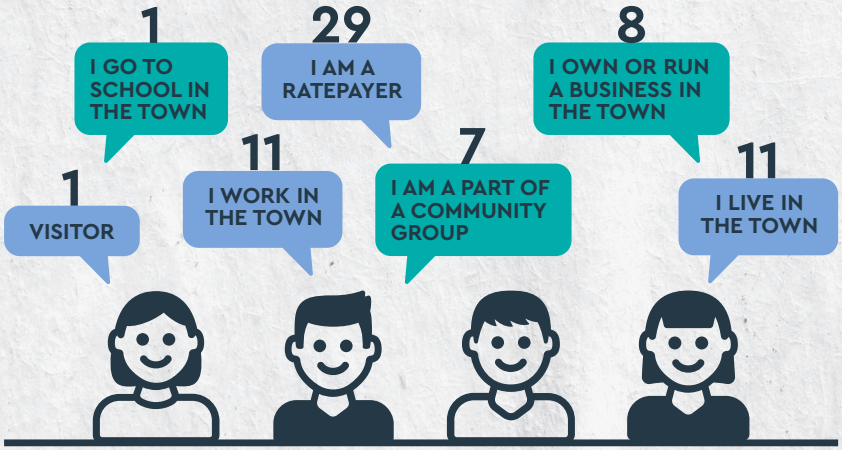
High level of support for improvements to happen at all of the locations.

'How often do you visit these locations?'

Most respondents visit the locations several times a week and it can be presumed they know the area well.

Which category do you best fit into? (select all that apply)

Most respondents are ratepayers that live in the Town and reside in Victoria Park (18 people) or East Victoria Park (6 people).



PART 2 – PEOPLE, USES & ACTIVITIES

For each location the community were asked about the future user groups, best mode of transport to move to and from the locations, and what kinds of uses and activities should be catered for.

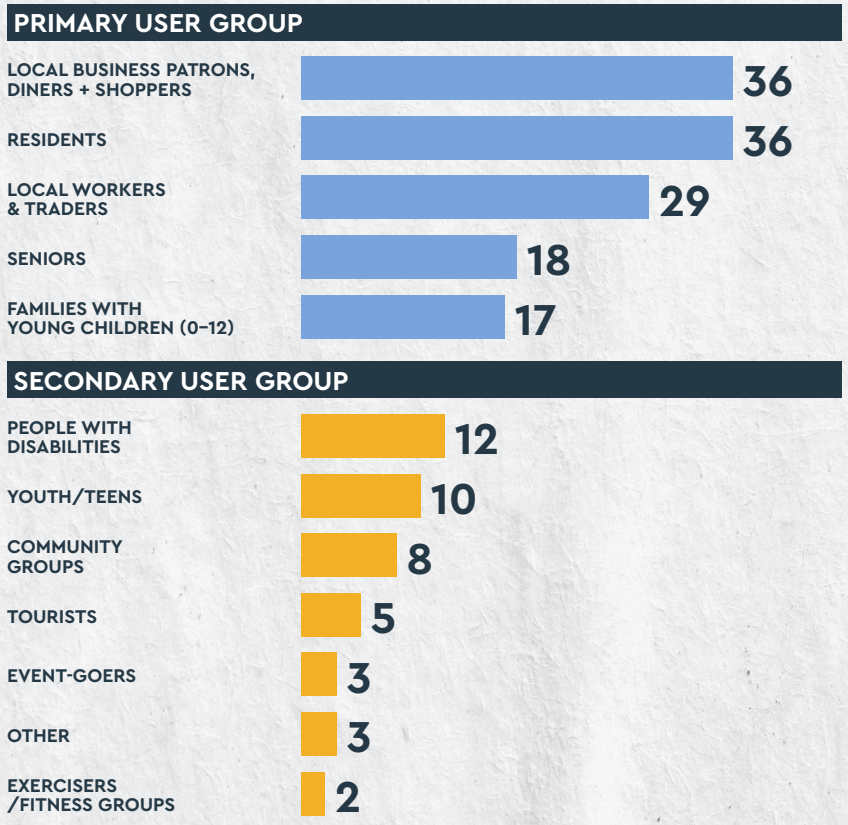
FUTURE USER GROUPS

What user groups do you feel would most likely use this location if a concept design were completed? (Select up to 5)

Primary User Groups selected by the survey respondents are similar across all three locations, however, families with young children (0–12) is seen as number one user for Location 2.

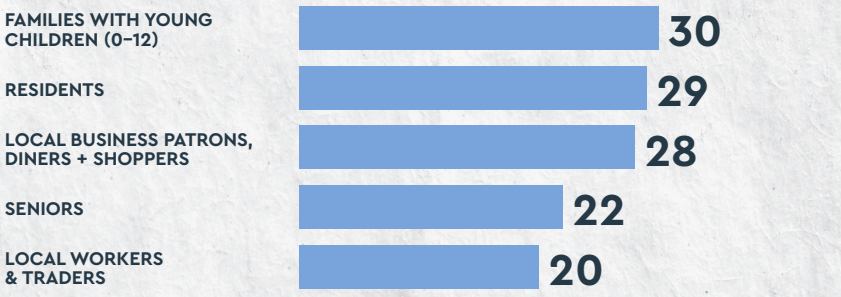
People with disabilities were selected more often for Location 1 and a concept plan at this location should consider the various needs of this 'user group'.

Location #1 LEONARD STREET

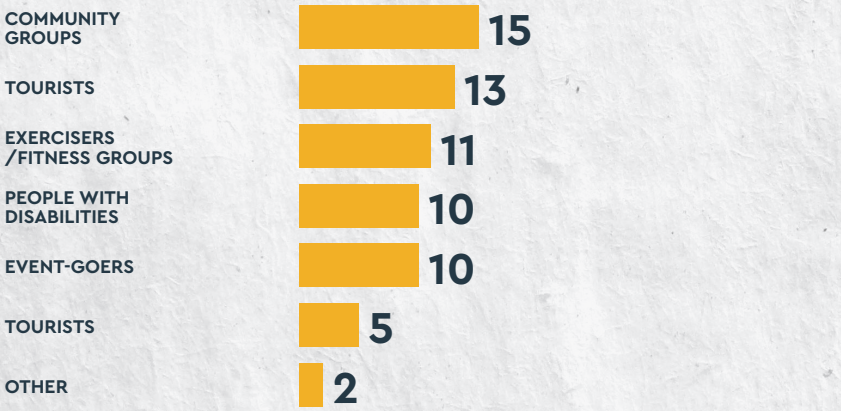


Location #2 HARVEY STREET & MCMASTER STREET

PRIMARY USER GROUP

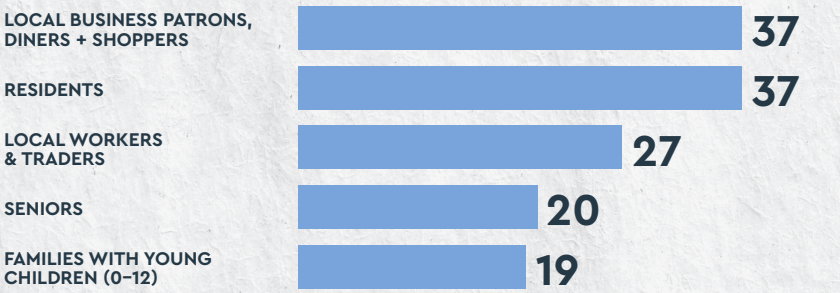


SECONDARY USER GROUP



Location #3 MACKIE STREET & RUSHTON STREET

PRIMARY USER GROUP



SECONDARY USER GROUP

TRANSPORT MODES FOR FUTURE MOVEMENT

What do you think is the best mode of transport to move to and from these locations in the future? Please rank in order of importance.

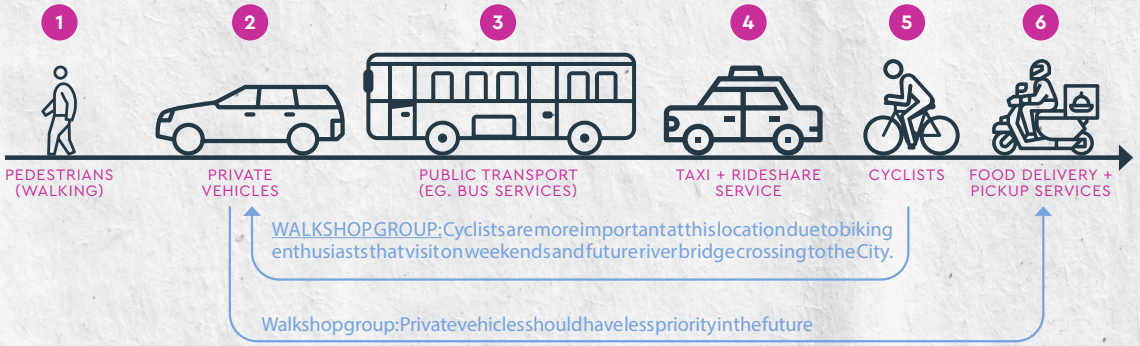
For all three locations, pedestrians (walking) was ranked first.

It is important to note that Walkshop participants reviewed these outcomes and agreed minor amendments in the rankings ought to be made to align with the place principles and intention for Location 3. These suggested changes are annotated.

Location #1 LEONARD STREET

Location #2 HARVEY STREET & MCMASTER STREET

Location #3 MACKIE STREET & RUSHTON STREET



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FUTURE USES AND ACTIVITIES

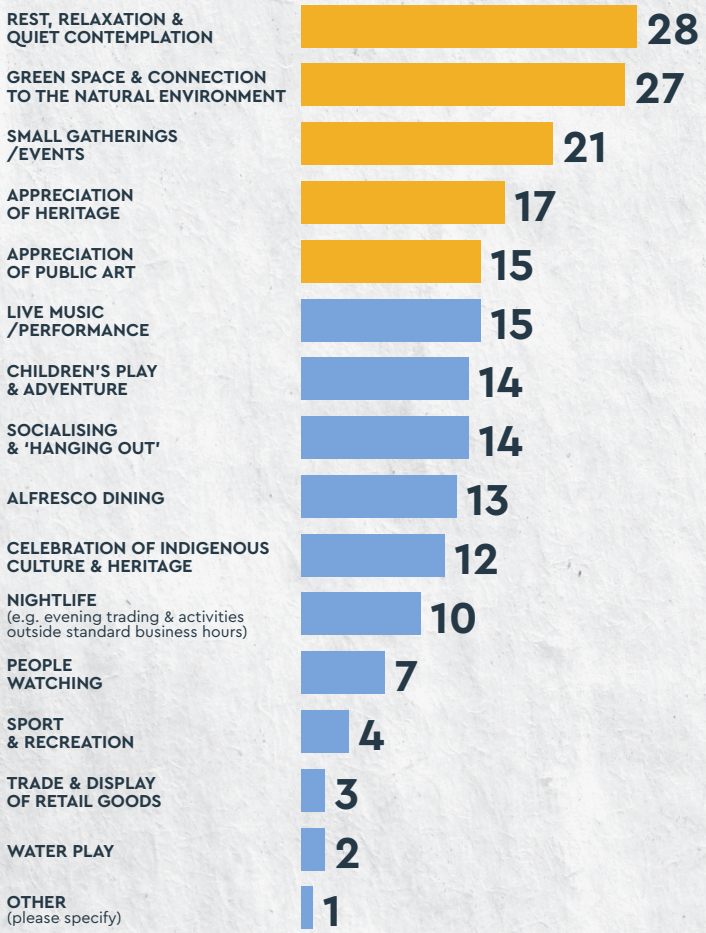
Question: What types of uses and activities should the concept design primarily cater for in this location? (Select up to 5)

Survey respondents selected a variation of uses and activities across the three locations, indicating their vision for each of the spaces to provide a diversity of experiences and functions.

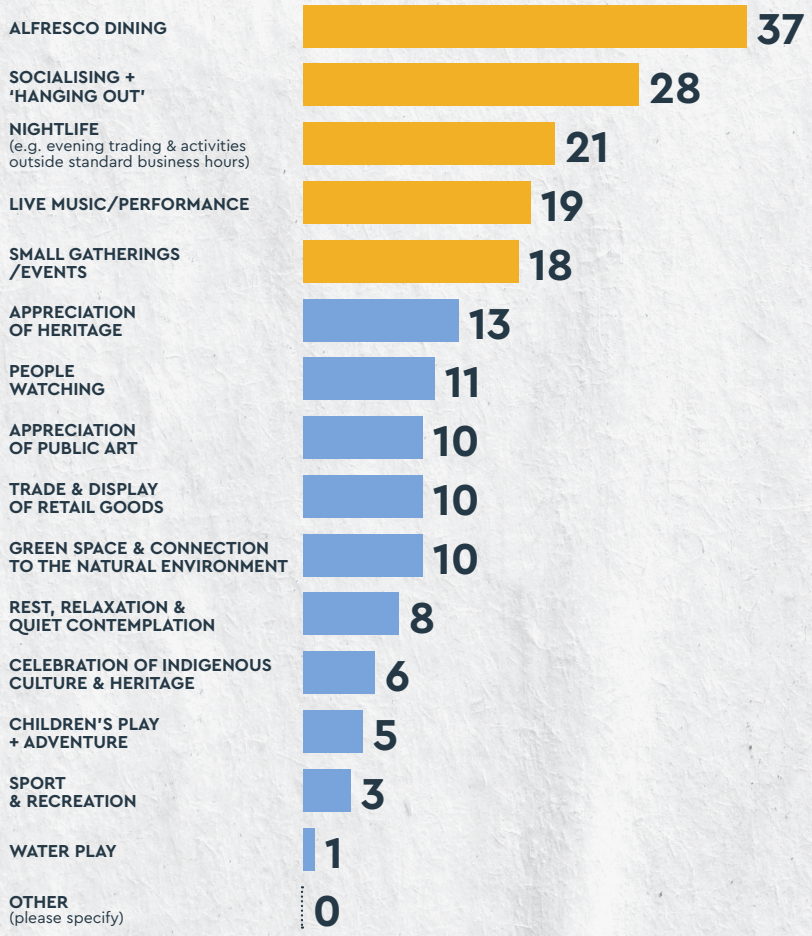
Location #1 LEONARD STREET

FUTURE USES AND ACTIVITIES

Location #2 HARVEY STREET & MCMASTER STREET



Location #3 MACKIE STREET & RUSHTON STREET

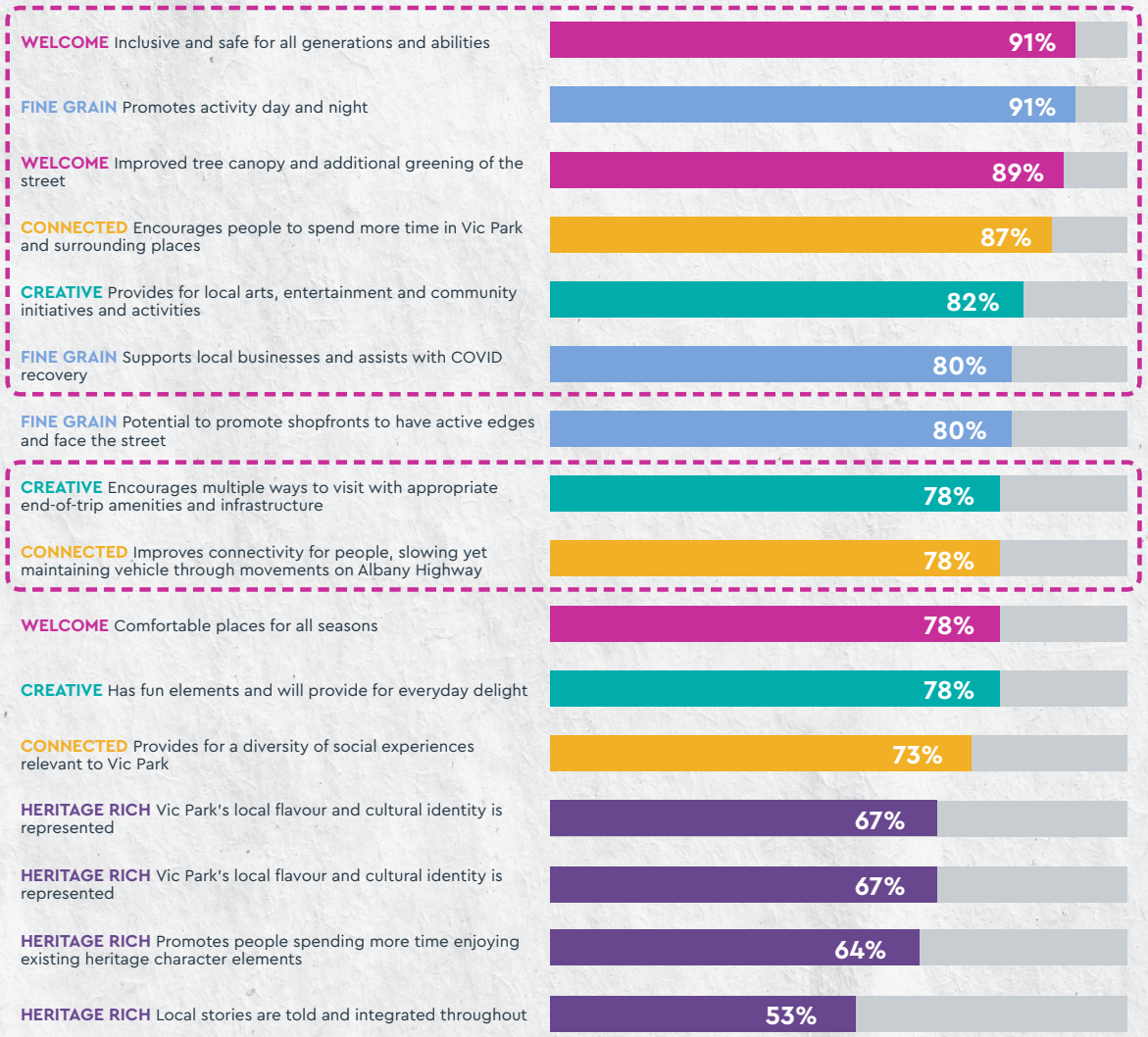


PART 3 – PLACE PRINCIPLES

To assist in creating a 'score card' to inform the design brief and provide a framework to evaluate the final concept design, respondents were asked to consider the Place Principles from the Streets Ahead Action Plan and evaluate each on its level of importance for all locations.

Please evaluate each principle on its level of importance for a concept design to capture across all of the short-listed locations. Scoring ranges from 5 (very important) to 1 (not important).

Highest ranked Principles with a high level of being 'Very Important' for all three locations.



NOTE: percentages are selections of 'very important' and 'fairly important'.

Community Walkshop

ACTIVITY OVERVIEW

A 3-hour Walkshop was held with the community on Saturday, 5 September on location in Victoria Park and at the Town of Victoria Park administration building.

27 community members self-nominated for the Walkshop, and 15 people participated on the day.

There was a broad representation that included residents, community group representatives and business managers/owners.

The Walkshop was divided into three parts:

1. Group welcome and briefing at Memorial Gardens;
2. Group walk to visit each of the locations and discuss the place context/ surrounding uses, what participants like and dislike at the locations, and for the team to provide an overview of the spatial possibilities (i.e. the location and size of space that could be created for increased public use); and
3. Group workshop where participants were designated a location to collectively:
    a. Review survey place principle results and identifying the place principles for each location.
    b. Identify suitable uses and activities for each location and spatially where these could happen.
    c. Consider possible design elements at each location with sample images provided to the group to facilitate discussion.

After each exercise nominees from each group presented back their discussion and ideas to the whole room for broader discussion and collective review.

KEY FINDINGS

Likes, dislikes and Ideas discussed by the group on location

Location #1 LEONARD STREET

LIKES	"There is lots of activity during the day with retail, café, restaurants, take-away shops" "I like the sculpture and mural – it adds life and colour" "The existing trees are nice and provide shade"
DISLIKES	"Lots of conflict between bus stop locations and traders, cars and pedestrians, and delivery cyclists with people on footpaths." "It is not very inviting, and not much on offer other than shopping and food, it needs more to be a destination that attracts people and encourages them to stay and enjoy the place." "The high speed and level of traffic is chaotic, and vehicles make this place noisy." "Very little to do at night in this area and anti-social problems and some crime during the day."
IDEAS	"It would be good to slow the traffic down and maybe have variable speed limits." "I would like to see more coffee shops and restaurants with alfresco dining" "Needs more space for people to gather and hang-out informally"

Location #2 HARVEY STREET & MCMASTER STREET

LIKES	"It is a unique location in Victoria Park and a place for quiet contemplation – the war memorial adds a solemn quality to the space." "The Moreton Bay trees are magnificent and the greenery from the park is a real asset." "There is lots of historic stories for Victoria Park – more should be told here – history – trams, etc., also Indigenous heritage and businesses (e.g. Swan Taxi)" "I liked the movie nights held here in the Park – more regular activities and events would be great."
DISLIKES	"Memorial Park is too enclosed and walled off from the street – this is not welcoming or inviting." "As a local I've never felt drawn to or invited to visit the park – today is the first time I've been inside." "The park has no play space or activities (e.g. nature play or something) for kids, so does not appeal to young families very much." "Drivers speed and use the side street and back laneway as a cut through – can be dangerous for pedestrians and other road users."
IDEAS	"We should bring the gardens down onto the street level and remove barriers to the park." "Harvey Street is an important connection for vehicles from Albany Highway and is used by locals to turn back onto Shepperton Road to reach the intersection to get home for Vic Park locals, laneway behind taxi agency is also used for this purpose." "It would be good to see road and pedestrian pavement raised to same level to become a 'shared' space."

Location #3 MACKIE STREET & RUSHTON STREET

LIKES	"This is a popular area day and night, and it should be designed and promoted as a destination." "There are lots of green/sustainable businesses nearby – this can be reflected in treatments at this location – e.g. attracting cyclists, tree planting/greening, etc." "This is a social and community hub – Connect Vic Park, vocational training provider, close to schools – these groups/users should be prioritised here."
DISLIKES	"This is the entrance to Victoria Park but you wouldn't know it by looking at it. It needs some sort of entry statement, but it also shouldn't be huge gawdy letters or some other tacky installation – should be unique and reflect Vic Park without having to shout it." "There is no parking for motorcycles or e-bikes in the local area, and more cycling infrastructure is needed. " "The space currently feels dangerous and car dominated, with high vehicle speeds and very dynamic movements on and off the side streets to/from Albany Highway, and then also through to Shepperton Road."
IDEAS	"Opportunity to capitalise on new cyclist and pedestrian bridge connecting City of Perth and Vic Park via Heirisson Island" "It is a transport hub, with local bus routes and stops and being close to the Causeway bus station."

PLACE PRINCIPLES

Following the walking tour and location opportunity discussions, the groups reviewed the eight highest scoring place principles selected during the online Community Survey #1. The groups refined these to select the top five place principles they felt were the most appropriate to guide a possible concept design and improvements at the locations.

In selecting their top five principles, participants were able to include a principle not identified in the most important group of principles during Community Survey #1, if there was a key reason and consensus for doing so amongst the group.

There was robust discussion within each of the groups and the top five place principles selected were presented within online Community Survey #2 for broad community feedback.

PLACE PRINCIPLES SELECTED BY THE PARTICIPANTS

Participants wanted to include given the lack of alfresco and interaction currently.

PLACE PRINCIPLES	LOCATION 1	LOCATION 2	LOCATION 3
Welcoming Inclusive and safe for all generations	●	●	●
Fine Grain Potential to promote shopfronts to have active edges and face the street	● WALKSHOP ADDITION		
Connected Improves connectivity for people, slowing yet maintaining vehicle through movements on Albany Highway	●	●	●
Creative Provides for local arts, entertainment and community initiatives and activities	●	●	●
Creative Encourages multiple ways to visit with appropriate end-of-trip amenities and infrastructure	●		
Welcoming Improved tree canopy and additional greening of the street		●	●
Heritage Rich Local stories are told and integrated throughout		● WALKSHOP ADDITION	● WALKSHOP ADDITION

Participants considered Memorial Gardens and existing war memorial is important, and additional stories could be told and integrated at this location.

Participants wanted the tram history and additional stories to be told and integrated at this location. It is something they felt would benefit the area and should therefore be a key principle to guide the concept design.

HATCH | RobertsDay ASPECT Studios

PRIMARY USES AND ACTIVITIES

The following uses and activities were selected by the groups in reflection of outcomes from online Community Survey #1. Their spatial positioning and ideas were mapped during the session and have informed the Place Possibilities plans for each of the locations, which have been presented back to the broader community for feedback in the online Community Survey #2.

There was healthy discussion within each of the groups and with all participants during the group presentations.

Some groups identified different uses and activities and were able to include these on the map if there was a key reason and consensus – these are highlighted below.

USES AND ACTIVITIES SELECTED BY PARTICIPANTS

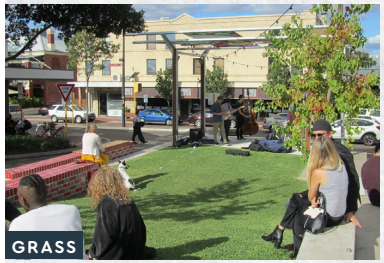
USES AND ACTIVITIES (Identified from Survey #)	LOCATION 1	LOCATION 2	LOCATION 3
Alfresco dining	●		●
Appreciation of public art	● Include Indigenous art	●	
Appreciation of heritage		●	
Green spaces and connection to nature	●	●	●
Socialising and 'hanging out'	●		●
Small gathering and events (small performance)		●	●
Live music and performance	Removed as a potential use by the group	●	
Rest relaxation and quiet contemplation		●	
Nightlife			●

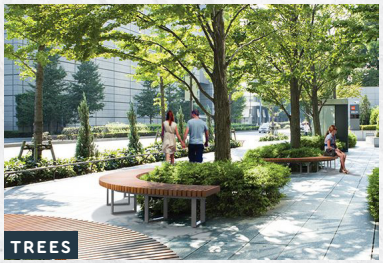
DESIGN ELEMENTS

To help understand what each place could be, the participants were presented with a series of photographs to select up to three key design elements from each topic that should be considered for the concept design. Participants were able to include additional elements and provide precedent examples.

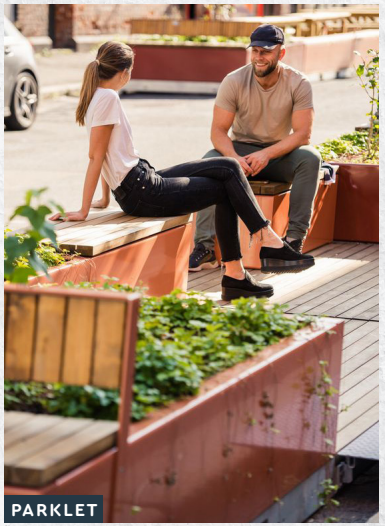
DESIGN ELEMENTS SELECTED BY PARTICIPANTS

Location #1 LEONARD STREET


GRASS


TREES

VERGE PLANTING


PARKLET

VARIOUS SEATING

CANOPY

TREES

TRELLIS

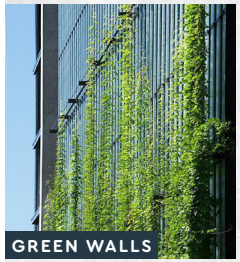
SUSPENDED LIGHTING

CREATIVE/HERITAGE PAVING

NATURE PLAY

SHARED STREET

Location #2 HARVEY STREET & MCMASTER STREET


GREEN WALLS

RAIN GARDENS + TREES ON MEDIAN

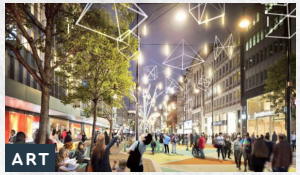
VERGE PLANTING

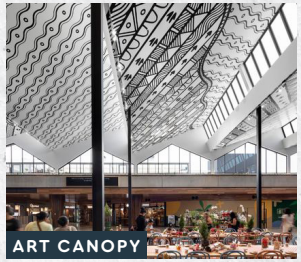
AWNINGS

MULTIFUNCTIONAL SPACE

TREES

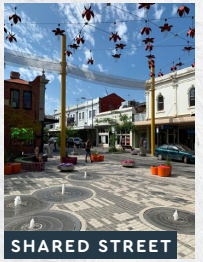
ALFRESCO


ART


ART CANOPY

BIKES

TOILETS


SHARED STREET

WAYFINDING

COMMUNAL TABLE SEATING

PROJECTION LIGHTING

CREATIVE/HERITAGE PAVING

BINS

WATER FOUNTAINS

NATURE PLAY

LEISURE SEATING

SUSPENDED LIGHTING

Location #3 MACKIE STREET & RUSHTON STREET

RAIN GARDENS

TREES

VERGE PLANTING

ART

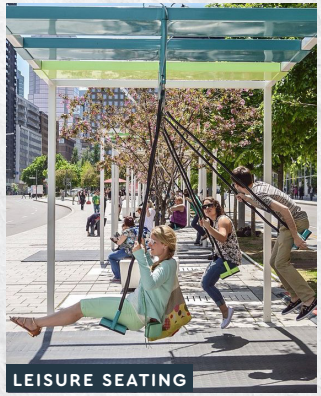
PROJECTED LIGHTING

SUSPENDED LIGHTING

INTERACTIVE

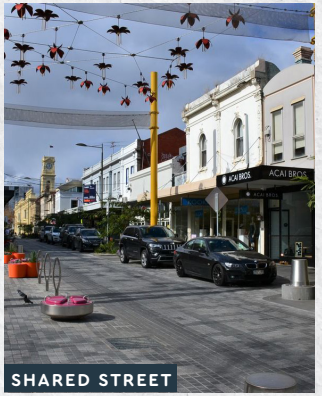
AWNINGS

TRELLIS SHADE


LEISURE SEATING

MOVEABLE SEATING

PARKLETS


SHARED STREET

BIKE REPAIR

BIKE RACKS

CREATIVE/HERITAGE PAVING

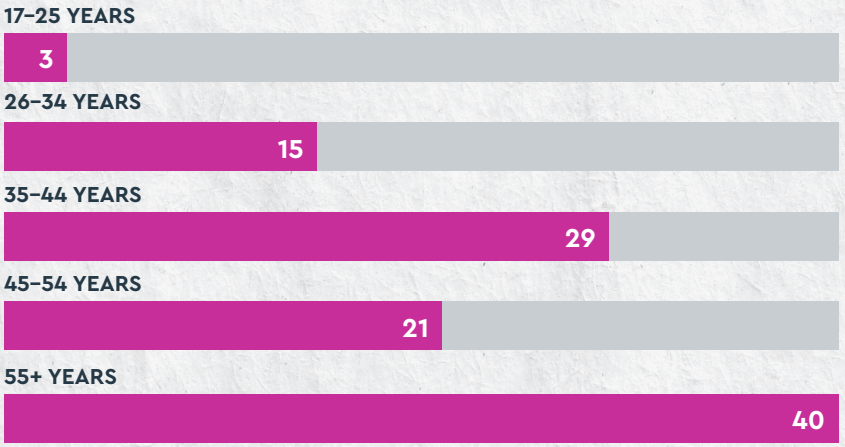
Online Community Survey #2

ACTIVITY OVERVIEW

The second OSNP Online Community Survey was accessible through the Town's Your Thoughts webpage (and hard copies available upon request) from 2–18 October 2020. The survey asked the community to provide feedback on the emerging visions, place principles and their level of support for possible public realm interventions that would enable the creation of new public spaces for people at each location.

A total of 110 survey responses were received and a Place Possibilities report was provided as a download on the webpage for survey respondents to review. This document summarised the outcomes from the Walkshop in September and online Community Survey #1.

WHAT IS YOUR AGE?



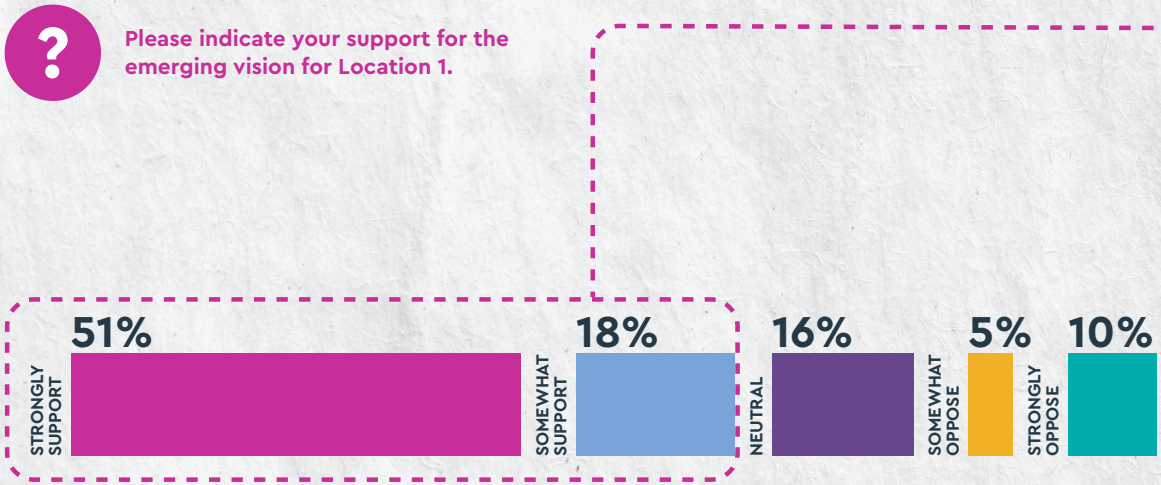
WHICH CATEGORY DO...

WHICH CATEGORY

KEY FINDINGS

Location #1 LEONARD STREET

Please indicate your support for the emerging vision for Location 1.



EMERGING VISION

69%
SUPPORT

An active and safe multicultural place for Vic Park that attracts more people to shop and enjoy local businesses with attractive new dining experiences and outdoor social amenities.

" Leonard Street is central to the hub of Victoria Park and the logical choice of the three proposed locations." – Survey respondent

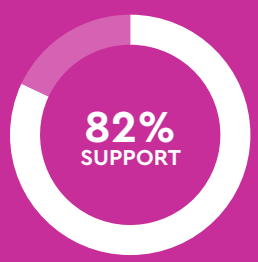
" This is a fantastic idea. The Leonard Street intersection is a high traffic area that is lacking a green and open space to support the businesses ..." – Survey respondent

PLACE PRINCIPLES

What place principles do you think should guide the designers in preparing a concept plan for this location (Location 1)? Please indicate your level of support for the following principles.

WELCOMING

Inclusive and safe for all generations and abilities

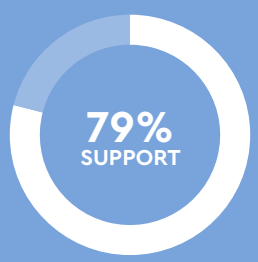


CREATIVE

Encourages multiple ways to visit with appropriate end-of-trip amenities and infrastructure

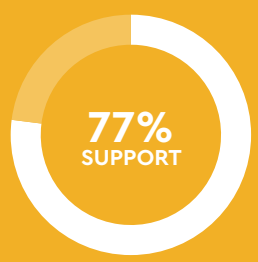
FINE GRAIN

Potential to promote shopfronts to have active edges and face the street



CONNECTED

Improves connectivity for people, slowing yet maintaining vehicle through movements on Albany Highway



CREATIVE

Provides for local arts, entertainment and community initiatives and activities

Location #1 LEONARD STREET

The survey presented the place possibilities map that is a summary of the key ideas and outcomes from the Walkshop and other engagement findings. Survey respondents were asked to provide their feedback on specific aspects for this location.

PLACE POSSIBILITIES

KEY MOVES

Raised Shared Space
- Footpath widening and median removal
- Improve pedestrian crossing
- Slow vehicle speeds

New Piazza Space
- Removal of 7 car bays
- Leonard Street one-way towards Albany Highway

Potential Additional Footpath Widening
- Bus stop relocation and amalgamation
- Additional alfresco and other activities

USES AND ACTIVITIES

Alfresco Dining

Appreciation of Public Art/ Indigenous Art/Heritage

Green Spaces and Connection to Nature

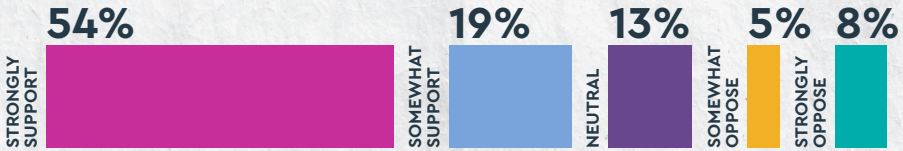
Socialising

Please indicate your level of support for the following place possibilities for Location #1.

MORE ALFRESCO

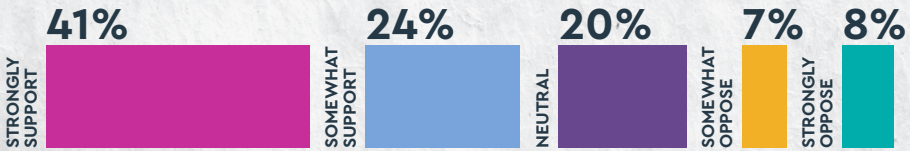
86% SUPPORT More alfresco dining, greening and public art along Albany Highway.

FOOTPATH WIDENING



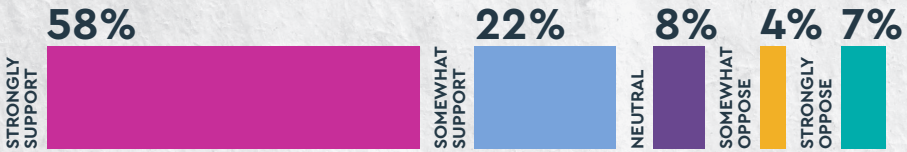
73% SUPPORT Achieving additional public space on Albany Highway through footpath widening, median removal and reduced vehicle turning space at corners.

BUS STOP RELOCATION



64% SUPPORT Integrating the Broken Hill and Victoria Park Centre Transperth bus stops into one stop between the two locations along the north side of Albany Highway, with the added benefit of unlocking additional public space at the elevated vantage point adjacent to the heritage rich Broken Hill Hotel.

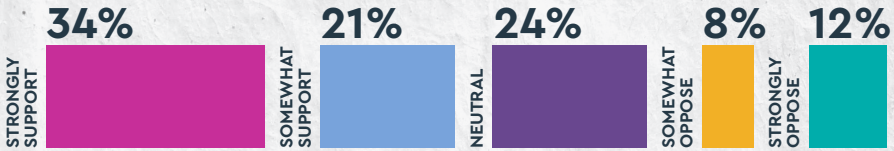
IMPROVED PEDESTRIAN CROSSING-RAISED INTERSECTION



80% SUPPORT Improved pedestrian crossing at the entrance of Victoria Park Central Shopping Centre (Albany Highway) by raising the intersection to the footpath level, which is also intended to slow vehicle speeds.

A new public space could be created on the corner of Leonard Street for community use, additional trees, greenery, lawn area and other amenities (i.e. suitable seating, natural play space and public art). To achieve this, the following design changes would be required. Please indicate your level of support for the following.

LEONARD STREET ONE WAY AT INTERSECTION

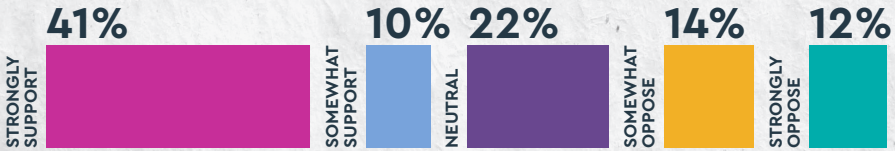


55% SUPPORT

Turning Leonard Street to one-way at the intersection, with a left and right hand turn onto Albany Highway only (like Mary Street/ Beaufort Street in Mount Lawley).

Survey comments indicate that opposition to this key move is is generally about possible additional conflicts and traffic issues during peak times with vehicles trying to turn right onto Albany Highway, from Leonard Street.

REMOVAL OF CAR BAYS



51% SUPPORT

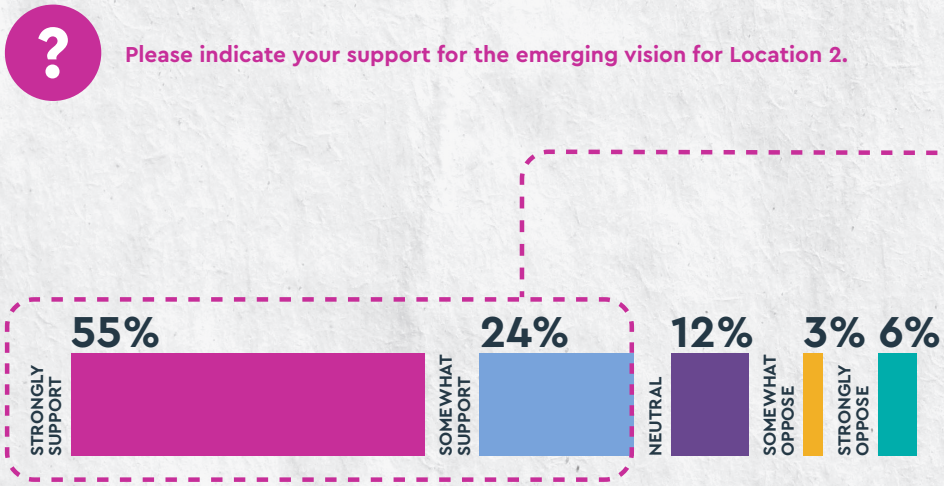
Removal of seven (7) vehicle bays on Leonard Street (currently 2-hour parking)

Although there is lower support for the removal of car bays than other actions, only 12% strongly oppose this key move and 22% are indifferent. Survey comments indicate that some community members consider there to be a lack of parking in the area during peak shopping periods and access to Victoria Park Central and quick pick up at restaurants – i.e. on weekends. Consultation with a business on Leonard Street said they were not concerned for the removal of parking bays if it was to provide more space for people. Clarification around access to parking in other areas and streets and rear parking via Lane 42a may be required.

KEY FINDINGS

Location #2 HARVEY STREET & MCMASTER STREET

Please indicate your support for the emerging vision for Location 2.



EMERGING VISION

79%

SUPPORT

Vic Park's lively and creative piazza space – a place for community events, celebration, historic recognition and enjoyment; integrating seamlessly with Memorial Gardens.

"I am eager to see this space being developed with respect for integrating the neighbouring Memorial Gardens – Survey respondent

"The City already owns a public space here. It should be further developed to allow more family friendly location all year round and not just a memorial that is used once a year."
– Survey respondent

PLACE PRINCIPLES

What place principles do you think should guide the designers in preparing a concept plan for this location (Location 2)? Please indicate your level of support for the following principles.

WELCOMING

Improve tree canopy and additional greening of the street

WELCOMING

Inclusive and safe for all generations and abilities

CREATIVE

Provides for local arts, entertainment and community initiatives and activities

CONNECTED

Improves connectivity for people, slowing yet maintaining vehicle through movements on Albany Highway

HERITAGE RICH

Local stories are told and integrated throughout

Location #2 HARVEY STREET & MCMASTER STREET

The survey presented the place possibilities map that is a summary of the key ideas and outcomes from the Walkshop and other engagement findings. Survey respondents were asked to provide their feedback on specific aspects for this location.

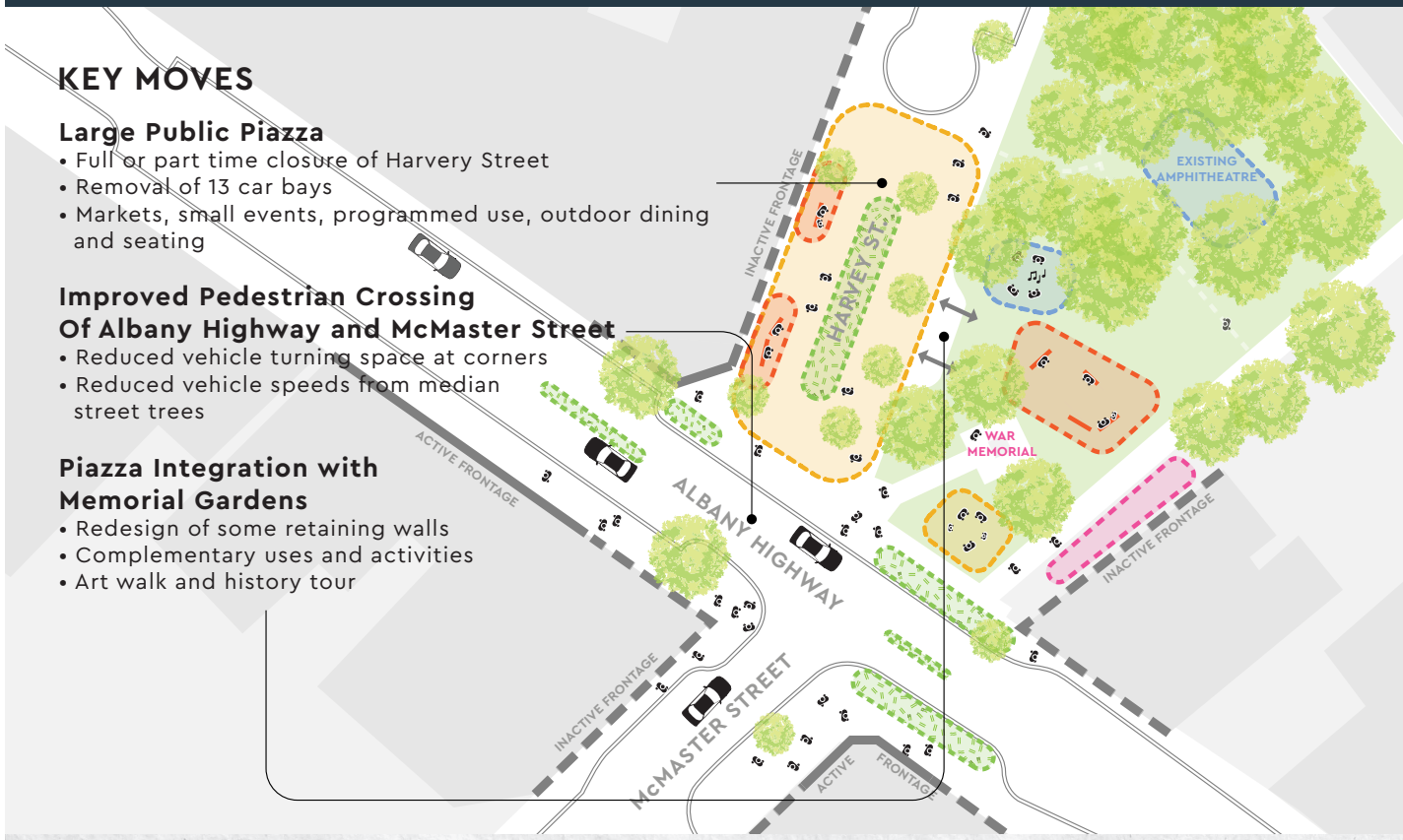
PLACE POSSIBILITIES

KEY MOVES

Large Public Piazza
- Full or part time closure of Harvery Street
- Removal of 13 car bays
- Markets, small events, programmed use, outdoor dining and seating

Improved Pedestrian Crossing Of Albany Highway and McMaster Street
- Reduced vehicle turning space at corners
- Reduced vehicle speeds from median street trees

Piazza Integration with Memorial Gardens
- Redesign of some retaining walls
- Complementary uses and activities
- Art walk and history tour

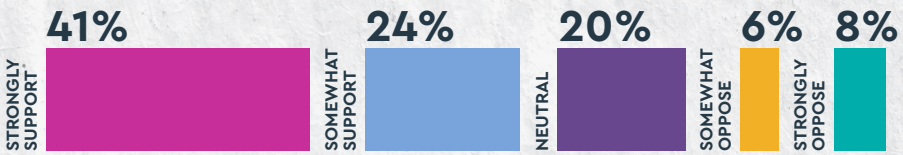


USES AND ACTIVITIES

- **Small gathering and Events**
- **Live Music and Performance**
- **Green Spaces and Connection to Nature**
- **Rest relaxation and Quiet contemplation**
- **Appreciation of public art and heritage**

Please indicate your level of support for the following place possibilities for Location #2.

NARROWING MCMASTER STREET INTERSECTION

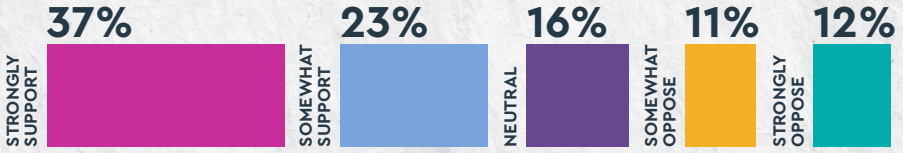


65% SUPPORT

Narrowing of McMaster Street intersection to improve pedestrian crossing along Albany Highway and provide more footpath.

This key move has received good support from the survey respondents and some people mentioned maintaining vehicle sightlines at the intersection will be important.

PART CLOSURE OF HARVEY STREET

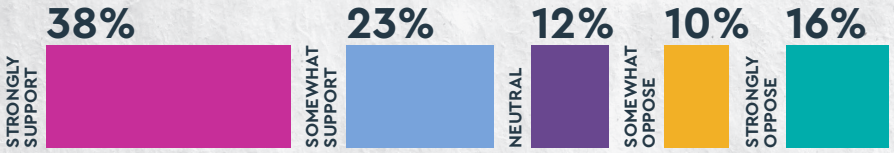


61% SUPPORT

Part closure of Harvey Street access to/from Albany Highway during off-peak times and designed as a shared space (i.e. full closure of the street at night and/or weekend for events with some car through access during the weekdays, possibly taxis and service vehicles only).

Although there is moderate support for the closure of Harvey Street when compared to other initiatives, only 12% strongly oppose this key move and 16% are indifferent. Survey comments indicate that some community members consider there to be value in creating a public space within the street reserve but are unclear at this stage how this may look/function.

FULL CLOSURE OF HARVEY STREET

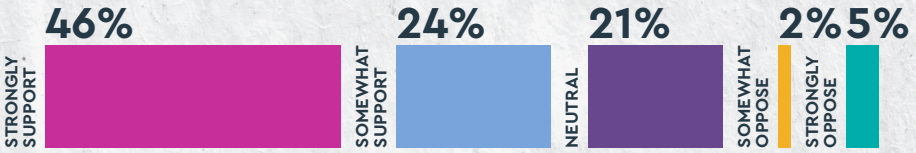


62% SUPPORT

Full closure of Harvey Street access to/from Albany Highway with a cul-de-sac turn around to create a large (600sqm+) public piazza space for community, requiring the removal of thirteen (13) parking bays.

Again, there is moderate support for this initiative, however there are more respondents strongly opposed than to the part-closure option. In reviewing the comments, the removal of 13 parking bays and maintaining through access to Shepperton Road are the two major concerns.

REDESIGN RETAINING WALLS



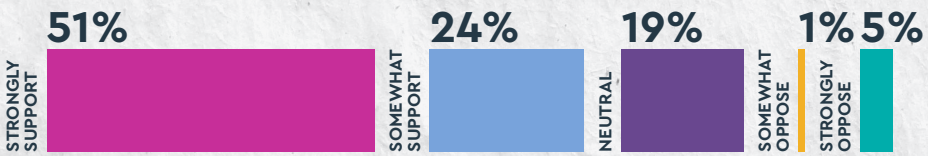
70% SUPPORT

Redesign existing brick retaining walls along Harvey Street interface to enable better sightlines to the park and integrate a public piazza with the existing gardens.

There is strong support from survey recipients for this key move, however it is important to acknowledge five respondents were strongly opposed as they considered the wall to be historically significant.

Several respondents mentioned the importance of integrating the gardens with the public realm, and that the concept design should be considered holistically, including making improvements to soft landscaping and seating along the edges of the Memorial Gardens to allow for better views and access.

MEDIAN STREET TREE PLANTING



76% SUPPORT

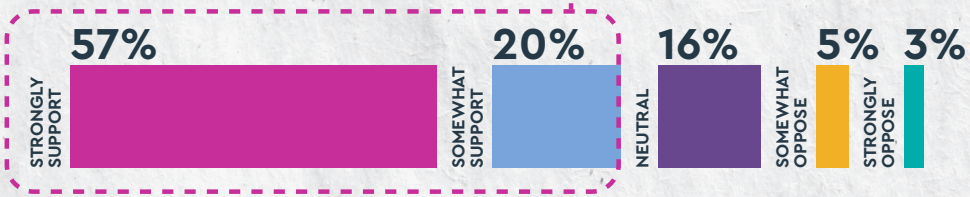
Median street tree planting along Albany Highway outside of the McMaster Street intersection to encourage slower vehicle movements and increase tree canopy.

There is very little opposition to this key move. Some comments were received about supporting the initiative if the Town selects appropriate species that are suitable for allergy sufferers and are not plain trees. However, concerns were raised by a business that a treed median would prohibit large vehicle manouvreability critical to business operations.

KEY FINDINGS

Location #3 MACKIE STREET & RUSHTON STREET

Please indicate your support for the emerging vision for Location 3.



EMERGING VISION

76%

SUPPORT

The entrance to Vic Park; capitalising on its proximity to Perth's attractions and river connections, its existing renowned cafés, restaurants and breweries are championed by exemplar design to create a night and day destination that says "welcome" to everyone.

"strongly support" – Survey respondent

"I like this plan the best. I also think it is best for local businesses. Cafe's and Restaurants hold people and create a vibe." – Survey respondent

"In principle, support this proposal but am cautious about vehicle access and impact of traffic and surrounds. E.g. increased street parking in front of dwelling" – Survey respondent

PLACE PRINCIPLES

What place principles do you think should guide the designers in preparing a concept plan for this location (Location 2)? Please indicate your level of support for the following principles.

WELCOMING

Improve tree canopy and additional greening of the street

WELCOMING

Inclusive and safe for all generations and abilities

CREATIVE

Provides for local arts, entertainment and community initiatives and activities

CONNECTED

Improves connectivity for people, slowing yet maintaining vehicle through movements on Albany Highway

HERITAGE RICH

Local stories are told and integrated throughout

Location #3 MACKIE STREET & RUSHTON STREET

The survey presented the place possibilities map that is a summary of the key ideas and outcomes from the Walkshop and other engagement findings. Survey respondents were asked to provide their feedback on specific aspects for this location.

PLACE POSSIBILITIES

KEY MOVES

Part-Time Piazza
- Performance space away from housing
- 6 car bays available most of the time

Footpath Widening
- Removal of surplus vehicle movement space
- Additional alfresco and greening

Raised Shared Space
- Slow vehicle speed
- Improve pedestrian crossing

Small Piazza
- Removal of 6-9 car bays
- Utilise Town's existing parklet

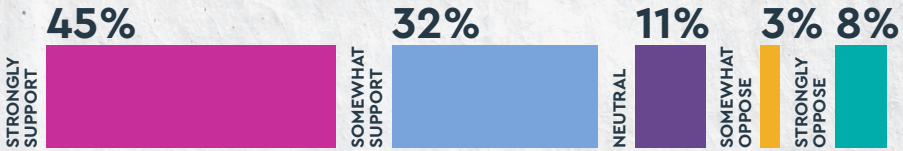
Improved Access For Seniors & Visitors
- Footpath widening
- Removal of abovementioned car bays

USES AND ACTIVITIES

- **Alfresco Dining**
- **Small Performance**
- **Green Spaces and Connection to Nature**
- **Socialising**

Please indicate your level of support for the following place possibilities for Location #3

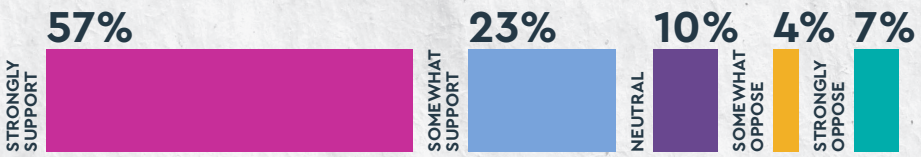
MACKIE STREET FOOTPATH WIDENING



77% SUPPORT

Widen existing footpaths along Mackie Street to improve pedestrian accessibility, particularly for seniors from Connect Vic Park including motorised mobility scooters. This would require the redesign of six to nine (6–9) parking bays (i.e. perpendicular parking could be converted to parallel bays).

SHARED SPACE TREATMENT

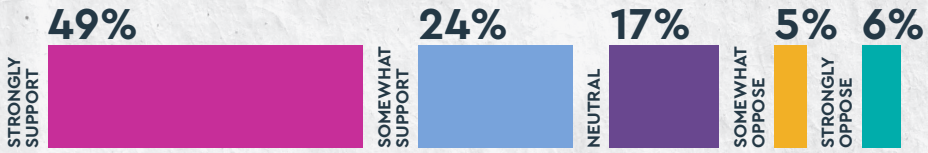


79% SUPPORT

A shared space treatment of the intersection that creates wider footpaths for pedestrians, shade and greening, and alfresco adjacent to popular cafes and restaurants; which is also intended to slow vehicles and potentially reduced posted speed limits.

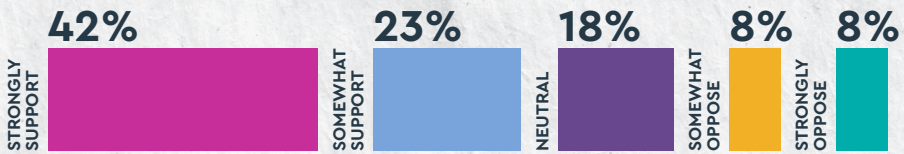
There is marginally more support for a shared space treatment at this location than the creation of a median strip. Opposition to a shared space indicated a concern for the ability for the elderly to cross the road, with a perception the median strip provides a refuge space and assists safe pedestrian crossing that a shared space would not.

MEDIAN STRIP WITH TREES



73% SUPPORT **Or the creation of a median strip with trees and plantings through the centre of Albany Highway to encourage slower vehicle movements and increase tree canopy.**

RUSHTON STREET PARKING FOR PERFORMANCE SPACE



65% SUPPORT **Transform five (5) existing parking bays along Rushton Street into an occasional night-time informal performance space with 3-phase power and seating. Vehicles/motorcycles will be able to park here during the daytime.**

This key move received moderate support and nine people were indifferent to the idea. People made comment that they were unsure who would use and manage the space.

"This is also a good plan to encourage people connectivity, bringing more life to the area. It's a great use of space with an increase of greenery, making it a welcoming area that stands out as an entrance to Victoria Park. It marks the beginning of a vibrant and inviting urban space. I also like the idea that accessibility will be improved, especially for seniors." – Survey respondent

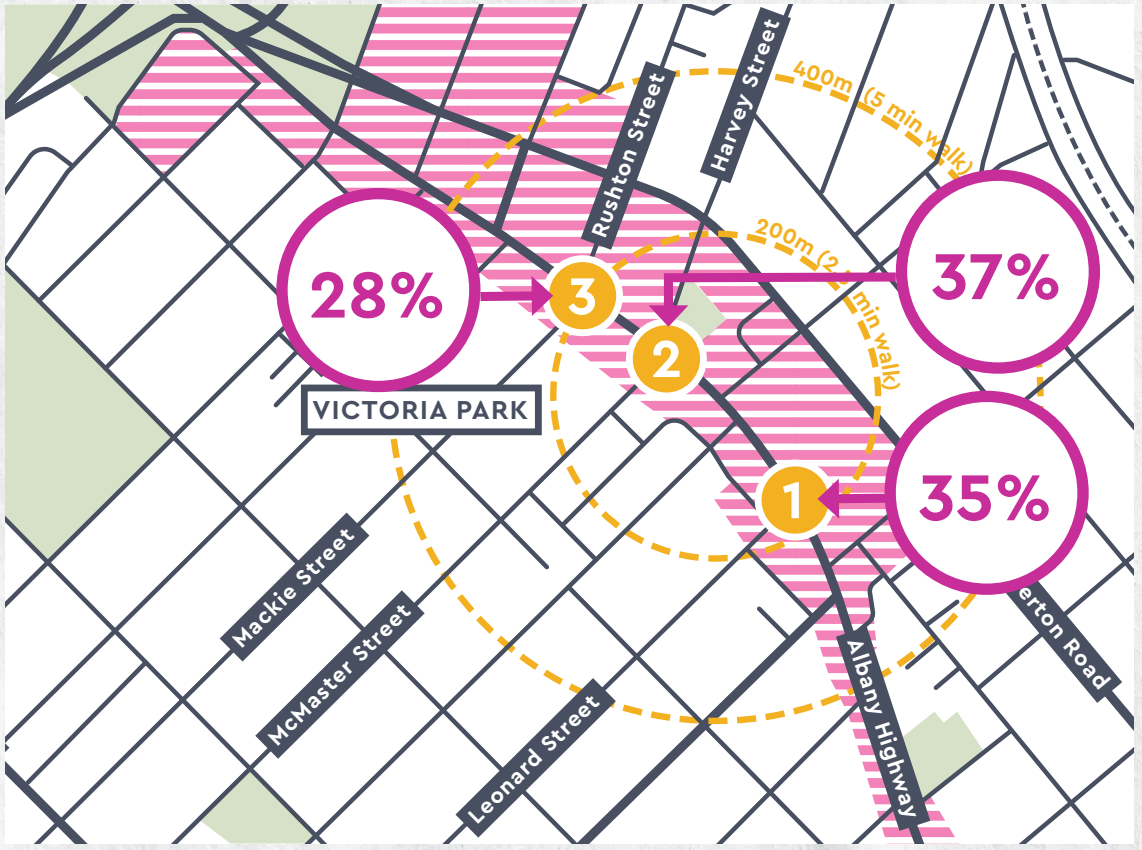
PREFERRED LOCATION

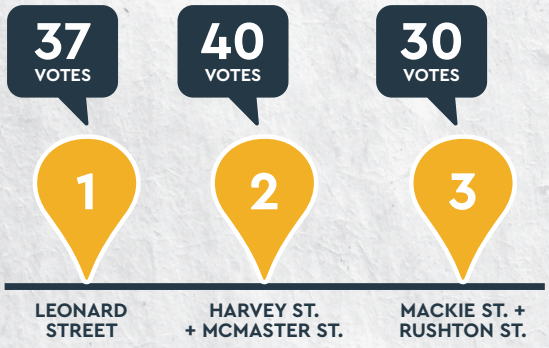
The final component of Community Survey #2 asked respondents to indicate their preferred location, which the Town should select to proceed to further concept planning.

The results for this question are divided and almost equally split, with a difference in votes of only 10 submissions across the three locations. Location 2 – Harvey Street & McMaster Street is marginally the most preferred location, with 3 additional votes in comparison to Location 1 – Leonard Street and 10 additional votes more than Location 3 – Mackie Street & Rushton Street.

Considering each of the locations, please select your preferred location that you believe the Town should proceed for further concept planning.

COMMUNITY PREFERRED LOCATION





Understanding Business Support

21 survey respondents
identified that they own or run a business in the Town.

PREFERRED LOCATION SELECTION

- Low participation in the survey #2 businesses at Location 1, and one business owner identified location 2 as their preferred because the others are already very busy places.
- One business owner at Location 2 selected Location 3 as their preferred location as they liked the idea that it would become the welcoming entrance to Victoria Park.
- There is strong support for improvements at Location 3 from the local business owners, with 5 out of the 7 business owners who made submissions selecting Location 3 as their preferred option. The two businesses that selected Location 2 as their preferred option did not provide a comment. One of these respondents completed an interview and attended the Walkshop. It is important to note that this individual indicated in the interview that they supported improvements at Location 3.
- Most business owners outside of the three locations selected Location 2 as their preferred location. Reasoning for this includes:
  - It is the middle location and would act as an attraction to increase visitation, and foot traffic that would positively impact the other two busy areas.
  - It could be a good way to integrate the area with Memorial Gardens and link the whole Strip.
  - Locations 1 and 3 are already lively in comparison.
  - It would provide an additional reason to come and has the greatest potential to impact the whole area.

PREFERRED OPTION SELECTION BY BUSINESS MANAGERS/OWNERS

OWN OR RUN A BUSINESS AT LOCATION 1			OWN OR RUN A BUSINESS AT LOCATION 2			OWN OR RUN A BUSINESS AT LOCATION 3			OWN OR RUN A BUSINESS IN THE TOWN / DID NOT DISCLOSE BUSINESS LOCATION		
LOCATION 1	LOCATION 2	LOCATION 3	LOCATION 1	LOCATION 2	LOCATION 3	LOCATION 1	LOCATION 2	LOCATION 3	LOCATION 1	LOCATION 2	LOCATION 3
●				●			●			●	
	●			●				●		●	
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Selected a location away from their business

Options Evaluation

LOCATION 1 – LEONARD STREET

INVESTMENT & PUBLIC VALUE

There is a high level of community support to invest in improving this location and creating a public space that everyone can enjoy – 35% of survey respondents selected Location 1 as their preferred option (resulting in it being second out of the three options).

Through the engagement process, the community has told us of the social challenges and physical constraints at Location 1. It has been described as a tired, dreary, and noisy place that does not put people first.

The current description of the area is completely opposite to the community's aspirations of the place, as an active, safe, and multicultural space with new dining and outdoor social amenities.

This provides the Town with a unique opportunity to continue this positive momentum and follow through with the community's initiatives.

In each of the engagement activities it was evident that the community could see the potential of Location 1 and understand the broader impact public realm enhancements would bring to Albany Highway's west end, such as:

- Streetscape improvements and beautification in a location that looks tired and dreary.
- Creating a landmark entry into the Victoria Park Centre and positive social destination for the Victoria Park Town Centre.
- Improved pedestrian environment in a location where there is high pedestrian movement into the shopping centre entrance.
- Business enhancement opportunities by increasing foot traffic, dwell times and patronage with potential exposure to new customers.
- Better management of vehicle movements, cycling and pedestrians.
- Improving the accessibility of Leonard Street and Albany Highway.
- Adding to good existing tree canopy cover, providing instant shade and amenity for new public space.
- Encouraging additional active frontage along a Leonard Street piazza and restaurants/cafés along Albany highway to add alfresco areas.
- Being a potential catalyst for redevelopment of the large shopping centre site and improvements to façades, which could have a transformative impact.

OPPORTUNITY LOSS

There are some risks and loss of opportunity to consider if this location does not proceed to concept planning.

- Existing vehicle, cyclist and pedestrian conflicts continue, with increased community frustration.
- Continued anti-social behaviour, crime and conflicts between the public realm and businesses.
- Traders along Albany Highway and Leonard Street internalise their businesses and reduces the vibrancy and level of activity within the public realm.
- Potential increase in empty shopfronts and reduced rental rates encouraging less desired activation and uses.
- Positive momentum and support are lost, which may be challenging to regain.

KEY CONSIDERATIONS

If the Town proceeds with concept planning of Location 1, the following matters identified by the community would need to be considered in the next stages of the project.

1. **Further targeted engagement by the Town with property owners and businesses, particularly adjacent to the new public space.**

   It will be important to advocate for further diversity of shopping and dining experiences and for existing businesses to better engage with the street with alfresco and operating hours. Current tenancy mix to Leonard Street is not ideal to support the public realm proposition and community aspirations.

   The appropriate location of alfresco along Albany highway will also need consideration in order to improve or retain sight lines for turning vehicles.

2. **Relationship and integration of Duncan Street, Albany Highway and Leonard Street.**

   Members of the community expressed that the Duncan Street intersection is an important access point into Albany Highway and Victoria Park, and its current layout is confusing. They have concerns additional pedestrian activity and other uses nearby at Leonard Street may cause additional conflicts if it is not well designed and integrated.

   Further consideration of Leonard Street entry is also needed, for the best urban design outcomes. I.e. should Leonard Street be left hand turn only onto Albany Highway to minimise potential conflicts with people crossing the road, and improve the traffic flow at the Duncan Street intersection?

3. **Consultation with the Department of Transport/Transperth for bus stop relocation and public transport accessibility.**

   It will be important to discuss a suitable relocation for the bus stop outside of the Victoria Park Centre, and generally further consideration of how to improve public transport integration and scheduling as well as accessibility through the concept design to assist people entering the shops. Further consideration is needed in relation to seniors, particularly from Connect Vic Park, who catch the bus to the shopping centre and can walk downhill from the current bus stop location into the centre.

4. **Additional endeavours to address the community's concerns for safety and antisocial behaviour.**

   The concept plan will aim to improve safety and socialisation through design and new activities/uses, however additional interventions and the promotion of this new place should be led by the Town, with the support of local businesses, police, service providers and community groups.

5. **Catalytic role for surrounding redevelopment**

   In consultation with Vicinity Centres it was revealed early planning of a redevelopment of the Victoria Park Central property had been undertaken but put on hold in April when the COVID-19 pandemic began. It could be opportunistic for the Town to consider investment in Location 1 to coincide with redevelopment of the centre to minimise interruption and improve the whole area collectively. Developer funding opportunities may exist to assist with greater improvements through a like-minded community benefit approach.

   In addition, given the relationship of the Location 1 public realm and the Centre's Albany Highway entrance and tenancies, further engagement with Vicinity should be considered in the development of a concept plan for better integration.

6. **Communicate the benefits of a shared space.**

   Some members of the community have requested this part of Leonard Street and Albany Highway be closed to vehicle movement completely, and others would like no restrictions and keeping island refuge points due to existing conflicts between cyclists, pedestrians, buses, and vehicles. A targeted communications plan, coupled with trialing of key moves, could assist in informing the community about the benefits of a shared space and include the explanation of design solutions that address concerns.

7. **Physical constraints at Leonard Street with level changes.**

   The sloping levels of Leonard Street towards Albany Highway and across the intersection will require some innovative design solutions to best enable new uses and activities, and improve accessibility for people.

8. **Managing likely impacts on businesses during the concept plan implementation at Location 1.**

   Given the high vehicle traffic and pedestrian use of the area, it is likely the construction of the public realm improvements would need to be delivered promptly and be carefully controlled, so as to minimise impact on businesses fronting Albany Highway and Leonard Street and provide extensive communications across the community and local businesses.

   Likewise, the Duncan Street intersection is a key entrance/exit point to Albany Highway from Shepperton Road, and a traffic management plan would need to consider this. As most businesses/shops at this location are closed in the evenings, night-works could minimise any potential conflicts.

LOCATION 2 – HARVEY STREET & MCMASTER STREET

INVESTMENT & PUBLIC VALUE

Location 2 has great potential to become an identifiable and enduring place for people within Victoria Park. It was selected by the community as the most preferred location to proceed to concept planning, with 37% of the survey 'vote'.

Its central location with Memorial Gardens on the corner of Harvey Street and Albany Highway provides it with a unique proposition not seen in the other locations, however it currently lacks all-day activity and key attractors like those which Location 1 and Location 3 possess.

During all stages of the engagement activity community members continually identified Memorial Gardens as a significant asset for the community and emphasised its potential to be "so much more".

A key aspect that people identified for this location is that the streets and public realm must better "integrate" with the gardens purposefully. Many of the ideas and commentary around Location 2 focused on how this could be achieved, and how people see the area being transformed as an attractive, safe, and enjoyable local place.

This extends from quiet contemplation, picnics, recreation, play and creative spaces for youth, to regular community events like performances, movies, markets, and larger ANZAC events in a new piazza as well as the park.

It is important to note that Memorial Gardens is not within the scope of the OSNP #3 project, and its planning therefore is not intended to be included in the current concept planning.

Investment in Location 2 could bring broader value such as:

- Creating a new medium-sized public plaza that could be used informally and programmed for community events that attract more workers, visitors, and residents.
- Adding to the existing trees and greenery from Memorial Gardens, which would have an immediate impact on the cooling and beautification of the area.
- Adding interesting creative and heritage elements to connect with the surrounding art and local stories across Victoria Park.
- Aid the slowing and restriction of vehicle movements around the area, to provide a more people-friendly environment.
- Leveraging highly engaged and interested surrounding businesses for advocacy of the space as a place.
- Attract more people to the area with better amenities and potentially increase the use of Memorial Gardens at different times of the day/evening.
- Improve the pedestrian experience and physical barriers in the public realm and access to/from Memorial Gardens.

HATCH | RobertsDay ASPECT Studios

OPPORTUNITY LOSS

There are some risks and loss of opportunity to consider if this location does not proceed to concept planning.

- It was selected as the most preferred location to proceed and was identified by the community as the 'Harvey Street Piazza' during the Streets Ahead Engagement, with strong support.
- Businesses surrounding the location are currently supportive of public realm improvements if it does not greatly impede access for clients, which may change over time.
- Victoria Park currently does not have an identifiable place for community events. If this location is not improved the broader impact supporting attraction of people for surrounding restaurants, cafés, and shops would not occur.

KEY CONSIDERATIONS

If the Town proceeds with concept planning of Location 2, the following matters identified by the community would need to be considered in the next stages of the project.

1. **The community desire Memorial Gardens to be 'opened up' and integrate with the public realm physically and through mutual uses, activities, and amenities.**

   Memorial Gardens is not within the scope of this project and would only be considered as surrounding context during concept planning. Most public realm improvements would occur in Harvey Street and along the edge of the park. There is a risk that concept planning proceeds, but a design is not supported by the community as there is not additional benefit and improvements to Memorial Gardens planned.

   Concept planning for this location will need to closely consider the community's sentiment around Memorial Gardens and manage expectations.

2. **Inactive frontages on adjacent buildings does not support the activation of a multifunctional public space.**

   Activation of a future piazza along Harvey Street would heavily rely on programming of events and further investment and promotion by the Town to ensure its ongoing use and reach its potential public value. Further reflection of how the public realm could be used at night and designed to deter antisocial behaviour will need to be considered.

3. **Lack of key attractors for weekend and evenings**

   It has been mentioned that the area is active during certain parts of the day due to the surrounding office and businesses, but is very quiet and inactive during afternoons, evenings, and weekends.

   Some businesses and offices expressed a desire for surrounding cafés to have longer trading periods for their clients and workers, or the provision of additional 'pop-up' amenities and food trucks. It is likely this may not be supported by other 'bricks and mortar' traders in the area.

   Additional strategic uses and amenities in the public realm and Memorial Gardens may encourage businesses to have longer trading, with an increase of visitors to the area.

4. **Maintaining access and parking for businesses along Harvey Street.**

   Swan Taxis, John Hughes, and LJ Hooker use Harvey Street and the rear laneway for vehicle access and parking.

   Taxi's currently use Harvey Street to enter Albany Highway and the company expressed a desire for the concept plan to consider a multi-functional design that maintains some street parking and through access during certain regular periods. Ensuring safety for pedestrians, drivers and their clients are keen concerns for the company.

   It will be important for the Town to communicate the best places for people to park following the construction of the public realm and provide information of any removal of parking bays.

   "I do like this particular proposal but as a local business close to this it would remove 13 bays in which our clients actively use to see us for appointments. I already feel we lack car bays for clients and patrons in the area – that would be my only concern" – survey respondent

5. **Traffic flow impacts of part closure and full closure of Harvey Street for the creation of a public piazza.**

   Some community members highlighted Harvey Street is used to access Shepperton Road and would like to understand what impact the closure of Harvey Street may have on surrounding streets and holistic traffic flow across the whole area.

   Further consideration of the traffic flow and access points would be considered in concept planning this location.

6. **Selection of suitable trees and greening**

   Businesses and community members desire more trees and greening of the street and public realm. However, it was requested that deciduous trees like the existing plain trees not be selected so as to lessen impact on property maintenance and consider allergy sufferers.

7. **Historic place value and impacts on businesses during concept plan implementation at Location 2.**

   Given the inactive frontages at this location, there would be less direct impact on businesses during the construction of the public realm improvements compared to Location 1 and Location 3. However, it will be important to consider the historic value of Memorial Gardens and the community's use of the area as a reflective place for timing of works – particularly in April during ANZAC Day services.

LOCATION 3 – MACKIE STREET & RUSHTON STREET

INVESTMENT & PUBLIC VALUE

Location 3 has been described as the entrance to Victoria Park and a growing day and night destination, which is established as a popular place for locals and visitors alike.

Although Location 3 received the least amount of 'votes', with 28% of survey respondents choosing this location to proceed to a concept plan, the community has acknowledged during the process that it could have the greatest immediate impact for businesses and provide additional value to Victoria Park.

The community and local businesses would like to see the public realm at this location improved so it can leverage its existing appeal, increase patronage, and be widely promoted as an enjoyable place to visit.

Being located on the Perth city end of the Albany Highway strip, it has a unique vantage point that provides a convenient stop for cyclists, exercisers, families, seniors and event goers, whom are regulars visitors for a coffee, bite to eat or a drink.

In comparison to the others, it is the only location that currently provides this all-day appeal and attraction. Its public realm however does not currently support the increase in people to the area and requires improvements.

Investment in Location 3 could provide broader value such as:

- Upgrading the streetscape and widening footpaths to provide more space and improved paving for businesses to spread onto the street and enable better pedestrian thoroughfare.
- Improved safety in a location where there is high pedestrian movement, especially for seniors, school children and families.
- Manage vehicle speeds and reduce conflicts for people crossing the road and visiting businesses to ensure the location can better function.
- Creating an identifiable entry into Victoria Park that welcomes people and provides additional attractions like lighting, projections, trees, greening and art that acknowledges the heritage and stories of the area.
- Create small public break out spaces for people to socialise and amenities for music and performances at parking bays during certain times of the day/night.
- A potential catalyst for future redevelopment of John Hughes properties, which could have a transformative impact and bring more uses and people to the area.
- Increase the value and attraction of tenancy spaces that would enable property owners to fill empty tenancies and further activate the street, providing a lively environment in Victoria Park.

OPPORTUNITY LOSS

There are some risks and loss of opportunity to consider if this location does not proceed to concept planning.

- Investment in a new cyclist and pedestrian bridge that will connect the City of Perth and Town of Victoria Park via Heirisson Island was recently announced by the State Government. Investment in this location now could capitalise on this future asset and provide for cycling infrastructure/end-of-trip facilities before the bridge opens, cementing the destination appeal early.
- This is a popular location today and has potential to welcome more people that would support businesses and property owners following tough COVID-19 restrictions and challenging economic environment.
- Businesses would like to see improvements and add additional value to their investment in frontages, parklets and plant boxes. It is important to acknowledge this support now while it exists and enable further transformation of the street.

KEY CONSIDERATIONS

If the Town proceeds with concept planning of Location 3, the following matters identified by the community would need to be considered in the next stages of the project.

1. **Location of alfresco dining**

   Community members have requested the concept plan consider the location of alfresco dining along Albany Highway, so that it does not obstruct sightlines when crossing the road and vehicles turning at intersections. Further to this, the Town could provide additional guidance for businesses for alfresco dining and public realm use at this location.

   The place possibilities graphic provided in Community Survey #2 for feedback has the alfresco on the property side of the street, where currently alfresco is situated on the outer edge of the footpath.

2. **Integration of parking**

   The redesign of 6–9 car bays in Mackie Street into a public space and potential impacts for the surrounding area will need further resolution and communication. A survey respondent asked about the potential impacts of street parking up the road on Mackie Street in front of residential houses, and a property owner during interviews asked for more angled parking and free parking to support pick-up/deliver services for his tenants.

3. **Accommodating potential increase in cyclists**

   With a future river bridge connection to Perth, the concept plan will need to consider cycling connectivity and provide secure bike parking to accommodate for an increase in visitors.

4. **More shelter and shade for people**

   It is a popular place to visit today and future amenities need to support more social uses in the public realm at all times of the year. Like other locations, property owners have expressed a desire for future trees and plant selection to consider the impact of leaves and financial burden of maintenance on owners and tenants.

5. **Communicate the benefits of shared spaces.**

   Like Location 3, there is some confusion about how a shared space would work in this location, particularly for seniors, parents with prams and school children from Victoria Park Primary School.

   A targeted communications plan, coupled with trialing of key moves, could assist in informing the community about the benefits of a shared space and include design solutions that address their concerns.

   Some community members also asked for clarification of how the current pedestrian crossing would be integrated, as its current location is not ideal for people and felt it would be better on the other side of Mackie Street.

6. **Managing likely impacts on businesses during the concept plan implementation.**

   As this is a day and night destination with several trading businesses offering dining, drinking and take-away offerings, it will be important for the construction of the public realm improvements to be delivered promptly and be carefully controlled, so as to minimise impact on businesses fronting Albany Highway and provide extensive communications across the community.

Recommendations

RECOMMENDATIONS

With complete consideration of all the input and feedback from property owners, businesses, residents, and community groups to date, as well as technical considerations and place analysis, the following is recommended to the Town for consideration and determination by Elected Members:

1. **It is recommended that Location 1 and Location 3 both proceed to concept planning, and Location 2 is further considered through a separate 'master planning' process that includes Memorial Gardens.**
2. **If only one location option can proceed to the concept planning stage of OSNP#3, then it is recommended that Location 3 is pursued.**
3. **In the next phase of the project, it is also recommended that urban design key moves are trialled on the chosen location/s prior to finalisation of the concept plan. I.e. allow the community to see how parking could be transformed into a public space and imagine its future uses and amenity.**

EXPLANATION – RECOMMENDATION 1

It is recommended that Location 1 and Location 3 both proceed to concept planning, and Location 2 is further considered through a separate 'master planning' process that includes Memorial Gardens.

Although Location 2 received the highest level of community support to proceed to concept planning in Community Survey #2, the consultation with stakeholders and community has highlighted the complexities and high expectations for the future of this place, which are currently outside of the current scope of OSNP #3.

We consider that further investigations for how the public realm and Memorial Gardens could be respectfully integrated and considered is best continued through a broader master planning process. This would enable further engagement with property owners, businesses, and community to address known concerns and provide additional justification required for the Town to proceed with the level of investment aspired to by the community.

To successfully deliver on the aspirations of the community with the creation of an active piazza and purposeful integration with the park, it deserves a comprehensive place-led design process that further investigates:

- How best to integrate the social, cultural and heritage value of Memorial Gardens including the War Memorial and boundary walls, with the public piazza and streetscape.
- Developing an activation strategy that includes a well-designed program for activation, activities, and spatial requirements to support the public realm investment.
- Selection of additional amenities and facilities in Memorial Gardens such as those suggested by the community e.g. a nature playground, purpose-built performance spaces, toilets, lighting, and seating.
- How best to treat Harvey Street closure and the potential impact on businesses and general traffic movements with the removal of through access and parking.
- The relationship of activities and uses between Memorial Gardens and Harvey Street Plaza, confirming the preferred disposition when considered as a whole.

Location 1 received the second highest level of community support, and investment in this location has the potential to have broad and lasting social, cultural, environmental, and economic benefits (as mentioned previously).

It is recommend the Location 3 also proceeds to concept planning, as there was a high level of support received by the general community across all the locations, and in particular, significant support for this location in the Walkshop and interviews. This is perhaps not picked up in the survey results as there were a higher proportion of residents to businesses/property owners that completed the survey.

The immediate value and strategic impact that public realm improvements at Location 3 would deliver is substantial, given the location's proximity to the river, future river bridge, Optus Stadium and the growing appeal of the area as a day and night destination. It is also neighbouring Burswood South and potential future development sites such as John Hughes.

New food and beverage businesses are also moving to the area and existing businesses have invested significantly in beautifying the public area and properties. There is only so much they can do to increase the outdoor environment and appeal, and there is a unique opportunity for the Town to add value and contribute to the prosperity of these businesses, particularly as a post-COVID measure during challenging economic times.

EXPLANATION – RECOMMENDATION 2

If only one location option can proceed to the concept planning stage of OSNP#3, then it is recommended that Location 3 is pursued.

Although Location 1 received the second highest level of community support from the Community Survey #2 results, public realm investment at Location #3 right away would bring immediate impact and value to the businesses and property owners and provide a much needed boost to the destination attraction of Victoria Park's entry.

There has also been consistent support for the investment at this location at all stages of the engagement process.

Five out of the seven responding business owners at Location 3 selected it as their preferred option in Community Survey #2.

Property owners and businesses at Location 3 that participated in interviews indicated they would support improvements that are good for the businesses and for the place to bring sustained vibrancy. They emphasised they would like the Town to listen to the – traders' needs and encourage further investment in the area. One property owner stated: "these traders' need bums on seats and any design should support this – not inhibit what they are doing."

As mentioned, Location 3 is fast becoming a popular place for a range of people – locals and visitors. It is unique in that it has long-standing food and beverage institutions, new dining and drinking establishments and sustainability eco shops emerging.

There are several current hindrances the community have identified for this location that are linked to the growing popularity of the area and the aging public realm unable to support its emerging position. There is opportunity to address these issues immediately and add value that primarily focuses on supporting local businesses through improving access and safety and providing new amenities and experiences that attract more people to spend time, money, and return for more.

Although Location 1 could arguably provide similar impact and value, it could be more opportunistic to coincide public realm improvements with the investment by surrounding property owners i.e. Vicinity Centres.

"This area is crying out for better – amenities', there has been a big increase in visitors to this end due to more cafes and restaurants opening up, it would be good for people to have some shaded area to eat, drink and meet." Survey Respondent talking about Location 3

"Area needs attention and more reason for increased foot traffic. First area that visitors from the CBD will see upon entering Victoria Park. Also need something to counteract large car yards. Overall – need to stimulate a positively growing commercial zone." – Business owner at Location 3

EXPLANATION – RECOMMENDATION 3

In the next phase of the project, it is also recommended that urban design key moves are trialled on the chosen location/s prior to finalisation of the concept plan. I.e. allow the community to see how parking could be transformed into a public space and imagine its future uses and amenity.

Following endorsement of the location to proceed to concept planning, there is an opportunity to further engage the community in a creative way and further 'test' the community's ideas in-situ. This 'tactical urbanism' approach to placemaking and design has been successfully delivered in cities across the world.

For OSNP #3, this would involve working with the Town and community groups to shape and activate the space over a course of a few days or a week. Although this will require additional resources outside the current project scope, it could have great impact on positively effecting future changes and challenging perceptions. For example: how parking could be transformed into a public space for people, or how a shared space may operate with existing traffic flow.

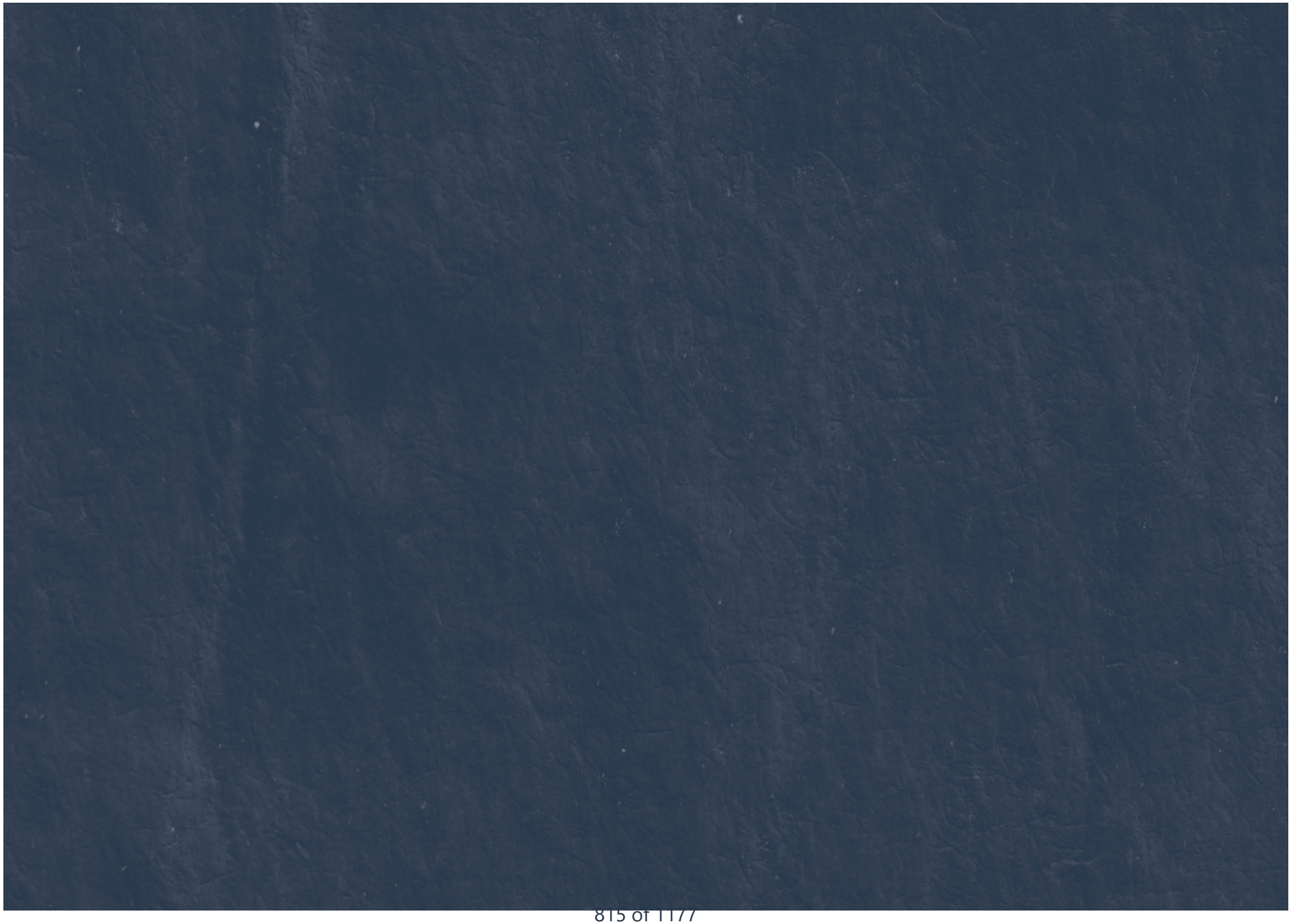
During this process feedback would be sought from users and businesses to determine the success of the key move and inform approach for final concept planning.

The extent of how much is trialled through the tactical urbanism would depend on the Town and what it considers important to 'test' and receive feedback on.

A full-scale tactical urbanism version would enable people to experience spaces for themselves in a trial format. It could involve temporary playful painting of the spatial design on surfaces and sourcing trees in pots from the Town's nursery, chairs, and other materials. The space could be monitored by the consultant team with the Town and community groups.

Additional engagement to seek feedback on the place identity and history research to inform the creative elements of the concept plan could also occur concurrently.

APPENDIX A
LOCATION SPATIAL MAPS



Location #1 LEONARD STREET

Town of Victoria Park

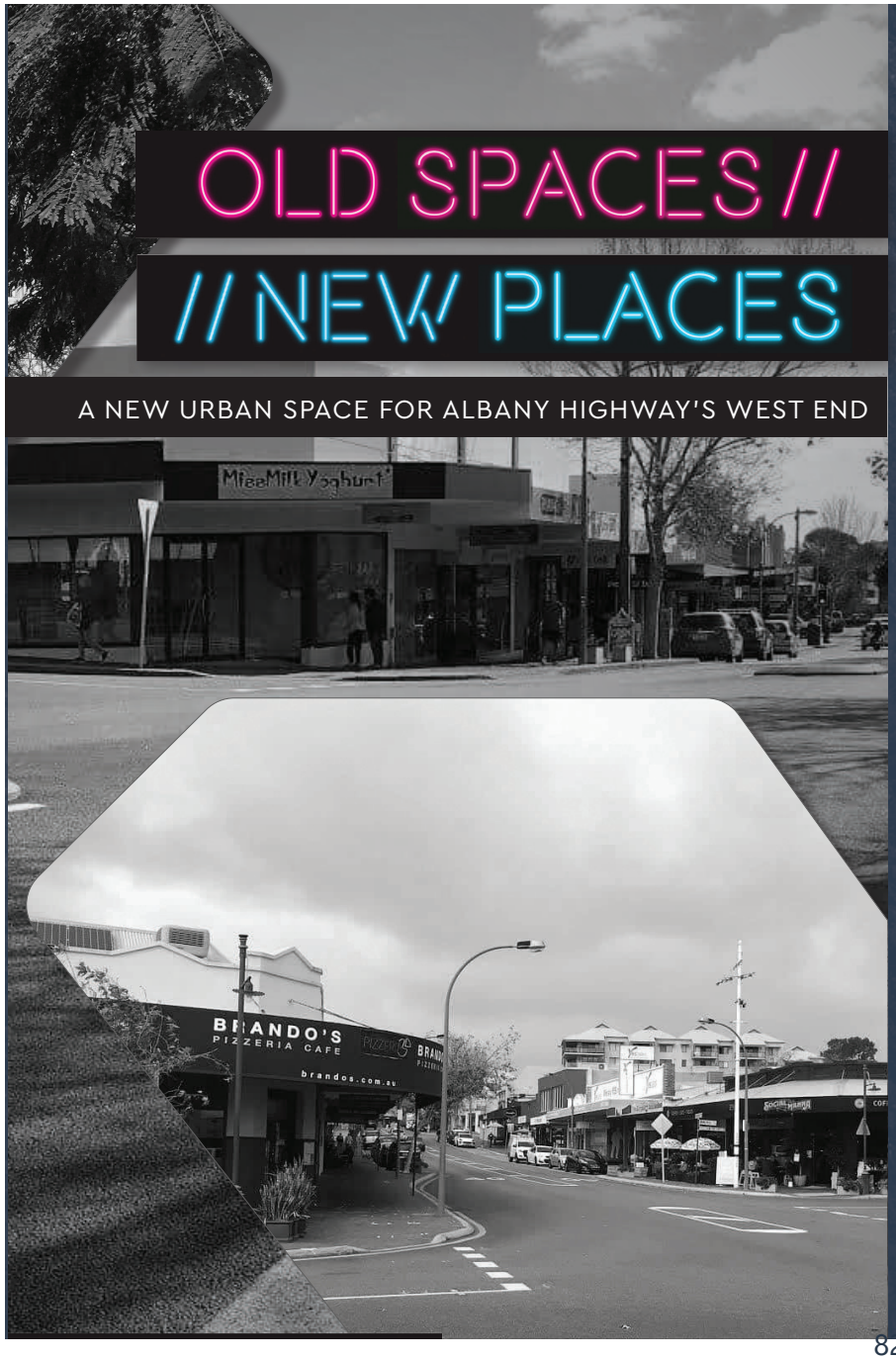
Location #2 HARVEY STREET & MCMASTER STREET

TOWN OF VICTORIA PARK

APPENDIX B
COMMUNITY WIDE FEEDBACK ON CONCEPT PLAN

Location #3 MACKIE STREET & RUSHTON STREET

TOWN OF VICTORIA PARK



TOWN OF VICTORIA PARK

COMMUNITY ENGAGEMENT SUMMARY REPORT

JUNE 2021

HATCH | RobertsDay ASPECT Studios

12.9 Old Spaces New Places Project #3 - Preferred Location Selection

Location	Victoria Park
Reporting officer	Leigh Parker
Responsible officer	David Doy
Voting requirement	Simple majority
Attachments	1. Shortlisted Location Maps [**12.9.1** - 3 pages] 2. Place Possibilities Maps [**12.9.2** - 3 pages] 3. Project Consultant's Engagement Summary Report [**12.9.3** - 71 pages] 4. Community Survey 2 Submission Comments Schedule [**12.9.4** - 28 pages]

Recommendation

That Council:

1. Acknowledge the significant community support for the progression of concept planning for a public realm upgrade at all three shortlisted locations identified under the Town's third Old Spaces New Places Project.
2. Endorse Location 3 (being the intersection of Albany Highway with Mackie and Rushton Streets) to proceed to the concept design stage.
3. Support Location 1 (being the intersection of Albany Highway with Leonard Street) and Location 2 (being the intersection of Albany Highway with McMaster and Harvey Streets) forming part of the Old Spaces New Places program of future public realm works, with their potential funding and timing to be considered in the Long-Term Financial Plan and Volume 7 - Victoria Park Place Plan.

Purpose

To consider the outcomes of the community engagement undertaken to date in relation to the Town's third Old Spaces New Places project and to select a preferred location to proceed to concept design.

In brief

- The Town has completed the first stage of its Old Spaces New Places Project No. 3, which seeks to develop a concept plan for a new public realm improvement at one of three shortlisted locations (intersections) along Albany Highway in Victoria Park.
- The community engagement has indicated a high level of community support for a public realm improvement across all 3 shortlisted locations.
- It is recommended that Location 3 (intersection of Albany Highway with Mackie and Rushton Streets) proceed to concept design stage, and that Location 2 (with Memorial Gardens) and Location 1 form part of the Old Spaces New Places program of future public realm works.

Background

1. Old Spaces, New Places (OSNP) is a program targeting locations within the Town that can be renewed and upgraded for greater community use and benefit. This is the third project to be progressed as part of the OSNP program and will be located along the western end of Albany Highway within Victoria Park.

2. OSNP3 represents an exciting opportunity to create an urban space that enhances user experience and provides a civic heart and meeting space for the local community. This project aims to:

   Confirm the location of the public realm improvement from a shortlist of locations; and

   Prepare and approve a design concept for a public realm improvement and new urban space for the chosen location that can transition to detailed design and construction.

3. Local community group, The Vic Park Collective, has prepared the *'Streets Ahead Action Plan – Albany Highway Urban Public Spaces Victoria Park & East Victoria Park | 2019 – 2022'* (Streets Ahead) to advocate for incremental improvements to Albany Highway, Victoria Park and East Victoria Park, including the delivery of public realm improvements and/or new urban spaces at key intersections along Albany Highway. The action plan was informed by a high level of community engagement and includes a series of Quick Wins, Short and Medium Term Actions to achieve a vision for the Vic Park portion of Albany Highway, coined the 'Vic Park High Street'.

4. While not an adopted strategy of the Town of Victoria Park, the Town has been actively progressing and considering a broad range of the actions advocated by Streets Ahead as part its third OSNP project, and has arrived at the nominated shortlist of three potential locations for the delivery of a public realm improvement:

   Location 1 – The intersection of Leonard Street and Albany Highway, which interfaces with the entry to the Victoria Park Central shopping centre;

   Location 2 – The intersection of Albany Highway with Harvey Street and McMaster Street, which interfaces with Memorial Gardens; and

   Location 3 – The intersection of Albany Highway with Mackie Street and Rushton Street, which serves as a transition/entry point into the heart of the Victoria Park commercial, hospitality and retail precinct.

5. OSNP3 is aligned with the actions contained in the Town's adopted Public Open Space Strategy (POSS), Urban Forest Strategy (UFS) and the Victoria Park Place Plan. The POSS and the UFS identify the need for public realm improvements to Albany Highway that promote active transport modes, increased greening and tree canopy, tourism and recreation opportunities, local employment and street activation. The Victoria Park Place Plan specifically identifies the OSNP3 project in the 2020 and 2021 financial year. The project has also been identified 'Revive' and 'Thrive' initiatives contained in the 'Restart Vic Park' COVID-19 Response Strategy, which aim to support investment and reactivation of the local economy, and support social connection and interaction.

6. OSNP3 commenced in March 2020 with a spatial analysis and opportunity identification workshop being completed by the project team with the input of expertise from a range of internal service area subject matter experts.

7. The public launch and engagement activities (originally scheduled to commence in April) were postponed due to the COVID-19 pandemic, as direct engagement and collaboration with the local community, in particular local businesses and community groups, was considered critical to the successful delivery of the project.

8. Following the partial easing of State Government COVID-19 restrictions/lock down measures, the public launch and engagement activities for the project commenced in late July 2020.

9. From late July to early September the Town sought community input to identify the attributes and features of the public realm to prioritise in the creation of a new urban space at each of the locations. The activities included stakeholder interviews, a community survey, onsite tour and community walkshop (walking workshop). These led to the establishment of community-driven visions, guiding place principles and place possibilities (high level conceptual ideas for change) for each of the shortlisted locations.

10. The visions, guiding place principles and place possibilities were then presented to the broader community for feedback as part of an online survey in October 2020, which also asked respondents to select their preferred location to proceed to concept design stage.

11. The Town engaged a consultant to facilitate the engagement activities for the project and prepare the concept plan for a public realm improvement at the Town's preferred location. The project consultant has prepared an Engagement Summary Report (Attachment 3) which provides a breakdown of the key findings from all engagement activities carried out to date, an evaluation of the shortlisted locations and recommendation on the preferred location/s to proceed to concept design stage.

12. The officer recommendation is broadly consistent with that of the consultant (finding that all shortlisted locations have merit), although budgetary and staff resourcing limitations have led to a modified timeline for delivery being recommended.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	A robust and comprehensive engagement programme has informed the selection of the recommended location to proceed to concept design stage, as well as the vision and place principles for all shortlisted locations. These will be used to guide the concept design phase of the current project, as well as recommended future OSNP projects.
CL03 - Well thought out and managed projects that are delivered successfully.	This project was delayed and has adapted to the challenges of the COVID-19 pandemic. Key learnings from prior OSNP projects have informed the engagement approach and will assist in the successful delivery of the concept design phase.
CL07 – People have positive exchanges with the Town that inspires confidence in the information and the timely serice provided.	The direct engagement between Town staff, Elected Members and community has provided an opportunity for positive exchanges, sharing of ideas, understanding and trust development.

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.	Improvements to the Albany Highway public realm will increase its attraction as a destination, encouraging locals and visitors to socialise and enjoy local goods and services on offer from surrounding businesses. The location of the improvement at the western end of Albany Highway will also serve as an entry statement into the Town of Victoria Park, providing a sense of arrival into the heart of the Victoria Park retail, commercial and hospitality precinct.
EC02 – A clean, safe and accessible place to visit.	Safety, cleanliness and accessibility from both a crime/antisocial behaviour (CPTED principles) and a universal access perspective are key aspects to be embedded at concept design phase for the project.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The upgrade of the selected public realm location will increase its amenity and destination attraction to the benefit of the surrounding community. This may serve as a catalyst, encouraging landowners to consider investment and optimisation of their land.
EN03 – A place with sustainable, safe and convenient transport options for everyone.	Community engagement outcomes have identified traffic calming and improvements to pedestrian safety and accessibility as key priority improvement areas for all shortlisted locations.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Urban greening and increased tree canopy have been identified as key improvements across all shortlisted locations, as reflected in the community-driven place principles that will be used to guide the concept design for the selected location during the next phase of the project.
EN07 - Increased vegetation and tree canopy.	

Social	
Strategic outcome	Intended public value outcome or impact
S01 – A healthy community.	The outcomes for the project (should the completed concept proceed to detailed design and construction) is to create a place for community exchange, socialisation and activity, in synergy with surrounding local businesses.
S02 – An informed and knowledgeable community.	The community has been involved as part of a co-design process to inform the future visions and place principles for the shortlisted locations. The community's continued involvement during the design concept stage will facilitate further

	collaboration with Town staff and the project consultant team.
S03 - An empowered community with a sense of pride, safety and belonging.	The collaborative design process will empower the local community and result in a sense of ownership and pride in the future direction and quality of their place.
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	Arts, culture and heritage featured prominently in the community's desired vision for a public realm improvement and will be explored during concept design stage of the project.

Engagement

Internal engagement	
Stakeholder	Comments
C-Suite	Have been informed on the progress and postponed scheduling of the project due to COVID-19 restrictions. Have indicated continued support for the project, particularly in light of its potential to support the 'Revive' and 'Thrive' objectives of the Town's 'Restart Vic Park' COVID-19 Response Strategy.
Parks	Were involved in the spatial analysis and opportunity identification workshop conducted at commencement of the project and are supportive of measures to increase tree canopy and greening along Albany Highway and improve accessibility/connection to Memorial Gardens. Have also indicated support for master-planning of Location 2 with Memorial Gardens, subject to extensive engagement with the Victoria Park-South Perth RSL Sub Branch given the significance and history of the war memorial at the site and its continued use for commemorative services and other civic events.
Engineering	Were involved in the spatial analysis and opportunity identification workshop conducted at commencement of the project and have indicated support for measures to calm/slow traffic, improve pedestrian safety and accessibility. Have also been informed of the progress of the project and likely timeframe for preparation of the concept plan and its potential transition to detailed design and implementation phase, pending Council approval and capital works funding.
Community Development	Were involved in the spatial analysis and opportunity identification workshop conducted at commencement of the project. Are supportive of opportunities to create a new public realm improvement that supports social wellbeing, and provides opportunities for community interaction, safety, events and the appreciation of arts, history and cultural heritage.

External engagement - Stage 1 - Establish visions and guiding place principles (July to Sep 2020)	
Stakeholders	Local residents, property owners, businesses and community groups

Period of engagement	A) Stakeholder interviews – 28 July to 12 August 2020 B) Community Survey 1 – 28 July to 12 August 2020 C) Community 'Walkshop' (walking workshop) - 5 September 2020 (3 hours duration)
Level of engagement	2. Consult (Stakeholder interviews and Community Survey 1) 3. Involve (Community 'Walkshop')
Methods of engagement	Stakeholder interviews, online survey (hard copy available upon request), workshop. Refer to pages 10 and 11 of consultant's Engagement Summary Report (Attachment 3)
Advertising	Direct methods - Approx. 1500 letters to local property owners, residents, businesses and community groups, emails to all registered participants or submitters, reminder emails to prior submitters and community groups for Walkshop participation, 20 telephone calls to stakeholders across the shortlisted locations; Online - Town website, Your Thoughts engagement hub, social media posts; In person – Two street walks by Town staff. These involved short casual conversations, hand delivery of letters to local businesses, requests to display shopfront posters, and a reminder postcard drop for survey submissions and Walkshop participation.
Submission summary	10 comprehensive stakeholder interviews; 20 telephone calls to business owners and land owners across the shortlisted locations; and 45 responses to Community Survey 1 (all submissions provided in-principle support of a public realm improvement for at least one of the shortlisted locations): • Location 1 - 32 supporting change; 13 not supporting change • Location 2 - 38 supporting change; 7 not supporting change • Location 3 - 35 supporting change; 10 not supporting change Community 'Walkshop' – 27 self-nominations, 15 attendees at workshop.
Key findings	Refer to the following pages of the consultant's Engagement Summary Report (Attachment 3) for a breakdown of key findings of the stage 1 engagement activities: • Stakeholder interviews - pages 14 to 16; • Community Survey 1 – pages 18 to 25; • Community 'Walkshop' - pages 26 to 32. At a high level, key findings are as follows:
	Stakeholder interviews (12) Location 1 – Supportive of a public realm improvement that provides/facilitates: • Attraction of visitors and customers • Beautification and improved amenities • Increased street life and pedestrian foot traffic • Improved public safety/reduced antisocial behaviour • Reduced conflicts between pedestrians, buses, delivery and private vehicles Location 2 - Supportive of a public realm improvement that provides/facilitates: • Integration and increased use of Memorial Gardens • Potential partnership arrangements with local businesses

		• Beautification and improved amenities, including celebration of local history and indigenous cultural heritage • Increased street life and pedestrian foot traffic • Considers implications for property maintenance as a result of increased tree canopy • Considers vehicle movements for businesses with specialist/large vehicles and accessibility for taxis Location 3 – Supportive of a public realm improvement that provides/facilitates: • Celebration of location as a destination and entry point to the Town, day and night • Beautification and improved amenities, including celebration of local history and indigenous cultural heritage • Improved cyclist amenities and connections • Reduced conflicts between pedestrians and other street users (alfresco dining, deliveries, etc.) • Improved access and safety for pedestrians, including elderly and children.
	Community Survey 1 (45 submissions)	• All submissions provided in-principle support for change at at least 1 of the shortlisted locations. • Strong level of support at each location, with results only marginally differing. • Primary user groups and uses to be prioritised for each location broadly consistent and varied, indicating a desire for a diversity of activities/functions and user groups (all ages and abilities) to be catered for across all locations. • Pedestrian movement (walking) identified as the 'most important' travel mode across all locations. • Very strong level of support for adoption of guiding place principles from the Vic Park Collective's Streets Ahead Action Plan to guide the concept design, across all locations.
	Community 'Walkshop' (15 attendees)	• Participants were broadly supportive of the place principles prioritised in responses to Community Survey 1, with the additional inclusion of 'Fine grain' (Location 1) and 'Heritage Rich' (Locations 2 and 3) being selected. • Location 1 - Appreciation of indigenous culture/art identified as an additional use; Live music and performance removed as a potential use at this location. • Selection of a broad range of design elements (pictures of potential future elements/features) which will be used to inform the concept design for the preferred location (and other locations should they proceed as part of later Old Spaces New Places projects). • Generally positive response to the place possibilities developed by the project consultant team for each of the shortlisted locations, with a number of specific constraints, issues and

	opportunities identified by attendees for each location to be addressed at concept design stage for the chosen location.

External engagement - Stage 2 - Preferred location survey (October 2020)			
Stakeholders	Local residents, property owners, businesses and community groups		
Period of engagement	2 to 18 October 2020		
Level of engagement	2. Consult		
Methods of engagement	Online survey (hard copy available upon request) - presented the visions, guiding place principles and place possibilities developed by the consultant with community input from the stage 1 engagement activities. The survey also requested respondents to select their preferred location to proceed to concept design stage, and included the option of not supporting any of the locations.		
Advertising	Direct methods - Approx. 1500 letters to local property owners, residents, businesses and community groups across the shortlisted locations, emails to all registered participants and prior submitters, reminder emails to prior submitters and community groups. Online - Town website, Your Thoughts engagement hub, social media posts; In person – Two street walks by Town staff. These involved short casual conversations, hand delivery of letters to local businesses, requests to display Stage 2 (preferred location survey) shopfront posters, and a reminder postcard drop.		
Submission summary - preferred location selection	110 submissions received, with 107 selecting a preferred location to proceed to concept design stage.		
	Location 1	**Location 2**	**Location 3**
A) Total number of supporting submissions (107 total) Note: Zero submissions were received stating they did not support any of the locations	37 (35%)	40 (37%)	30 (28%)
B) No. supporting submissions from local businesses at same location (8 total)	1 business	2 businesses	5 businesses
C) No. supporting submissions from local	0	3 businesses	1 business (from Location 2)

businesses not from the same location (4 total)		(1 from Location 1 and 2 from Location 3)	
D) No. supporting submissions from businesses who either did not disclose a location or are not located at one of the locations (9 total)	3 businesses	5 businesses	1 business
E) Total no. business supporting submissions (=B+C+D) (21 total)	4 (19%)	10 (48%)	7 (33%)
F) No. of non-business community supporting submissions (=A-E) (86 total)	33 (38%)	30 (35%)	23 (27%)
Key findings	Refer to pages 33 to 51 of the consultant's Engagement Summary Report (Attachment 3) for a detailed breakdown of outcomes from Community Survey 2. Summary is provided below.		
	Location 1	**Location 2**	**Location 3**
Overall support level (refer submissions breakdown above)	Strong levels of support for a public realm improvement across all locations (Only marginally separated by 10 submissions overall in terms of preferred location to proceed to concept design stage).		
Level of business support (refer submissions breakdown above)	Least supported by local businesses	Most business submissions overall; only fair level of support from businesses at same location.	Second highest number of business submissions. Highest number of supporting submissions from businesses at same location.
Place Analysis findings (from across all 110 submissions)**:**	**Location 1**	**Location 2**	**Location 3**
- Vision	69% support	79% support	76% support
- Place Principles	78% support (average)	82% support (average)	80% support (average)
- Place possibilities/key moves	68% support (average)	67% support (average)	74% support (average)

Highly supported place possibilities/key moves	- More alfresco dining, greening and public art; - Improved pedestrian crossings by raising intersection to footpath level and slowing vehicle speeds (shared space treatment)	- Redesign of retaining walls to Harvey St interface with Memorial Gardens to improve sightlines and integrate piazza space with park; - Median street tree planting along Albany Highway to slow vehicles and increase tree canopy	- Widening of existing footpaths to improve pedestrian accessibility and movement; - Shared space treatment of the intersection to slow vehicles, increase shading and greening, create wider footpaths and alfresco opportunities.
Key concerns raised in relation to place possibilities and least supported key moves	- Potential relocation and integration of existing bus stops near this location received mixed support (64% support); - Potential Removal of 7 parking bays and turning Leonard Street to one-way at the intersection (with a left and right hand turn onto Albany Highway only) received mixed support (51% and 55% support).	- Historical significance of Memorial Gardens walls; - Tree planting species selection in view of allergens from existing Plain Trees; - Potential removal of 13 car bays and part or full closure of Harvey Street through access to Shepperton Road to create public piazza space received mixed support (61% and 62% support).	- If area becomes too popular could result in increased parking in front of dwellings. - Transformation of 5 car bays along Rushton St to an occasional informal performance space at night received the lowest support of the key moves identified at this location (65% support).

Other engagement – local community organisations	
Stakeholder	Comments
Vic Park Collective	Were invited and provided survey responses during both stages of community engagement as well as participated in the Community Walkshop. Are supportive of public realm improvements at all locations but selected Location 3 as their preferred location to proceed to concept design stage.
Connect Victoria Park	Were invited and provided survey responses during both stages of community engagement as well as participated in the Community Walkshop and had informal discussions with Town officers. Indicated enthusiasm for the project particularly if Location 3 is pursued and leads to improved safety, accessibility and amenity outcomes for their residents, members and the general community.
Victoria Park Primary School	Were invited to participate during both stages of engagement with the school administration indicating willingness to be involved and provide feedback. Notwithstanding a formal survey submission or other comments were not

	received in relation to the project. Opportunity to be involved during concept planning stage for the selected location will be provided, particularly in the event that Location 3 be endorsed by Council as the preferred location to proceed to concept design stage.
Ursula Frayne Catholic Primary School	Were invited to participate during both stages of engagement, with several staff members indicating general interest and enthusiasm for the project via in person meetings or email. Notwithstanding a formal survey submission or other comments were not received in relation to the project. Opportunity to be involved during concept planning stage for the selected location will be provided.
Victoria Park - South Perth and Districts RSL Sub Branch	Were invited to participate and share their thoughts specifically in relation to Location 2, adjacent to Memorial Gardens. Telephone contact was made with the organisation where a willingness to engage with the Town and consider potential change was communicated. Notwithstanding, a formal survey submission was not received in relation to the project, although it was communicated that the timing of consultation had coincided at a time of health-related issues and other priorities.

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
Infrastructure& Financial	Design of a concept plan that is technically difficult to implement or is financially unviable.	Moderate	Likely	High	Low	- Clear communication with the design consultant team to consider practicality, construction impacts, and ability to implement as key factors.
Health and safety	Nil	Nil	Nil	Nil	Low	Nil
Environmental	Nil	Nil	Nil	Nil	Medium	Nil
ICT systems/ utilities	Nil	Nil	Nil	Nil	Medium	Nil

Legislative compliance	Nil	Nil	Nil	Nil	Low	Nil
Reputation	Raising community expectations for a design concept without committed capital works budget allocation.	Minor	Possible	Moderate	Medium	- Early explanation of the future stages required prior to commitment of capital funds. - Exploration of external funding opportunities. - Investigation of dividing the project cost across multiple capital budget streams.
Reputation	Delayed implementation of the concept plan while Council pursues other priorities.	Minor	Unlikely	Low	Low	- Exploration of external funding opportunities. - Ongoing clear communication with local businesses and the surrounding community.
Service delivery	Nil	Nil	Nil	Nil	Medium	Nil

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Detailed costings from the concept plan prepared for the recommended location 3 (detailed design and construction) will inform the Long-Term Financial Plan and Council will be able to determine when the next stage proceeds as part of future budget processes. Progressing with Locations 1 and 2 as part of the OSNP program can also be factored into Long-Term Financial Planning. The Victoria Park Place Plan will include the timing of these pieces of work once established in the process outlined above.

	Future maintenance costs are unknown at this stage with the concept design still to be prepared. Investment in the public realm in this portion of Albany Highway is likely to contribute to the potential for future development in the immediate surrounds which would have a positive impact on rates growth.

Analysis

COVID-19 pandemic and level of business engagement

13. Due to the COVID-19 pandemic and State health requirements, several interviews were conducted over the phone as some businesses were temporarily closed and/or owners were unavailable for face-to-face conversations. The timing of the engagement activities amongst the broader contextual backdrop of the ongoing COVID-19 pandemic and more immediately pressing economic challenges, may have also 'watered down' the ability of the engagement to capture the attention and priorities of the local business community.
14. The added complexity of COVID-19 and restrictions are likely to have impacted the quantity of survey's undertaken across the locations, and it was challenging to contact property owners in Location 1. In particular, language barriers, lack of on-site management or business owners, and international property ownership led to communications and engagement materials having to be delivered to front of house staff, which may have reduced the ability of key messaging to reach all of its intended recipients as effectively as desired.
15. In an effort to encourage participation and stakeholder involvement amidst these circumstances, letters inviting participation during each of the online Community Surveys were hand-delivered to local businesses by Town staff at each location as well as Connect Victoria Park and Victoria Park Primary School. These enabled face to face informal discussions with trading businesses and community groups regarding the project, and were followed up with invitations to put up posters in shopfront windows, and post card drops by Town staff to remind and encourage survey submissions and participation in the Community Walkshop event. It also allowed Town staff to personally reiterate the importance that local business input has to the successful delivery of the project and that further opportunities would be available to receive their further input during concept planning for the chosen location once it is selected by the Town.

Evaluation of Location Options

16. The project consultant has provided an evaluation of the location options, identifying a number of risks and potential opportunity losses should concept planning not proceed for each of the shortlisted locations. The evaluation of the options is detailed in pages 53 to 60 of the Engagement Summary Report (Attachment 3).
17. With consideration of all the input and feedback received from property owners, businesses, residents and community groups to date, as well as the technical considerations and place analysis, the project consultant has provided the following recommendation for the Town's consideration and determination by Elected Members;
    a. That location 1 and Location 3 both proceed to concept planning, and Location 2 is further considered through a separate 'master planning' process that includes Memorial Gardens;
    b. If only one location option can proceed to concept planning, then it is recommended that Location 3 is pursued; and

c. In the next phase of the project, it is also recommended that urban design key moves are trialled on the chosen location/s prior to finalisation of the concept plan. I.e. allow the community to see how parking could be transformed into a public space and imagine its future uses and amenity.

18. The Town's Place Planning Officers have considered the evaluation provided by the project consultant and are broadly in agreement with its findings. In particular, the community's desire for Location 2 to proceed (having received the highest level of support to proceed to concept planning) relates to a strong desire to see improvements and greater integration of this location with Memorial Gardens itself, which is beyond the scope and available funding for the current project.

19. The expanded project area would require a broader master-planning process that includes the park land itself and close collaboration with community groups, in particular the local Victoria Park and South Perth RSL sub-branch, given the history and significance of the site. Further internal engagement would also be necessary with Parks and Community Development given the location also serves as an important venue for a number of significant Town-run events.

20. In view of the above, Location 2, while having very significant and potentially transformative benefits to Albany Highway and the broader community if it were to also include Memorial Gardens, is not recommended to proceed, being beyond project scope and available funding. It is instead recommended that the project form part of the Old Spaces New Places program of future public realm works, with potential funding and timing to be considered in the Long Term Financial Plan and Place Plans. It is also noted that the preparation of a masterplan for the future of Memorial Gardens is a recommendation of the Town's POSS.

21. Setting Location 2 aside, this leaves Locations 1 and 3 for consideration to proceed to concept planning as part of the current project. Proceeding with concept planning for both locations (while recommended by the project consultant) is also beyond the scope and available funding so has not been recommended. The following comparison is made between the engagement outcomes across Locations 1 and 3;

	Location 1	**Location 3**
Level of support overall	35% (37 submissions)	28% (30 submissions)
Level of business support	19% (4 businesses, including only 1 business at the same location) Least supported by local businesses	33% (7 businesses, including 5 businesses at the same location) Second highest number of business submissions. Highest number of supporting submissions from businesses at same location.
Level of non-business related community support	38% (33 submissions) Highest level of community support	27% (23 submissions) Lowest level of community support
Place Analysis findings:	(based on all 110 responses to Community Survey 2)	
Vision	69% support	76% support

Place Principles	78% support (average)	80% support (average)
Place Possibilities	68% support (average)	74% support (average)

22. Having regard to the above, the following observations are made:
    a. While Location 1 has received a marginally higher level of overall and non-business related community support, it is the least supported by businesses generally or at the same location, in comparison to all other locations;
    b. Location 3 has received the highest level of business support from businesses at the same location;
    c. Location 3 has received a higher level of support than compared to Location 1, in terms of the vision, guiding place principles and identified place opportunities.
23. As highlighted previously, local business support is considered critical to the successful delivery of a public realm improvement at any of the shortlisted locations. This will play a critical role in stakeholder 'buy in' during the proceeding concept development stage, and the ability of businesses to 'see out' and look beyond the disruption (however well-managed the impacts may be) during the potential construction/implementation process, to realise the project's ultimate benefits.
24. Community support for all shortlisted locations was strong, and the marginally higher level of support provided to Location 1 is not considered to outweigh the critical importance of local business support or the potentially contentious removal of car parking bays or conversion of the end of Leonard Street to one-way traffic movement in an attempt to create additional space for pedestrians. In particular, the acceptance or otherwise of these place possibilities or other changes to the public realm at Location 1 remain largely unknown due to the low level of engagement achieved with businesses at this location.
25. Location 1 sits opposite the busiest entry (in terms of pedestrian foot traffic) to the Victoria Park Central shopping centre and would greatly benefit from improvement to pedestrian crossings, increased tree canopy and alfresco dining opportunities, traffic calming and other amenity improvements. However, the potential timing of works would benefit from coinciding with any major upgrade or redevelopment of the shopping centre site in future in order to minimise disruption to surrounding businesses during construction and achieve optimal public realm outcomes through negotiation and collaboration with the owner (currently Vicinity Centres) during the design and development application stages (although the appetite and timing of any potential major upgrade or redevelopment is unknown, particularly given the recent uncertainty and heightened risk brought on by the COVID-19 pandemic).
26. It is considered that Location 3 represents the most practical and feasible location option to proceed to concept planning stage, having received a much higher level of business support, and higher levels of community support for the for the vision, place principles and place opportunities at this location.
27. Notwithstanding the above, Location 1 has still enjoyed a high level of community support and similarly to Location 2 has been recommended to form part of the OSNP program of future public realm works, with potential funding and timing to be considered in the Long Term Financial Plan and Place Plans.

Potential benefits to be realised through endorsement of Location 3

28. The endorsement of Location 3 to proceed to concept planning represents a significant opportunity to capitalise upon the already successful hub of active frontages and vibrant day and night hospitality and retail uses at this location, providing further opportunities for alfresco dining, greening and increased

tree canopy and improved safety and accessibility for pedestrians, cyclists and people of all ages and abilities.

29. The State Government's commitment to a new cyclist and pedestrian bridge connecting the Town and City of Perth via Heirisson Island, in tandem with the Town's major capital investment toward delivery of the McCallum Park Active Area, as well as planned cycle lane improvements at this end of Albany Highway, are strategically significant projects that can be harnessed and further capitalised upon through investment in a public realm improvement at Location 3 that prioritises pedestrian movement, cycling and accessibility. This will have flow on effects for businesses at this location but also upstream along Albany Highway and to residents and businesses within the surrounding area.
30. The existing intersection environment at Location 3 (similar to Locations 1 and 2) is dominated by traffic noise and dynamic, often fast, private vehicle movements, which has been raised in community submissions and by stakeholders as unsafe for pedestrians, particularly children from Victoria Park Primary School, elderly community members accessing services or living within accommodation provided by Victoria Park Connect, and those with limited mobility.
31. A public realm improvement at Location 3 also has the significant benefit of providing this location with potential landmark status, serving as an entry point to the Town of Victoria Park and raising the attraction and destination value of the western end of Albany Highway to the benefit of local businesses and the surrounding residents and community members they provide their goods and services to. It may also catalyse landowner and business investment in shopfront and building upgrades, as well as the future redevelopment of surrounding properties, some of which have significant development potential.
32. A public realm improvement at Location 3 also has potential to lift the level of civic pride and community significance of the place, not just being an economically successful destination, but also providing a space for the community to appreciate the Town's local history, enjoy public art and/or performances and celebrate indigenous cultural heritage.
33. Having regard to the above factors, the recommendation of the project consultant and the outcomes of all community engagement activities carried out to date, Location 3 is recommended to proceed to concept design stage as the Town's third Old Spaces New Places project.

Further considerations

34. Following the agenda settlement for the 1 December 2020 ABF, the Town's administration responded to an invitation from the RAC to submit an expression of interest to participate in their Reconnect WA: Transforming Streets and Spaces Trial. This initiative provides up to $1 million of funding to partner with local governments in the delivery of high-impact, strategically significant projects that can be shaped through a co-design process with the community to enhance and reimagine streets and public spaces. RAC is proposing to contribute up to $500,000 at up to 50% of the total cost of a qualifying project (to be match funded by the local government) and may also consider an additional contribution towards communication and promotion.
35. The Town's administration believes the third Old Spaces New Places project to be a strong contender for funding under this initiative and has submitted an expression of interest requesting a 50% contribution ($500,000 based on a broad estimate of $1 million for design and construction) to fund its design and staged construction. It is anticipated that the Town will be notified of the outcome of its expression of interest in the coming weeks or early January 2021. This will then inform further conversation with Elected Members about the future programming of OSNP3 related works.
36. The following question was asked at the 1 December 2020 Agenda Briefing Forum:

What the disbenefits would be of progressing location two to a concept design phase instead of a masterplan phase?

Location 2 interfaces with Memorial Gardens which is identified as requiring a concept plan in the Town's POSS (see page 30 of Appendix in the Town's POSS). The report and supporting Engagement Summary Report in Attachment 4 recommends that a concept plan for Location 2 should be combined with a concept plan for Memorial Gardens. This would then create a larger piece of work which would require the following (but not be limited to):

a. Further detailed and broader engagement;
b. Further analysis including consideration of the interface with the eastern and northern buildings (the northern building is the Town's Civic and Administration Centre). The design of Memorial Gardens would likely need to be informed by its future;
c. Potential commercial opportunities, design opportunities and constraints, and future use of Memorial Gardens;
d. Other focus areas outlined in the Town's POSS and Land Asset Optimisation Strategy.

Despite this recommendation, there is a timing and funding disbenefit for this option in that it becomes a larger, more costly and more complex piece of work if combined. It is still deemed by the Town to be an important project that should take place in the future as part of the Old Spaces New Place program.

The disbenefits of Location 2 proceeding on its own (ie. Independent of Memorial Gardens) are (but might not be limited to):

a. Not integrating the existing war memorial and mature landscaping with the Location 2 concept;
b. An activation/events approach not being developed and informed by an integrated design between Memorial Gardens and Location 2;
c. Not considering additional amenities and facilities in Memorial Gardens that compliment Location 2;
d. Not considering the relationship of activities and uses between Memorial Gardens and Location 2 which includes the adjacent land uses (ie. the future of the Town's Civic and Administration Centre on the northern border).

Relevant documents

Volume 7 - Victoria Park Place Plan

Town of Victoria Park Public Open Space Strategy

Streets Ahead Action Plan (Vic Park Collective)

Restart Vic Park COVID-19 Response Strategy

The Chief Financial Officer left the chambers at 8.24pm and returned at 8.25pm.

ALTERNATE MOTION	
Moved: Cr Claire Anderson	**Seconded:** Mayor Karen Vernon
That Council	

1. Endorses Location 2 (The intersection of Albany Highway with Harvey Street and McMaster Street, which interfaces with Memorial Gardens) to proceed to the concept design stage.

2. Supports Location 3 (being the intersection of Albany Highway with Mackie and Rushton Streets)) to be considered for the RAC's Reconnect WA: Transforming Streets and Spaces Trial.

3. Supports Location 1 (being the intersection of Albany Highway with Leonard Street) and Location 3 (being the intersection of Albany Highway with Mackie and Rushton Streets) forming part of the Old Spaces New Places program of future public realm works, with their potential funding and timing to be considered in the Long-Term Financial Plan and Volume 7 - Victoria Park Place Plan.

Reason:

Several sections within the report reference the outcome of community consultation favouring location 2 as the preferred option, having received the highest level of support to proceed to planning stage.

Based on direct engagement and collaboration with the local community, local businesses and community groups I put this forward

PROCEDURAL MOTION	
Moved: Cr Claire Anderson	**Seconded:** Cr Bronwyn Ife
In accordance with clause 58 of the Meeting Procedures Local Law 2019 that Council suspends clause 50 Speaking twice of the Meeting Procedures Local Law 2019.	
	CARRIED (7-0)
For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Wilfred Hendriks, Cr Brownyn Ife, Cr Jesvin Karimi	
Against: nil	

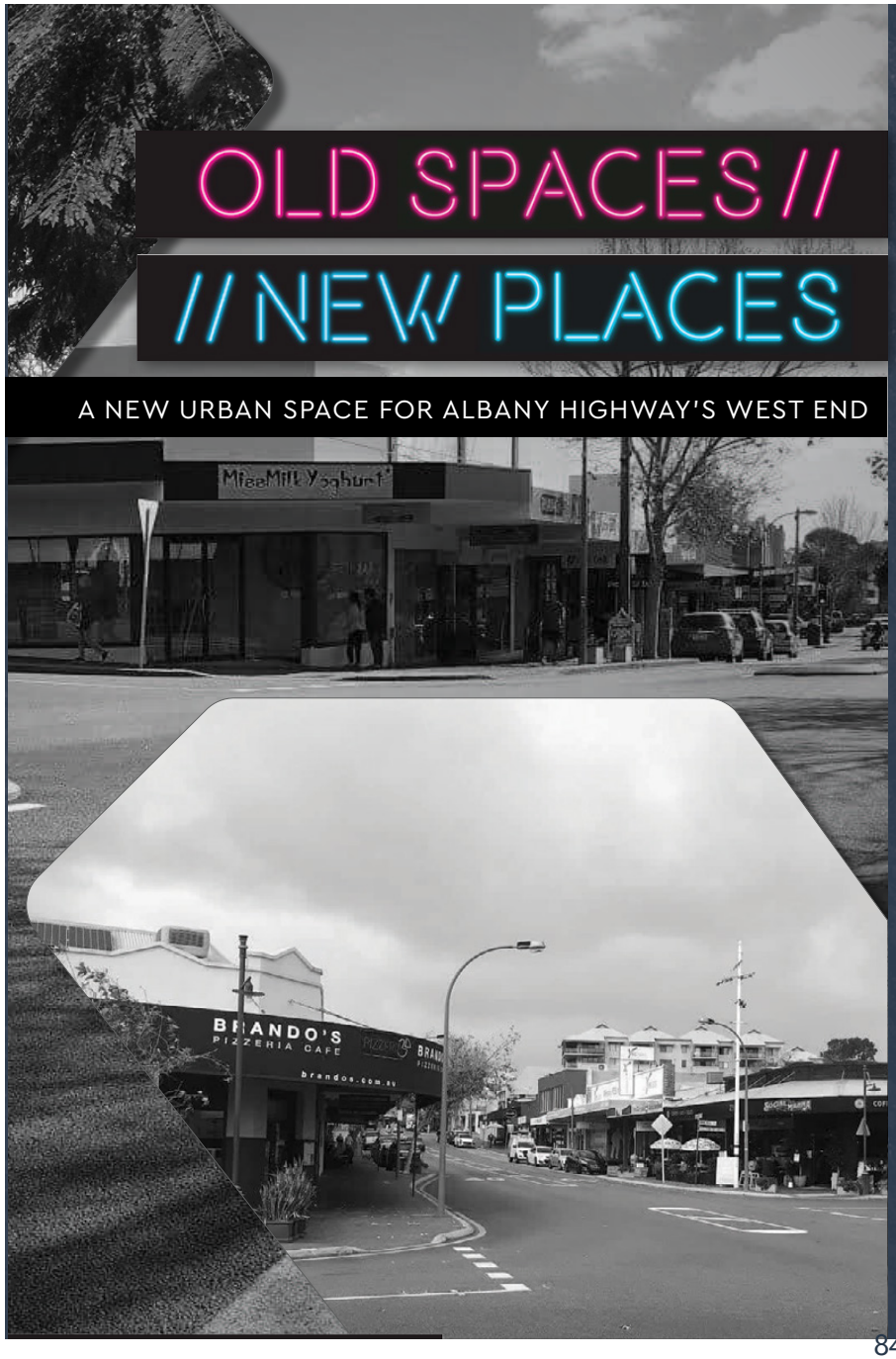
Cr Claire Anderson withdrew the alternate motion.

PROCEDURAL MOTION	
Moved: Cr Ronhhda Potter	**Seconded:** Cr Jesvin Karimi
Resume the debate under the Meeting Procedures Local Law.	
	CARRIED (7-0)
For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Wilfred Hendriks, Cr Brownyn Ife, Cr Jesvin Karimi	
Against: nil	

AMENDMENT:	
Moved: Cr Vicki Potter	**Seconder:** Cr Jesvin Karimi
1. Amend point 3 to read: Endorse Location 2 (being the intersection of Albany and McMaster street) to proceed to concept design stage subject to considerations in the 2021/2022 annual budget, 2. Alter paragraph 3 and renumber as 4 to read: Support Location 1 (being the intersection of Albany Highway with Leonard Street) forming part of the Old Spaces New Places program of future public realm works, with their potential funding and timing to be considered in the Long-Term Financial Plan and Volume 7 - Victoria Park Place Plan.	
	CARRIED (7 - 0)
For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Wilfred Hendriks, Cr Brownyn Ife, Cr Jesvin Karimi	
Against: nil	

Reason:
On reflection all three projects are worthy and are supported by the community, this amendment would allow for location 2 to be brought out of LTFP and to be considered at budget time next year.

COUNCIL RESOLUTION (585/2020):	
Moved: Cr Vicki Potter	**Seconded:** Cr Bronwyn Ife
That Council: 1. Acknowledge the significant community support for the progression of concept planning for a public realm upgrade at all three shortlisted locations identified under the Town's third Old Spaces New Places Project. 2. Endorse Location 3 (being the intersection of Albany Highway with Mackie and Rushton Streets) to proceed to the concept design stage. 3. Endorse location 2 (being the intersection of Albany and McMaster street) to proceed to concept design stage subject to considerations in the 2021/2022 annual budget, 4. Support Location 1 (being the intersection of Albany Highway with Leonard Street) forming part of the Old Spaces New Places program of future public realm works, with their potential funding and timing to be considered in the Long-Term Financial Plan and Volume 7 - Victoria Park Place Plan.	
	CARRIED (7 - 0)
For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Wilfred Hendriks, Cr Brownyn Ife, Cr Jesvin Karimi	
Against: nil	



TOWN OF VICTORIA PARK

MULTI-CRITERIA ANALYSIS (MCA) FINDINGS SUMMARY

NOVEMBER 2021

HATCH | RobertsDay

Summary

This section summarises the outcomes of an independent review of design options for the Mackie Street Old Spaces New Places project for the Town of Victoria Park.

Refer to Appendices for details including:

1. Concept Design Options and Costings Summary
2. MCA Metrics
3. MCA Weighting
4. MCA Assessment

Alternative Options

Following the finalisation of the draft concept design for the site (estimated cost circa $4,000,000), Council resolved to progress three alternative options with prescribed maximum budgets of $500,000, $1,000,000 and $2,000,000. Three design concepts aligned to these budgetary limits were subsequently developed by ASPECT Studios, with the following key distinguishing features:

- Scenario A ($2M): High Level option which retains many of the original concept features, including catenary lighting, urban stone replacement paving, custom street furniture, a raised road surface and rain gardens with mature 500L tree stock.
- Scenario B ($1M): A Medium Level option which provides removes high-cost items, including replacement of catenary lighting with feature projection lighting, retention of existing brick paving while still delivering rain gardens and a shared road surface, smaller 200L tree stock and paired back street furniture.
- Scenario C ($0.5M): A Lower Level option which significantly reduces spend on all elements with existing paving retained, no feature lighting or artwork, no rain gardens, and no raised road surface. The option instead provides a painted feature to the road surface, additional tree planting (100L tree stock) and off-the-shelf street furniture.

Process

In order to identify the most suitable scenario to proceed with, all three options were analysed against a broad range of feasibility, environmental, aesthetic and economic considerations using a Multi-Criteria Analysis (MCA) approach. Criteria focused on the Place Vision and Pillars developed with the community, balanced with cost, deliverability and maintenance considerations.

The assessment criteria were developed consistent with Infrastructure Australia guidance, namely:

- Consistent and transparent application of criteria to each scenario
- Robust, defensible and clearly distinguishable assessment criteria
- Inclusion of criteria, measures and weightings to rank and compare options
- Sensitivity testing by changing agreed weightings to test robustness

This process was undertaken by Hatch RobertsDay independent of the project design team. MCA criteria and weightings were agreed prior to undertaking the assessment in consultation with the Town of Victoria Park.

It should be noted that MCA is a tool for high-level comparison and option filtering and is not a substitute for applying more detailed quantitative analysis.

The Assessment Criteria utilised for this assessment were:

	CRITERIA	DEFINITION
1	Cost to Town	Construction cost of option and impact to Town budget
2	Business Benefit	Extent to which option creates additional functional trading areas, adds 'kerb appeal' and extends activation into evening hours in line with business trading hours, thereby improving business performance
3	Disruptiveness	Likely complexity of works and resulting severity of disruption during construction period
4	Aesthetic Quality	Quality of soft landscaping and hardscape achieved and alignment to expressed community preferences in terms of coverage, tree sizes and visual cohesiveness
5	Environmental Performance	Amount of additional tree and understorey planting, likely microclimate effect and water quality improvement achieved by option, as expressed by community as a priority
6	Pedestrian Comfort	Amount of added pedestrian space, improvements to ease and safety of crossing and utility of new amenities provided (e.g. seating, bike racks) which improve comfort at all hours
7	Vehicle Impact	Extent to which option achieves intended vehicle movement outcomes i.e. slowing and sharing of space while maintaining adequate through-movement and parking
8	Event Capacity	Degree to which the option has the capacity to accommodate independent events and activation, supporting community vitality
9	Visitation and Buzz	Option is marketable and attracts visitation, is not likely to generate opposition or controversy thereby providing positive PR for Town
10	Cultural Contribution	Option strengthens cultural narratives and heritage interpretation through inclusion of artwork and storytelling
11	Maintenance/ Durability	Likely cost and complexity of ongoing maintenance and long-term durability of Option
12	Future Proofing	Extent to which the option is flexible by design and can readily respond to opportunities as they emerge over time
13	Achievement of Vision	Option meets overarching objective of project to create significant Entrance to Victoria Park

(Refer to Appendix for weightings and assessment metrics)

Performance

Arising from the assessment of options against the agreed criteria, Scenario A and B were clearly distinguished from Scenario C in terms of scoring of performance. Out of all scenarios, A prevailed as the highest-scoring option (with and without weighting) even when accounting for greater cost.

Option A achieved the highest score for the greatest number of criteria, including benefit to businesses, aesthetic quality, environmental performance, pedestrian comfort, vehicle impact, event capacity, visitation and buzz, cultural contribution and overall alignment to the project vision as expressed by the local community. This reflects significant cost savings relative to the initial concept design while maintaining the majority of core design elements. There were areas in which Option A underperformed alternative options, including upfront and ongoing cost to the Town and the disruptiveness of works to businesses, which may necessitate temporary closures to accommodate paving replacement.

It should be noted that Option A's performance over Scenario B was marginal, with B achieving comparably high scores across a range of criteria including environmental performance, event capacity and vehicle impact while also benefitting from lower upfront and ongoing costs. This result was achieved on account of the Option delivering many of the same functional and programmatic elements, at the expense of some aesthetic elements such as lighting and paving. It is clear that the advantage of A over B relates to its aesthetic quality and alignment to the broader community vision for a Victoria Park gateway day and night-time destination.

In comparison, Option C performed poorly in its alignment to community vision given marginal improvements to pedestrian priority in the absence of a flush surface treatment, street furniture and aesthetics, cultural contribution owing to lack of lighting and artwork and environmental performance given the lack of rain gardens, limited landscaping and small trees.

Recommendation

In considering the performance of each option against the MCA, Option A is recommended for further design development and detailed costing. While marginally outperforming Option B, Option A is considered to represent a considerable 50% cost saving when compared to the initial design concept and is clearly distinguished from both Options B and C in providing the best, uncompromised design outcome for the site consistent with expressed community feedback.

Key advantages of the recommended option are:

- Replacement of sidewalk paving, addressing observed maintenance an instability issues, creating a cohesive and all-encompassing new public space with a consistent and defined aesthetic;
- Feature lighting which further distinguishes the works and contributes to increased evening visitation and business trading through better visibility and safety;
- Enhanced budget for public artwork, contributing to the distinctiveness and cultural value of the works; and
- Mature tree planting, shortening timeframes for the development of shade and tree canopy.

Recognising the above benefits of Option A, it is noted that challenges exist with regard to its implementation which require serious consideration. These include:

- Significant additional cost (50% increase in total project cost relative to Option B) associated with lighting and paving;
- Potential impacts to business and the need to consider staging and timing of works to limit commercial impact, potentially increasing construction costs; and
- For both options A and B, consideration also needs to be given to the investment in materials and road surface modification to require modification or removal to accommodate potential light rail transit infrastructure, with potential future design requirements forming an important consideration to explore through detailed design. Notwithstanding this, mid-tier transit projects the world over are

historically long term propositions and there is currently no Federal or State Government budget allocation to build light rail along this part of Albany Highway.

In comparing the relative strengths and weaknesses of Options A and B, a number of areas of improvement to each option have been identified.

- Opportunity for partial paving replacement or development of a feathered pattern using new and existing paving, to improve aesthetics at a lesser cost than full paving replacement;
- Opportunity to increase tree stock size to 500L in all options to improve environmental performance;
- Opportunity to incorporate large scale/supergraphic artwork into Options A or B noting significant 'buzz' and potential cultural impact, potentially paired with the use of less expensive surface materials to further reduce cost;
- Opportunity to prioritise key areas/locations for custom furniture installation, with less expensive furniture provided in secondary locations i.e. mixing Scenarios A and B
- Opportunity to amend design in line with expected requirements for future mid tier transit infrastructure.

These recommendations represent either potential cost reductions in Option A or additional investments in Option B to improve its standing equivalent to Option A.

APPENDIX 1
CONCEPT OPTIONS AND COSTING SUMMARIES

Town of Victoria Park

OLD SPACES NEW PLACES
RUSHTON & MACKIE STREETS
COST OPTIONS

TOWN OF VICTORA PARK
OCTOBER 08 2021

To be read in conjunction with:
- WT Partnership (QS) Indicative Order of Cost Estimate (May 2021); and
- ASPECT Studios Opinion of Probable Cost (October 2021).

STATUS	FINAL
ISSUE	P2
DATE	04.10.2021
PREPARED BY	MT
APPROVED BY	MR

ASPECT Studios

High Level Option (A)

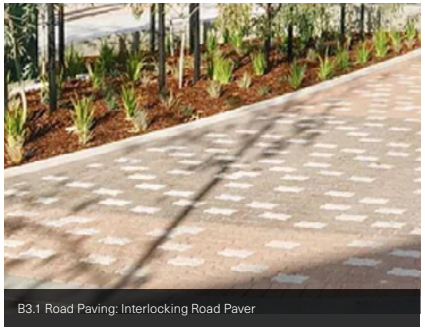
CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			106,800
2.0	EARTHWORKS			66,750
3.0	HARD LANDSCAPING			592,000
	SURFACES			
3.1	Road Paving	Interlocking Road Pavers (w/ pattern)	147,000	
3.2	Verge Paving	Urban Stone (w/ pattern)	175,500	
3.3	Kerbs	Insitu Concrete	19,500	
	FURNITURE			
3.4	Furniture	Concrete Seats with Timber inserts	120,000	
3.5	Manual Bollards	Included	60,000	
	MISCELLANEOUS			
3.6	Stage & Canopy	Included	20,000	
3.7	Corner Artworks	Included	30,000	
3.8	Bins, Bike Racks & Drink Fountains	Included	20,000	
4.0	SOFT LANDSCAPING			91,200
4.1	Softscape	Rain Gardens	45,000	
4.2	Trees	500L Nursery Stock	46,200	
5.0	ELECTRICAL			550,450
5.1	Feature Lighting	Catenary Lighting (including poles)	392,000	
6.0	STORMWATER			133,500
	TOTAL			1,540,700
			TOTAL incl. Prelims, Traffic Management & Contingency	**$2,000,000**

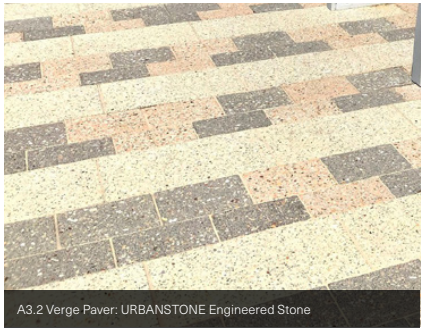
Key Summary of Changes Made:

- Concrete seating reduced from 120m (previously 164m).
- Cost of artwork reduced to $10k ea.
- Cost of Catenary Lighting reduced to $720/m (previously $1400/m).
- Amount of catenary poles reduced to 8 (previously 10).
- Extent of Catenary Lighting reduced to 300m (previously 440m).
- Amount of new trees reduced to 33 (previously 36).
- Road surface changed to Interlocking pavers (previously cobble stone). Can be with or without pattern. Pattern can be applied for verge and road paving.
- New flush (raised) road surface - interlocking pavers (asphalt removed).
- Kerbing changed to insitu concrete (previously granite).
- Road Paving to match new verge paving - similar colour to create pedestrianised environment.

Note: The tables above provide a high level summary to highlight the differences between Options A, B & C. For detailed breakdown and the comprehensive list of items and associated costs, refer to WT Partnership IOCE Report (May 2021). The ASPECT Opinion of Probable Cost (October 2021) incorporates original rates from the QS with minor variations to meet the ToVP's new concepts and budgets. The OPC should not to be read in lieu of the IOCE Report prepared by WT.

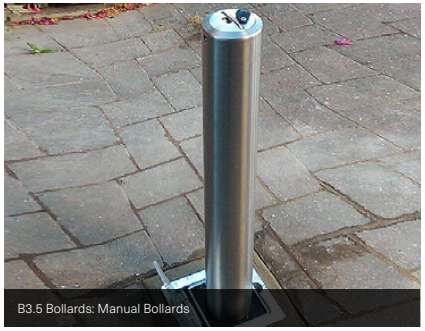
High Level Option (A)


B3.1 Road Paving: Interlocking Road Paver

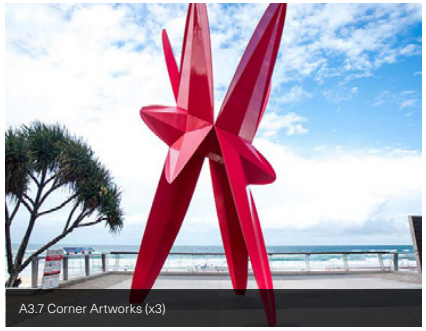

A3.2 Verge Paver: URBANSTONE Engineered Stone

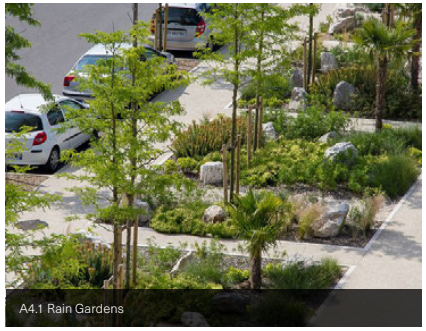
B3.3 Kerbs: Insitu Concrete (flush)

A3.4 Fixed Furniture: Concrete with Timber slats

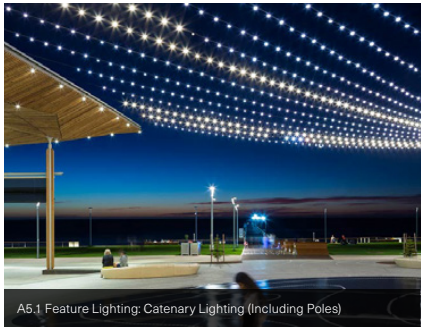

B3.5 Bollards: Manual Bollards

A3.6 Stage and Canopy


A3.7 Corner Artworks (x3)


A4.1 Rain Gardens

A4.2 Tree Sizes: 500L (semi advanced)


A5.1 Feature Lighting: Catenary Lighting (Including Poles)

Medium Level Option (B)

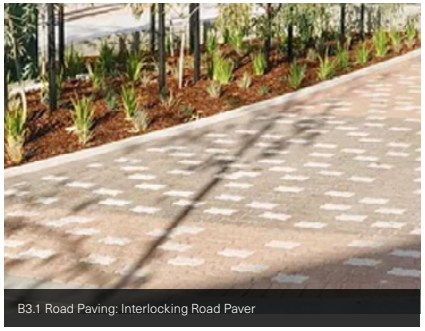
CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			42,000
2.0	EARTHWORKS			26,250
3.0	HARD LANDSCAPING			332,000
	SURFACES			
3.1	New Road Paving	Interlocking Road Pavers (w/ pattern)	147,000	
3.2	Existing Verge Paving	Red Brick Paving	N/A	
3.2	New Verge Paving	Red Brick Paving	53,000	
3.3	Kerbs	Insitu Concrete	19,500	
	FURNITURE			
3.4	Furniture	Proprietary Furniture	25,000	
3.5	Manual Bollards	Included	37,500	
	MISCELLANEOUS			
3.6	Stage & Canopy	Included	20,000	
3.7	Corner Artworks	Included	10,000	
3.8	Bins, Bike Racks & Drink Fountains	Included	20,000	
4.0	SOFT LANDSCAPING			64,800
4.1	Softscape	Rain Gardens	45,000	
4.2	Trees	200L Nursery Stock	19,800	
5.0	ELECTRICAL			246,000
5.1	Feature Lighting	Gobo (Projection Lighting)	125,000	
6.0	STORMWATER			52,500
	TOTAL			763,550
			TOTAL incl. Prelims, Traffic Management & Contingency	**$1,000,000**

Key Summary of Changes Made:

- New verge and road paving to match existing red brick. New Road paving could be similar in colour with some variation (dark or lighter red).
- New flush (raised) road surface - interlocking pavers (asphalt removed) - can be with or without pattern. Pattern to be applied to road paving only.
- Concrete seats removed, proprietary furniture used.
- Amount of Bollards reduced.
- 1x Artwork included at $10k ea.
- Catenary Lighting removed, Gobo lighting used (x5).
- Extent of earthworks and demolition reduced.
- Amount of new trees reduced to 33 (previously 36).
- Cost of 200L trees reduced to $600ea (previously $1000ea).
- Extent of electrical and stormwater service upgrades reduced.

Note: The tables above provide a high level summary to highlight the differences between Options A, B & C. For detailed breakdown and the comprehensive list of items and associated costs, refer to WT Partnership IOCE Report (May 2021). The ASPECT Opinion of Probable Cost (October 2021) incorporates original rates from the QS with minor variations to meet the ToVP's new concepts and budgets. The OPC should not to be read in lieu of the IOCE Report prepared by WT.

Medium Level Option (B)

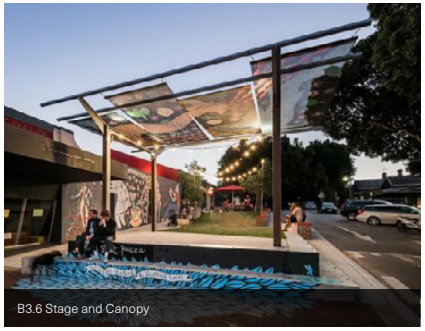

B3.1 Road Paving: Interlocking Road Paver

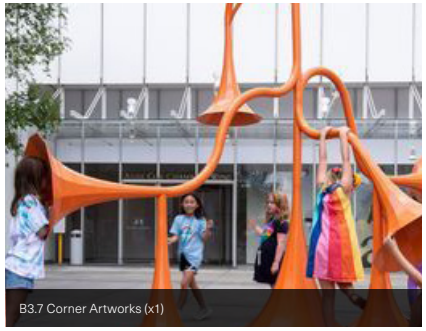
B3.2 Verge Paver: Red Brick Paving to match existing

B3.3 Kerbs: Insitu Concrete (flush)

B3.4 Furniture: Proprietary Fixed Furniture

B3.5 Bollards: Automated Pop Up Bollards


B3.6 Stage and Canopy


B3.7 Corner Artworks (x1)

B4.1 Rain Gardens

B4.2 Tree Sizes: 200L

B5.1 Feature Lighting: Gobo Projection Lighting

Lower Level Option (C)

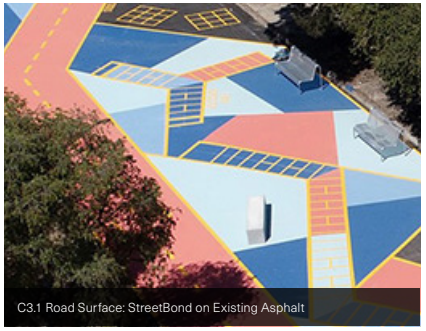
CODE	ITEM	SELECTION/COST	ITEM COST	SUB TOTAL
1.0	DEMOLITION			25,000
2.0	EARTHWORKS			11,250
3.0	HARD LANDSCAPING			208,500
	SURFACES			
3.1	Road Surface (existing asphalt)	StreetBond Painted Mural on Road	99,000	
3.2	Existing Verge Paving	Red Brick Paving	N/A	
3.2	New Verge Paving	Red Brick Paving	45,000	
3.3	Kerbs	Insitu Concrete	19,500	
	FURNITURE			
3.4	Fixed Furniture	Proprietary Furniture	25,000	
3.5	Manual Bollards	Excluded	-	
	MISCELLANEOUS			
3.6	Stage & Canopy	Excluded	-	
3.7	Corner Artworks	Excluded	-	
3.8	Bins, Bike Racks & Drink Fountains	Included	20,000	
4.0	SOFT LANDSCAPING			30,600
4.1	Softscape	Garden Beds	18,000	
4.2	Trees	100L Nursery Stock	12,600	
5.0	ELECTRICAL			52,500
5.1	Feature Lighting	Excluded	-	
6.0	STORMWATER			52,500
	TOTAL			380,350
			TOTAL incl. Prelims, Traffic Management & Contingency	**$500,000**

Key Summary of Changes Made:

- Raised Planter Edges removed, proprietary furniture used.
- Consolidated and reduced amount of softscape area.
- Rain gardens removed, garden beds used (cheaper alternative).
- Extent of earthworks and demolition reduced.
- Gobo feature lighting removed, lighting upgrades (MFPs) only.
- Manual bollards removed.
- Smaller tree stock used (100L).
- New verge paving to match existing red brick, existing road asphalt remains.
- Existing road surface level to remain - not flush.
- Painted mural on existing road surface.
- Extent of electrical and stormwater service upgrades reduced.

Note: The tables above provide a high level summary to highlight the differences between Options A, B & C. For detailed breakdown and the comprehensive list of items and associated costs, refer to WT Partnership IOCE Report (May 2021). The ASPECT Opinion of Probable Cost (October 2021) incorporates original rates from the QS with minor variations to meet the ToVP's new concepts and budgets. The OPC should not to be read in lieu of the IOCE Report prepared by WT.

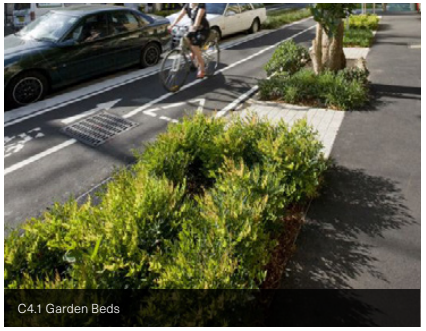
Lower Level Option (C)


C3.1 Road Surface: StreetBond on Existing Asphalt

C3.2 Verge Paver: Red Brick Paving to match existing

C3.3 Kerbs: Insitu Concrete (raised)

C3.4 Furniture: Proprietary Fixed Furniture


C4.1 Garden Beds

C4.2 Tree Sizes: 100L

APPENDIX 2
MCA METRICS

Town of Victoria Park

MCA Metrics

	CRITERIA	DEFINITION	RATING	METRIC	WEIGHTING
1	Cost to Town	Construction cost of option and impact to Town budget	1 = high cost 5 = low cost	Order of Magnitude Cost Estimates (ASPECT Studios 2021)	High
2	Business Benefit	Extent to which option creates additional functional trading areas, adds 'kerb appeal' and extends activation into evening hours in line with business trading hours, thereby improving business performance	1 = No benefit to traders 3 = Limited benefit 5 = Significant benefit	Design Assessment of Options including: Area of potential space for alfresco; lighting and evening features likely to improve evening activation; and quality of public realm immediately adjacent to businesses	High
3	Disruptiveness	Likely complexity of works and resulting severity of disruption during construction period	1 = Complex, lengthy and disruptive works 5 = Efficient and stageable works	Technical Assessment of Options including: proximity of works to businesses; likely need for partial or full closure of footpaths; parking or road	Moderate
4	Aesthetic Quality	Quality of hardscape and soft landscaping achieved and alignment to expressed community preferences in terms of coverage, tree sizes and visual cohesiveness	1 = Incohesive or unnoticed design impact 5 = Cohesive and discernable design outcome	Design assessment of Options including: Quality of soft landscaping; overall cohesiveness of works	High
5	Environmental Performance	Amount of additional tree and understorey planting, likely microclimate effect and water quality improvement achieved by option, as expressed by community as a priority	1 = No change to existing 3 = Some improvement 5 = Significant improvement	Technical Assessment of Options including: WSUD infrastructure employed; additional planted surface area; number of additional trees	High
6	Pedestrian Comfort	Amount of added pedestrian space, improvements to ease and safety of crossing and utility of new amenities provided (e.g. seating, bike racks) which improve comfort at all hours	1 = Partial improvement 5= Comprehensive improvement	Technical Assessment of Options including: additional pedestrian space created, ease of street crossing and circulation; day and night utility	High

	CRITERIA	DEFINITION	RATING	METRIC	WEIGHTING
7	Vehicle Impact	Extent to which option achieves intended vehicle movement outcomes i.e. slowing and sharing of space while maintaining adequate through-movement and parking	1 = No improvement, increased conflict 3 = Some improvement 5 = Significant improvement, reduced conflict	Assumed impact based on: degree of carriageway narrowing, achieved change in road surface materiality or level, visual impact of features near kerb	High
8	Event Capacity	Degree to which the option has the capacity to accommodate independent events and activation, supporting community vitality	1 = No improvement 3 = Capacity improvement 4 = Capacity and infrastructure improvement	Design assessment of Options including: provision of dedicated event/performance infrastructure; space for assembly and viewing	Low
9	Visitation and Buzz	Option is marketable and attracts visitation, is not likely to generate opposition or controversy thereby providing positive PR for Town	1 = High risk or low impact 5 = Low risk, high impact	Assumed impact based on: presence of iconic element/s and 'Instagram -bility'; budget sticker shock; likelihood of unforeseen complications impacting cost or timeframes	Moderate
10	Culture Contribution	Option strengthens cultural narratives and heritage interpretation through inclusion of artwork and storytelling	1 = Limited contribution 5 = Significant contribution	Design assessment of Options including: proposed artwork scale and significance; budget allocated to artwork; cultural value of art and thematic elements	Moderate
11	Maintenance / Durability	Likely cost and complexity of ongoing maintenance and long-term durability of Option	1 = High need for maintenance or replacement 5 = Low need	Design assessment of Options including: complexity of lighting features; ease of access for repairs; quality and durability of materials	Moderate
12	Future Proofing	Extent to which the option is flexible by design and can readily respond to opportunities as they emerge over time	1 = High degree of future proofing 5 = Low degree of future proofing	Design assessment of Options including: scope for achieving the Vision, including via a staged approach; responsiveness to Albany Hwy PSP opportunities, including a mid-tier transit system	Moderate
13	Achievement of Vision	Option meets overarching objective of project to create significant Entrance to Victoria Park	1 = Weak alignment to vision 5 = Strong alignment	Qualitative assessment of all components of option against community vision	High

APPENDIX 3
MCA WEIGHTING

Town of Victoria Park

MCA Weighting

CRITERIA	WEIGHTING	SCENARIO		
		A	B	C
		HIGH LEVEL	MEDIUM LEVEL	LOWER LEVEL
1. Cost to Town	5	1	2	3
2. Business Benefit	5	3	2	2
3. Disruptiveness	3	1	2	3
4. Aesthetic Quality	5	3	2	1
5. Environmental Performance	5	3	3	1
6. Pedestrian Comfort	5	3	3	1
7. Vehicle Impact	5	3	3	2
8. Event Capacity	1	3	3	1
9. Visitation and Buzz	3	3	2	2
10. Cultural Contribution	3	3	3	2
11. Maintenance/Durability	3	2	3	2
12. Future Proofing	3	2	2	3
13. Achievement of Vision	5	3	2	1
TOTAL		**131**	**124**	**92**
Unweighted		33	32	24
Position				

APPENDIX 4
MCA ASSESSMENT

Town of Victoria Park

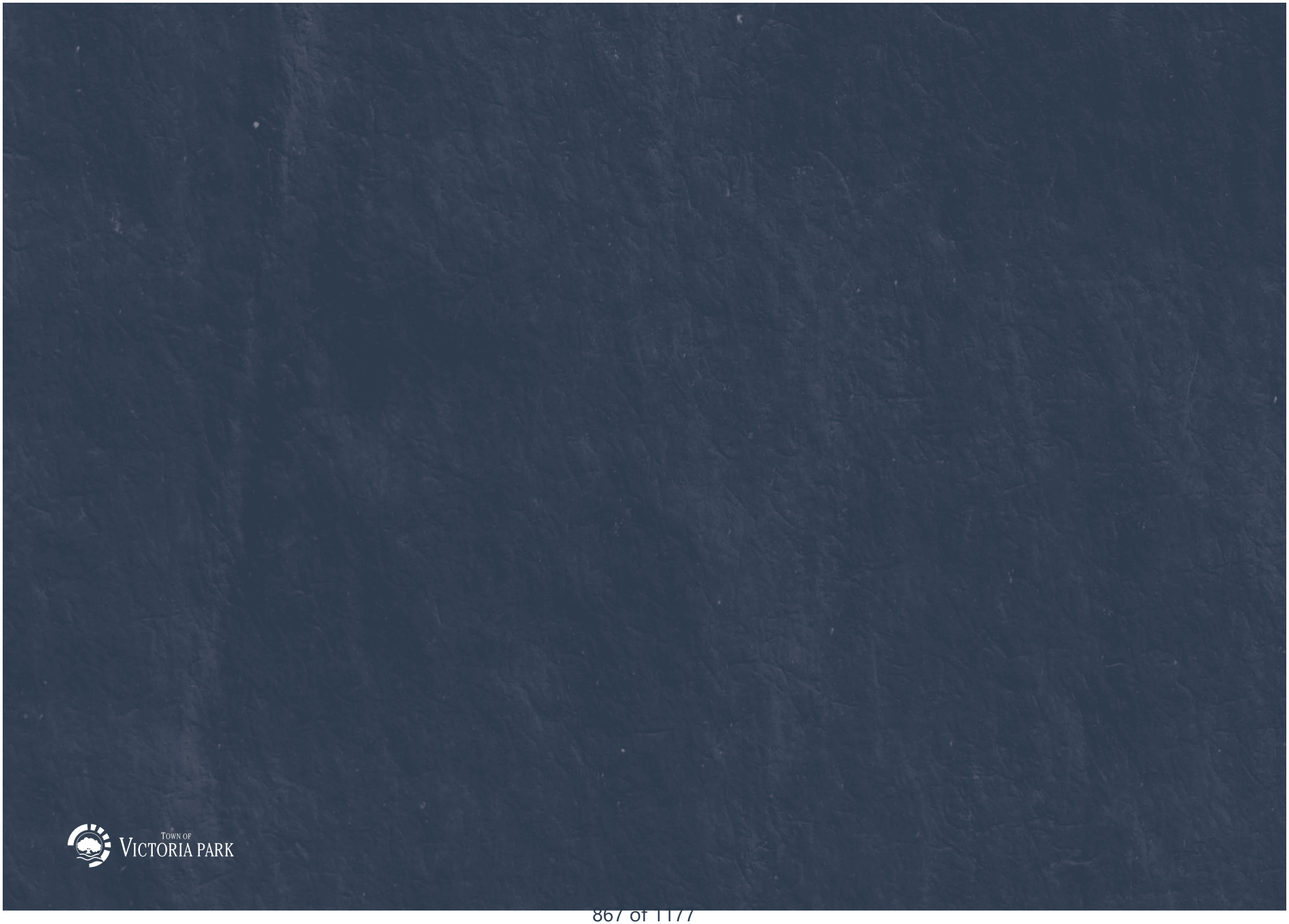
MCA Assessment

CRITERIA	SCENARIO		
	A	B	C
	HIGH LEVEL	MEDIUM LEVEL	LOWER LEVEL
1. Cost to Town	$2m preliminary cost estimate is the most expensive option	$1m preliminiary cost estimate is the midpoint optin in terms of cost to town, 50% saving relative to highest cost option	$500 preliminary cost estimate is the most affordable option, 75% saving relative to highest cost option
2. Business Benefit	Significantly increases alfresco/trading space for appox. 12 businesses; significantly improves amenity to storefront with competely new and cohesive paving treatment; shelter from road with generous landscaping; improves attraction in evening hours through enhanced and feature lighting amd artwork	Significantly increases alfresco/trading space for appox. 12 businesses; no improvement to storefront with in situ paving retained; shelter from road with generous landscaping; improves attraction in evening hours through enhanced and feature lighting amd artwork	Significantly increases alfresco/trading space for appox. 12 businesses; no improvement to storefront with in situ paving retained; limited landscaping, lighting and no artwork
3. Disruptiveness	Likely considerable disruption to vehicle movement due to road surface replacement, and some disruption to business due to need for paving replacement around storefronts	Likely considerable disruption to vehicle movement due to road surface replacement, however lesser disruption to business frontages as paving remains in situ	Limited disruption with no extensive works required to road surface and no replacement of paving to storefronts which would obstruct access or views
4. Aesthetic Quality	Generous landscaping, seating and feature above-head lighting likely to create visually impressive setting. Paving scheme provides cohesive and visually distinct design, contributing fresh and new feel to area and emphasising percpetions of improvement and change.	Less visually prominent seating and lighting features. Retention of existing paving likely to lessen aethetic quality of enhancement, reduce distinctivensss and lower perception of improvement and change. Scenario B: partial or feature replacement of paving may have potential to make good equivalent to A	Lack of noteworthy lighting, artwork or furniture expected to result in lessened visual impact or a sense of disjointedness. Retention of existing paving

CRITERIA	SCENARIO		
	A	B	C
	HIGH LEVEL	MEDIUM LEVEL	LOWER LEVEL
5. Environmental Performance	Option proposes 33 additional trees, significant 500L nursery stock providing significant tree presence from outset. Rain garden infrastructure capable of detaining and filtering stormwater; significant X% softscape area. Features likely to materially increase shade, contribute to biodiversity and improve water management	Option proposes 33 additional trees, lesser 200L nursery stock. Rain garden infrastructure capable of detaining and filtering stormwater; same softscape area maintained as Option A. Likely to achieve comparable environmental/ microclimate outcome Scenario B: 500L stock make good equivalent to A	33 Trees but significantly smaller 100L stock used. Consoliodated and reduced softscape area to beneath tree planting only, with no rainwater detention capabilities. Features likely to result in inferior microclimate outcome.
6. Pedestrian Comfort	Option makes significant improvement to pedestrian sidewalk space, tightens kerb radii to improve sightlines and crossing safety. Raising of roadway significantly improves crossing experience, disability access. Replacement paving significantly improves surface quality, disability access, safety generally.	Option makes significant improvement to pedestrian sidewalk space, tightens kerb radii to improve sightlines and crossing safety. Raising of roadway significantly improves crossing experience, disability access. Lesser shade from outset. Retention of existing paving does not address cracking, instability, safety issues. Opportunity to partially replace/improve condition of existing paving to improve scoring.	Option makes significant improvement to pedestrian sidewalk space, tightens kerb radii to improve sightlines and crossing safety. No further improvements to street crossing or pavement condition. Opportunity to emphasise/formalising pedestrian crossings to improve scoring.
7. Vehicle Impact	Narrowing of roadway to 7m and tightening of corner radii to increase pedestrian space likely to slow traffic. Addition of shared vehicle space of further benefit in terms of speed reduction.	Narrowing of roadway to 7m and tightening of corner radii to increase pedestrian space likely to slow traffic. Addition of shared vehicle space of further benefit in terms of speed reduction.	Narrowing of roadway to 7m and tightening of corner radii to increase pedestrian space likely to support increased pedestrian comfort. Lack of shared space and level change likely to limit speed reduction. Speed bumps and other interventions may improve performance.

CRITERIA	SCENARIO		
	A	B	C
	HIGH LEVEL	MEDIUM LEVEL	LOWER LEVEL
8. Event Capacity	Dedicated stage infrastructure provides power/AV capability to host events. Overhead lighting supports evening events. Shared space provides for convenient extension of space and road closures to host street events.	Dedicated stage infrastructure provides power/AV capability to host events. Lack of lighting may limit capacity to host evening events. Shared space provides for convenient extension of space and road closures to host street events. Consideration of event lighting would improve performance of option.	Lack of stage infrastructure, lighting and shared space results in no improvement to capacity of street to accommodate events compared to existing situation.
9. Visitation and Buzz	Comprehensive and cohesive street enhancement is likely to attract significant attention, candidate for national awards e.g. South Perth, photograph well e.g. Instagram and Town PR materials, be discernably improved to a degree that is likely to be readily recgnised by general community.	Some benefit in terms of additional tree planting and feature night lighting which may support defined identity and generate attention, retention of existing pavement may diminish sense of change and improvement.	Additional tree planting and kerb extensions unlikely to generate significant attention or drive visitation. Potential for supergraphic artwork on street has potential to be highly-photographed and drive visitaiton if well executed. Consider potential for large-scale artwork in other options or as interm measure.
10. Cultural Contribution	Opportunity for significant cultural contribute in terms of landscaped theme, embedded artwork and storytelling in custom street furniture and hardscaping, dedicated budget provision for artwork and thematic lighting	Opportunity for cultural contribute in terms of landscaped theme, dedicated but lesser budget provision for artwork and thematic lighting. Consider opportunity to retrofit storytelling artwork into retained hardscaping to improve scoring.	No budget provision for artwork, no thematic lighting, off-the-shelf furniture and limited opportunities for planting results in limited cultural contribution.
11. Maintenance/ Durability	High maintenance items including new hardscaping and overhead lighting are likely to increase maintenance costs and require significant action (e.g. road cloasure) to facilitate repairs.	Proposed lighting treatments contained in sidewalk and likely to have lower to moderate maintenance cost/difficulty. Existing hardscape materials are significantly damaged and long term durability is an open question if retained.	Limited nature of interventions is likely to result in low additional maintenance cost or effort. Proposed street supergraphic is likely to be of low durability and require replacement or removal. Existing hardscape materials are significantly damaged and long term durability is an open question if retained.

CRITERIA	SCENARIO		
	A	B	C
	HIGH LEVEL	MEDIUM LEVEL	LOWER LEVEL
12. Future Proofing	Narrowing of roadway may not be consistent with operating requirements of Trackless Tram or LRT. Shared space may need to be removed to address level difference for transit. Custom paving may need to be substantially removed or replaced as part of any future transport delivery. Scoring improved through confirmation of future transit requirements.Capacity to stage road enhancement following this.	Narrowing of roadway may not be consistent with operating requirements of Trackless Tram or LRT. Shared space may need to be removed to address level difference for transit. Scoring improved through confirmation of future transit requirements. Capacity to stage road enhancement following this.	Narrowing of roadway may not be consistent with operating requirements of Trackless Tram or LRT. Limited intervention to roadway maximises flexibility for adapting to future transit technology.
13. Achievement of Vision	Option comprehensively satisfies community vision in delivering a re-imagined and pedestrianised space with significant landscaping, high quality street furnishings and high quality, new materials which are consistent with precedent imagery selected by workshop participants.	Option satisfies functional expectations of community vision in delivering a more pedestrian friendly public realm and slowing vehicles to achieve a flexible shared space. Retention of existing materials not aligned with community vision.	Option makes moderate improvements to pedestrian areas but achieves limited landscaping and does not substantially address car movements, speeds or relationship to space which are considered central to community vision. Retention of existing materials not aligned with community vision.



(33)

TOWN OF VICTORIA PARK

TOWN OF VICTORIA PARK
File No. PAR/18/0010-02
Xref No.
20 OCT 2021
BLP ☐ CLP ☐ FCLP ☐ FIN ☐ RAN ☐ PLN ☐ RLP ☐ CEO ☐ HR ☐ NE ☐ RAT ☐ EH ☐ BLD ☐
☐ _____ DOC No. _____

Clause 35 of the Meeting Procedures Local Law 2019

Petition of Electors

To the Mayor of the Town of Victoria Park,

We, the undersigned, all being electors of the Town of Victoria Park do respectfully request that Council:

Upgrade Read Park with a playground suitable for 1-5 year old children.

The reasons for this request are:

There are many other local residents with young children who could also benefit from the upgrade. There is currently a degraded seniors exercise course, and an outdated playground with a slide so high and without any safe barrier protection. The park space itself is setup well with wide open grass areas and good tree cover, a vibrant cafe, community garden and toilet block (which could also do with a bit of an upgrade) - a new playground with good shade cover would be the perfect addition to a better utilised and visited park.

Correspondence should be addressed to:

Lian Tan lian@wildlyaustralian.com 0415 241 457

The names and addresses of the petitioners are as follows:

Date	Full Name	Address	Signature
7.10.21	Cheryl Davenport	19c Temple St, Vic Pk	C. Davenport
7.10.21	Jan Bogaards	21 Temple St. Vic. Pk.	Jan Bogaards
7.10.21	[illegible]	21 Temple St. V.P	
7.10.21	Shem Mincher	25 Temple St. Vic Pk	

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Date	Full Name	Address	Signature
7/10/21	JIM CHADWICK	25A TEMPLE ST VICTORIA PARK	
7/10/21	Pn Mudalige	27B Temple St Vic Park	
7/10/21	FRANCINE ALLEN	29 TEMPLE ST VIC PARK	
7/10/21	KEITH SILLARS	29a TEMPLE ST VIC PARK	
7/10/21	Marc Allen	29b Temple St Vic Park	
7/10/21	ROMY MCGHEE	33 TEMPLE ST, VIC PARK	
7/10/21	JAIMIE WARD	39A TEMPLE ST, VIC PARK	
7/10/21	JAMES MACGUIRE	45 TEMPLE ST.	
7/10/21	Paul Lott	49A Temple St	
7/10/21	Jane McAllin	20 Temple St	
7/10/21	Caryn Ellis	22 Temple St	
7/10/21	Victoria Daniel Morgan	30A Temple Street	
7/10/21	Scott McIver	55A Temple Street	
7/10/21	JOAN, STEV- ANOUSKI	57 TEMPLE STREET	

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Date	Full Name	Address	Signature
7/10/21	Maxwell John Rochat	2/64 Temple St Vic Park	
07-10-2021	Steve Cloy	2/63 Temple St Victoria Park	
7/10/21	Joy Johnston	3/63 Temple St Victoria Park	
7/10/21	Bridget Mitch	51 Temple St. Vic Park	
7/10/21	David McChee	33 Temple St, Vic Park	
8/10/21	Kamelia Doll	27A Temple St VIC PARK	
8/10/21	Sandra Feld	72 Manchester St	SG Feld.
8/10/21	Sean Hamilton	66 Manchester St	
8/10/21	L. HERON	58 MANCHESTER ST.	
8/10/21	D. PARKER	51 Manchester St	
8/10/21	Anna Messere	49 MANCHESTER ST	A MM.
8/10	Y. Ut Lam	44A " "	
8/10/21	JUDY OAKES	31 MANCHESTER ST	
8-10-21	A. Andin	24 Manchester St	A.A.

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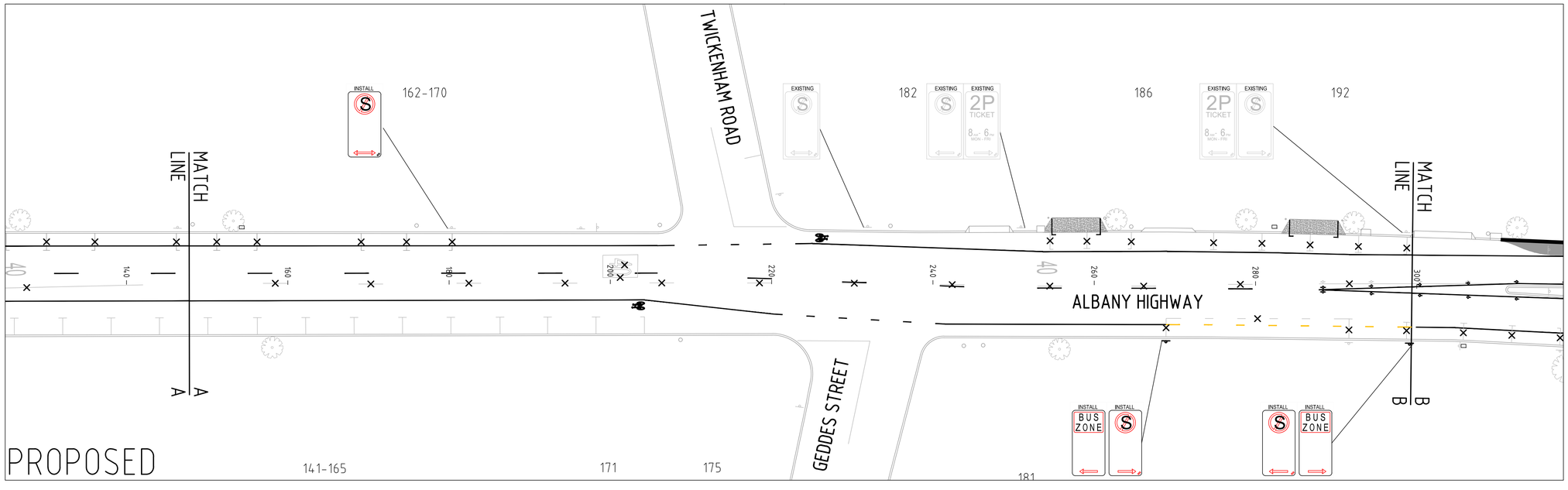
Date	Full Name	Address	Signature
8/10/21	A deGROOT	57 MANCHESTER	
8/10/2	R. CHHATRALIA	61 MANCHESTER.	
8/10/12	Rakhi Sharma	63A Manchaster	Rakhi
8/10/21	James Monk	65 Manchester St	
8/10/21	Narapat Chaiyarak	3/53 Manchester St	
8/10/21	V IOZZI	23 MANCHESTER ST	
8/10/21	B LOWRY	11A MANCHESTER ST	
8/10/21	JOHN GARNAHAN	12 TEMPLE STREET	

TOWN OF VICTORIA PARK



Amendments

No	Date	REVISION	By	App'd
0	09/21	FOR INFORMATION	R.G	L.M

TOWN OF VICTORIA PARK

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DESIGNED	R.G	09/21	SCALE 1:250 @ A1
DRAWN	R.G	09/21	DATUM
CHECKED	L.M	09/21	APPROVED
RECOMMENDED			

ALBANY HIGHWAY ON-STREET CYCLE LANES

OSWALD STREET TO RUSHTON STREET

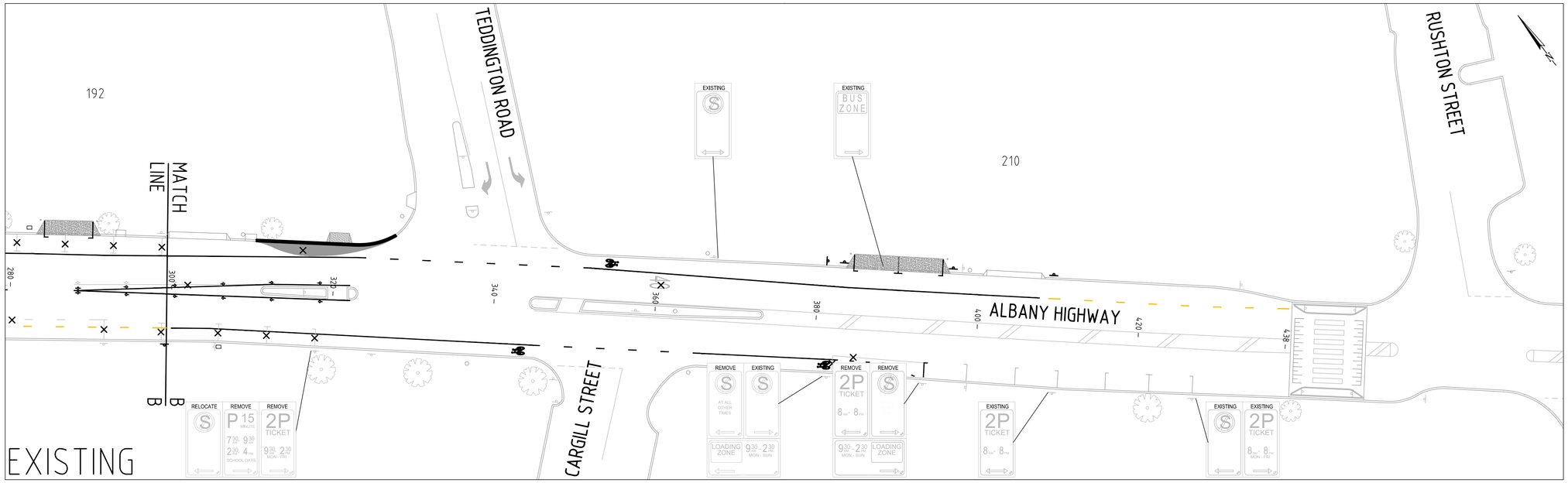
PARKING SIGNS

SHEET 2 OF 3

DRAWING No. E 10569-9

Job No.

A 1



Amendments					
No	Date	REVISION	By	App'd	
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DESIGNED	R.G	09/21	SCALE 1:250 @ A1
DRAWN	R.G	09/21	DATUM
CHECKED	L.M	09/21	APPROVED
RECOMMENDED			

ALBANY HIGHWAY ON-STREET CYCLE LANES

OSWALD STREET TO RUSHTON STREET

PARKING SIGNS

SHEET 3 OF 3

DRAWING No. E 10569-10

Job No.

A 1

COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 3

Opening date:	**October 2021**
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program LRCIP@infrastructure.gov.au
Date guidelines released:	**October 2021**
Type of grant opportunity:	Demand-driven (Eligibility-based)

Contents

1. Local Roads and Community Infrastructure Program Process 4
   - 1.1 Introduction 5
2. About the LRCI Program – Phase 3 5
3. Grant amount and grant period 6
   - 3.1 Phase 3 – ‘use it or lose it’ principle 7
4. Eligibility criteria 7
   - 4.1 Who is eligible for a grant? 7
5. What the grant money can be used for 7
   - 5.1 Eligible Grant Activity 7
   - 5.2 Maintaining Overall Capital Expenditure 9
   - 5.3 Co-contributions 9
   - 5.4 Eligible Construction Time Period 10
   - 5.6 What the grant money cannot be used for 10
6. The grant selection process 11
   - 6.1 Who will approve grants? 11
   - 6.2 How to seek a variation to project nominations? 11
   - 6.2 How to seek an extension to approved project construction timeframes? 12
7. Letter of offer process 12
8. Notification of outcomes 12
9. Successful grantees 12
   - 9.1 The Grant Agreement 12
   - 9.2 How we pay the Grant 14
   - 9.3 Grant Payments and GST 18
10. Announcement of grants 18
11. Reporting requirements 18
    - 11.1 Quarterly Reports 19
    - 11.2 Ad hoc Report 20
    - **11.2 Annual Report** 21
    - 11.3 Audited financial statements 21
    - 11.4 Acquittal process for Low Value Grants 22
    - 11.5 Reconciliation Process 23
    - 11.6 Compliance visits and Record Keeping 23
    - 11.7 Fraud 23
    - 11.8 Specific legislation, policies and industry standards. 23

12. How we monitor your grant activity 23
12.1 Keeping the Department informed 23
12.2 Department Contact Details 24
12.3 Evaluation 24
12.4 Public information conditions 24
12.5 Signage 25
12.6 Project Events 25
13. Probity 25
13.1 Enquiries and feedback 26
The Commonwealth Ombudsman can be contacted on: 26
13.2 Conflicts of interest 26
13.3 How we manage conflicts of interest 27
13.4 Privacy 27
13.5 Confidential Information 27
13.6 Freedom of information 28
14. Consultation 29
15. Glossary 29

1. Local Roads and Community Infrastructure Program Process

The Local Roads and Community Infrastructure (LRCI) Program is designed to achieve Australian Government objectives

This grant opportunity is part of the LRCI Program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communication's (The Department) Outcome 3.2. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017.*

↓

The grant opportunity opens

The Department will provide Eligible Funding Recipients with the Program Guidelines for this grant opportunity (Phase 3) and publish them on GrantConnect.

↓

Grant decisions are made

The Eligible Funding Recipients for the LRCI Program have been pre-identified.

The Deputy Prime Minister approves the allocation of funding under the Program, based on a formula. The Delegate will approve the award of the grant.

↓

Eligible Funding Recipients are notified of the outcome

Eligible Funding Recipients are sent a letter of offer and Grant Agreement signed by the Department.

↓

Eligible Funding Recipients sign the Grant Agreement

Eligible Funding Recipients must execute the Grant Agreement and return it to the Department.

↓

Nomination of projects to be undertaken

Eligible Funding Recipients will submit a draft Work Schedule nominating projects to be funded through the LRCI Program.

↓

The Department assesses nominated projects to ensure project eligibility requirements are met

The Department will notify Eligible Funding Recipients if nominated projects are approved by providing an Approved Work Schedule. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.

↓

Delivery of grant

Eligible Funding Recipients undertake Eligible Projects set out in their Approved Work Schedules. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.

↓

Evaluation of the Local Roads and Community Infrastructure Program

The Department will evaluate the LRCI Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

1.1 Introduction

These Guidelines contain information for Phase 3 of the LRCI Program grants.

The Local Roads and Community Infrastructure (LRCI) Program was announced on 22 May 2020. Through the 2020-21 Budget, the Australian Government announced an extension of the LRCI Program, now referred to as LRCI Program Phase 2.

On 11 May 2021, as part of the 2021-22 Budget, the Australian Government announced a further $1 billion for the continuation of the LRCI Program Phase 3. The grant opportunity set out in these Program Guidelines is for LRCI Program Phase 3 only.

The LRCI Program supports Eligible Funding Recipients to create jobs by delivering priority local road and community infrastructure projects across Australia.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department.

2. About the LRCI Program – Phase 3

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Phase 3 of the LRCI Program will open from 20 October 2021. At this time, Grant Agreements will be sent to Eligible Funding Recipients to be executed, and Project Nominations can be submitted to the Department.

From 3 January 2022, the construction time period commences, and eligible payments will be made from this time. Project construction can commence once Project Nominations are approved by the Department with projects required to be physically completed by 30 June 2023.

Phase 3 of the LRCI Program continues a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the earlier Phases of the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

The LRCI Program is a demand driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2021-2022:

- the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistant to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to maintain and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funding construction projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the *Commonwealth Grants Rules and Guidelines 2017 (CGRGs).*

3. Grant amount and grant period

The Australian Government has committed total funding of $1 billion for Phase 3 of the LRCI Program.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

This grant opportunity will open on 20 October 2021 and close on 31 December 2023. The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after the Eligible Funding Recipient's Work Schedule has been approved, and not before 3 January 2022.

3.1 Phase 3 – 'use it or lose it' principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation before 30 June 2023, then;

the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not applied for or reallocated by the Eligible Funding Recipient.

4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 3 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program.

4.1 Who is eligible for a grant?

Eligible Funding Recipients are the same as for Phase 1 and Phase 2 of the LRCI Program.

550 Eligible Funding Recipients have been selected for this grant opportunity to fund and provide local council services to communities directly. By providing funding to the level of government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia.

4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see 4.1).

General applications by other organisations will not be accepted. Applications by Eligible Funding Recipients reasonably understood to be on behalf of, or for the benefit of another otherwise ineligible organisation, will not be accepted.

5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are Local Road Projects or Community Infrastructure Projects (see 5.1). Eligible Projects must meet the Eligible Project Requirements set out in subsections 5.2 to 5.6, and deliver benefits to the community.

5.1 Eligible Grant Activity

Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);

- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

5.2 Maintaining Overall Capital Expenditure

As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using either their own funds or funds already available to the Eligible Funding Recipients by another opportunity. The funding is not intended to replace existing expenditure commitments but rather to enable further, additional expenditure as economic stimulus.

Under Phase 1, projects would be considered Eligible Projects if they were additional to the Eligible Funding Recipient's existing work plan for 2020-21; simply, LRCI funds could not be used on existing projects.

Under Phase 2, Eligible Funding Recipients were required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level.

Under Phase 3, Eligible Funding Recipients will be required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2021-22 capital spending level. The focus on overall capital spending provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure may be a requirement for an Eligible Funding Recipient to receive their full Phase 3 Nominal Funding Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced. Eligible Funding Recipients are responsible for determining if the funding conditions of another program would permit the use of LRCI Program funding towards that project.

5.4 Eligible Construction Time Period

The eligible construction time period to undertake construction activity on Eligible Projects must be undertaken between 1 January 2022 and 30 June 2023. If a Phase 3 Grant Agreement is executed and the project is in a Phase 3 Approved Work Schedule, then construction may commence prior to 1 January 2022.

In general, requests to extend the construction time period beyond 30 June 2023 will not be granted. Exceptional circumstances that may directly delay and result in an extension to the eligible construction time period, will require case-by-case consideration. Planning issues, contractor availability, and general delays associated with project commencement or completion, are not considered exceptional circumstances, and Eligible Funding Recipients should take these into consideration when nominating a project.

Consideration of any requests for an extension to the Eligible Construction Time Period is at the discretion of the Delegate (see 6.1) If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

5.5 Combined Projects – Completed LRCI Phase 1 and Phase 2 Projects

Eligible Funding Recipients can nominate discrete later stages of projects that are already receiving funding under the LRCI Program. The Phase 3 nomination must be a new, separate and previously unfunded project stage. The component funded under Phase 1 or Phase 2 must not be amended without approval by the Delegate and must maintain eligibility under the relevant program guidelines.

5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- costs incurred in the preparation of reporting documentation including Audit requirements;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);

- land;
- purchase of or improvement to assets that will be ‘ handed off’ to ineligible funding recipients under a cost sharing or minimisation strategy, or similar;
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- preliminary planning and stand-alone design that do not relate to an Eligible Project
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective project costs undertaken prior to work schedule approval.

6. The grant selection process

6.1 Who will approve grants?

A person occupying a position of SES Band 1, Assistant Secretary, within the Infrastructure Investment Division (the Delegate) will approve grants on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

The Department considers that Eligible Projects provide value for money as a proportional response to the actual and anticipated nation-wide economic impacts resulting from COVID-19.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula outlined at section 3.

The Delegate’s decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

6.2 How to seek a variation to project nominations?

If an Eligible Funding Recipient requires an amendment to their Approved Project cost or scope of works, the Eligible Funding Recipient will be required to resubmit their Phase 3 Work Schedule.

Edit and annotate the most recently submitted Phase 3 Work Schedule on Microsoft Word, using track changes.

6.2 How to seek an extension to approved project construction timeframes?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project, this can be done via the Quarterly Report. If your Approved Project end date is past 30 June 2023, please contact the Department via email at LRCIP@infrastructure.gov.au.

In general extensions past 30 June 2023 will not be granted. Though in exceptional circumstances, they may be considered at the discretion of the Delegate. If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

7. Letter of offer process

All Eligible Funding Recipients will receive an offer to participate in Phase 3 of the LRCI Program. This offer will:

a) specify the Phase 3 Nominal Funding Allocation;

b) include a Grant Agreement that sets out the terms and conditions of Phase 3 of the LRCI Program executed by the Australian Government;

c) provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on GrantConnect. Any alterations and addenda[1] will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

Eligible Funding Recipients can return signed Grant Agreements and submit Work Schedules for their first projects between 1 October 2021 and 30 June 2022. As construction needs to be completed by 30 June 2023, after 1 July 2022 the Department expects to only be managing variations or additional project nominations to ensure that an Eligible Funding Recipient is able to fully utilise their Phase 3 Nominal Funding Allocation.

8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program and a Grant Agreement.

9. Successful grantees

9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Australian Government by signing the Grant Agreement. The Grant Agreement used for Phase 3 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

[1] Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the LRCI Program - Program Manager.

The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and a Work Schedule is approved for the Eligible Funding Recipient. A Grant Agreement must be executed with the Australian Government before any payments can be made.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Australian Government may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
First Instalment: Work Schedule approval payment	The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after 3 January 2022 and after the Eligible Funding Recipient's Work Schedule has been approved.	The First Instalment will be equal to 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant. For Low Value Grants, Eligible Funding Recipients will receive 75 per cent of their Phase 3 Nominal Funding Allocation in their First Instalment.
Progress Instalments: Eligible Funding Recipients can receive multiple progress payments.	Within four weeks of the Department's acceptance of a complete and accurate Quarterly Report	A Progress Instalment will be equal to the Eligible Funding Recipient's: • actual expenditure until the end of the period covered by the relevant Quarterly Report; and • projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter; **less:** • received instalments; and • 10 per cent of the Phase 3 Nominal Funding Allocation. For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.
Final Instalment: Final payment	Within four weeks of the Department's acceptance of a complete and accurate Annual Report and decision to release the Final Instalment.	The Final Instalment will equal the smaller of: • the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation; or • the total eligible expenditure and projected expenditure to the end of the Eligible Projects; **less** instalments paid to date.

Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department. The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

- Eligible Funding Recipients should submit their draft Work Schedule when they return their signed Grant Agreement. Work Schedules can be submitted between 20 October 2021 and 30 June 2022, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.
- In order for Eligible Funding Recipients to receive their full Phase 3 Nominal Funding Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 3 Nominal Funding Allocation by 30 June 2022.
    - If an Eligible Funding Recipient has not applied for their full Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022, or savings related to Eligible Projects have not been reallocated under their Phase 3 Nominal Funding Allocation before 30 June 2023, the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- expected number of full-time equivalent jobs supported by the project over the construction period;
- meet mapping requirements notified by the Department;
- whether the project involves Indigenous employment of Business use; and
- Work Category, Outcome Category

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 50 per cent of their Phase 3 Nominal Funding Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds. The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

First Instalment

The First Instalment will be paid to an Eligible Funding Recipient from 3 January 2022 or within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 3 January 2022.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation.

Low Value Grants

A Low Value Grant is a Phase 3 Nominal Funding Allocation under $750,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 75 per cent of their Phase 3 Nominal Funding Allocation as their First Instalment provided they have nominated projects totaling 75 per cent or more of their Phase 3 Nominal Funding Allocation.

Progress Instalments

Progress Instalments will be made following submission of a complete and accurate Quarterly Report.

The Delegate will approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; including
- consideration of other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

Further relevant information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

less:

- the first instalment; and
- 10 per cent of the Phase 3 Nominal Funding Allocation.

For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds (10 per cent) at the time of a Quarterly Report being submitted, provided they also submit completed acquittal documentation (see 11.4).

Final Instalment

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

The Final Instalment will be the lesser of:

- the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation and the total actual expenditure, and;
- projected expenditure to the end of the Eligible Projects, less instalments paid to date.

Projected expenditure should be limited to invoices for completed construction activities which are yet to be paid, or; expenses expected to be incurred post 30 June 2023, which are not construction costs, unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the *CGRGs*.

The Department may also publish details of grants on its website or other government websites, including individual projects funded, underway or complete. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 – Reports** and in accordance with the Grant Agreement**.**

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of Progress and Final Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the eligible construction time period commencing on 1 January 2022 (unless greed by the Department) and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement;
- changes to construction start or end dates, and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide the Annual Report.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation at this time.

Table 2 – Reports

Lodgement period for Reports	Actual expenditure period	Report
1–30 April 2022	1 January – 31 March 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2022	1 April – 30 June 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2022	1 January 2022– 30 June 2022	**Annual Report** Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2022.
1–31 October 2022	1 July – 30 September 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2023	1 October – 31 December 2022	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2023	1 January – 31 March 2023	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2023	1 January 2022– 30 June 2023	**Annual Report** Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2023.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of the lodgement period, they can submit an Ad hoc report to access a further instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 January 2022 until the date specified in the Ad Hoc Report;

- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 30 June 2023;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- council or contractor jobs supported by the grant funding.

11.2 Annual Report

Eligible Funding Recipients must provide the Department with Annual Reports no later than 31 October 2022 and 31 October 2023 unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
   a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
      i. the amount of Phase 3 grant payments which remained unspent from the financial year;
      ii. the amount of Phase 3 grant payments received by the Eligible Funding Recipient in the financial year;
      iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
      iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
      v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditures by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.

      Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
   b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

11.3 Audited financial statements

Eligible Funding Recipients are required to submit a report in writing and signed by an appropriate auditor providing the auditor's opinion on the use by Eligible Funding Recipients of proper accounts and records and preparation of financial statements.

In meeting this audit requirement, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to any Phase 3 funding received during the financial period Financial Year 2021-22 or Financial Year 2022-23.

As part of the Annual Report process outlined in section 11.2 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;

ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;

iii. the expenditure has been on Eligible Projects under the LRCI Program;

iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

11.4 Acquittal process for Low Value Grants

For a Low Value Grant, the Eligible Funding Recipient can complete an Acquittal Report as soon as they have expended all funds. An Acquittal Report must include:

(1) Total amount of grant funding made available and subsequently received over the calendar year;

(2) Total amount of grant funding spent on Eligible Projects;

(3) Total amount (if any) of grant money unspent and either returned or will be returned to the Department:

(a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:

(i) the amount of grant payments which remained unspent from the grant period;

(ii) the amount of grant payments received by the Eligible Funding Recipient over the duration of the grant period;

(iii) the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule over the duration of the grant period;

(iv) the amount spent by the Eligible Funding Recipient over the duration of the grant period;

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

(4) photographs of projects completed using grant payments.

11.5 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule before 30 June 2023, the Department may require the Eligible Funding Recipient to repay that amount to the Department within four weeks of receiving such notice.

11.6 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs (geo tagged if possible) of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

11.7 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

11.8 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals.

12. How we monitor your grant activity

12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for Phase 3 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2023.

12.2 Department Contact Details

Email the mailbox at: LRCIP@infrastructure.gov.au

Mail to: Program Manager

Local Roads and Community Infrastructure Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 2154

CANBERRA ACT 2601

12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under Phase 3 of the LRCI Program, they must:

- Invite the relevant local Federal Member of Parliament to participate in the public information activity; and
- at least five business days prior to its proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release to the Department and obtain the Department's agreement to the media release.

12.5 Signage

Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences unless the Eligible Projects are less than $10,000. Signs are not needed for projects under $10,000 in an Approved Work Schedule.

Signage guidelines are available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

12.6 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held. The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.

13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at LRCIP@infrastructure.gov.au.

Frequently Asked Questions may be published at https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

To provide feedback or to make a complaint; the Department can be contacted at Clientservice@infrastructure.gov.au.Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

Assistant Secretary
Program, Policy and Budget Branch
GPO Box 2013
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13 (7)) of the *Public Service Act 1999*. Australian Governmentofficials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

13.4 Privacy

The Department treats personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Australian Government entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Australian Government employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Australian Government agencies for any purposes, including government administration, research or service delivery;
- other Australian Government, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator
Department of Infrastructure, Transport, Regional Development and Communications
GPO Box 2154
CANBERRA ACT 2601

Tel: (02) 6274 7111
Fax: (02) 6275 1347
email: foi@infrastructure.gov.au

14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program. These Guidelines have also been influenced by engagement with local councils, feedback provided, and administrative improvements identified during Phase 1 and Phase 2.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
appropriate auditor	has the meaning provided in *the National Land Transport Act 2014* Section 4 - Definitions
commencement date	the expected start date for the grant activity
completion date	the expected end date for the grant activity
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money[2] or other Consolidated Revenue Fund (CRF) money[3] is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Capital Expenditure	the money an Eligible Funding Recipient spends on purchasing and maintaining fixed assets, i.e. infrastructure, roads etc
Maintaining Overall Capital Expenditure	maintaining your overall capital spending amount, funded by your own revenue, at or above current levels, on roads and community infrastructure.
Personal information	has the same meaning as in the *Privacy Act 1988* (Cth) which is: • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program

[2] Relevant money is defined in the PGPA Act. See section 8, Dictionary.
[3] Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Town of Victoria Park - Project Assessment

	Elected Member weighted criteria
	LRCI Criteria

CRITERIA	ASSESSMENT DESCRIPTION
Political	**Alignment with Council Themes & Priorities**
1	Consolidation/Completion
2	SCP -Quadruple bottom line - Social
3	SCP -Quadruple bottom line - Economic
4	SCP -Quadruple bottom line - Environment
5	SCP -Quadruple bottom line - Civic Leadership
6	COVID impact - Revive/Thrive/Strive
7	High level of Community interest
Economic	**Alignment with Town's Economic Development**
8	Creating local short term jobs (following COVID impact)
9	Impact on local business
10	Alignment with promoting Town Growth Areas
Social/SCP	**Priority on Social return on investment**
11	Improved Visual amenity
12	Promotes Community social health & well being
13	Improves Community connectivity
14	Promotes accessibility & inclusion
Technical	**Project readiness**
15	Improved Road safety
16	This project is **NOT** on current years capital works program?
17	Concept plan approved
18	Detailed design approved
19	External Funding availability
20	Capital budget impact on the Town (under $2m)
ustainabilit	**Long Term Sustainability**
21	Increase asset sustainability (condition)
22	Low operating/maintenance impact
23	Environmental sustainability initiatives
24	Improved Financial ROI

Criteria Assessment - Local Roads and Community Infrastructure Program

Friday, November 12, 2021

6

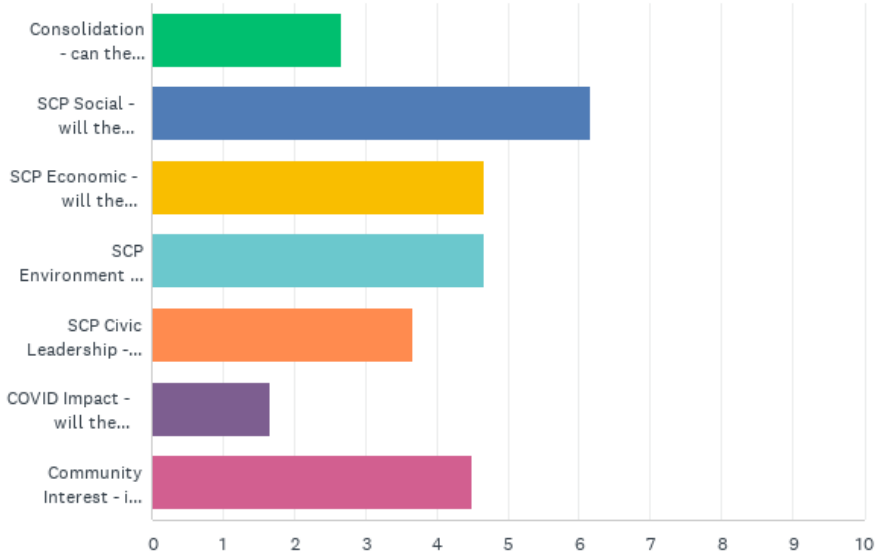
Total Responses

Date Created: Thursday, November 04, 2021

Complete Responses: 6

Q1: Criteria - PoliticalPlease rank the following criteria from the most important (first) to the least (last)

Answered: 6 Skipped: 0



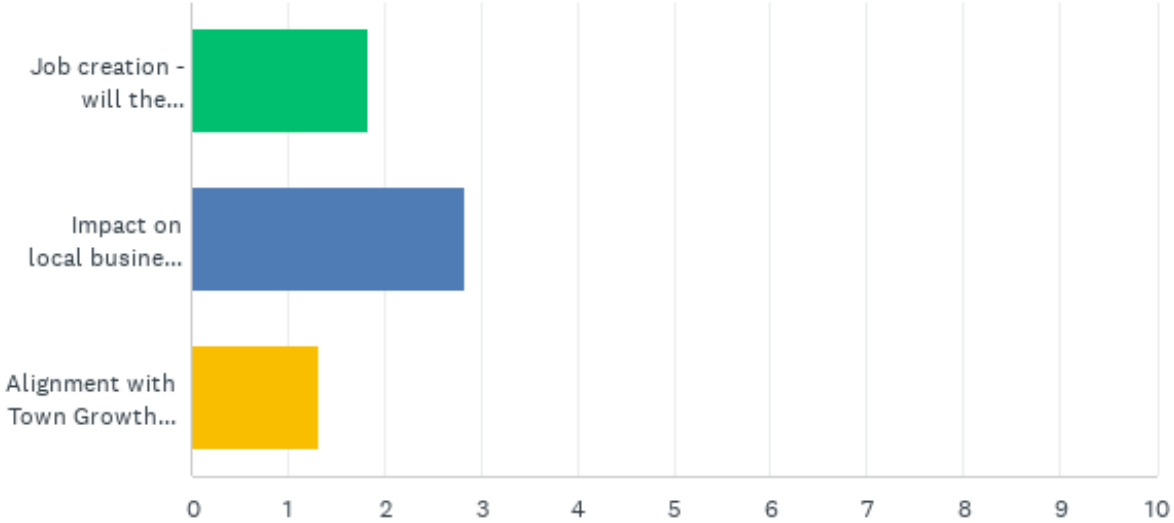
Q1: Criteria - PoliticalPlease rank the following criteria from the most important (first) to the least (last)

Answered: 6 Skipped: 0

	1	2	3	4	5	6	7	TOTAL	SCORE
Consolidation - can the project consolidate other projects and be completed within time frames?	16.67% 1	0.00% 0	0.00% 0	0.00% 0	16.67% 1	33.33% 2	33.33% 2	6	2.67
SCP Social - will the project promote sustainable, connected, safe and diverse places for everyone?	50.00% 3	33.33% 2	0.00% 0	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6	6.17
SCP Economic - will the project promote sustainable, diverse, resilient and prosperous places for everyone?	16.67% 1	0.00% 0	50.00% 3	0.00% 0	33.33% 2	0.00% 0	0.00% 0	6	4.67
SCP Environment - will the project promote sustainable, livable, healthy and green places for everyone?	0.00% 0	33.33% 2	33.33% 2	16.67% 1	0.00% 0	16.67% 1	0.00% 0	6	4.67
SCP Civic Leadership - will the project communicate with, empower and support people in the community?	16.67% 1	0.00% 0	0.00% 0	16.67% 1	50.00% 3	16.67% 1	0.00% 0	6	3.67
COVID Impact - will the project meet the objectives/actions identified in the Restart Vic Park - COVID-19 strategy?	0.00% 0	0.00% 0	0.00% 0	16.67% 1	0.00% 0	16.67% 1	66.67% 4	6	1.67
Community Interest - is there a high level of community interest or high level of stakeholder engagement related to the project?	0.00% 0	33.33% 2	16.67% 1	33.33% 2	0.00% 0	16.67% 1	0.00% 0	6	4.50

Q2: Criteria - EconomicPlease rank the following criteria from most important (first) to least (last).

Answered: 6 Skipped: 0



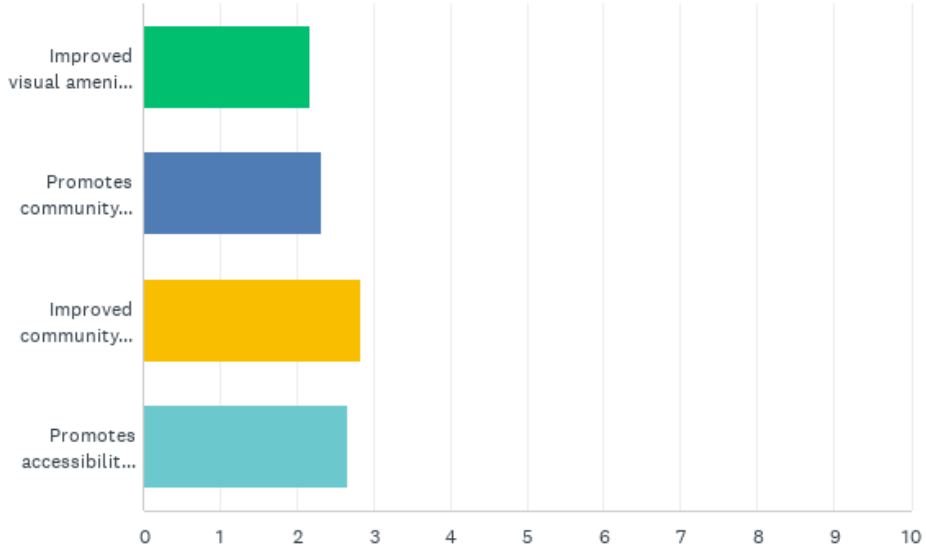
Q2: Criteria - EconomicPlease rank the following criteria from most important (first) to least (last).

Answered: 6 Skipped: 0

	1	2	3	TOTAL	SCORE
Job creation - will the project support the creation of local jobs (LRCI PRIORITY)	16.67% 1	50.00% 3	33.33% 2	6	1.83
Impact on local business - does work occur close or adjacent to local businesses and will improve the use and functionality of the trading environment?	83.33% 5	16.67% 1	0.00% 0	6	2.83
Alignment with Town Growth Areas - does the project promote Town Growth Areas?	0.00% 0	33.33% 2	66.67% 4	6	1.33

Q3: Criteria - SocialPlease rank the following criteria from most important (first) to least (last)

Answered: 6 Skipped: 0



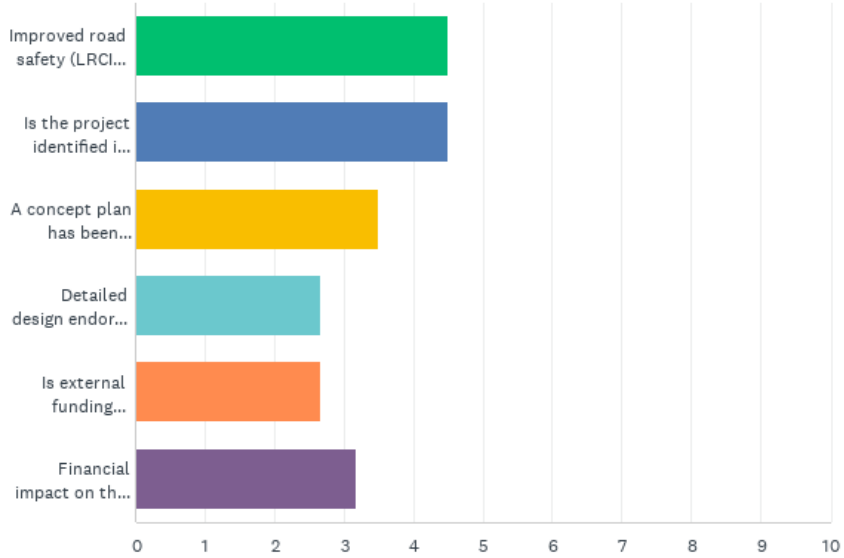
Q3: Criteria - SocialPlease rank the following criteria from most important (first) to least (last)

Answered: 6 Skipped: 0

	1	2	3	4	TOTAL	SCORE
Improved visual amenity - does the project enhance the Town's assets and areas? (LRCI PRIORITY)	16.67% 1	33.33% 2	0.00% 0	50.00% 3	6	2.17
Promotes community social health and well being	0.00% 0	33.33% 2	66.67% 4	0.00% 0	6	2.33
Improved community connectivity by supporting the transport strategy vision for livable inner-city community	50.00% 3	16.67% 1	0.00% 0	33.33% 2	6	2.83
Promotes accessibility and inclusion (LRCI PRIORITY)	33.33% 2	16.67% 1	33.33% 2	16.67% 1	6	2.67

Q4: Criteria - TechnicalPlease rank the following criteria from most important (first) to least (last)

Answered: 6 Skipped: 0



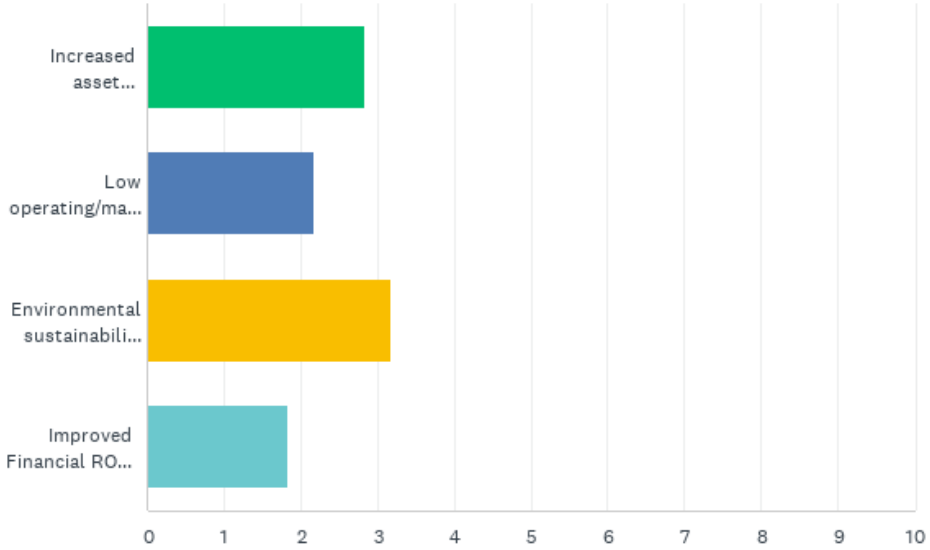
Q4: Criteria - TechnicalPlease rank the following criteria from most important (first) to least (last)

Answered: 6 Skipped: 0

	1	2	3	4	5	6	TOTAL	SCORE
Improved road safety (LRCI PRIORITY)	33.33% 2	16.67% 1	16.67% 1	33.33% 2	0.00% 0	0.00% 0	6	4.50
Is the project identified in the forward capital works program as a priority or new initiative?	33.33% 2	33.33% 2	16.67% 1	0.00% 0	0.00% 0	16.67% 1	6	4.50
A concept plan has been endorsed by Council	16.67% 1	0.00% 0	16.67% 1	50.00% 3	16.67% 1	0.00% 0	6	3.50
Detailed design endorsed by Council and ready for tender documentation	0.00% 0	16.67% 1	16.67% 1	0.00% 0	50.00% 3	16.67% 1	6	2.67
Is external funding available?	0.00% 0	16.67% 1	16.67% 1	16.67% 1	16.67% 1	33.33% 2	6	2.67
Financial impact on the Town (under $2m)	16.67% 1	16.67% 1	16.67% 1	0.00% 0	16.67% 1	33.33% 2	6	3.17

Q5: Criteria - SustainabilityPlease rank the following criteria from most important (first) to least (last).

Answered: 6 Skipped: 0



Q5: Criteria - SustainabilityPlease rank the following criteria from most important (first) to least (last).

Answered: 6 Skipped: 0

	1	2	3	4	TOTAL	SCORE
Increased asset sustainability - does the project result in renewal of Town assets?	33.33% 2	33.33% 2	16.67% 1	16.67% 1	6	2.83
Low operating/maintenance - the project will result in little impact to future operating and maintenance costs	16.67% 1	16.67% 1	33.33% 2	33.33% 2	6	2.17
Environmental sustainability initiatives - supports the implementation of the Town's Urban Forest Strategy and Climate Emergency Plan	50.00% 3	33.33% 2	0.00% 0	16.67% 1	6	3.17
Improved Financial ROI - will the delivery of this project have a financial return on investment for the Town?	0.00% 0	16.67% 1	50.00% 3	33.33% 2	6	1.83

LRCI Project Rankings

	LRCI Criteria Rank	EM Criteria Rank	Overall MCA Rank	Project Implications/Analysis
Archer Mint (entire project) ($4.2m)	3	1	2	No project resourcing, additional municipal funds to be found and not shovel ready
Edward Millen Park (Changing places toilet) - $637K	6	3	4	Ed Millen is funded in current budget - however these additional elements have been de-scoped from original design
Edward Millen Park (Stethoscope play element)- $630k	4	4	5	Ed Millen is funded in current budget - however these additional elements have been de-scoped from original design
Burswood Peninsula Wayfinding - $??	4	5	3	Cost unknown - could require an additional contribution from municipal funds
OSNP3 - $500k -$2M ($548k)	2	2	1	No project resourcing, additional municipal funds to be found and not shovel ready
Asset Renewal Projects - Playground replacements ($100k & $80K - cost depending scope/upgrade?)	5	7	5	Identified renewal in forward capex program - may not be eligible
Parnham Reserve Changerooms - ($100k)	5	7	6	Identified renewal in forward capex program - may not be eligible
ROW 84B Upgrade $209k	1	6	6	
ROW 130 & 84B Upgrade $219k	1	6	6	
Harold Rossiter Park Flood Lights ($390k)	7	7	5	CSRFF funding applied for one third contibution, the LRCI would allow for the project to be fully funded (additonal $260k if successful), other projects could be funded with remaining funding
EV Charging Stations NRUPP $5-$10k	8	8	7	State government funding may be available

DRAFT FUTURE 10 YEAR WORKS PROGRAM 2021 - 2031 - UNSEALED ROWs

ROW No	Location	Length (m)	Cost Estimate	Priority
2021/2022				
ROW 33	Archer Street to Lion Street (Bounded by Archer St, Bishopsgate St, Lion St & Raleigh St)	402.8	Already budgeted	1
ROW 46	Washington Street to end (Bounded by Washington St, Leonard St, Hordern St, McMillan St)	120.8	Already budgeted	2
2022/2023				
ROW 130	Milford Street to end (Bounded by Oats St, Swansea St East, Milford St, Shepperton Rd)	121	$219,816	3
ROW 84B	Blair Athol Street to Anglesea Street (bounded by Anglesea St, Maude St, Blair Athol St, Gerard St)	140.8	$209,621	4
2023/2024				
Lane 38B	Lane 38A to end (Bounded by Claude St, GFF, Vivian St, Goodwood Pde)	134	$244,560	5
ROW 88	Berwick Street to end (Bounded by Berwick St, Ashburton St, Gloucester St, Sussex St)	40.2	$47,271.74	6
2024/2025				
ROW 127	State Street to Tuam Street (Bounded by State St, Gloucester St, Tuam St, Berwick St)	101.8	$107,792.64	7
ROW 19A	Mint Street to end (Bounded by Mint St, Beatty Av, Dane St, Carnarvon St - Nth end)	80.8	$122,098.18	8
2025/2026				
ROW 8C	Oats Street to end (Bounded by Planet St, Mercury St, Mars St, Oats St)	48.3	$88,110.86	9
ROW 113	Oats Street to end - Btw Bishopsgate Street & Planet Street (Bounded by Oats St, Planet St, Cohn St,	16.2	30619.296	10
2026/2027				
ROW 89	Berwick Street to end (Bounded by Berwick St, Kent St, Gloucester St, Ashburton St)	40.2	$47,271.74	11
ROW 116	Morgate Street to end (Bounded by Esperance St, Moorgate St, Basinghall St, Hedland St)	30.9	$34,387.20	12
2027/2028				
ROW 106	Berwick Street to end (Kent St, Berwick St, Ashburton St, Gascoyne St)	30.2	$33,884.54	13
ROW 22	Oats Street to end (Bounded by Oats St , Raleigh St, Cohn St, Jupitar St)	40.2	$74,421.22	14
2028/2029				
ROW 23	Berwick Street to end (Bounded by Berwick St, Sussex St, Hedland St, Esperance St)	50.3	$57,520.42	15
ROW 66B	Rouse Lane to Shepperton Road (Bounded by Mint St, Shepperton Rd, Dane Street, Swansea St)	46.5	$53,664.48	16
2029/2030				
ROW 19B	Dane Street to end (Bounded by Dane St, Carnarvon St, Mint St, Beatty Av - Sth end)	40.5	$61,184.16	17
ROW 122	Colombo Street to end (Bounded by Colombo St, Berwick St, Armagh St, Gloucester St)	37.5	$44,280	18
2030/2031				
ROW 126	Milford Street to end (Bounded by Shepperton Rd, Milford St, Swansea St East, Welshpool Rd)	46	$84,069.12	19
ROW 7A	Roberts Road to end (Bounded by Roberts Rd, Star St, Archer St, Mars St - Nth end)	46.8	$69,693.70	20
ROW 17	Mercury Street to end (Bounded by Mercury St, Harris St, Oats St, Grantham Pl)	52.2	$94,702.18	21
		TOTAL	**$1,724,968**	

10 YEAR LIGHTING PROGRAM FOR RIGHTS OF WAY

Row_No	Road_Name	LOCATION	Length_m	No OF LIGHTS REQUIRED	COST (+20% CONTINGENCY)
2022/2023					
74	ROW 74	LANGLER ST - PATRICIA ST	81.8	4	$ 57,000
107	ISAIA L	MILLER ST TO MINT ST	398.5	16	$ 208,200
2023/2024					
109	ROW 109	GRIFFITHS ST TO GOODWOOD PDE	228.5	9	$ 120,000
54A	ROW 54	OATS ST TO SHEPPERTON RD	60.6	3	$ 44,400
54B	ROW 54	OATS ST TO SHEPPERTON RD	60.6	3	$ 44,400
2024/2025					
11B	ROW 11	KENT ST TO END -(ADJ NO 4 KENT ST)	70.7	3	$ 44,400
26	ROW 26	CAMBERWELL ST TO LANGLER ST	81.8	4	$ 57,000
2025/2026					
110	ROW 110	CAMBERWELL ST TO BALMORAL ST	81.9	4	$ 57,000
42	ROW 42	LEONARD ST TO MCMILLAN ST	100.6	4	$ 57,000
2026/2027					
117	ROW 117	CARGILL ST TO MACKIE ST	161.3	7	$ 94,800
95	ROW 95	MCMASTER ST (ADJ NO 5 MCMASTER ST)	40.6	2	$ 31,800
2027/2028					
105	ROW 105	COLOMBO ST - GEDDES ST	100.7	4	$ 57,000
87A	EDMISTON L	MILLER ST TO MINT ST	467.5	19	$ 246,000
2028/2029					
123	ROW 123	ALBANY HWY TO LICHFIELD ST	94	4	$ 57,000
41	ROW 41	TEMPLE ST (ADJ NO 4 -6 TEMPLE ST)	42.8	2	$ 31,800
2029/2030					
99B	ROW 99	ALBANY HWY (ADJ NO 614 ALBANY HWY)	38.8	2	$ 31,800
66A	ROUSE L	MINT ST TO DANE ST	403	16	$ 208,200
2030/2031					
80	ROW 80	SHEPPERTON RD TO CARNARVON ST	180.5	8	$ 107,400
57A	ROW 57A	MINT ST TO DANE ST	402.9	16	$ 208,200
57B	ROW 57	LANE 57 (ADJ NO 98A HUBERT ST)	50.2	2	$ 31,800
2031/2032					
68	DOVEY L	MINT ST TO MILLER ST	433.7	22	$ 283,800
2D	ROW 2	LANE 2 (ADJ NO 44 RALEIGH ST)	50.4	2	$ 31,800
2C	ROW 2	BISHOPSGATE ST TO ARCHER ST	40.3	2	$ 31,800
2B	ROW 2	BISHOPSGATE ST TO ARCHER ST (ADJ No 85 BISHOPSGATE ST)	50.4	2	$ 31,800
TOTAL ESTIMATED EXPENDITURE :					$ 2,174,400

TOWN OF VICTORIA PARK

RIGHTS OF WAY MANAGEMENT STRATEGY 2021

WE'RE OPEN
VIC PARK

` TOWN OF VICTORIA PARK

Contents

1.0	**KEYWORDS**	**2**
2.0	**EXECUTIVE SUMMARY**	**3**
3.0	**OBJECTIVES**	**3**
4.0	**INTRODUCTION**	**4**
5.0	**BACKGROUND**	**6**
6.0	**PRINCIPLE**	**12**
7.0	**UGRADE OF THE RIGHTS OF WAY**	**12**
8.0	**PLANNING CONTEXT**	**13**
	8.1 State Planning	**13**
	8.2 Town Planning	**13**
9.0	**NAMING PROCESS**	**17**
10.0	**PROCESS OF DEDICATING ROW**	**19**
11.0	**UPGRADE OF PRIVATELY OWNED ROW**	**19**
12.0	**CLOSURE OF ROW**	**20**
13.0	**DOCUMENT CONTROL**	**25**

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1.0 KEYWORDS

Laneway means a narrow local street type without a verge located along the rear and/or side property boundary, typically used in more dense residential areas when smaller lot layouts justify rear garaging, and where alternative vehicle access is needed for lots fronting busy streets or parks.

Right of way means a laneway, private street, or other use of land (not being a public street or road) that provides vehicular access to a development site.

Private right-of-way means the balance of title from a subdivision held in private ownership over which adjacent owners have an implied right of access under Section 167A of the *Transfer of Land Act 1893*.

Public right-of-way means land vested in the Crown under the Transfer of Land Act 1893 for public use. These can be ceded to the Crown on subdivision or amalgamation under Section 152 of the *Planning and Development Act 2005*.

"Dedication" means the acquisition as Crown land of any alienated land or private road which has been used by the public, following a request from a local government to the Minister for Lands under Section 56 of the Land Administration Act 1997.

"Private road" means alley, court, lane, road, street, thoroughfare, or yard on alienated land which is shown on a Plan or Diagram of Survey deposited with the Registrar of Titles and which:
(a) is not dedicated, whether under a written law or at common law, for use by the public,
(b) forms a common access to the land, or premises, separately occupied, or
(c) is accessible from an alley, court, lane, road, street, thoroughfare, yard, or public place that is dedicated, whether under a written law or at common law, to use as such by the public (Section 3 of the Land Administration Act 1997).

2.0 EXECUTIVE SUMMARY

The Town of Victoria Park has a cumulative length of 169.3 kilometres of Rights of Way (ROWs) within its jurisdiction. On 12 May 1998, the Council resolved to adopt a Right of Way (ROW) Strategy Plan, the basis for applying Town Policy relating to vehicular access to properties via Rights of Way. Subsequently in September 2003, Council adopted a programme to upgrade fifty ROWs that were identified to remain open.

Lighting forms a part of major upgrades to the existing ROW network. Currently major construction of Rights of Way is prioritized based on Multi Criteria Assessment Process, whilst in already developed ROWs, lighting requirements are ascertained based on the crime statistics in the area.

As per the Council directive on 28 September 2021, this Rights of Way Strategy has been prepared to provide an update and seek an endorsement a 10-year capital works program based on the priority.

3.0 OBJECTIVES

- To construct and upgrade all ROWs that are vital for public use as the primary road network for management by Town of Victoria Park
- To make them a part of the Road network and contribute to better traffic management
- To enable them to be the sole access for the new developments, encouraged through Local Planning Policy 7 - Development and Vehicle Access to Properties Abutting Rights-of-Way
- To fund the 10 Year Capital Works Program
- Subsequently widen under width ROWs to two way for uninterrupted traffic flow
- To provide ownership and construction condition details required to upgrade each ROW under the ownership of the Crown and those vested in the Town of

Victoria Park.

4.0 INTRODUCTION

The Town has 151 ROWs, with some having multiple sections under same ROW number. 146.05 kilometers (86.25%) of the cumulative length of 169.3kilometres is sealed/paved and are part of the Town's road network that is currently in use. Although many ROWs are 'privately' owned, they are commonly perceived by the community to be public areas and look to the Town to address any related issues.

Approximately Fourteen ROWs were designed and constructed to include lighting of the ROW in the Town of Victoria Park since 2010. These were fully funded by the Council. 11.1% are set to remain open and are prioritized to be constructed. This equates to 28 ROW sections requiring to be upgraded. This has been consolidated into 21 separate projects for construction over the next 10 years.

The focus of this strategy is to prioritise those ROW's that are unsealed and require lighting to be installed.
The Multi Criteria Assessment exercise has been used as a mechanism to prioritise projects based on a selection of important variables with weightings

- Length Criteria – (20% weighting)

  Longer ROWs have a higher need for two way passing opportunities. The number of developments along their length is also likely to be higher, thus the need for yielding points for the safe passage of vehicles.

- No. of properties abutting ROW – (25% weighting)

  The objective of the Town is to encourage the use of ROW for sole vehicle access to new developments whenever available and to encourage development abutting rights-of-way that provides an appropriate building interface, increases activation and safety, and promotes surveillance.

- No. of vehicular access points – (35% weighting – Highest)

  Higher traffic volumes are likely with a greater number of access points. This is also directly related to the number of properties abutting the ROW gaining access through garages and gates. Safety is considered high priority due to conflicts from access points.

- General condition – (15% weighting)

  Unsealed ROWs with flat compacted gravel are considered to be in a good condition. Those with grass/soft soil and uneven surface treatments are considered to be very poor.

- Crime and safety statistics (5% weighting)

  All rights of way that are unsealed will be constructed with lighting and therefore a lower weighting in this category has been given. There may be exceptional circumstances where the ROW is extremely narrow for lighting to be considered. All options will be explored in constrained locations. Potential isolated widening maybe necessary where light fixtures are needed.

5.0 BACKGROUND

The master list of the ROW was created up by the City of Perth in 1991. The Town of Victoria Park was established on 1 July 1994 because of Government of Western Australia's decision to split the City of Perth and form three new municipalities, one of which was The Town of Shepperton, which was renamed as The Town of Victoria Park on 2 November 1994. (Reference Municipality Boundary Amendments Cover Pages.doc (boundaries.wa.gov.au))

The Town is divided into two wards – Banksia Ward and Jarrah Ward. Th following suburbs are within the Town: Victoria Park, East Victoria Park, Carlisle, Lathlain, Burswood, sharing with City of South Perth is Kensington and sharing with City of Canning are Bentley, St James, and Welshpool.

The old Local Government Act ceased to be in effect in 1995 and the lands from the closed laneways were given away to the abutting property owners for free. This was a windfall for many landowners as the properties which gained additional land area gained developmental potential.

In 1997 a map with a list of ROW was drawn up to prioritize the construction of Rights of Way within the Town of Victoria Park.

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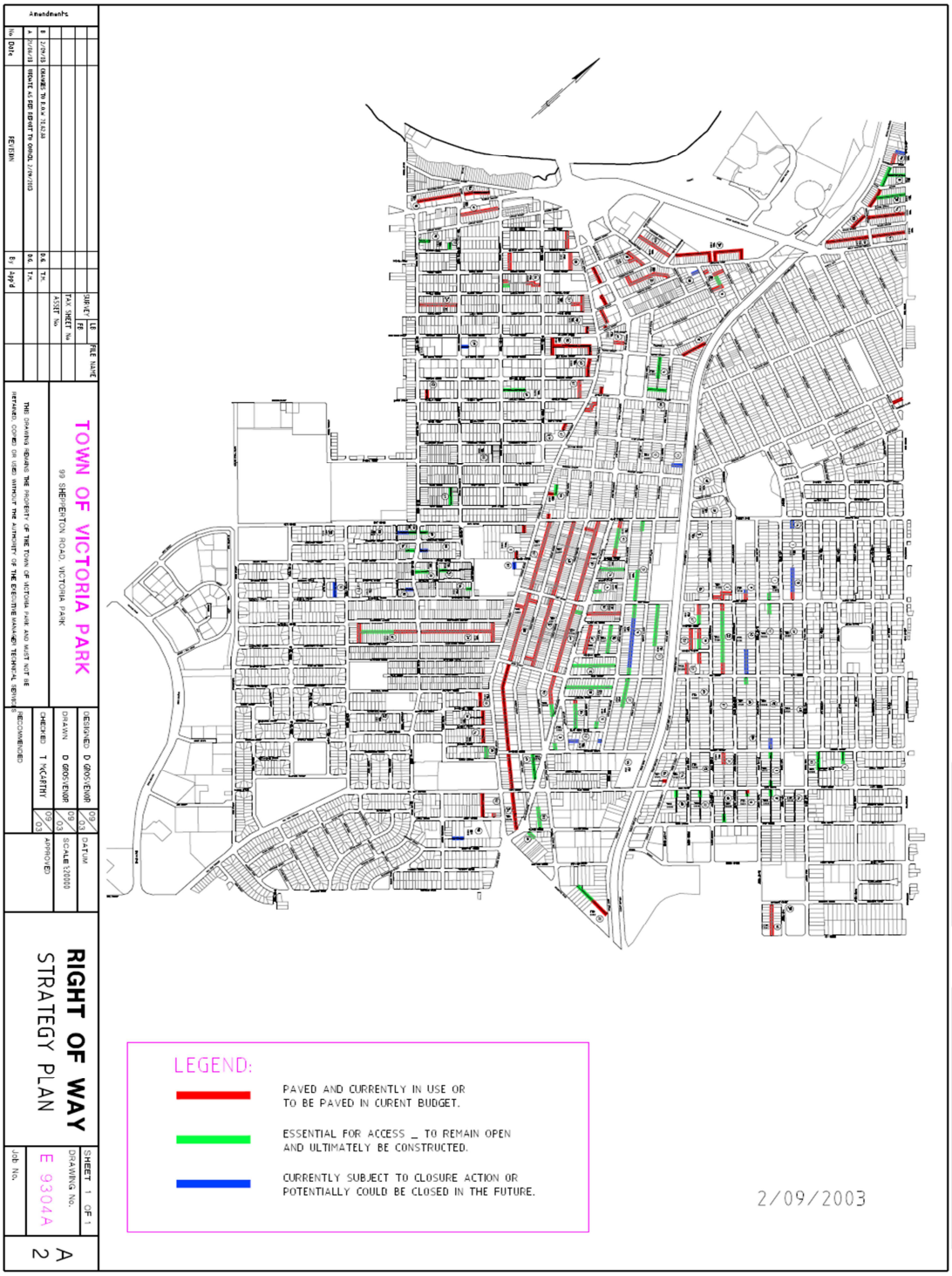

Amendments
REVISION
TOWN OF VICTORIA PARK
99 SHEPPERTON ROAD, VICTORIA PARK
RIGHT OF WAY
STRATEGY PLAN
DESIGNED: D GROSVENOR
DRAWN: D GROSVENOR
CHECKED: T McCARTHY
APPROVED
DATUM
SCALE 1:20000
DRAWING No. E 9304A
SHEET 1 OF 1
A2
LEGEND:
PAVED AND CURRENTLY IN USE OR TO BE PAVED IN CURENT BUDGET.
ESSENTIAL FOR ACCESS _ TO REMAIN OPEN AND ULTIMATELY BE CONSTRUCTED.
CURRENTLY SUBJECT TO CLOSURE ACTION OR POTENTIALLY COULD BE CLOSED IN THE FUTURE.
2/09/2003

Most ROWs across the Town of Victoria Park are 5m wide, however a few are 6m wide, which is enough to cater for two-way passage. The ROWs in the Town of Victoria Park were created as a part of the original greenfield subdivision in early 1900s where the ROW was at the rear of the properties for the access by night fill carts. These were typically left as unmade tracks and subsequent lack of use has made few of these ROW to be in dishevelled state overgrown with vegetation or sites of illegal dumping. Few of the problems that affect these ROW is listed below:

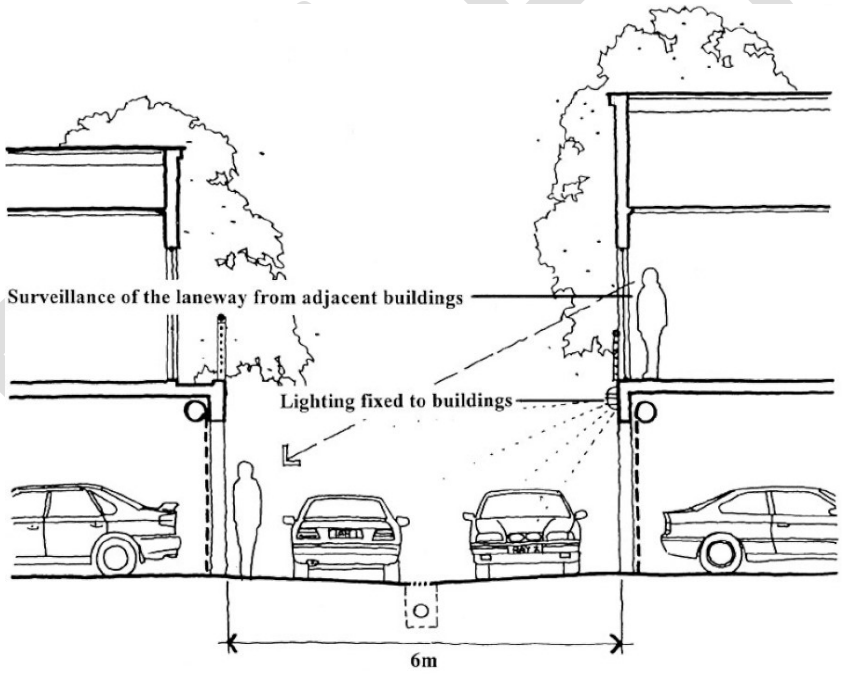
- Lack of surveillance causing security concerns
- Vandalism
- Reduced desirability to the neighborhood
- Inappropriate material dumping
- Disagreements between neighbors abutting the ROW, over the management of ROWs, e.g., where they have been fenced or otherwise obstructed without authority.

In recent times, increased urban development, vehicle usage and intensified land use have resulted in increased demand for alternative access to properties along with few properties that have been developed with ROWs being their primary access. ROWs which were initially intended for nightfall carts were not designed for traffic demands of the modern day and as a result several difficulties have risen including but not limited to-

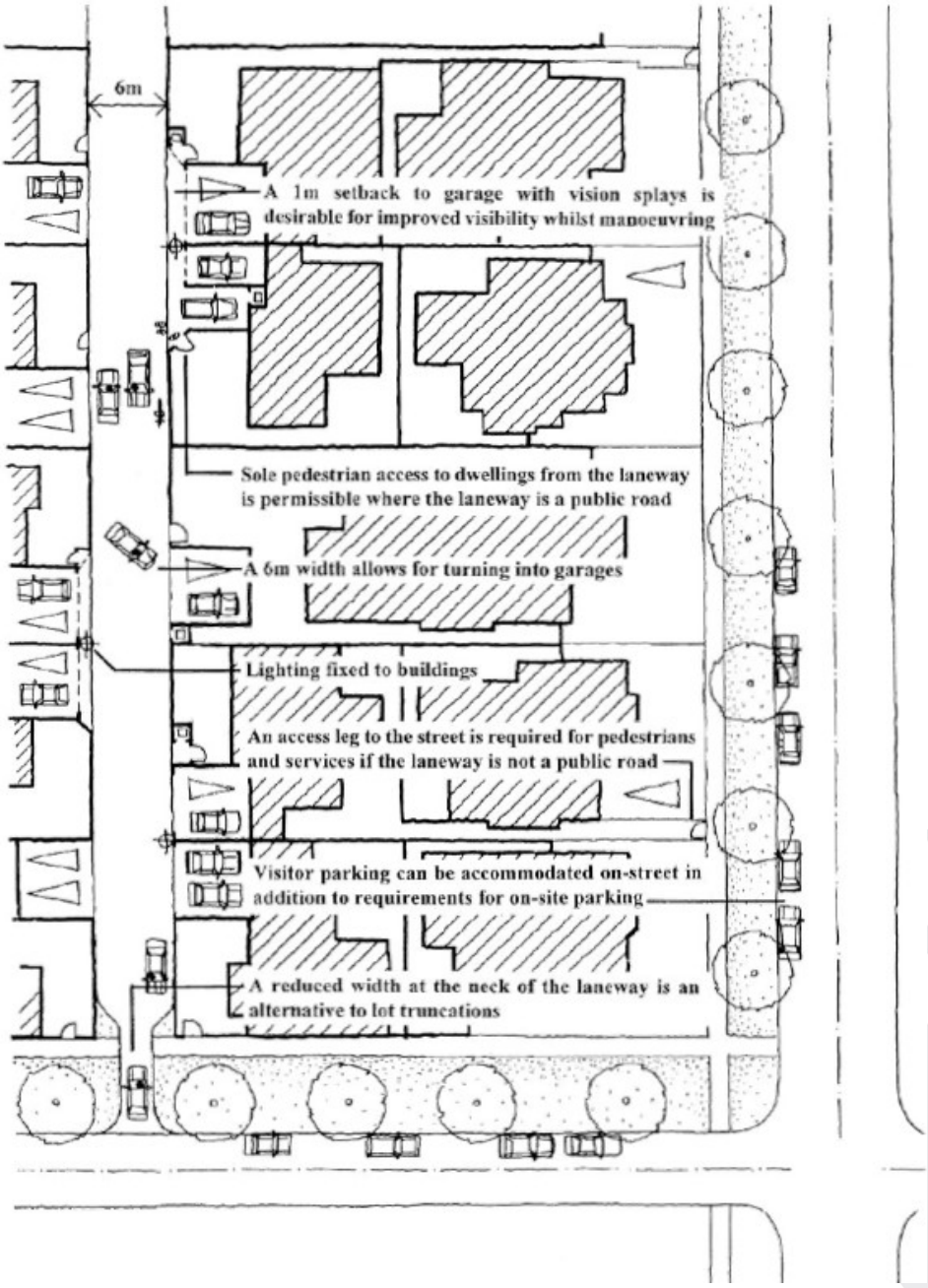
- Congestion and very limited maneuvering space,
- Poor visibility and inadequate lighting
- Minor collision with fences resulting in property damage
- Reduced safety for pedestrians accessing ROW
- Bogging in unsealed ROW
- Drainage and flooding

Many ROWs are held in private ownerships, yet there is a constant burden on the Town to address the complaints from the Community on various problems. Although there is a lack of consistency in the issues surrounding the ROWs, it is recognized that ROWs have a potential to offer strategic benefits to the wider community in terms of planning outcomes and management of traffic on roads.

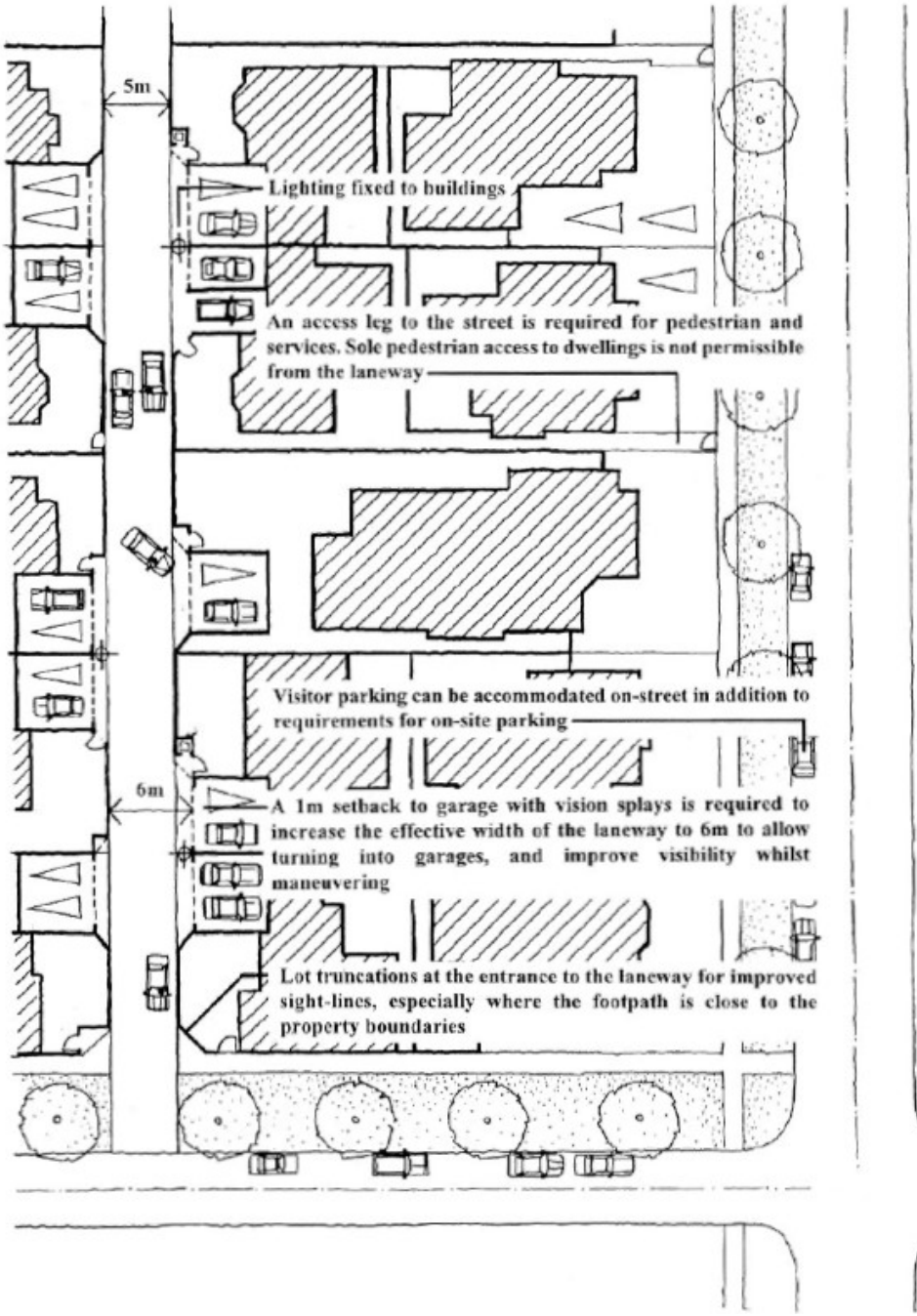
This document is in response to the Council initiative to prepare a Rights of Way Management Strategy. The strategy is intended to provide an update and seek an endorsement a 10-year capital works program based on the priority and, to provide a comprehensive and coordinated approach to the issue of ROWs management in the Town of Victoria Park involving the upgrade and dedication of all ROWs that remain open and available for use by the public.



Typical Cross-section of a 6m Laneway (Ref: Planning Bulletin 33/2017, Rights-of-way, or laneways in established areas)



Typical 6m Laneway in an established residential area (Ref: Planning Bulletin 33/2017, Rights-of-way, or laneways in established areas)



Typical 6m Laneway in an established residential area (Ref: Planning Bulletin 33/2017, Rights-of-way, or laneways in established areas)

6.0 MANAGEMENT PRINCIPLES

ROW Multi Criteria Assessment forms the general basis for the prioritisation of ROWs for upgrading and dedication under the strategy, followed by consideration for:

- High usage of the ROWs, where it is used as primary access by the properties abutting the ROW and that ROWs are already more than 50% sealed,
- ROWs that require upgrading for traffic safety, drainage management or access to a public facility such as parks and playground,
- ROWs for which substantial upfront contributions have already been received from the owners

The Town assumes responsibility for the ROW to be upgraded to a standard that is considered appropriate based on its function, degree of use, community safety, and amenity. Safety of the users of the ROWs and the adjacent residents is one of the leading factors considered in the management of the ROWs. Appropriate Council policies be established to complement and contribute to the objectives of this strategy. The Town will generally contribute financially towards the upgrade and maintenance of the ROWs given the benefits that will accrue to the wider community.

7.0 UGRADE OF THE RIGHTS OF WAY

Most Rights of Way in the Town of Victoria Park have the potential to be developed and upgraded for greater public and ideally should be constructed and maintained by the Town as a part of its functional road network by 2032. The strategy goals are to -

- Contribute for better access and traffic
- Provide street lighting to all developed ROWs
- To enhance accessibility
- Contribute by adding streetscaping and preserving existing streetscape

- To endorse a 10 Year ROW works using Town funds and development contributions
- Drainage
- Consider existing infrastructure assets

8.0 PLANNING CONTEXT

State Planning

This Rights of Way strategy holds relevance to the state planning policies listed below-

- Liveable Neighborhoods

  Reference Links:
  Liveable neighbourhoods (www.wa.gov.au)
  Liveable Neighbourhoods (dplh.wa.gov.au)

- Western Australian Planning Commission Directive

  Reference Links:
  Introduction to the Western Australian Planning System (dplh.wa.gov.au)

- Residential Design Codes of Australia.

  Reference Links:
  State Planning Policy 7.3 - Residential Design Codes (www.wa.gov.au)

Town Planning

- Planning policy, regulation, and legislation

  Reference Link:
  Planning policy, regulation, and legislation - Victoria Park

- Local Planning Policy

Reference Link:
Local planning policies (LPPs) - Victoria Park

- Strategic Planning

  Reference Link:
  Strategic Planning - Victoria Park

- Place Plans

  Reference Links:
  Place Plans - Victoria Park

- Climate Emergency Plan

  Reference Link:
  Climate Emergency Plan - Victoria Park

To be included - Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Disability Access and Inclusion Plan

9.0 LEGAL CONTEXT (Statutory Obligations)

The provisions relating to the ROW or laneways under the State legislations are generally limited to the creation of easement rights, closure of ROWs and conversion to public streets. Practical guidance is required for the day-to-day management and maintenance of private ROWs. Adjoining owners of the ROWs in the Town of Victoria Park have expressed their concerns with the problems associated with the use and conditions of private ROWs from adjoining owners.

The following legislations, local law and legal tenure are relevant to this strategy and the issue of ROWs:

TRANSFER OF LAND ACT 1893

REFERENCE: SECTION 167A(1) OF THE TRANSFER OF LAND ACT 1893

Rights of way generally not public ways or thoroughfares

(1) Subject to subsection (2), every right of way shown and marked as such upon any map or plan deposited with the Registrar, under the provisions of Part VIII, on the subdivision of any land shall, unless the contrary is stated, be deemed an easement appurtenant to the land comprised in such map or plan and abutting upon such right of way, and not a public way or thoroughfare.

(2) Subsection (1) does not apply, and is deemed never to have applied, to or in relation to land —

(a) vested in the Crown under section 20A of the Town Planning and Development Act 1928 11 or section 152 of the Planning and Development Act 2005 for the purpose of a pedestrian accessway or right of way; or

(b) shown and marked as a footway or right of way on a map or plan (being a map or plan deposited with the Registrar of Titles) and transferred to the Crown —

(i) at the same time as, or after, the registration of certificates of title in accordance with that map or plan; and

(ii) before the commencement of section 20A of the Town Planning and Development Act 1928 11.

[Section 167A inserted: 2 Edw. VII. No. 10 s. 8 (as amended: No. 17 of 1950 s. 75); amended: No. 57 of 1991 s. 22; No. 81 of 1996 s. 100; No. 38 of 2005 s. 15.]

Local Government Act 1995

The Local Government Act 1995 provides minimal direct authority for local

government intervention in relation to private ROWs. Section 3.25 of the Act provides authority for a local government to issue a notice to an owner or occupier of land to remove or make safe any obstruction in a private thoroughfare to prevent or minimize dangers to other users.

Reference: **VICTORIA PARK VEHICLE MANAGEMENT LOCAL LAW 2021**

Town of Victoria Park Vehicle Management Local Law 2021 - Victoria Park

Division 3 – No Stopping or Parking, Item 30

Right of way and laneway A person shall not stop or park a vehicle so that any portion of the vehicle is obstructing a right of way or laneway, or so close thereto as to likely deny any vehicle reasonable access to or egress from the right of way or laneway

Land Administration Act 1995

This act defines private roads as including ROWs created pursuant to Section 167A of the Transfer of Land Act 1893 which have not been dedicated for use by the public and forms or formed a common access to land or premises that are separately occupied. This Act contains provisions to facilitate the closure and extinguishment of private roads and the dedication of private roads as public streets.

Relevant sections: Section 52, Section 56

Reference Link: WALW - Land Administration Act 1997 - Home Page (legislation.wa.gov.au)

Land Tenure

Policies and Standards for Geographical Naming in Western Australia (Landgate) – Under Review

Australian Standard AS/NZS 4819:2011 Rural and Urban Addressing Types of

ROW – Under Review

Land Tenure – Under Review

Private ROW's are roads set out on a plan of subdivision of privately owned land which has not been dedicated for public use. They are pertinent only to those lots on the plan which abut onto the private road by providing owners with an implied right of way unless additional rights have been granted by a registered easement.

- **Ownership**
- **Title Notifications**
    - **Encumbrances**
    - **Easements**
    - **Conditions**
    - **Use – Right of Carriageway**
- **Prescribed vs Implied Rights**

10.0 NAMING PROCESS

Naming in other words Toponyms are a means of public and personal reference for location description and identification and provide intelligence relating to where a place is, what is there and key elements of maps.

In 1936 Geographic Names Committee (GNC) became the advisory to Minister of Lands. GEONOMA is recognised by the Western Australian Government as the primary source and official register for all approved named geographic features,

administrative boundaries and road names and their positions and/or extents. Names added to or amended within GEONOMA are automatically propagated to features in other linked government systems.

Requests to assign names to the Town's Rights of Way (ROW) are received frequently from residents having difficulty directing visitors, delivery drivers and trades people to property facing a Right of Way. These requests have become more frequent due to the increase in urban development. Consequently, the orientation of properties with primary access and frontages on a ROW has resulted in many requiring names for addressing purposes.

Assigning names to Rights of Way (ROW) ensures street addresses are compliant with the Geographical Standards for Rural and Urban Addressing (AS/NZS 4819:2011). The Standards take into consideration access points, street orientation and consistency to improve the efficiency of, for example, emergency service vehicles attempting to locate a dwelling with a frontage to a ROW.

Prior to submitting any names to Landgate. Commemorative naming needs to comply with the Australian/New Zealand Standard – Rural and Urban Addressing AS/NZS 4819:2011 as well as pass Landgate's Geographical Names Committee preliminary validation assessment in accordance with their Policies and Standards for Geographical Naming in Western Australia.

The Geographical Naming Policy requires the following provisions to be satisfied:

1. Posthumously,
2. Permission of the immediate family must be obtained,
3. Based on demonstrated record or achievement,
4. Having a direct and long-term association with the location and made a significant contribution to the area,

5. The proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located,
6. Such application is in the public interest,
7. There is evidence of broad community support for the proposal

Once the preferred name has been endorsed by Council, the assignment of the name by Landgate, once submitted by the Town, will occur within 10 business days.

11.0 PROCESS OF DEDICATING ROW (private road converts to a public road)

In preparation for the closure of the ROW pursuant of Section 56(1)(c) of the Land Administration Act 1997("Act") followed by the dedication of the ROW as a public road via Section 87 of the Land Administration Act 1997. The act requires that the road must be upgraded to the satisfaction of the local government prior to the dedication of the ROW as a public road.

A statutory declaration from a minimum of two members of the public formally declaring they have had uninterrupted access over the subject land for a minimum of 10 years. Along with the following

1. Evidence that 100% of the adjoining owners have provided a response in writing and a minimum 50% of adjoining owners supporting the initiation of upgrading, followed by the dedication of the ROW as a public road.
2. 75% of all adjacent owners must agree to the application of a special area rate before Council will consider upgrading/dedication of a ROW

12.0 UPGRADE OF PRIVATELY OWNED ROW

The proposal for the upgrade of a privately owned ROW shall be a written request to the Town with the following details included –

1. A copy of the Certificate of Tile of the subject land
2. Contacting the forebearer/owner and obtaining the consent in writing
3. Probate searches are required in case the details of the forebearer/owner are not found. There shall be evidence to show that there was reasonable attempt was made to find and contact the owner
4. Establish the reasons for upgrade sought
5. Evidence that 100% of the adjoining owners have provided a response in writing and a minimum 50% of adjoining owners supporting the initiation of upgrading, followed by the dedication of the ROW as a public road.
6. 75% of all adjacent owners must agree to the application of a special area rate before Council will consider upgrading/dedication of a ROW

13.0 CLOSURE OF ROW

Closure of Private Roads and Rights of Way by Application

The owner of the fee simple of a private road or right of way may close it by application to the Registrar on an Application form. For such an application the following should be noted:

- the application must be made by the registered proprietor of the fee of the road or right of way
- any easement granted expressly by transfer must be the subject of a formal surrender by the dominant owner. Any encumbrancer of the dominant tenement must consent to the surrender
- the proprietor of the original lots on the plan of subdivision that abut the road or right of way must also execute a formal surrender of their implied rights. If an original lot has been subdivided, surrenders must be obtained from all the proprietors of all the new lots that formed part of the original lot, not just the part of the subdivided lot that abuts the road or right of

way

- all surrenders must be stamped by the Revenue WA (Stamp Duties Division) but the application is not dutiable
- the duty stamped Surrender if lodged with the Application as associated evidence.[1]

  and
- a consent in writing must be obtained from all encumbrancers of any land the proprietors of which have implied rights of way over the private road or right of way.
- A deposited plan of subdivision incorporating the land the subject of the closed road or right of way may be lodged at Landgate, but no action may be taken on the plan until the road or right of way is closed. After closure of the road or right of way an application for a new title the subject of the plan is required. This application (using Application for a new/balance title form) may be lodged simultaneously with the application to close the road or right of way.

Where no new deposited plan of subdivision is being lodged to incorporate the road or right of way being closed, the land therein, for the purpose of identification, reverts to its original lot. An application for a new title for the closed road or right of way must be made. This application (using Application for a new/balance title form) may be lodged simultaneously with the application to close the road or right of way.

The title for the land in the road or right of way to be closed must be produced unless it is partially cancelled and held by Landgate.

After lodgement, each application to close a road or right of way is submitted to the Commissioner for approval and if satisfied that the requirements have

been met, effect will be given to the closure.

Closure of Private Roads and Rights of Way at the Request of Local Governments

Closure by acquisition – Section 52 of the LAA (extinguishes all rights to land and land transfers to DPLH – becomes unallocated Crown land.

Freehold private roads may be closed under s.52 of the LAA, by way of an Acquisition Order made by the Minister or under s.56 (dedication), at the request of a Local Government. However, closure of PAWs and ROWs vested in the Crown under s.152 of the P&D Act (formerly s.20A of the TP&D Act) is dealt with differently.

Generally, road closures will not be approved by the Minister or his or her delegate unless the road is to be totally amalgamated into adjoining land or is reserved with a management order to an appropriate management body. In general, it is the preference of Department of Planning, Lands and Heritage that management responsibility for the land once the road has been closed is undertaken by local government.

Private roads (for the purposes of this paragraph) generally consist of land set aside in older subdivisions of freehold land as laneways at the rear of residential lots. Fee simple title to the land in private roads usually remains in the name of the original subdivider, but who in fact has no further real interest in the land. Commonly, such landowners are long since deceased, or defunct land development companies. The private road may be subject to implied easements under s.167A of the TLA in favour of the residential lots created by

the relevant plan of subdivision.

Registration of an Acquisition Order under s.52 extinguishes all rights, interests and encumbrances affecting the subject land and revests the land as Crown land. Where a private road is closed by an Acquisition Order under s.52 of the LAA, compensation is not payable to **any** person with an interest in the land (including the owner of the fee simple interest in the land) nor any person who may have the benefit of an easement over the private road created under s.167A of the TLA.

Before Local Government can request the Minister for Lands to close a private road, Local Government must comply with the requirements set out in s.52 of the LAA and regulation 6 of the *Land Administration Regulations 1998*.

As part of the closure process the Local Government informs the Minister of the proposed future disposition of the land in the closed road to adjoining land holders. s.87 of the LAA provides the means for disposal of the land in a closed road by lodgement of a Conveyance and Amalgamation Order by DPI that allows for amalgamation of land into an adjoining land holder's land (see AMA-01 Amalgamations)

A private road may also be closed by subsequently dedicating it to public use under the provisions of s.56 of the LAA. This is considered by the Local Government on:

- the request of the owner of the street or right of way made to the Local Government
- the request of the owners of rateable property abutting the street or right of way or at least the owners of more than one half of the sum of

the rateable values of the abutting properties

or

- where the public has had uninterrupted use of the street or right of way for a period of not less than ten years.

Local Government may then in accordance with the regulations request the Minister to dedicate the land as a road. Where the Minister grants the request, the Dedication Order, which is endorsed on the freehold title, has the effect of transferring that private road to the Crown in the name of the State of Western Australia **and** revesting the land as Crown land on registration of that Order. Any encumbrances or implied rights under s.167 of the TLA that may be attached to the land are extinguished by the dedication.

Reference : ROA-03 Roads and their Closure - Landgate

Closure pursuant to section 58 of the LAA (public road closure, unallocated Crown land is then amalgamated into the adjoining land under section 87 of the LAA.

Amalgamation (Under Review) – Section 87 (Sale of Crown land – subject land is amalgamated into the adjoining land

Utilisation

Widening

Safety

Risk

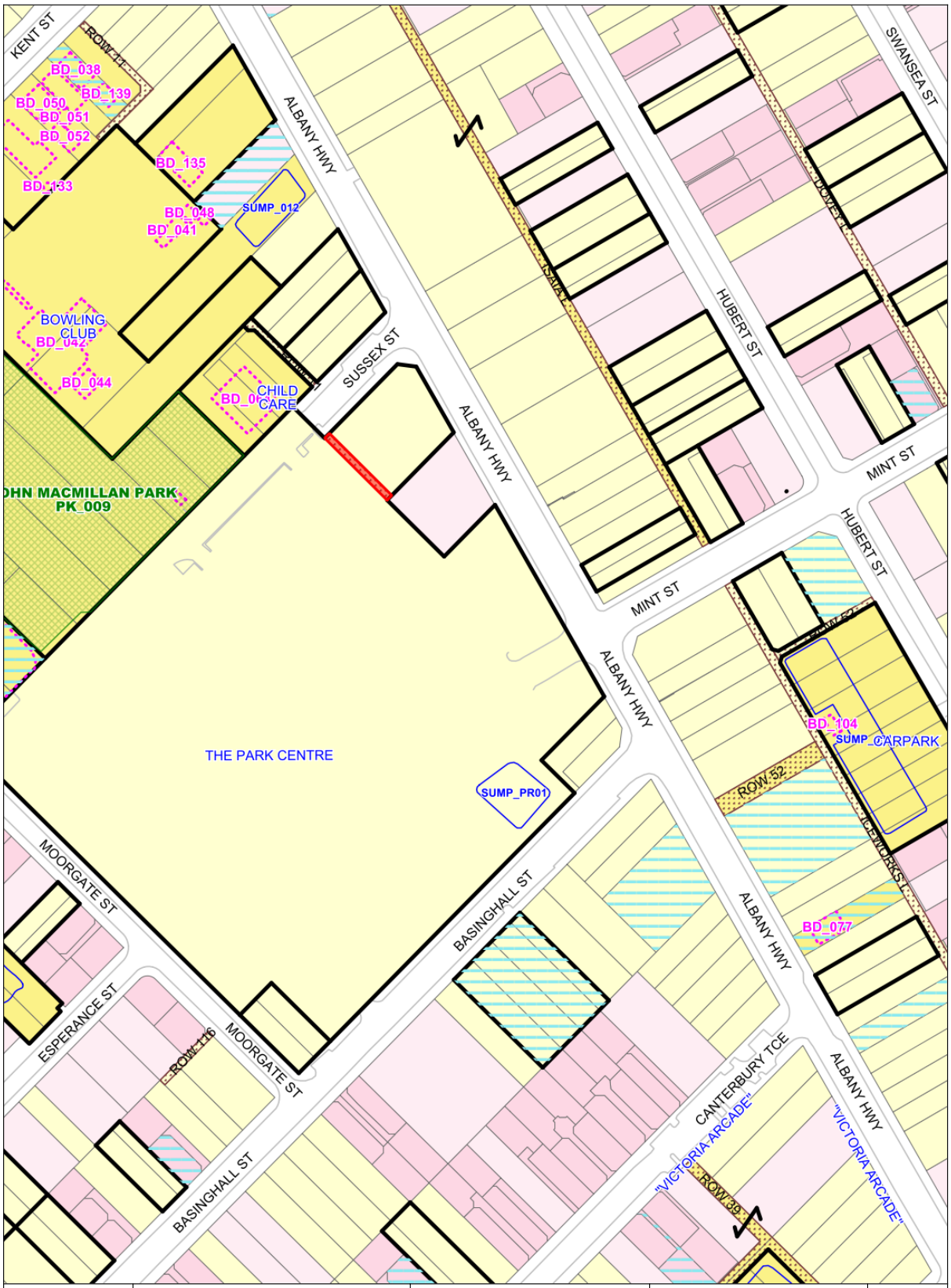
Conclusion

14.0 DOCUMENT CONTROL

DATE	CHANGES	MADE BY	AUTHORISED BY
22 Nov 2021	New Document	Jai Ananda	Frank Squadrito

DRAFT

Image of ROW 131 highlighted in red



TOWN OF VICTORIA PARK	**Row 131 Sketch**	PLOT DATE: 29/09/2021	SCALE = 1:2257
		DISCLAIMER - The Town of Victoria Park provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information in this document. This map is not to be reproduced without prior consent from the Town of Victoria Park. DIAL 1100 BEFORE YOU DIG.	NORTH

TOWN OF VICTORIA PARK

30 September 2021

Palina Nominees Pty Ltd
c/- East Vic Park Pharmacy
779 Albany Highway
EAST VICTORIA PARK WA 6101

Enquiries: Peter Scasserra
Our Ref: ROA/27/4~07
Telephone: 9311 8111
Email: admin@vicpark.wa.gov.au

Dear Sir

NOTICE OF CLOSURE AND AMALGAMATION OF RIGHT OF WAY BOUNDED BY ALBANY HIGHWAY, SUSSEX STREET, MOORGATE STREET AND BASINGHALL STREET, EAST VICTORIA PARK (ROW 131)

The Town of Victoria Park is proposing to close a portion of the above ROW, a plan which depicts the closure is attached for your reference.

Once closed the Town intends to seek Ministerial approval to amalgamate the unallocated Crown land into the adjoining car park, comprised of Lot 103 on Diagram 64697.

We would now like to welcome your feedback on the proposal. Comments can be made by emailing admin@vicpark.wa.gov.au. Alternatively, the postal address for return of comment is:

Town of Victoria Park
Locked Bag 437, VICTORIA PARK WA 6979

The closing date for comments is 15 October 2021.
Should you require any further information please don't hesitate to contact me at this office.

Yours sincerely

PETER SCASSERRA
LAND AND PROPERTY PROJECTS OFFICER

TOWN OF VICTORIA PARK

30 September 2021

Oahu Management Pty Ltd
c/- Hawaiian Pty Ltd
Ground Floor, 177 St George's Terrace
PERTH WA 6000

Enquiries: Peter Scasserra
Our Ref: ROA/27/4~07
Telephone: 9311 8111
Email: admin@vicpark.wa.gov.au

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Yours sincerely

PETER SCASSERRA
LAND AND PROPERTY PROJECTS OFFICER

TOWN OF VICTORIA PARK

30 September 2021

Water Corporation
PO Box 100
LEEDERVILLE WA 6902

Enquiries: Peter Scasserra
Our Ref: ROA/27/4~07
Telephone: 9311 8111
Email: admin@vicpark.wa.gov.au

Dear Sir

NOTICE OF CLOSURE AND AMALGAMATION OF RIGHT OF WAY BOUNDED BY ALBANY HIGHWAY, SUSSEX STREET, MOORGATE STREET AND BASINGHALL STREET, EAST VICTORIA PARK (ROW 131)

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Yours sincerely

PETER SCASSERRA
LAND AND PROPERTY PROJECTS OFFICER

Development Services
629 Newcastle Street Leederville WA 6007
PO Box 100 Leederville WA 6902
T (08) 9420 2099
F (08) 9420 3193

Your Ref: ROA/27/4~07
Our Ref: PLA05102021/2
Enquiries: Infill Developments
Telephone: Land.servicing@watercorporation.com.au

06 October 2021

Peter Scasserra - Land and Property Projects Officer
Town of Victoria Park
99 Shepperton Road
VICTORIA PARK WA 6100

Attention: Peter

PLA05102021/2

CLOSURE OF ROW - ALBANY HWY, SUSSEX, MOORGATE & BASINGHALL STS, EAST VICTORIA PARK

Thank you for your letter dated 30 September 2021 regarding the above proposal. We offer the following comments with regards to the planned ROW closure.

The Water Corporation has no objection to the above land action. However, the current and future landowners should be aware of our existing asset in the laneway.

Approximately a 42m long, Dn150 VC sewer pipe is located within the public access way, with sewer connections to Lot 103 as well as Lot 104.

If a new Deposited Plan is being prepared, the provision of a 3.0m, centrally located easement for the existing sewerage infrastructure will be required, being granted free of cost to the Water Corporation.

Please note that under Section 90 of the Water Services Act 2012, landowners are required to request approval for any works carried out above or near our assets.
Detailed information can be found in our Technical Guidelines, available on our website.
https://www.watercorporation.com.au/Developing-and-building/Working-near-assets

Should you have any queries, please do not hesitate to contact me on 9420 3150.

Ildiko Kaszaniczky
Land Servicing Advisor
DEVELOPMENT SERVICES

CT 0145 0040 F

REGISTER BOOK.
Vol. CXLV Fol. 40

WESTERN AUSTRALIA.

Certificate of Title

under "The Transfer of Land Act, 1893."

Sch. 5, 56 V., 14.

James Robert Johnston of Perth

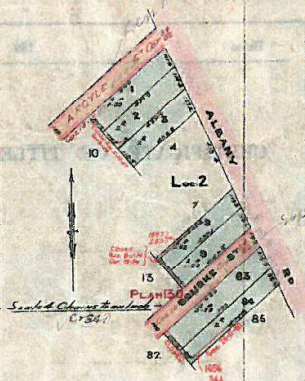
now the sole proprietor of an estate in fee simple in possession subject to the easements and encumbrances notified hereunder in ALL those pieces of land delineated and coloured green on the map hereon containing in the aggregate three acres two roods and twenty two perches or thereabouts, being portion of Canning Location 2 and being Lots 1, 2, 3, 8, 9, 83 and 84 on deposited plan 130 —

Dated the twenty fifth day of February One thousand eight hundred and ninety-eight

Registrar of Titles.

Land Parcel Identifier amended Regulation 6 of Transfer of Land (Surveys) Regulations 1995 Gaz. 1775-2000-01 Date: 9/5/2000

Lot 66 marked ROW alone remain



LANDGATE COPY OF ORIGINAL NOT TO SCALE 03/09/2021 06:34 AM Request number: 62501600

Landgate
www.landgate.wa.gov.au

SUPREME COURT OF WESTERN AUSTRALIA

Supreme Court Registry
Level 11, 28 Barrack Street
Perth WA 6000
Reception: (08) 9421 5333 Fax: (08) 9421 5353

Your Ref:

Our Ref:

Enquiries:
Supervisor Probate

Direct Line:
(08) 9421 5152

Direct Fax
(08) 9421 5353

TOWN OF VICTORIA PARK
File No. ROA/28/137
Xref No.
BLP ☐ RLP ☐
CLP ☐ 29 OCT 2021 CEO ☐
FLBLP ☐ HR ☐
FIN ☐ RAN ☐ PLN ☐ NE ☐
RAT ☐ EH ☐ BLD ☐
☐ DOC I.D.

Town of Victoria Park
99 Sheparton Road
Victoria Park WA 6100

Dear Sir/Madam,

In the Estate of James Robert Johnston

Thank you for your search request lodged on 20 October 2021.

A search of our Probate records has failed to reveal any record of an application for a grant of probate/administration being made in the above-named estate, as of today's date. I have enclosed your receipt in this matter.

Yours faithfully,

Evelyn
Customer Service Officer

22 October 2021

Kent St Sand Pit
Site Investigations Outcomes Summary

Flora and Fauna Survey

The Administration commissioned a flora and fauna survey of the site over June and July 2021.

Fauna
The survey found that:

- The majority of the site (93.98%) supports highly disturbed parkland habitat which provides limited habitat value to native fauna and is likely to primarily be used by common and widespread native and non-native fauna with non-specific habitat requirements.
- The highest fauna habitat value in the site is associated with the native bushland habitat which occurs over 6.02% of the site.
- A total of 14 native fauna species were recorded within the site, including two threatened fauna species: Calyptorhynchus latirostris (Carnaby's cockatoo) and Calyptorhynchus banksii naso (forest red-tailed black cockatoo).
- It is possible that a further six conservation significant species not recorded during the field survey may occur within the site. Pacific swift and peregrine falcon may occur occasionally for short periods. Swan Coastal Plain shield-backed trapdoor spider, quenda, Perth slider and black-striped snake may occasionally occur within the site due to it being adjacent to and part of a larger patch of native bushland (Kensington Bushland).
- Rainbow bee-eaters, which are listed as marine under the EPBC Act, reportedly occur within and utilise the batters along the northern boundary of the site for nesting (Emerge Associates 2020). The species occurs in south-western Australia from approximately September to April and breeding occurs between November and January. As the survey was undertaken outside of these time frames, the use of the site by this species could not be confirmed. However, the site provides suitable foraging and breeding habitat for this species.

Flora
- A total of 31 native and 28 non-native (weed) species were recorded in the site.
- Three individuals of the priority 4 flora species, *Dodonaea hackettiana*, were recorded in the south-western portion of the site.
- No threatened flora species were recorded within the site.
- No threatened or other priority flora species are considered likely to occur in the site due to lack of suitable habitat.
- The vegetation within the site was classified into the following two plant communities:
  o Mixed shrubland which occurs on the perimeter of the site and extends over 0.26 ha. This community was mapped as being in 'degraded' condition.
  o Non-native which occurs across the remainder of the site and extends over 4.06 ha. This community was mapped as being in 'completely degraded' condition.
    - The mixed shrubland vegetation is part of a larger patch of the 'banksia woodlands of the Swan Coastal Plain' threatened ecological community

(TEC). This TEC is listed as 'endangered' under the Environment Protection and Biodiversity Conservation Act 1999.
- The mixed shrubland vegetation also represents the 'banksia woodlands of the Swan Coastal Plain' priority ecological community (PEC).
- The mixed shrubland plant community contributes to a larger patch of native vegetation that provides habitat for native fauna species including some of conservation significance.

With respect to the proposed future use of the site, Emerge has indicated that the main item to be mindful of is the few plants of the priority flora species *Dodonaea hackettiana* that were found in part of the site near Baron-Hay Court. It is important that said area of the site is retained, and that these plants are not impacted during works.

Similarly, the threatened ecological community mixed shrubland which occurs over the perimeter of the site must be retained and enhanced through restoration and revegetation works.

The provision of enhanced habitat for the fauna that traverses the Sand Pit and greater Jirdarup Bushland Precinct should also be a string focus for the area. As such, the revegetation efforts should comprise species of a similar composition to that found within the adjacent Kensington Bushland.

Geotechnical Survey

The Administration commissioned a geotechnical survey to:
- Review of the site to identify potential issues that may affect the proposed works, to determine if the proposed works are feasible.
- Recommend appropriate site preparation procedures;
- Provide recommendations for additional geotechnical or environmental investigation works required for the site.

Findings from consultants:
Based on the findings of the study, we consider it unlikely that soil within the site presents a risk to human health or the environment in context of the current or proposed land use. Based on our interview with the excavator operator, we consider it likely that the majority of the uncontrolled fill comprising building rubble originated from the road project demolition approximately 30 years ago. As such, it appears that ACM is not widely distributed throughout the uncontrolled fill. we therefore consider it likely that the site can be recontoured as part of the proposed development plan with largely site-derived material.

Based on the findings of this study, we recommend the following:
- *that an unexpected finds protocol be developed if the development works proceed; and*
- *at the completion of the development works, a systematic site walkover is conducted to ensure that there is no visible asbestos on the surface of the site in accordance with DoH guidelines.*

Mains Water Connection
Water Corporation informed the Town that there is a possibility of a mains water connection (e.g. for irrigation or drinking fountains) on the corner of Kent Street and Etwell Street.

If desired, the Town simply needs to apply for a service connection.

If the site were to connect to mains then the revegetated areas could be irrigated through a temporary irrigation system, such as during the first few two-three years of plant establishment.

Stormwater
Stormwater drains from Kent Street and Etwell Street flow into a Water Corporation compensation basin located in the southeast corner of the site and water from Baron Hay Court flows into a basin in the southwest section of the site.

It is anticipated that these compensation basins would stay on site, with the southeast corner compensation basin potentially being planted with Forest Vegetation that can be seasonally inundated and assist with nutrient removal from the incoming stormwater.

The majority of the remaining site is covered with sand, which will readily allow infiltration.

The stormwater capacity and infiltration of the site has historically not been a problem for the Town, and it is anticipated that any proposed works on site will not negatively impact on this infiltration, nor be negatively be impacted by said stormwater.

Groundwater Capacity
Previous site investigation revealed that the site is underlain by the unconfined superficial aquifer that extends to a depth of approximately 32.5m below ground level.

Based on information presented within the Department of Water website, groundwater is expected to be approximately 7.5 metres below ground level.

Given that the works on site will not be dug down more than one metre, the Town does not consider that groundwater will have an adverse effect on the proposed works.

The contamination status of the site excludes water from being drawn from the superficial aquifer below.

Project: **Kent Street Sand Pit**
Client: Town of Victoria Park
Task: **PRELIMINARY OPINION OF PROBABLE COST**
Plan Ref: Landscape Design
Prepared by: PT-JW
Date: 17-Nov-21

emerge ASSOCIATES
Integrated Science & Design

			Total area	41,892	sq.m		
No	**ITEM**	**PROPOSED CONTENTS**		**QTY**	**UNIT**	**$ RATE**	**COST**
A	**PRELIMS AND SITE WORKS**						
A1	Preliminaries	Site work / Mobilisation/Insurances		1	item	$10,000	$10,000
A2	Survey	Survey and setout, including levels		1	item	$3,500	$3,500
A3	Risk Assessment, CDC Certification, BL	Site Risk Assessment, Building Permits, CDC Certification (Construction certified by Building Surveyor)		1	item	$650	$650.00
A4	Minor earthworks /Fine grading	Final trim & grading, including additional site soil where required to meet grades (+/-100mm)		3,400	sq.m	$1.00	$3,400.00
A5	Imported Fill	Imported and spread clean fill to feature mounding		3,200	cube.m	$30.00	$96,000.00
A6	Structural Certification	Allow for structural certification for all items		1	each	$1,200.00	$1,200.00
A7	Existing Grass Removal	Remove and dispose of existing turf		37,970	sq.m	$2.50	$94,925.00
A8	Removal of existing bitumen	Remove and dispose existing bitumen		300	sqm	$25.00	$7,500.00
PRELIMINARIES & SITE WORKS SUBTOTAL							**$217,175**
B	**HARD SURFACES**						
B1	Stabilised Laterite Path	Supply and install Laterite fines path with binding agent to path network		2,300	sq.m	$55	$126,500
B2	Concrete Gathering Space	Supply and install coloured concrete paving to gathering space		180	sq.m	$65	$11,700
B3	Bitumen Carpark	Supply and install bitumen to car park and primary access		250	sq.m	$60	$15,000
B4	Universal Access Ramps	Supply and install 2x elevated universal access ramp up embankment (steel substructure with natural timber decking, including steel handrails)		300	sq.m	$1,950	$585,000
B5	Ochre Block Steps	Supply and install Ochre colour reconstituted limestone blocks to access path stairs		40	lin.m	$250	$10,000
HARD PAVEMENTS AND SOFTFALL SUBTOTAL							**$748,200**
C	**FEATURE LOCATIONS ITEMS**						
C1	Shade Structure	Supply and install custom shelter over gathering space		1	item	$75,000	$75,000
C2	Picnic Table	Supply and install Cox Urban Furniture parkline range table setting - wheelchair accessible or approved equivalent		1	item	$3,500	$3,500
C3	Bench Seat	Supply and install Cox Urban Furniture parkline range bench seat or approved equivalent		5	item	$2,200	$11,000
C4	Rubbish Bin	Supply and Install Basice 240lt ribbish bin on Pole mount with Dog Bags		2	item	$1,200	$2,400
C5	Wayfinding Signage	Supply and install basic metal orientation map and location signage		2	each	$1,500	$3,000
C6	Educational Signage	Supply and install basic metal educational signage and interpretive signage		4	each	$800	$3,200
C7	Natural log	Supply and install timber natural log various sizes 150-500mm diameter and not exceeding 500mm height.		5	each	$550	$2,750
C8	Miscellaneous items	For example option to supply and install bird waterers, bird hides, insect hotels, boot cleaners		1	PS	$1,500	$1,500
C10	Bike Rack	Supply and install bike racks at entry points		1	Item	$700	$700
PLAY ELEMENTS SUBTOTAL							**$103,050**
E	**SOFTWORKS**						
E1	General Planting	Supply and install tubestock shrubs @ 3 plants per sq. m		98,670	each	$2.50	$246,675
E2	Soil conditioner to general planting	Supply and install soil conditioner to general planting		32,890	sq.m	$3.00	$98,670
E3	Mulch to planted areas	Supply and install 75mm thick mulch to planted areas		32,890	sq.m	$5.00	$164,450
SOFTWORKS SUBTOTAL							**$509,795**
						Sub-Total Landscape Works (excl. GST)	**$1,578,220**

Excludes: demolition, maintenance, watersource, irrigation, soil remediation

Kent Street Sand Pit

INDICATIVE EXTENT OF WORKS AND CONTEXT (NOT TO SCALE)

Concept Plan

Australian Government
Department of Infrastructure, Transport,
Regional Development and Communications

File reference: CDG907

Cr Karen Vernon
Mayor
Town of Victoria Park
Locked Bag 437
VICTORIA PARK WA 6979
kvernon@vicpark.wa.gov.au

Dear Mayor

Agreement – Community Development Grants Programme – CDG907 – Lathlain Precinct Redevelopment Project

I refer to the approval of funding of up to $4,000,000 (GST exclusive) under the Community Development Grants Programme (CDG) for the Lathlain Precinct Redevelopment project.

Attached is a copy of the Agreement relating to the provision of this funding and includes the settling of other details, including confirmation of final cost estimates and confirmation of final designs.

Please note, your first progress report is due on **4 February 2022.** A CDG Reporting Pack will be forwarded under separate cover. It is mandatory that you use these templates when providing your progress and final reports.

It is important that you familiarise yourself with the terms and conditions of the Agreement and ensure that you understand the nature and extent of your obligations under the Agreement before signing. We strongly recommend that you obtain independent legal advice about the effect and consequences of the Agreement before signing.

Please note, any financial commitments made or construction works commenced prior to the Agreement being signed by both parties is done at your own risk.

Once you are satisfied with the Agreement please print a copy and arrange for it to be signed by the appropriate signatory, witnessed and returned to the Department at CDG.Projects@infrastructure.gov.au

The offer to contract with the Commonwealth on the terms and conditions set out in the Agreement may lapse if you fail to provide the required documents to the Department within four weeks of the date of this letter.

Following execution of the Agreement by the Department, the Agreement will be returned for your records.

If you have any questions regarding the offer, please contact Cate Bowmer on 02 6393 4013.

Yours sincerely

Li Sun
A/g Assistant Secretary
Regional Programs Branch
4 November 2021

Australian Government

Department of Infrastructure, Transport, Regional Development and Communications

DEED OF AGREEMENT

FUNDING AGREEMENT IN RELATION TO LATHLAIN PRECINCT REDEVELOPMENT PROJECT

The Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development and Communications
ABN 86 267 354 017

Town of Victoria Park
ABN 77 284 859 739

CONTENTS

Parties	**1**	
Context	**1**	
Operative provisions		**2**
1.	**Interpretation**	**2**
1.1.	Definitions	2
1.2.	Interpretation	9
1.3.	Guidance on construction of Agreement	10
1.4.	Duration of Term	10
2.	**Activity, Project and Operational Period**	**11**
2.1.	Conduct of Activity	11
2.2.	Liaison and monitoring	11
2.3.	Subcontractors	12
2.4.	Reserved	13
2.5.	Responsibility of the Recipient	13
2.6.	Reports	13
2.7.	Project	13
2.8.	Operational Period	13
2A.	**Capital Works**	**13**
2A.3.	Commence Construction	14
3.	**Funding**	**14**
3.1.	Payment of Funding	14
3.2.	Commonwealth's right to suspend payment or reduce the amount of Funding	14
4.	**Taxes, duties and government charges**	**15**
5.	**Debt and Interest**	**15**
6.	**Management of Funding**	**16**
6.2.	Budget	16
6.3.	Account and financial records	16
6.4.	Use as security	17
6.5.	Refunds of unexpended and misspent Funds	17
7.	**Other Contributions and Cost Savings**	**18**
7.1.	Other Contributions	18
7.2.	Cost Savings	19

8.	**Statutory Approvals**	**19**
9.	**Assets**	**19**
9.1.	Acquisition of Asset	19
9.2.	Terms applicable to Asset	20
9.3.	Recipient's responsibilities for Asset	20
9.4.	Sale or Disposal of Asset during Term	20
9.5.	Loss, damage, etc of Asset	21
9.6.	Dealing with Asset	21
10.	**Real Property**	**21**
10.1.	Approval	21
10.2.	Outgoings	21
11.	**Records**	**24**
11.1.	Keeping Records	24
11.2.	Retention of Records	24
12.	**Intellectual Property**	**24**
12.1.	Use of Commonwealth Material	24
12.2.	Rights in Activity Material	24
12.3.	Moral Rights	25
13.	**Confidential Information**	**25**
13.1.	Confidential Information not to be disclosed	25
13.2.	Written Undertakings	26
13.3.	Exceptions to Obligations	26
13.4.	Period of Confidentiality	26
13.5.	No reduction in Privacy Obligations	27
14.	**Acknowledgement and publicity**	**27**
14.1.	Acknowledgement of support	27
14.2.	Right to publicise Funding	27
14.3.	No restriction on advocacy activities	27
15.	**Liability**	**27**
15.1.	Proportionate liability regime	27
15.2.	Indemnity	28
15.3.	Meaning of 'fault'	28
16.	**Dispute resolution**	**28**
16.1.	Procedure for dispute resolution	28
16.2.	Costs	29
16.3.	Continued performance	29
16.4.	Application of clause	29

17.	**Termination or reduction in scope of Agreement**	**29**
17.1.	Termination for convenience	29
17.2.	Termination for fault	30
17.3.	Preservation of other rights	31
18.	**Notices**	**32**
18.1.	Format, addressing and delivery	32
18.2.	When received	32
19.	**Reserved**	**32**
20.	**Work Health and Safety**	**32**
20.1.	Use of Commonwealth's premises	32
20.2.	Assistance to the Commonwealth	32
20.3.	Reserved	33
21.	**General Provisions**	**33**
21.1.	Reserved	33
21.2.	Obligations of Recipient in relation to privacy	33
21.3.	Audit and Access	33
21.4.	Access to Documents	34
21.5.	Insurance	34
21.6.	Extension of provisions to subcontractors and Personnel	34
21.7.	Conflict of interest	35
21.8.	Relationship of parties	35
21.9.	Waiver	35
21.10.	Variation of Agreement	35
21.11.	Assignment	35
21.12.	Survival	36
21.13.	Compliance with Legislation and Policies	36
21.14.	Applicable law and jurisdiction	36
21.15.	Child Safety	36
Executed as a deed		**39**
Schedule 1	**Particulars**	**40**
A.	Programme, Project, Purpose, Activity and Funding and Payment	40
	A.1. Programme	40
	A.2. Project	40
	A.3. Purpose	40
	A.4. Operational Period	40
	A.5. Activity	40
B.	Budget	42
C.	Other Contributions	42
	C.1. Other Contributions	42

D.	Reporting	42
	D.1. Progress Reports, Activity Completion Report and Project Completion Report 42	
	D.2. Audit and certification	44
	D.3. Other Reports	44
E.	Assets and Real Property	45
	E.1. Assets	45
	E.2. Real Property	45
F.	Insurance	46
G.	Reserved	46
H.	Acknowledgement and publicity	46
I.	Reserved	47
J.	Compliance with laws and policies	47
K.	Statutory Approvals	48
L.	Notices	48
M.	Applicable Law	48
N.	Confidential Information	48

FUNDING AGREEMENT (LONG FORM)

FUNDING AGREEMENT IN RELATION TO THE LATHLAIN PRECINCT DEVELOPMENT PROJECT (CDG907)

Parties

This Funding Agreement is made between and binds the following parties:

1. **The Commonwealth of Australia** as represented by the Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017, 111 Alinga Street, Canberra, Australian Capital Territory (**Commonwealth**)

2. **Town of Victoria Park** ABN 77 284 859 739, 99 Shepperton Road, Victoria Park, WA, 6100 (**Recipient**)

Context

A. The Commonwealth is undertaking the Community Development Grants programme, which was to support needed infrastructure that promotes stable, secure and viable local and regional economies.

B. The Recipient submitted an application to obtain funding under the Programme to conduct the Activity. The Activity will contribute to the completion of the Project, and will help achieve the objectives of the Programme.

C. The Commonwealth has agreed to provide Funding to the Recipient to support the carrying out of the Activity.

D. The Recipient agrees to accept the Funding for the purposes, and subject to the terms and conditions, set out in this Agreement.

E. The Recipient agrees that it is a precondition of entitlement to the Funding that the Recipient must:

   a. provide to the Commonwealth with satisfactory evidence that the Recipient is registered with a Commonwealth, State or Territory Regulatory Body or satisfactory evidence of the Recipient's correct statutory authority name;

   b. correctly use the Recipient's name on all documentation provided to the Commonwealth;

   c. have an Australian Business Number (ABN);

   d. immediately notify the Commonwealth if the Recipient ceases to hold an ABN;

   e. correctly quote the Recipient's ABN on all documentation provided to the Commonwealth;

   f. supply proof of the Recipient's GST status, if requested by the Commonwealth; and

   g. immediately notify the Commonwealth of changes to the Recipient's GST status.

Operative provisions

In consideration of the mutual promises contained in this Agreement, the parties to this Funding Agreement agree as follows:

1. Interpretation

1.1. Definitions

1.1.1. In this Agreement, unless the context indicates otherwise:

ABN	means (Australian Business Number) as set out in section 41 of the A New Tax System (Australian Business Number) Act 1999 (Cth).
Activity	means the Activity described in Item A and includes the provision to the Commonwealth of the Activity Material;
Activity Completion date	means the date that the Activity must be completed by as set out in item A.5 of the Schedule.
Activity Material	means any Material: a. created by the Recipient for the purpose of this Agreement; b. provided or required to be provided to the Commonwealth under the Agreement; or c. derived at any time from the Material referred to in paragraphs a or b, and includes d. any Existing Material incorporated in the Material referred to in paragraphs b or c; and e. any Reports;
Activity Objectives	means the objectives of the Activity described in Item A.6 of the Schedule;
Activity Period	means the period specified in Item A during which the Activity must be completed;
Agreement	means this document and includes any Schedules and Annexures;
Annexure	means any annexure to Schedule 1;

Approved Auditor	means a person who is: a. registered as a company auditor under the Corporations Act 2001 (Cth) or an appropriately qualified member of the Institute of Chartered Accountants in Australia or of CPA Australia; b. not a principal, member, shareholder, officer, agent, subcontractor, employee or related entity of the Recipient or of a related body corporate (the terms 'related entity' and 'related body corporate' have the same meaning as in section 9 of the Corporations Act 2001 (Cth)); and c. not the Recipient's Qualified Accountant;
Asset	means any item of property, purchased, leased, hired, financed, created or otherwise brought into existence either wholly or in part with use of the Funding, which has a value of over $5,000 exclusive of GST, but excludes any Intellectual Property Rights and Real Property (including any property once it becomes part of the structure of Real Property.
Auditor-General	means the office established under the Auditor-General Act 1997 (Cth) and includes any other entity that may, from time to time, perform the functions of that office;
Australian Accounting Standards	refers to the standards of that name maintained by the Australian Accounting Standards Board created by section 226 of the Australian Securities and Investments Commission Act 2001 (Cth);
Australian Auditing Standards	refers to the standards made by the Auditing and Assurance Standards Board created by section 227A of the Australian Securities and Investments Commission Act 2001 (Cth);
Australian Privacy Principle	has the same meaning as it has in the Privacy Act 1988 (Cth).
Budget	means the budget set out in Annexure B of the Schedule;
Business Day (in a place)	means a weekday other than a public holiday in the place specified or, if no place is specified, in the State or Territory specified in Item M of the Schedule;
Capital Works	means any part of the Activity that comprises construction and building activities and includes the Capital Works listed at item E.2.2 of the Schedule.

Commence Construction	means to begin a continuous programme of on-site construction for the Activity's Capital Works. For the purposes of this definition, only significant and continuous site preparation work such as major clearing or excavation or placement or assembly, or installation of facilities or equipment at the site constitute a programme of on-site construction.
Commonwealth	where the context permits, includes officers, delegates, employees and agents and successors of the Department of Infrastructure, Transport, Regional Development and Communications;
Commonwealth Material	means any Material: a. provided by the Commonwealth to the Recipient for the purposes of this Agreement; or b. derived at any time from the Material referred to in paragraph a;
Completion Date	means the day after the Recipient has done all that it is required to do under clauses 2 and 6 of this Agreement to the satisfaction of the Commonwealth;
Constitution	means (depending on the context): a. a company's constitution, which (where relevant) includes rules and any amendments that are part of the company's constitution, or b. in relation to any other kind of body: i. the body's charter, rules or memorandum, or ii. any instrument or Law constituting or defining the constitution of the body or governing the activities of the body or its members.
Cost Estimate	means the estimate for the Project which is the sum of the Funding and Other Contributions specified in Annexure B to the Schedule.
Cost Item	means an item of expenditure specified in the Budget at Annexure B to the Schedule.

Confidential Information	means: a. the information described in Item N; and b. information that the parties agree in writing after the Date of this Agreement is confidential information for the purposes of this Agreement;
Date of this Agreement	means the date written on the execution page of this Agreement, or if no date or more than one date is written there, then the date on which the Agreement is signed by the last party to do so;
Depreciated	means the amount representing the reduction in value of an Asset calculated in accordance with Australian Accounting Standards;
Director	means any of the following: a. a person appointed to the position of a director or alternate director and acting in that capacity for a body corporate within the meaning of the Corporations Act 2001 (Cth) regardless of the name given to their position; b. a member of the governing committee of an Aboriginal and Torres Strait Islander corporation under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth); c. a member of the committee of an organisation incorporated pursuant to State or Territory laws relating to the incorporation of associations; or d. a member of the board, committee or group of persons (however described) that is responsible for managing or overseeing the affairs of the body corporate;
Dispose	means to sell, licence, lease or sublease, or otherwise transfer or give up ownership or the right to occupy or use, or to enter into an agreement to do any of the preceding acts and 'Disposal' means the method of so disposing;
Existing Material	means all Material in existence prior to the Date of this Agreement: a. incorporated in; b. supplied with, or as part of; or c. required to be supplied with, or as part of, the Activity Material;

Financial Year	means each period from 1 July to the following 30 June occurring during the Term, or any part of such a period occurring at the beginning or end of the Term;
Funding	means: a. the amount or amounts (in cash or kind) payable by the Commonwealth under this Agreement as specified in Item A.7 and Annexure A of this Agreement, and b. any interest earned on the Funding once paid by the Commonwealth to the Recipient;
GST	has the meaning that it has in the A New Tax System (Goods and Services Tax) Act 1999 (Cth);
Information Officer	means any of the information officers appointed under the Australian Information Commissioner Act 2010 (Cth) when performing privacy functions as defined in that Act;
Intellectual Property	includes: a. all copyright (including rights in relation to phonograms and broadcasts); b. all rights in relation to inventions, plant varieties, trademarks (including service marks), designs, circuit layouts; and c. all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields; but does not include: d. Moral Rights; e. the non-proprietary rights of performers; or f. rights in relation to confidential information;

Law	includes: a. Acts of the Commonwealth and the State(s) and Territory(s) in which the Activity will be undertaken, and any other relevant State or Territory; b. ordinances, regulations, by-laws, orders and proclamations or other instruments of legal effect made under those Acts referred to in paragraph (a); c. directions by any person exercising statutory powers regarding the Recipient or the Activity, including the Real Property; and d. all the requirements, standard, approvals, licences, registrations or permits of any government (including local government) department, authority, agency or regulatory body that apply to the Activity, including the Real Property;
Material	means anything in relation to which Intellectual Property rights arise;
Milestone	means a milestone or stage of completion of the Activity as set out in Annexure A of this Agreement;
Moral Rights	includes the following rights of an author of copyright Material: a. the right of attribution of authorship; b. the right of integrity of authorship; and c. the right not to have authorship falsely attributed;
Open Access Licence	means a licence to the public on broad open access terms that allows any member of the public to perform a wide range of acts in respect of the material subject to certain restrictions. An Open Access Licence includes any Australian Government open access licence and any Creative Commons Attribution licence (see http://creativecommons.org.au/learn-more/licences);
Operational	means that the completed Project is operating in a way that enables it to achieve its Purpose;
Operational Period	means the period during which the Recipient must keep the completed Project Operational;

Other Contributions	means financial or in-kind resources (with in-kind resources valued at cost other than the Funding, which are specified in Item C and Annexure B of the Schedule and are to be used by the Recipient to perform the Activity;
Personnel	means: a. in relation to the Recipient - any natural person who is an officer, employee, agent, or professional advisor of the Recipient or its subcontractors; and b. in relation to the Commonwealth - any natural person, other than a person referred to in paragraph a, who is an officer, employee, agent or professional advisor of the Commonwealth;
Privacy Act	refers to the Privacy Act 1988 (Cth);
Programme	means the Community Development Grants programme under which the Commonwealth is able to provide Funding to the Recipient.
Programme Guidelines	refers to the guidelines for the Programme, if any, as described in Item A of the Schedule;
Programme Objectives	means the objectives of the Programme, as set out in the Programme Guidelines or otherwise in Item A of the Schedule;
Project	has the meaning given in Item A.2 of the Schedule and includes the Activity;
Project Completion Date	means the date specified in item A.2 of the Schedule, which is the date by which the Recipient must complete the Project;
Purpose	means the purpose of the Project as set out at item A.3 of the Schedule;
Qualified Accountant	means a person who is a member of the Institute of Chartered Accountants in Australia or of CPA Australia;
Recipient	includes, where the context permits, the officers, employees, agents, volunteers and subcontractors, and successors of the Recipient;
Records	includes documents, information and data stored by any means and all copies and extracts of the same;

Report	means Activity Material that is provided to the Commonwealth for reporting purposes as stipulated in Item D of the Schedule;
Real Property	means: a. any land, buildings or fixtures including the Capital Works (both during and after completion) and the Works Locations; and b. any interest in the property specified in paragraph (a); that are purchased, leased, upgraded or otherwise created or brought into existence wholly or in part with the use of the Funding and includes the property listed at item E.2.1 of the Schedule.
Schedule	means the schedule to this Agreement and may include Annexures and incorporate other documents by reference;
Specified Personnel	means the Recipient's Personnel specified in Item I as Personnel required to undertake all or any part of the Activity;
Term	refers to the period described in clause 1.4.1 of this Agreement;
Third Party Interest	means any legal or equitable right, interest, power or remedy in favour of any person other than the Commonwealth or the Recipient in connection with the Agreement, including any right of possession, receivership, control or power of sale, and any mortgage, charge, security or other interest;
Undepreciated	in relation to the value of an Asset, means the value of the Asset which has not been Depreciated; and
Works Location	means a location where the Capital Works are to be undertaken including any premises in, or land on, which those Capital Works are to be undertaken and includes a Works Location listed in item E.2.3 of the Schedule.

1.2. **Interpretation**

1.2.1. In this Agreement, unless the contrary intention appears:

a. words importing a gender include any other gender;

b. words in the singular include the plural and words in the plural include the singular;

c. clause headings are for convenient reference only and have no effect in limiting or extending the language of provisions to which they refer;

d. words importing a person include a partnership and a body whether corporate or otherwise;

e. a reference to dollars is a reference to Australian dollars;

f. a reference to any legislation or legislative provision includes any statutory modification, substitution or re-enactment of that legislation or legislative provision;

g. if any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;

h. the use of the word “includes” or “including” in relation to a right or obligation of a party, does not limit or restrict the scope of that right or obligation;

i. a reference to a clause is a reference to a clause in this Agreement;

j. a reference to an Item is a reference to an Item in the Schedule;

k. the Schedule and any attachments form part of the Agreement;

l. if any conflict arises between the terms and conditions contained in the clauses of this Agreement and any part of the Schedule (and attachments if any), the terms and conditions of the clauses prevail; and

m. if any conflict arises between any part of the Schedule and any part of an attachment, the Schedule prevails.

1.3. **Guidance on construction of Agreement**

1.3.1. This Agreement records the entire agreement between the parties in relation to its subject matter.

1.3.2. As far as possible all provisions of this Agreement will be construed so as not to be void or otherwise unenforceable.

1.3.3. If any clause in this Agreement is void or otherwise unenforceable then that clause will be severed to the extent it is void and unenforceable and the rest of the Agreement remains in force.

1.3.4. A provision of this Agreement will not be construed to the disadvantage of a party solely on the basis that it proposed or prepared that provision.

1.3.5. This Agreement may be executed in counterparts. All executed counterparts constitute one document.

1.4. **Duration of Term**

1.4.1. The Term of this Agreement commences on the Date of the Agreement and, unless terminated earlier, it expires on the Completion Date.

2. Activity, Project and Operational Period

2.1. Conduct of Activity

2.1.1. The Recipient agrees to carry out the Activity:

a. to achieve the Activity Objectives;

b. to assist the Programme to meet the Programme Objectives;

c. to meet the Milestones;

d. within the Activity Period;

e. in an efficient, effective, economical and ethical manner;

f. in accordance with this Agreement; and

g. diligently and to a high standard.

2.1.2. Where the Commonwealth is satisfied that the Recipient does not have the capacity to adequately:

a. manage the Funding; or

b. undertake the Activity in accordance with this Agreement,

the Commonwealth may by written notice immediately:

c. suspend, reduce or cease the release of Funding to the Recipient; and/or

d. require the Recipient to refund some or all of the Funding to the Commonwealth; or

e. terminate the Agreement in accordance with the provisions of clause 17.

2.2. Liaison and monitoring

2.2.1. The Recipient agrees to:

a. liaise with and provide information to the Commonwealth as reasonably notified by the Commonwealth; and

b. comply with all of the Commonwealth's reasonable requests, directions or monitoring requirements.

2.2.2. In relation to conducting a review and final evaluation of the Programme, the Recipient agrees to:

a. provide all reasonable assistance required by the Commonwealth;

b. respond to all of the Commonwealth's reasonable requests; and

c. provide any information the Commonwealth reasonably requires.

2.2.3. Each of the parties may nominate, from time to time, a person who has authority to receive and sign notices and written communications for each of them under this Agreement and accept any request or direction in relation to the Activity.

2.3. **Subcontractors**

2.3.1. The Recipient is fully responsible for the performance of the Recipient's obligations under this Agreement, even though the Recipient may have subcontracted any of them.

2.3.2. Unless the Commonwealth agrees otherwise, the Recipient must have a written contract with each of the Recipient's subcontractors (subcontract) and ensure that each subcontract is consistent with, and allows the Recipient to give effect to, the Recipient's obligations under this Agreement. If requested by the Commonwealth, the Recipient must notify the Commonwealth of any subcontractors appointed to carry out any of the Recipient's obligations under this Agreement. The Recipient must notify the Commonwealth no later than 20 Business Days after the request from the Commonwealth.

2.3.3. The Recipient is responsible for ensuring the suitability of a subcontractor for the work proposed to be carried out and for ensuring that such work meets the requirements of this Agreement. The Commonwealth may direct the Recipient to terminate a subcontracting arrangement by notifying the Recipient in writing.

2.3.4. Upon receipt of a written notice from the Commonwealth directing the Recipient to terminate a subcontracting arrangement, the Recipient must, as soon as practicable (or as the Commonwealth may direct in the notice), cease using that subcontractor to perform any of the Recipient's obligations unless the Commonwealth directs that the subcontractor be replaced immediately, in which case the Recipient must comply with the direction.

2.3.5. If the Commonwealth directs the Recipient to terminate a subcontracting arrangement, the Recipient remains liable under this Agreement for the past acts or omissions of the Recipient's subcontractors as if they were current subcontractors.

2.3.6. The Recipient must, in any subcontract placed with a subcontractor, reserve a right of termination to take account of:

a. The Commonwealth's right to direct the Recipient to terminate that subcontract under subclause 2.3; and

b. The Commonwealth's right of termination under clause 17,

and the Recipient must make use of that right in the event of a termination by the Commonwealth.

2.3.7. The Recipient must, in any subcontract placed with a subcontractor, include a requirement for insurance that is consistent with the requirement for insurance under clause 21.5.

2.3.8. The Recipient must not enter into a subcontract under this Agreement with a subcontractor named by the Director of the Workplace Gender Equality Agency as an employer currently not complying with the Workplace Gender Equality Act 2012 (Cth).

2.3.9. For the purpose of this Agreement, 'subcontractor' includes any other member of the Recipient's consortium who is involved in the performance of the Activity.

2.4. **Reserved**

2.5. **Responsibility of the Recipient**

2.5.1. The Recipient is fully responsible for the performance of the Activity and for ensuring compliance with the requirements of this Agreement, and will not be relieved of that responsibility because of any:

a. involvement by the Commonwealth in the performance of the Activity;

b. subcontracting of the Activity;

c. acceptance by the Commonwealth of Specified Personnel; or

d. payment of any amount of Funding to the Recipient.

2.6. **Reports**

2.6.1. The Recipient agrees to provide to the Commonwealth written Reports in the manner specified in Item D of the Schedule.

2.7. **Project**

2.7.1. The Recipient must complete the Project by the Project Completion Date.

2.8. **Operational Period**

2.8.1. The Recipient must keep the completed Project Operational during the Operational Period specified in Item A.4 of the Schedule.

2A. Capital Works

2A.1. **Performance**

2A.1.1 The Recipient must perform the Capital Works:

a. in accordance with the designs and plans submitted by the Recipient to the Commonwealth;

b. in a good and workmanlike manner by qualified tradespeople; and

c. with a minimum of delay.

2A.2. **Applicable Laws**

2A.2.1 The Recipient warrants and agrees that the Capital Works (whether undertaken before, on or after the Date of this Agreement) have been (if applicable) and will be carried out in accordance with all applicable Laws including, but not limited to, all necessary planning and regulatory approvals.

2A.2.2 The Recipient agrees to ensure that:

a. the Works Locations comply at all times with all applicable Laws regarding their use as a site for the Capital Works; and

b. the completed Capital Works comply with all Laws relating to their ongoing use throughout the Operational Period.

2A.3. **Commence Construction**

a. The Recipient must Commence Construction required for the Activity within six months of the Date of this Agreement;

b. The Recipient must notify the Commonwealth that the Recipient has Commenced Construction for the Activity, within five (5) Business Days of Commencing Construction; and

c. If the Recipient fails to Commence Construction required for the Activity within six months of the Date of this Agreement, the Commonwealth may give the Recipient notice requiring the Recipient to repay the Commonwealth all or part of the Funding that the Commonwealth has previously paid to the Recipient within the period specified in the notice.

2A.4. **Completion**

2A.4.1 The Recipient must:

a. plan, control, manage, co-ordinate and carry out the Capital Works in a manner that enables completion of all activities comprising the Capital Works by the Project Completion Date;

b. in addition to the Recipient's reporting obligations under item D of Schedule 1, the Recipient must provide the Commonwealth with written evidence satisfactory to the Commonwealth of the completion of the Capital Works, no later than 10 Business Days after the end of the Project Completion Date; and

c. consult the Commonwealth in advance about any proposed change to, the scope or timing of the Capital Works which is likely to delay the completion of the Capital Works, detailing the extent, or likely extent, of the change and the reasons for it.

3. Funding

3.1. **Payment of Funding**

3.1.1. Subject to sufficient funds being available, and compliance by the Recipient with this Agreement, the Commonwealth agrees to provide the Recipient with the Funding at the times and in the manner specified in Annexure A.

3.1.2. The Commonwealth is not responsible for the provision of additional money to meet any expenditure in excess of the Funding.

3.2. **Commonwealth's right to suspend payment or reduce the amount of Funding**

3.2.1. Without limiting the Commonwealth's rights, the Commonwealth may suspend any payment in whole or in part until the Recipient has performed its obligations under this Agreement.

3.2.2. Reserved.

3.2.3. The Commonwealth may reduce the amount of Funding payable under this Agreement where the Recipient:

a. owes money to the Commonwealth, or

b. has money that the Recipient should have, but has not yet, acquitted

under any arrangement with the Commonwealth (whether contractual, statutory or otherwise).

3.2.4. Notwithstanding such suspension of any payments or reduction in the amount of the Funding, the Recipient agrees to continue to perform any obligations under this Agreement.

4. Taxes, duties and government charges

4.1.1. Except as provided by clause 4, the Recipient agrees to pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement.

4.1.2. Unless otherwise indicated, any Funding and all other consideration for any supply made under this Agreement is exclusive of any GST imposed on the supply.

4.1.3. If one party (the supplier) makes a taxable supply to the other party (the taxable supply recipient) under this Agreement, on receipt of a tax invoice from the supplier, the taxable supply recipient will pay without setoff an additional amount to the supplier equal to the GST imposed on the supply in question.

4.1.4. No party may claim or retain from the other party any amount in relation to a supply made under this Agreement for which the first party can obtain an input tax credit or decreasing adjustment.

5. Debt and Interest

5.1.1. In this clause 5, '**Interest**' means interest calculated at an interest rate equal to the general interest charge rate for a day pursuant to section 8AAD of the *Taxation Administration Act 1953* (Cth), on a daily compounding basis.

5.1.2. The Recipient agrees, upon request of the Commonwealth, to pay any amount owed or payable to the Commonwealth or which the Commonwealth is entitled to recover from the Recipient under this Agreement, including if demanded by the Commonwealth any Interest, as a debt due by the Recipient without further proof of the debt by the Commonwealth being necessary. Such payment is without prejudice to any other rights available to the Commonwealth under the Agreement, under statute, at law or in equity.

5.1.3. If the Commonwealth notifies the Recipient that an amount is to be refunded or otherwise paid to the Commonwealth and the amount is not refunded or paid within 20 Business Days, or as otherwise notified by the Commonwealth, the Recipient agrees to pay Interest, unless the Commonwealth notifies the Recipient otherwise, on the amount outstanding after the expiry of the date it was due, until the amount is paid in full.

5.1.4. In respect to any obligation the Recipient may have under this Agreement to pay the Commonwealth any Interest, the Recipient agrees that the Interest represents a reasonable pre-estimate of the loss incurred by the Commonwealth.

6. Management of Funding

6.1.1. The Recipient agrees to spend the Funding only for the Activity in accordance with this Agreement.

6.2. Budget

6.2.1. The Recipient agrees to only spend the Funding for the Activity and in accordance with the Budget.

6.2.2. Subject to clauses 6.2.3 and 6.2.4, the Recipient may spend the Funding on any separate category of expenditure item within the Budget.

6.2.3. The Recipient agrees to obtain prior written approval from the Commonwealth for any transfer of Funding between categories of expenditure items within the Budget which exceed a percentage of the total Budget as specified in Item B of the Schedule.

6.2.4. The total amount of transfers in any Financial Year must also not exceed the percentage of the Budget specified in Item B of the Schedule.

6.3. Account and financial records

6.3.1. The Recipient agrees to ensure that the Funding is held in an account in the Recipient's name and which the Recipient solely controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia and that is an account that complies with any other requirements specified in Item A.7 in the Schedule.

6.3.2. Reserved

6.3.3. The Recipient must, in relation to the account referred to in clause 6.3.1:

a. notify the Commonwealth, prior to the receipt of any Funding, of details sufficient to identify the account;

b. on notification from the Commonwealth, provide the Commonwealth and the authorised deposit-taking institution with a written authority for the Commonwealth to obtain any details relating to any use of the account;

c. if the account changes, notify the Commonwealth within 10 Business Days of the change occurring and provide the Commonwealth with details of the new account;

d. Reserved.

6.3.4. The Recipient agrees to:

a. keep financial accounts and records relating to the Funding and the Project and Activity that identify

i. all receipts and payments related to the Project and Activity; and

ii. all interest earned on the Funding.

b. unless otherwise notified by the Commonwealth, prepare financial statements for the Project and Activity in accordance with Australian Accounting Standards including:

i. Reserved; and

ii. a register of the Assets and a register of Real Property created, acquired, written-off or Disposed of during the Financial Year to date compared with the Budget; and

c. arrange for the audit of those accounts and records in accordance with Australian Auditing Standards.

6.4. **Use as security**

6.4.1. Except with the prior written approval of the Commonwealth, the Recipient agrees not to use any of the following as any form of security for the purpose of obtaining or complying with any form of loan, credit, payment or other interest, or for the preparation of, or in the course of, any litigation:

a. the Funding;

b. this Agreement or any of the Commonwealth's obligations under the Agreement; or

c. any Assets or Intellectual Property Rights in the Activity Material.

6.5. **Refunds of unexpended and misspent Funds**

6.5.1. If at any time during the term of this Agreement (including on the Completion Date):

a. there remains an amount of Funding that has not been spent or legally committed for expenditure in accordance with the Agreement and the period in which that Funding was expected to be spent or legally committed has passed; or

b. an amount of Funding has been spent in contravention of the Agreement,

the Commonwealth may (at its discretion and in addition to any other rights it may have) by notice in writing to the Recipient:

c. require the Recipient to refund this amount to the Commonwealth within 20 Business Days (or other such period specified in the notice); or

d. reduce any further payments of Funding to the Recipient (if applicable) by an amount up to this amount.

6.5.2. If clause 6.5.1.a applies, the Commonwealth may by notice in writing require the Recipient to otherwise deal with this amount in accordance with any conditions that the Commonwealth considers appropriate, including conditions relating to the ongoing use and expenditure by the Recipient of that amount for particular goals or objectives associated with the Activity

6.5.3. The Recipient must immediately notify the Commonwealth in writing if any of the events in clauses 6.5.1.a or 6.5.1.b occurs.

6.5.4. If the completed Project ceases to be Operational during the Operational Period, the Commonwealth may give the Recipient notice requiring the Recipient to repay all or part of the Funding to the Commonwealth within the period specified in the notice and the Recipient must comply with that notice.

6.5.5. On completion of the Project, if the cost of the completed Project is less than the Cost Estimate, the Commonwealth may give the Recipient notice requiring the Recipient to return any unexpended Funding to the Commonwealth within the period specified in the notice and the Recipient must comply with that notice.

6.5.6. This clause survives termination or expiry of the Agreement.

7. Other Contributions and Cost Savings

7.1. Other Contributions

7.1.1. The Recipient must, within six (6) months of the date of the Agreement provide to the Commonwealth satisfactory written evidence that confirms the Other Contributions identified in Item C and detailed in Annexure B of the Schedule, including the amounts to be provided, the due dates for each of these amounts and the terms and conditions of the provision of the Other Contributions.

7.1.2. If, for any reason, the Recipient is not able to obtain the Other Contributions (including any part thereof) as required under this Agreement, then the Commonwealth may:

a. suspend payment of the Funding or an instalment of the Funding until the Other Contributions are obtained (as the case may be);

b. reduce the total Funding payable under this Agreement by an amount that, in the Commonwealth's opinion, represents an equivalent proportion of the overall reduction in the total value of the Other Contributions (as the case may be) resulting from the failure; or

c. terminate this Agreement in accordance with clause 17.2.

7.1.3. The Recipient must notify the Commonwealth in writing as soon as possible after it becomes aware of any likely or actual failure (for any reason) to obtain the Other Contributions (including any part thereof) as required under this Agreement.

7.1.4. The Recipient agrees to notify the Commonwealth within 10 Business Days of entering into any arrangement under which the Recipient is entitled to receive any additional monetary or in-kind contributions in respect of the Project and Activity that are not identified as Other Contributions in Item C and Annexure B of the Schedule. Any such additional contribution that the Recipient becomes entitled to receive after the Date of this Agreement constitutes Other Contributions for the purposes of the Agreement (and Schedule 1 is deemed to be varied accordingly) on the date on which the Recipient notifies the Commonwealth of that contribution under this clause 7.1.4.

7.1.5. If the Recipient is provided with or obtains (and/or was required to provide or obtain) any Other Contributions and the cost of the completed Project is less than the Cost Estimate, the Commonwealth may give the Recipient notice requiring the Recipient to return to the Commonwealth, within the period specified in the notice, an amount equal to the Commonwealth's Proportion of the Cost Savings. In this subclause 7.1.5, 'the Commonwealth's Proportion of the Cost Savings' means savings × % where:

a. savings = (the Cost Estimate – the actual cost of the Project - any Funds previously repaid to the Commonwealth under this Agreement); and

b. % = (the Funding ÷ (the maximum Funding + the maximum Other Contributions excluding any in-kind Other Contributions.

7.1.6. If the Recipient receives a notice given by the Commonwealth under subclause 18, the Recipient must comply with the notice within the period specified within the notice.

7.2. **Cost Savings**

7.2.1. Subject to compliance with this Agreement, the Recipient must:

a. continually identify any costs saving or efficiency measures in carrying out the Activity; and

b. in consultation with the Commonwealth:

i. implement those costs saving or efficiency measures;

ii. ensure that any reductions in expenditure for the Activity that result from those costs saving or efficiency measures are accounted for and allocated equitably in proportion to the relative total values of the Funding, the Recipient Contributions and the Other Contributions (as applicable) as committed to the Activity.

8. Statutory Approvals

8.1 The Recipient must obtain all necessary statutory approvals in relation to the Project, including those specified in item K of the Schedule, and the Recipient must give the Commonwealth, within six (6) months after the Date of this Agreement, satisfactory written evidence that these statutory approvals have been obtained.

8.1A The Recipient must also provide satisfactory written evidence that the statutory approvals obtained under subclause 8.1 are sufficient for the Recipient to Commence Construction within six months after the Date of this Agreement.

8.2 If the Recipient does not comply with the requirement in subclause 8.1, the Commonwealth may at the Commonwealth's sole discretion:

a. suspend payment of the Funding until the evidence of the statutory approvals referred to in subclause 8.1 has been received; or

b. terminate this Agreement in accordance with clause 17.2**.**

9. Assets

9.1. **Acquisition of Asset**

9.1.1. The Recipient agrees not to use the Funding to acquire or create any Asset, apart from those detailed in the Item E, without obtaining the Commonwealth's prior written approval. Approval may be given subject to any conditions the Commonwealth may impose.

9.1.2. Unless it is specified in Item E that the Commonwealth or a third party owns the Asset or the Commonwealth provides written consent to a third party owning the Asset, then the Recipient must ensure that it owns any Asset acquired with the Funding.

9.2. **Terms applicable to Asset**

9.2.1. If the Commonwealth owns the Asset clauses 9.4 and 9.6.2 do not apply.

9.2.2. If the Asset is owned by a third party then the Recipient agrees to ensure that the terms of the lease, hire or finance arrangement are consistent with clause 9.3, and clauses 9.4, 9.5 and 9.6 do not apply.

9.3. **Recipient's responsibilities for Asset**

9.3.1. Throughout the Term, the Recipient agrees to:

a. use any Asset in accordance with this Agreement and for the purposes of the Activity;

b. not encumber or Dispose of any Asset, or deal with or use any Asset other than in accordance with this clause 9 without the Commonwealth's prior written approval;

c. hold all Assets securely and safeguard them against theft, loss, damage, or unauthorised use;

d. maintain all Assets in good working order;

e. maintain all appropriate insurances for all Assets to their full replacement cost noting the Commonwealth's interest, if any, in the Asset under the Agreement;

f. if required by law, maintain registration and licensing of all Assets;

g. be fully responsible for, and bear all risks relating to, the use or Disposal of all Assets; and

h. if specified in Item E, maintain an Assets register in the form and containing the details as described in Item E and as and when requested by the Commonwealth, provide copies of the Assets register to the Commonwealth.

9.4. **Sale or Disposal of Asset during Term**

9.4.1. If the Recipient Disposes of an Asset during the Term of this Agreement, the greater of the following proportions must, unless the Commonwealth otherwise directs, be accounted for as Funding and used for the Activity:

a. the proportion of the sale proceeds from the Asset; or

b. the proportion of the Undepreciated value of the Asset,

that is equivalent to the proportion of the cost of the Asset that was funded from the Funding.

9.5. **Loss, damage, etc of Asset**

9.5.1. If any of the Assets are lost, damaged or destroyed, the Recipient agrees to promptly reinstate the Assets including from the proceeds of the insurance, and this clause 9 continues to apply to the reinstated Assets. The proportion of any surplus from the proceeds of the insurance, which reflects the proportion of the cost of the Asset that was funded from the Funding, must be notified to the Commonwealth and accounted for as Funding and used for the Activity.

9.6. **Dealing with Asset**

9.6.1. On expiry of the Activity Period or earlier termination of the Agreement, the Commonwealth may require the Recipient to deal with an Asset as the Commonwealth may, at the sole discretion of the Commonwealth, notify the Recipient.

9.6.2. Subject to clause 9.6.1, if on expiry of the Activity Period or the earlier termination of this Agreement, an Asset has not been fully Depreciated, the Commonwealth may, by written notice, require the Recipient to:

a. pay to the Commonwealth within 20 Business Days of the expiry of the Activity Period or earlier termination of the Agreement, an amount equal to the proportion of the Undepreciated value of the Asset that is equivalent to the proportion of the cost of the Asset that was funded from the Funding;

b. sell the Asset for the best price reasonably obtainable and pay to the Commonwealth within 20 Business Days of the sale the proportion of the proceeds of the sale that is equivalent to the proportion of the cost of the Asset (less an amount equal to the reasonable Disposal costs incurred by the Recipient) that was funded from the Funding; or

c. continue to use the Asset for the purposes, and in accordance with any conditions, notified by the Commonwealth.

10. Real Property

10.1. **Approval**

10.1.1 The Recipient must obtain the Commonwealth's prior written approval to spend the Funding on any Real Property that is not specifically identified in the Budget. The Commonwealth may grant that approval subject to conditions.

10.2. **Outgoings**

10.2.1 The Recipient must pay all rents, rates, taxes, levies and other outgoings of any nature in relation to the Real Property. The Funding must not be used to pay rent.

10.3. **Recipient's Responsibilities for Real Property**

10.3.1 Throughout the Term of this Agreement, including the Operational Period, the Recipient agrees to:

a. hold the Real Property securely and safeguard it against theft, loss, damage, or unauthorised use;

b. maintain the Real Property in good condition;

c. maintain all appropriate insurances for the Real Property to its full replacement cost and use that insurance to rectify any damage to or destruction to the Real Property and this clause 10.3.1 continues to apply to the Real Property once rectified. The Recipient must notify the Commonwealth of any surplus from the proceeds of this insurance and the Recipient must use and account for that surplus as Funding under this Agreement;

d. if required by any Law, maintain registration and licensing of the Real Property;

e. be fully responsible for, and bear all risks relating to, the use or Disposal of all Real Property;

f. if specified in item E.2 of the Schedule**,** maintain a Real Property register in the form and containing the details as described in that item of the Schedule; and

g. as and when requested by the Commonwealth, provide copies of the Real Property register to the Commonwealth.

10.4. **Recipient's Use of Real Property**

10.4.1. The Recipient agrees to ensure that:

a. the Real Property is used for, and is fit to be used for, the Purpose specified in item A.3 of the Schedule throughout the Operational Period; and

b. the use of the Real Property for the Purpose specified in item A.3 of the Schedule throughout the Operational Period, does not infringe any conditions of the Recipient's ownership or occupation of the Real Property.

10.4.2. Throughout the Operational Period, the Recipient must use the Real Property for the Purpose specified in item A.3 of the Schedule.

10.4.3. If the Commonwealth requests, the Recipient must take all action necessary to grant the Commonwealth a security, including in the form of a charge or mortgage, over the Real Property and on terms acceptable to the Commonwealth.

10.5. **Third Party Interests**

10.5.1. If a third party has proprietary or other rights or interests in relation to any Real Property, the Recipient agrees to:

a. enter into legally binding written agreements under which all such third parties agree to:

i. the use of the Works Locations to undertake the Capital Works throughout the Activity Period;

ii. the use of the Works Locations, and completed Capital Works for the Purpose specified in item A.3 of the Schedule throughout the Operational Period; and

iii. the use of any other Real Property for the Activity throughout the Activity Period and for the Purpose specified in item A.3 of the Schedule throughout the Operational Period;

b. not do anything that would give any such third party a right to rescind its agreement to one or more of the uses specified in paragraph (a); and

c. within 10 Business Days of a request from the Commonwealth, provide evidence to the Commonwealth that the Recipient has complied with the requirements of this subclause 10.5.

10.6. **Dealing with Real Property**

10.6.1. If:

a. the Agreement is terminated under clause 17.2 and some or all of the Funding has been provided to the Recipient for expenditure on Real Property;

b. the Recipient fails to Commence Construction for the Activity within six months of the Date of this Agreement;

c. the Recipient Disposes of any Real Property during the Term of this Agreement; or

d. the Recipient fails to or ceases to use any Real Property for the Purpose specified in item A.3 of the Schedule at any time during the Operational Period

then:

e. the Recipient must notify the Commonwealth at least 20 Business Days prior to the event in paragraph (b), (c) or (d) occurring; and

f. the Commonwealth may give the Recipient a notice requiring the Recipient to repay the Commonwealth some or all of the Funding provided under this Agreement and the Recipient must repay the amount specified in any such notice within the period specified in that notice.

10.6.2. If the Recipient fails to pay the Commonwealth an amount as required by a notice given under subclause 10.6.1:

a. the Recipient must pay the Commonwealth the Interest on the unpaid amount from the date it was due, for the period it remains unpaid; and

b. that amount, and Interest owed under this subclause 10.6.2, will be recoverable by the Commonwealth as a debt due to the Commonwealth by the Recipient.

10.6.3. The provisions relating to this clause 10 shall survive the termination or expiration of this Agreement.

11. Records

11.1. Keeping Records

11.1.1. The Recipient must create and maintain full and accurate accounts and records of the conduct of the Project and Activity including, without limitation, all:

a. progress against the Milestones;

b. receipt and use of Funding;

c. Other Contributions (if any); and

d. creation, acquisition and Disposal of Assets or Real Property.

11.2. Retention of Records

11.2.1. The Recipient agrees to create and maintain records and accounts under clause 11.1.1 and retain them for a period of no less than seven (7) years after the end of the Term.

12. Intellectual Property

12.1. Use of Commonwealth Material

12.1.1. The Commonwealth grants a royalty-free, non-exclusive licence for the Recipient to use, reproduce and adapt the Commonwealth Material for the purposes of this Agreement.

12.1.2. The Recipient agrees to use the Commonwealth Material strictly in accordance with any conditions or restrictions the Commonwealth may notify to the Recipient.

12.2. Rights in Activity Material

12.2.1. Subject to this clause 12, Intellectual Property in Activity Material vests or will vest in the Recipient.

12.2.2. Clause 12.2.1 does not affect the ownership of Intellectual Property in any Commonwealth Material incorporated into the Activity Material.

12.2.3. The Recipient grants to (or will procure for) the Commonwealth a permanent, irrevocable, royalty-free, worldwide, non-exclusive licence (including a right of sublicence) to use, reproduce, exploit, communicate, adapt and distribute the Activity Material for any purpose.

12.2.4. The Recipient agrees that the licence granted in clause 12.2.3 includes a right for the Commonwealth to licence the Activity Material to the public under an Open Access Licence.

12.2.5. The Recipient agrees, on request by the Commonwealth, to create, sign, execute or otherwise deal with any document necessary or desirable to give effect to this clause 12.

12.2.6. The Recipient warrants that:

a. it is entitled; or

b. it will be entitled at the relevant time,

to deal with the Intellectual Property in the Activity Material in the manner provided for in this clause 12.

12.3. **Moral Rights**

12.3.1. In this clause 12.3:

Permitted Acts means any of the following classes or types of acts or omissions:

a. using, reproducing, adapting or exploiting all or any part of the Activity Material, with or without attribution or authorship;

b. supplementing the Activity Material with any other Material;

c. using the Activity Material in a different context to that originally envisaged; and

d. releasing the Activity Material to the public under an Open Access Licence;

but does not include false attribution of authorship.

12.3.2. Where the Recipient is a natural person and the author of the Activity Material he or she:

a. consents to the performance of the Permitted Acts by the Commonwealth or any person claiming under or through the Commonwealth (whether occurring before or after the consent is given); and

b. acknowledges that their attention has been drawn to the Commonwealth 's general policies and practices regarding Moral Rights.

12.3.3. Where clause 12.3.1 does not apply, the Recipient agrees:

a. to obtain from each author a written consent which extends directly or indirectly to the performance of the Permitted Acts by the Commonwealth or any person claiming under or through the Commonwealth (whether occurring before or after the consent is given) and, upon request, will provide the executed original of any such consent to the Commonwealth; and

b. to ensure that each author's attention is drawn to the Commonwealth 's general policies and practices regarding Moral Rights.

12.3.4. This clause 12.3 does not apply to any Commonwealth Material incorporated in the Activity Material.

13. Confidential Information

13.1. **Confidential Information not to be disclosed**

13.1.1. Subject to clause 13.2.1, a party must not, without the prior written consent of the other party, disclose any Confidential Information of the other party to a third party.

13.2. **Written Undertakings**

13.2.1. The Recipient must, on request by the Commonwealth at any time, arrange for:

a. its Personnel; or

b. any person with a Third Party Interest,

to give a written undertaking in a form acceptable to the Commonwealth relating to the use and non-disclosure of the Commonwealth's Confidential Information.

13.3. **Exceptions to Obligations**

13.3.1. The obligations on the parties under this clause 13.3 will not be taken to have been breached to the extent that Confidential Information:

a. is disclosed by a party to its Personnel solely in order to comply with obligations, or to exercise rights, under this Agreement;

b. is disclosed to a party's internal management Personnel, solely to enable effective management or auditing of Agreement-related activities;

c. is disclosed by the Commonwealth to the responsible Minister;

d. is disclosed by the Commonwealth, in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;

e. is shared by the Commonwealth (including other agencies), where this serves the Commonwealth of Australia's legitimate interests;

f. is authorised or required by law to be disclosed; or

g. is in the public domain otherwise than due to a breach of this clause 13.3.

13.3.2. Where a party discloses Confidential Information to another person pursuant to clauses 13.3.1.a - 13.3.1.e, the disclosing party must notify the receiving person that the information is confidential.

13.3.3. In the circumstances referred to in clauses 13.3.1.a, 13.3.1.b and 13.3.1.e, the disclosing party agrees not to provide the information unless the receiving person agrees to keep the information confidential (subject to the exceptions in this clause 13.3).

13.3.4. The Recipient agrees to secure all of the Commonwealth's Confidential Information against loss and unauthorised access, use, modification or disclosure.

13.4. **Period of Confidentiality**

13.4.1. The obligations under this clause 13.4 will continue, notwithstanding the expiry or termination of this Agreement:

a. in relation to an item of information described in Item N – for the period set out in respect of that item; and

b. in relation to any item of information agreed after the Date of this Agreement to be Confidential Information – for the period agreed by the parties in writing in respect of that item, and if no such period is agreed by the parties, in perpetuity.

13.5. **No reduction in Privacy Obligations**

13.5.1. This clause 13 does not detract from any of the Recipient's obligations under the Privacy Act or under clause 21.2.

14. Acknowledgement and publicity

14.1. **Acknowledgement of support**

14.1.1. Unless otherwise notified by the Commonwealth, the Recipient agrees, in all publications, promotional and advertising materials, public announcements and activities by the Recipient or on the Recipient's behalf in relation to the Activity, or any products, processes or inventions developed as a result of it, to acknowledge the financial and other support the Recipient has received from the Australian Government, in the manner set out in Item H of the Schedule, or as otherwise approved by the Commonwealth prior to its use.

14.1.2. Where the Recipient has been provided with Funding to produce any publication, a copy of the publication must, on request, be provided to the Commonwealth.

14.2. **Right to publicise Funding**

14.2.1. The Commonwealth reserves the right to publicise and report on the awarding of Funding to the Recipient. The Commonwealth may do (but is not limited to doing) this by including the Recipient's name, the amount of the Funding given to the Recipient, the date the Agreement commences and its term, and the title, location, purpose and a brief description of the Activity in media releases, general announcements about the Funding, annual reports or through any other means as determined by the Commonwealth.

14.3. **No restriction on advocacy activities**

14.3.1. The Commonwealth confirms that, subject to clause 14.3.2:

a. no right or obligation arising under this Agreement should be interpreted as limiting the Recipient's ability to enter into public debate or criticism of the Commonwealth of Australia or its agencies, employees, servants or agents;

b. the Commonwealth does not require the Recipient to obtain advance approval of any involvement by the Recipient in public debate or advocacy activities.

14.3.2. Nothing in this clause 14.3 limits or derogates from the Recipient's obligations under clauses 13 and 21.2.

15. Liability

15.1. **Proportionate liability regime**

15.1.1. To the extent permitted by law, the operation of any legislative proportionate liability regime is excluded in relation to any claim against the Recipient under or in connection with this Agreement.

15.2. **Indemnity**

15.2.1. The Recipient indemnifies the Commonwealth from and against any:

a. cost or liability incurred by the Commonwealth;

b. loss of or damage to property of the Commonwealth; or

c. loss or expense incurred by the Commonwealth in dealing with any claim against it, including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used, or disbursements paid by the Commonwealth,

arising from:

d. any breach by the Recipient of the Agreement;

e. any act or omission involving fault by the Recipient in connection with this Agreement;

f. the use of Assets or Real Property; or

g. the use by the Commonwealth of the Activity Material, including any claims by third parties about the ownership or right to use the Intellectual Property in the Activity Material.

15.2.2. The Recipient's liability to indemnify the Commonwealth under clause 15.2.1 will be reduced proportionally to the extent that any act or omission involving fault on the part of the Commonwealth or its Personnel contributed to the relevant cost, liability, loss, damage or expense.

15.2.3. The right of the Commonwealth to be indemnified under this clause 15.2 is in addition to, and not exclusive of, any other right, power or remedy provided by law, but the Commonwealth is not entitled to be compensated in excess of the amount of the relevant cost, liability, loss, damage or expense.

15.3. **Meaning of 'fault'**

15.3.1. In this clause 15, 'fault' means any negligent or unlawful act or omission or wilful misconduct.

16. Dispute resolution

16.1. **Procedure for dispute resolution**

16.1.1. The parties agree that a dispute arising under this Agreement will be dealt with as follows, and that, subject to clause 16.4, neither party will commence legal proceedings in relation to that dispute until this procedure is completed:

a. the party claiming that there is a dispute will give the other party a notice setting out the nature of the dispute;

b. within five (5) Business Days (or such other period as agreed by the parties in writing) each party will nominate a representative not having any prior involvement in the dispute;

c. the representatives will try to settle the dispute by direct negotiation between them;

d. failing settlement within a further 10 Business Days or such other period as agreed by the parties in writing (or failure of one or both parties to nominate a representative within the period set out in clause 16.1.1.b), the parties may agree to refer the dispute to an independent third person with power:

i. to intervene and direct some form of resolution, in which case the parties will be bound by that resolution; or

ii. to mediate and recommend some form of non-binding resolution;

e. the parties will co-operate fully with any process instigated under clause 16.1.1.d in order to achieve a speedy resolution; and

f. if the parties have been unable to agree to refer the dispute to an independent third person, or they have agreed and a resolution is not reached within a further 20 Business Days (or such other period as the parties) may agree in writing), either party may commence legal proceedings.

16.2. **Costs**

16.2.1. Each party will bear its own costs of complying with this clause 16 Dispute resolution, and the parties will bear equally the cost of any third person engaged under clause 16.1.1.d.

16.3. **Continued performance**

16.3.1. Despite the existence of a dispute, the Recipient will (unless requested in writing by the Commonwealth not to do so) continue to perform the Recipient's obligations under this Agreement.

16.4. **Application of clause**

16.4.1. This clause 16 does not apply to:

a. legal proceedings by either party for urgent interlocutory relief; or

b. action by the Commonwealth under or purportedly under clauses 3, 6, 17 and 21.2.

17. Termination or reduction in scope of Agreement

17.1. **Termination for convenience**

17.1.1. The Commonwealth may by notice, at any time and in its absolute discretion, terminate this Agreement or reduce the scope of the Agreement immediately.

17.1.2. The Recipient agrees, on receipt of a notice of termination or reduction, to:

a. stop or reduce the performance of the Recipient's obligations as specified in the notice;

b. take all available steps to minimise loss resulting from that termination or reduction;

c. continue performing any part of the Activity not affected by the notice; and

d. immediately return to the Commonwealth any Funding in accordance with clause 17.1.5, or deal with any such Funding as directed by the Commonwealth.

17.1.3. In the event of termination under clause 17.1.1, the Commonwealth will be liable only:

a. to pay Funding due and owing to the Recipient under the payment provisions of the Agreement before the date of the notice of termination; and

b. to reimburse any expenses the Recipient unavoidably incurs that relate directly and entirely to the Activity and not covered by clause 17.1.3.a.

17.1.4. The Commonwealth will not be liable to pay amounts under 17.1.3.a and 17.1.3.b which would, added to any payments already paid to the Recipient under this Agreement, together exceed the Funding set out in Item A.7 of the Schedule and Annexure A.

17.1.5. The Commonwealth will be entitled to recover from the Recipient any part of the Funding which:

a. is not legally committed for expenditure by the Recipient in accordance with the Agreement and due and payable by the Recipient by the date that the notice of termination is received; or

b. has not, in the Commonwealth's opinion, been spent by the Recipient in accordance with the Agreement.

17.1.6. In the event of a reduction in the scope of the Agreement under clause 17.1.1, the Commonwealth's liability to pay any part of the Funding will, unless there is agreement in writing to the contrary, reduce in accordance with the reduction in the Activity.

17.1.7. The Commonwealth's liability to pay any compensation under or in relation to this clause 17.1 is subject to:

a. the Recipient's compliance with this clause 17.1; and

b. the Recipient's substantiation of any amount claimed under clause 17.1.3.b.

17.1.8. The Recipient will not be entitled to compensation for loss of prospective profits or loss of any benefits that would have been conferred on the Recipient.

17.2. **Termination for fault**

17.2.1. If the Recipient does not comply with any of its obligations under this Agreement, then the Commonwealth:

a. *if it considers that the non-compliance is not capable of remedy* - may by notice terminate this Agreement immediately;

b. *if it considers that the non-compliance is capable of remedy* - may, by notice require that the non-compliance be remedied within the time specified in the notice, and if not remedied within that time, may terminate the Agreement immediately by giving a second notice.

17.2.2. The Commonwealth may also by notice terminate this Agreement immediately if:

a. the Recipient comes under one of the forms of external administration referred to in Chapter 5 of the Corporations Act 2001 (Cth) or equivalent provisions in legislation of the States and Territories pertaining to incorporated associations or Chapter 11 of the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) or has an order made against it for the purpose of placing it under external administration;

b. the Recipient is unable to pay all its debts as and when they become due and payable or it fails to comply with a statutory demand within the meaning of sections 459E and 459F of the Corporations Act 2001 (Cth);

c. proceedings are initiated with a view to obtaining an order for winding up the Recipient, or any shareholder, member or director convenes a meeting for the purpose of considering or passing of any resolution for winding up the Recipient;

d. in relation to this Agreement, the Recipient breaches any law of the Commonwealth of Australia, or of a State or Territory;

e. the Recipient becomes bankrupt or enters into a scheme of arrangement with creditors;

f. another clause of this Agreement allows for termination under this clause 17.2; or

g. the Commonwealth is satisfied that any statement made in the Recipient's application for Funding is incorrect, incomplete, false or misleading in a way which would have affected the original decision to approve the Funding.

17.2.3. Where the Commonwealth terminates this Agreement under clause 17.2 the Commonwealth:

a. will be liable only to pay Funding due and owing to the Recipient under the payment provisions of the Agreement before the date of the notice of termination; and

b. will be entitled to recover from the Recipient any part of the Funding which:

i. is not legally committed for expenditure by the Recipient in accordance with the Agreement and payable by the Recipient by the date that the notice of termination is received; or

ii. has not, in the Commonwealth's opinion, been spent by the Recipient in accordance with the Agreement.

17.3. **Preservation of other rights**

17.3.1. Clause 17.2 does not limit or exclude any of the Commonwealth's other rights under this Agreement.

18. Notices

18.1. Format, addressing and delivery

18.1.1. A notice under this Agreement is only effective if it is in writing, and addressed as follows:

a. *if given by the Recipient to the Commonwealth* - addressed to the Commonwealth at the address specified in Item L of the Schedule, or other address as notified by the Commonwealth; or

b. *if given by the Commonwealth to the Recipient* - given by the Commonwealth and addressed as specified in Item L of the Schedule, or other address as notified by the Recipient.

18.1.2. Any such notice must be delivered to the other party by hand, prepaid post or transmitted electronically (via email or facsimile) and be signed by the sending party. For the avoidance of doubt, an electronic signature on an email will be taken to be a signed notice for the purpose of this clause 18.

18.2. When received

18.2.1. Subject to clause 18.2.2, a notice is deemed to be received:

a. *if delivered by hand* - upon delivery to the relevant address;

b. *if sent by prepaid post* - upon delivery to the relevant address; or

c. *if transmitted electronically* - upon receipt by the sender of either an electronic receipt notification (generated by the system transmitting the notice) or an acknowledgement from the other party that it has received the notice (whichever is earlier).

18.2.2. If a notice is received:

a. after 5.00 pm on any Business Day; or

b. on a day that is not a Business Day,

it is deemed to be received at 9:00am on the next Business Day for the purposes of this clause 18.

19. Reserved

20. Work Health and Safety

20.1. Use of Commonwealth's premises

20.1.1. The Recipient agrees, when using the Commonwealth's premises or facilities, to comply with all reasonable directions and procedures relating to work health and safety and security in effect at those premises or in regard to those facilities, as notified by the Commonwealth or as might reasonably be inferred from the use to which the premises or facilities are being put.

20.2. Assistance to the Commonwealth

20.2.1. Without limiting clause 2.2 of this Agreement, the Recipient agrees to, on request, give all reasonable assistance to the Commonwealth, by way of

provision of information and documents, to assist the Commonwealth and its officers (as defined in the Work Health and Safety Act 2011 (WHS Act)) to comply with the duties imposed on them under the WHS Act.

20.2.2. The Recipient acknowledges that the Commonwealth may direct the Recipient to take specified measures in connection with the Recipient's work under this Agreement or otherwise in connection with the Activity that the Commonwealth considers reasonably necessary to deal with an event or circumstance that has, or is likely to have, an adverse effect on the health or safety of persons. The Recipient must comply with the direction. The Recipient agrees that it is not entitled to an adjustment to the Funding merely because of compliance with the direction.

20.3. **Reserved**

21. General Provisions

21.1. **Reserved**

21.2. **Obligations of Recipient in relation to privacy**

21.2.1. The Recipient agrees, in conducting the Activity:

a. not to do any act or engage in any practice which, if done or engaged in by the Commonwealth, would be a breach of an Australian Privacy Principle; and

b. to comply with any directions, guidelines, determinations or recommendations of the Commonwealth, to the extent that they are consistent with the Australian Privacy Principles.

21.2.2. The Recipient agrees to notify the Commonwealth immediately if it becomes aware of a breach or possible breach of any of its obligations under this clause 21.2.

21.2.3. The provisions of this clause 21.2 survive the termination or expiration of this Agreement.

21.3. **Audit and Access**

21.3.1. The Recipient agrees:

a. to give the Commonwealth, or any persons authorised in writing by the Commonwealth, access to premises where obligations under this Agreement are being carried out; and

b. to permit those persons to inspect and take copies of any Material relevant to this Agreement.

21.3.2. The rights referred to in clause 21.3.1. are subject to:

a. the Commonwealth providing reasonable prior notice; and

b. the reasonable security procedures in place at the premises.

21.3.3. The Auditor-General and Information Officer (and their delegates) are persons authorised for the purposes of clause 21.3.1.

21.3.4. This clause 21.3 does not detract from the statutory powers of the Auditor-General or Information Officer.

21.4. **Access to Documents**

21.4.1. In this clause 21.4, 'document' and 'Commonwealth contract' have the same meaning as in the Freedom of Information Act 1982 (Cth). This clause 21.4 only applies if this Agreement is a 'Commonwealth contract', as defined in the Freedom of Information Act 1982 (Cth).

21.4.2. Where the Commonwealth has received a request for access to a document created by, or in the possession of, the Recipient or any subcontractor that relates to the performance of this Funding Agreement (and not to the entry into the Funding Agreement), the Commonwealth may at any time by written notice require the Recipient to provide the document to the Commonwealth and the Recipient must, at no additional cost to the Commonwealth, promptly comply with the notice.

21.4.3. The Recipient must include in any subcontract relating to the performance of this Agreement provisions that will enable the Recipient to comply with its obligations under this clause 21.4.

21.5. **Insurance**

21.5.1. The Recipient agrees:

a. to effect and maintain the insurance specified in Item F and

b. on request, to provide proof of insurance acceptable to the Commonwealth.

21.5.2. This clause 21.5 continues in operation for so long as any obligations remain in connection with this Agreement.

21.6. **Extension of provisions to subcontractors and Personnel**

21.6.1. In this clause 21.6:

Requirement	means an obligation, condition, restriction or prohibition binding on the Recipient under this Agreement.

21.6.2. The Recipient agrees to ensure that:

a. its subcontractors and Personnel comply with all relevant Requirements; and

b. any contract entered into in connection with this Agreement imposes all relevant Requirements on the other party.

21.6.3. The Recipient agrees to exercise any rights it may have against any of its subcontractors, Personnel or third parties in connection with a Requirement in accordance with any direction by the Commonwealth.

21.7. **Conflict of interest**

21.7.1. In this clause 21.7:

Conflict	means any matter, circumstance, interest or activity involving or affecting the Recipient, its Personnel or subcontractors which may or may appear to impair the ability of the Recipient to perform the Activity diligently and independently.

21.7.2. The Recipient warrants that, to the best of its knowledge after making diligent inquiry, at the Date of this Agreement no Conflict exists or is likely to arise in the performance of the Recipient's obligations under the Agreement.

21.7.3. If during the Term a Conflict arises, the Recipient agrees to:

a. notify the Commonwealth immediately;

b. make full disclosure of all relevant information relating to the Conflict; and

c. take any steps the Commonwealth reasonably requires to resolve or otherwise deal with that Conflict.

21.8. **Relationship of parties**

21.8.1. The Recipient is not by virtue of this Agreement an officer, employee, partner or agent of the Commonwealth, nor does the Recipient have any power or authority to bind or represent the Commonwealth.

21.8.2. The Recipient agrees:

a. not to misrepresent its relationship with the Commonwealth; and

b. not to engage in any misleading or deceptive conduct in relation to the Activity.

21.9. **Waiver**

21.9.1. A failure or delay by a party to exercise any right or remedy it holds under this Agreement or at law does not operate as a waiver of that right.

21.9.2. A single or partial exercise by a party of any right or remedy it holds under this Agreement or at law does not prevent the party from exercising the right again or to the extent it has not fully exercised the right.

21.10. **Variation of Agreement**

21.10.1. No variation of this Agreement is binding unless it is agreed in writing and signed by both parties.

21.11. **Assignment**

21.11.1. The Recipient cannot assign its obligations, and agrees not to assign its rights, under this Agreement without the Commonwealth's prior written approval.

21.11.2. The Recipient agrees not to enter into negotiations with any other person for the purposes of entering into an arrangement that will require novation of this Agreement without first consulting the Commonwealth.

21.12. **Survival**

21.12.1. Unless the contrary intention appears, the expiry or earlier termination of this Agreement will not affect the continued operation of any provision relating to:

a. Intellectual Property;

b. confidentiality;

c. security;

d. privacy;

e. dealing with copies;

f. books and records;

g. audit and access;

h. an indemnity;

i. acknowledgement and publicity;

j. rights or obligations following termination or expiry of the Agreement; or

k. any other provision which expressly or by implication from its nature is intended to continue.

21.13. **Compliance with Legislation and Policies**

21.13.1. In this clause 21.13:

Legislation	means a provision of a statute or subordinate legislation of the Commonwealth of Australia, or of a State, Territory or local authority.

21.13.2. The Recipient agrees to comply with any Legislation applicable to its performance of this Agreement.

21.13.3. The Recipient agrees, in carrying out its obligations under this Agreement, to comply with any of the Commonwealth's policies as notified, referred or made available by the Commonwealth to the Recipient (including by reference to an internet site), including those listed in Item J.

21.14. **Applicable law and jurisdiction**

21.14.1. This Agreement is to be construed in accordance with, and any matter related to it is to be governed by, the law of the Australian Capital Territory specified in Item M.

21.14.2. The parties submit to the jurisdiction of the courts of the Australian Capital Territory.

21.15. **Child Safety**

In this Agreement:

Child means an individual(s) under the age of 18 years and Children has a similar meaning;

Child-Related Personnel

means officers, employees, contractors (including subcontractors), agents and volunteers of the Grantee involved with the Activity who as part of that involvement may interact with Children;

Legislation means a provision of a statute or subordinate legislation of the Commonwealth, or of a State, Territory or local authority;

National Principles for Child Safe Organisations

means the National Principles for Child Safe Organisations, which have been endorsed in draft form by the Commonwealth Government (available at: https://www.humanrights.gov.au/national-principles-child-safe-organisations) and subsequently, from the time of their endorsement by the Council of Australian Governments, the final National Principles for Child Safe Organisations as published by the Australian Government;

Relevant Legislation

means Legislation in force in any jurisdiction where any part of the Activity may be carried out;

Working With Children Check or WWCC

means the process in place pursuant to Relevant Legislation to screen an individual for fitness to work with Children.

Relevant Checks and authority

21.15.1. The Grantee must:

a. comply with all Relevant Legislation relating to the employment or engagement of Child-Related Personnel in relation to the Activity, including all necessary Working With Children Checks however described; and

b. ensure that Working With Children Checks obtained in accordance with this clause 21.15.1 remain current and that all Child-Related Personnel continue to comply with all Relevant Legislation for the duration of their involvement in the Activity.

National Principles for Child Safe Organisations and other action for the safety of Children

21.15.2. The Grantee agrees in relation to the Activity to:

a. implement the National Principles for Child Safe Organisations;

b. ensure that all Child-Related Personnel implement the National Principles for Child Safe Organisations;

c. complete and update, at least annually, a risk assessment to identify the level of responsibility for Children and the level of risk of harm or abuse to Children;

d. put into place and update, at least annually, an appropriate risk management strategy to manage risks identified through the risk assessment required by this clause 21.15.2;

e. provide training and establish a compliance regime to ensure that all Child-Related Personnel are aware of, and comply with:

i. the National Principles for Child Safe Organisations;

ii. the Grantee's risk management strategy required by this clause 21.15.2;

iii. Relevant Legislation relating to requirements for working with Children, including Working With Children Checks;

iv. Relevant Legislation relating to mandatory reporting of suspected child abuse or neglect, however described; and

f. provide the Commonwealth with an annual statement of compliance with clauses 21.15.1 and 21.15.2, in such form as may be specified by the Commonwealth.

21.15.3. With reasonable notice to the Grantee, the Commonwealth may conduct a review of the Grantee's compliance with this clause 21.15.

21.15.4. The Grantee agrees to:

a. notify the Commonwealth of any failure to comply with this clause 21.15;

b. co-operate with the Commonwealth in any review conducted by the Commonwealth of the Grantee's implementation of the National Principles for Child Safe Organisations or compliance with this clause 21.15; and

c. promptly, and at the Grantee's cost, take such action as is necessary to rectify, to the Commonwealth's satisfaction, any failure to implement the National Principles for Child Safe Organisations or any other failure to comply with this clause 21.15.

Executed as a deed

Executed by the parties as evidence of their agreement.

SIGNED for and on behalf of the **COMMONWEALTH OF AUSTRALIA**, as represented by and acting through the **Department of Infrastructure, Transport, Regional Development and Communications** :
ABN 86 267 354 017)
)
)

Name of signatory

Signature

Position

Insert Date

In the presence of:

Name of witness

Signature of witness

Executed on behalf of **TOWN OF VICTORIA PARK**, ABN 77 284 859 739 by Anthony Vuleta who by signing warrants they are authorised to bind the Town of Victoria Park.)
)
)

Signature

Insert Date

In the presence of:

Name of witness

Signature of witness

SCHEDULE 1 PARTICULARS

A. Programme, Project, Purpose, Activity and Funding and Payment (Recital A, clauses 1.1.1 and 2.1.1)

A.1. Programme

The Commonwealth is undertaking the Community Development Grants programme, which was to support needed infrastructure that promotes stable, secure and viable local and regional economies.

A.2. Project

The project to be undertaken by the Recipient is the construction of the Community and Perth Football Club Facility at 34 Goddard St, Lathlain, WA. Primary activities include the design and construction of a new grandstand structure including seating, associated rooms for football operations, and the demolition of the existing structures (grandstand/clubrooms and out buildings).The Project will include the Activity that the Programme will fund, defined in more detail in item A.5 of the Schedule**.**

The Project Completion Date is **1 September 2024**.

A.3. Purpose

The Purpose for which the completed Project is required to be used is: to provide a multi-use sporting and community facility.

A.4. Operational Period

The Operational Period commences on the date the Commonwealth accepts the Project Completion Report, to the Commonwealth's satisfaction. The duration of the Operational Period is dependent on the amount of Funding provided by the Commonwealth under this Agreement. The thresholds are set out in the table below:

Amount of Funding	**Duration of Operational Period**
Over $1,000,000	Five (5) years

During the Operational Period, the Recipient must, if requested by the Commonwealth to do so, promptly provide evidence satisfactory to the Commonwealth that the Project is Operational.

A.5. Activity

The Activity to be undertaken by the Recipient is the design and construction of a new grandstand structure including seating, associated rooms for football operations, and the demolition of the existing structures (grandstand/clubrooms and out buildings), including:

- Demolition of existing facility
- Relocation of existing telecommunication towers
- A building of at least 3400m^2 comprising:

- A grandstand structure with seating for at least 800 spectators
- Function Room to accommodate at least 250 guests
- Three change rooms to accommodate male and female home and away teams in addition to changerooms for umpires.
- Football operations including Reception area, club administration, warm up and gym area, theatre, property storage, coaches' boxes and broadcasting room.

The Activity Period commences on the Date of this Agreement and ends on the Activity Completion Date which is **1 September 2024.**

A.6. Reserved

A.7. Funding and Payment

(clauses 1.1.1, 3.1, 6)

The total Funding for the Activity is **$4,000,000** GST exclusive. The Funding will be paid as follows:

1. The first payment of Funding specified in the table at Annexure A will not be made until:
   a) this Agreement has been executed by all Parties and all Milestones specified in the table at Annexure A that relate to the first payment have been achieved to the Commonwealth's satisfaction; and
   b) all Reports identified in item D of the Schedule as being due on or before the due date for the first payment have been received and accepted by the Commonwealth; and
2. The second and each subsequent payment specified in the table at Annexure A will not be made until:
   a) all Milestones specified in the table at Annexure A that relate to the relevant payment have been achieved to the Commonwealth's satisfaction;
   b) all Reports identified in item D of this Schedule as being due on or before the due date for the relevant payment have been received and accepted by the Commonwealth; and
   c) the Recipient has provided the Commonwealth with evidence that all previously paid Funds have been expended or committed.

Invoicing

The Commonwealth must receive a properly rendered invoice or, if required a tax invoice which meets the requirements of the Australian Taxation Office for the amount of the payment and;

The Recipient must provide the Commonwealth with evidence that all previous paid Funding has been expended or committed.

B. Budget

(clause 6.2)

The Budget for the Activity, identifying the Funding and Other Contributions, is at Annexure B.

The percentage of the Budget (Total Cost) below which Funding may be transferred between Cost items without the Commonwealth's approval is 10%.

The percentage of the Budget (Total Cost) which must not be exceeded in total transfers between expenditure items per Financial Year is 20%.

C. Other Contributions

(clause 7)

C.1. Other Contributions

Other Contributions are specified at the table titled "Other Contributions" in Annexure B. Any financial or in-kind assistance that the Recipient has received from the Commonwealth of Australia or a State, Territory or local government and which the Recipient intends to, or is required to, use to perform the Activity must be identified in Other Contributions.

D. Reporting

(clauses 1.1.1, 2.6)

D.1. Progress Reports, Activity Completion Report and Project Completion Report

D.1.1 The Recipient must give the Commonwealth the Progress Reports, the Activity Completion Report and Project Completion Report by the times specified in the Table of Milestones, Reports and Payments relating to the Activity at Annexure A.

D.1.2 Each Progress Report must contain:

a. details of progress and performance against the Activity, and the Project (to the extent that it is directly related to the relevant part of the Activity which is being covered by that Progress Report) and evidence of completion of the Milestones listed in Annexure A of the Schedule that are due for completion (including but not limited to photographs to demonstrate completion of Milestones) during the period between the Recipient's previous Progress Report and the due date of this Progress Report (or in the case of the first Progress Report, the period between the Date of this Agreement and the due date of the first Progress Report);

b. details of mitigating circumstances and remedial action undertaken in the event a Milestone is not met or completed in the manner and/or by the time specified;

c. copies of any published reports, promotional material, media publicity, pamphlets or other documentation relevant to the Project;

d. evidence that the Recipient has obtained and/or utilised in-kind Other Contributions specified in the table at Annexure B;

e. a statement of receipts (which separately identifies any interest earned on the Funding) and expenditure to date in respect of the Funding; and

f. a statement of receipts and expenditure to date in respect of Other Contributions (excluding in- kind).

D.1.3 The Activity Completion Report must contain:

a. evidence that the Activity and the Milestones have been completed;

b. an analysis of the planning, implementation and overall process the Recipient followed to deliver the Activity;

c. any recommendations on improved practice, relevant to the Recipient's and the Commonwealth's practices, that may assist in the delivery of future projects;

d. a copy of the current Assets register described in item E.1.2 of this Schedule and a copy of the Real Property register described in item E.2.4 of this Schedule;

e. evidence that the Recipient has obtained in-kind Other Contributions for the Activity specified in the table at Annexure B;

f. an up to date Audited Financial Report in respect of the Activity; and

g. copies of any published reports, promotional material, media publicity, pamphlets or other documentation relevant to the Activity, not already included in the Progress Report/s.

h. a copy of the Assets register described in item E.1 of this Schedule and a copy of the Real Property register described in item E.2 of this Schedule.

D.1.4 The Project Completion Report must contain:

a. evidence that the Project has been completed;

b. an analysis of the planning, implementation and overall process the Recipient followed to deliver the Project;

c. any recommendations on improved practice, relevant to the Recipient's and the Commonwealth's practices, that may assist in the delivery of future projects;

d. a copy of the Assets register described in item E.1 of this Schedule and a copy of the Real Property register described in item E.2 of this Schedule.

e. evidence that the Recipient obtained in-kind contributions specified in the table at Annexure B;

f. an Audited Financial Report; and

g. copies of any published reports, promotional material, media publicity, pamphlets or other documentation relevant to the Project, not already included in the Progress Report/s.

In addition, the Project Completion Report must also:

h. describe the Recipient's activities during the Term;

i. discuss in detail the conduct, benefits and outcomes of the Activity as a whole and the Activity's results and findings; and

j. Reserved

The Recipient must also include in the Project Completion Report a discussion of any other matters relating to the performance of the Project and Activity, which

the Commonwealth notifies the Recipient is required to be included in the Project Completion Report. Any such requirement will be notified to the Recipient at least 20 Business Days before the Project Completion Report is due.

D.1.5. Unless otherwise agreed by the Commonwealth in writing, all Reports must be:

a. supplied in hard copy or electronic form;

b. supplied in a format that is acceptable to the Commonwealth; and

c. signed by the Recipient's Chief Executive Officer, Chief Financial Officer or other person authorised by the Recipient to execute documents and legally bind the Recipient by their execution.

D.2. Audit and certification

D.2.1. The Activity Completion Report and Project Completion Report must be accompanied by a copy of a letter to the Recipient from the Approved Auditor, or a report from the Approved Auditor, that includes:

a. separate audited statements of receipts and expenditure in respect of the Funding and Other Contributions (excluding in-kind), which must:

   i. comply with all relevant Australian Accounting Standards

   ii. separately identify any interest earned on the Funding

   iii. include a definitive statement made by an Approved Auditor as to whether:

      1. the statements of receipts and expenditure are fair and true

      2. Funding and Other Contributions (excluding in-kind) were held and expended in accordance with this Agreement

b. a certificate, signed by the Recipient's Chief Executive Officer, Chief Financial Officer or a person authorised by the Recipient to execute documents and legally bind the Recipient by their execution, that:

   i. all Funding and Other Contributions (excluding in-kind) received was expended for the purpose of the Activity and Project and expended and held in a manner in accordance with this Agreement

   ii. salaries and allowances paid to persons involved in the Activity are in accordance with any applicable award or agreement in force under any relevant Law on industrial or workplace relations.

D.3. Other Reports

Throughout the Term, the Commonwealth may require the Recipient to provide ad-hoc Reports concerning:

a. any significant developments concerning the Activity;

b. any significant delays or difficulties encountered in performing the Activity in accordance with the Agreement; and

c. the outcomes and outputs of the project as listed in the application.

The Recipient must provide any such ad-hoc Reports within the timeframe notified by the Commonwealth.

E. Assets and Real Property (clauses 1.1.1 and 9)

E.1. Assets

E.1.1. For the purposes of Clause 9, the Recipient may create, acquire or upgrade the following Assets: None Specified

E.1.2. The Recipient must for the Term of this Agreement maintain an Asset Register in the following form and containing the following information:

a. Asset description;
b. acquisition, upgrade or creation price or total lease cost;
c. date of acquisition, creation, upgrade or lease;
d. if leased, type and term of lease;
e. location of Asset;
f. date of Disposal;
g. disposal method; and
h. if the Asset was partly created, acquired or upgraded using the Funding, the proportion of that creation, acquisition or upgrade that was paid for with the Funding.

E.1.3. The Recipient must use the Assets created, acquired, or upgraded under this Agreement for the Purpose set out in item A.3 of the Schedule for the duration of the Operational Period.

E.2. Real Property

E.2.1. The Real Property includes Lathlain Precinct Redevelopment Zone 1 Project.

E.2.2 The Capital Works includes design and construction of a new grandstand structure including seating, associated rooms for football operations, and the demolition of the existing structures (grandstand/clubrooms and out buildings) at the Works Location.

E.2.3 The Works Locations includes 34 Goddard Street, Lathlain, WA.

E.2.4. The Recipient must for the Term of this Agreement maintain a Real Property Register in the following form and containing the following information:

a. Real Property description;
b. acquisition, upgrade or creation price or total lease cost;
c. date of acquisition, creation, upgrade or lease;
d. if leased, type and term of lease;
e. location of Real Property;
f. date of Disposal;
g. disposal method; and

h. if the Real Property was partly created, acquired or upgraded using the Funding, the proportion of that creation, acquisition or upgrade that was paid for with the Funding.

E.2.5. The Recipient must use the Real Property created, acquired, or upgraded under this Agreement for the Purpose set out in item A.3 of the Schedule for the duration of the Operational Period.

F. Insurance

(clause 21.5)

The Recipient must maintain:

a. workers compensation insurance as required by law where the Recipient carries out activities under this Agreement;

b. public liability insurance to the value of at least $10 million for each and every claim, or occurrence giving rise to a claim, in respect to activities undertaken under this Agreement, where occurrence means either a single occurrence or a series of occurrences if these are linked or occur in connection with one another from one original cause, as the case may be; and

c. insurance against any loss or damage to an Asset or Real Property for its full replacement cost including where relevant the costs of demolition and removal of debris and the cost of architects, engineers and other consultants.

G. Reserved

H. Acknowledgement and publicity

(clause 14)

H.1.1 If the Recipient erects or maintains any signage in relation to the Project, the signage must be approved by the Commonwealth prior to use and contain an acknowledgement of the Funding as required under Clause 14 of this Agreement. Any signage must remain in place during the Operational Period for the Project as specified in Item A.4. Signage for the Activity may be paid from the Budget if approved by Us. Signage for any other part of the Project must be at the Recipient's own cost.

H.1.2 If a Federal, State or Local Government election is announced, the Recipient must cover any sign that is displayed within 100 metres of a polling place with an opaque (impenetrable to sight), durable and water repellent material from a period not less than 48 hours before the commencement of polling at that polling place until the polls close.

H.1.3 The Recipient must include the Commonwealth logo in all signage, publications and promotional activities related to the Activity.

H.1.4 The Recipient must not use the Commonwealth's logo without the Commonwealth's approval. If the Commonwealth provides approval for the Recipient's use of the Commonwealth's logo, the Recipient must use it in

accordance with the Commonwealth's Print Style Guidelines (as advised by the Commonwealth).

H.1.5 All the Recipient's publicity, announcements and media releases relating to the Activity must be cleared through the Commonwealth's contact officer specified at item L of the Schedule with at least 10 Business Days' notice, before release.

H.1.6 The Commonwealth reserves the right to publicise and report on the provision of Funding to the Recipient, including progress on completing the Activity and the Project. The Commonwealth may do this by including the information specified in clause 14.2 in media releases, general announcements about the Funding and in annual reports and in electronic media.

H.1.7 The Recipient must conduct an official opening of the completed Activity and Project unless otherwise agreed by the Commonwealth.

H.1.8 The Recipient must provide to the Commonwealth with at least 3 options for dates for the official opening, or any other milestone events that the Recipient chooses to conduct (e.g. stage completion), for the Activity and the Project. These dates must be provided at least 56 days prior to the first proposed date for each event to be conducted.

H.1.9 The date of official openings or other official public function for the completed Activity and Project must be agreed by the Commonwealth.

H.1.10 The Recipient must invite the Commonwealth's representative to officiate at any official opening or other official public function relating to the Activity or the Project.

H.1.11 The Commonwealth Minister's prior agreement must be sought, to invite any other Commonwealth or State elected official or other officials to attending either function. This invitation must be provided to the Commonwealth no later than 56 days before the date of the official opening or other official public function relating to the Activity or the Project.

H.1.12 The Recipient must coordinate requests for the Commonwealth's agreement to the date of official openings and requests for Commonwealth representation at official openings or other official functions relating to the Activity or the Project through the Commonwealth's contact officer specified at item L of the Schedule.

I. Reserved

J. Compliance with laws and policies (clause 21.13)

The Recipient must comply with the following laws and policies in carrying out the Activity:

- Crimes Act 1914;
- Criminal Code of Conduct 1995;
- Disability Discrimination Act 1992;
- Workplace Gender Equality Act 2012;

- Building and Construction Industry (Improving Productivity) Act 2016;
- Racial Discrimination Act 1975;
- Sex Discrimination Act 1984;
- Migration Act 1958
- Work Health and Safety Act 2011.

For the purposes of clause 21.13, the following policies are identified:

Community Development Grants Programme – Grant Programme Guidelines

K. Statutory Approvals

(clause 2A.2)

For the purposes of subclause clause 2A.2, the Recipient must obtain statutory approvals for the Project.

L. Notices

(clause 18.1)

The Commonwealth's details for notices are as follows:

Name:	Program Manager Regional Programs Branch
Address:	Department of Infrastructure, Transport, Regional Development and Communications GPO Box 594 CANBERRA ACT 2601
Email:	CDG.Projects@infrastructure.gov.au

The Recipient's details for notices are as follows:

Name:	Andrew Dawe
Position:	Strategic Projects Manager Town of Victoria Park
Address:	Locked Bag 437 Victoria Park WA 6979A
Telephone:	08 9311 8111
E-mail:	a.dawe@vicpark.wa.gov.au

M. Applicable Law

(clause 21.14)

The Laws of the Australian Capital Territory apply to this Agreement.

N. Confidential Information

(clause 13)

Commonwealth's Confidential Information

Agreement Provisions/Schedules/Attachments

None specified.

Agreement related material

None specified.

Recipient's Confidential Information

Agreement Provisions/Schedules/Attachments

None specified.

Agreement related material

None specified.

ANNEXURE A

Table of Milestones, Reports and Funding payments relating to the Activity

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 1	Evidence acceptable to the Commonwealth that the following have been achieved: • An update on the progress of the project.	4 January 2022	Nil	4 February 2022	N/A
Progress Report 2	Evidence acceptable to the Commonwealth that the following have been achieved: • final detail designs have been confirmed • final cost have been confirmed • the activity at Item A.5 is reviewed and varied if required to reflect the outputs of the final designs	1 June 2022	Nil	1 July 2022	N/A
Progress Report 3	Evidence acceptable to the Commonwealth that the following have been achieved: • An update on the progress of the project; and • Demolition of existing structures completed.	1 December 2022	Nil	3 January 2023	NA
Progress Report 4	Evidence acceptable to the Commonwealth that the following have been achieved: • 30 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar.	1 June 2023	$1,200,000	1 July 2023	15 July 2023

Report	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
Progress Report 5	Evidence acceptable to the Commonwealth that the following have been achieved: • 70 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar;	1 December 2023	$1,600,000	2 January 2024	16 January 2024
Progress Report 6	Evidence acceptable to the Commonwealth that the following have been achieved: • 90 per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar; and • An event invitation has been submitted to the Department as required at Item H of the Schedule.	1 June 2024	$800,000	3 July 2024	17 July 2024
Project Completion Report	Evidence acceptable to the Commonwealth that the following has been achieved: • the Activity, at Item A.5 of the Schedule, is complete; • the Project, at Item A.2 of the Schedule, is complete; • all approvals required to enable public access and use of the facility have been met; and • the Project is fully Operational.	1 September 2024	$400,000	3 December 2024	17 December 2024

ANNEXURE B

BUDGET FOR THE EXPENDITURE OF CDG FUNDING		
Cost item	Description	Amount (GST exclusive)
Construction, fit out and external works	Design and construction of a new grandstand structure including seating, associated rooms for football operations, and the demolition of the existing structures (grandstand/clubrooms and out buildings).	$4,000,000
	Funding (A)	**$4,000,000**

OTHER CONTRIBUTIONS (FINANCIAL)			
Name of Contributor	Cost Item	Description of item	Amount (GST exclusive)
Western Australian Government	Construction, fit out and external works	Design and construction of a new grandstand structure including seating, associated rooms for football operations, and the demolition of the existing structures (grandstand/clubrooms and out buildings).	$4,000,000
Town of Victoria Park	Construction, fit out and external works	Design and construction of a new grandstand structure including seating, associated rooms for football operations, and the demolition of the existing structures (grandstand/clubrooms and out buildings).	$5,000,000
West Coast Eagles	Construction, fit out and external works	Design and construction of a new grandstand structure including seating, associated rooms for football operations, and the demolition of the existing structures (grandstand/clubrooms and out buildings).	$1,000,000
		Other Contributions (Financial) (B)	**$10,000,000**

TOTAL COST ESTIMATE (A + B) (GST exclusive)**:**	**$14,000,000**

EXPRESSION OF INTEREST (EOI)

Request for Expression of Interest (EOI)	EOI TVP/21/08 - LATHLAIN PARK ZONE 1
Deadline	2.00pm (WST), 8th November 2021
Lodgement of EOI	https://portal.tenderlink.com/vicpark/ Facsimile, Mail, Electronic Mailed and Hand Delivered Expressions of Interest **WILL NOT** be Accepted

SUBMISSIONS ARE TO BE SUBMITTED ONLINE BY THE CLOSING TIME AND DATE.

LATE EXPRESSIONS OF INTEREST WILL NOT BE ACCEPTED.

WE'RE OPEN
VIC PARK

TOWN OF VICTORIA PARK

CONTENTS

PART 1 – EOI STATEMENT OF REQUIREMENTS 2

THE OPPORTUNITY 2

ABOUT THE PROJECT 2

LOCATION 4

DESIRABLE OUTCOMES 4

TENURE ARRANGEMENT(S) 4

EOI SUBMISSION REQUIREMENTS 5

KEY DATES 5

DISCLAIMERS 5

PART 2 - CONDITIONS OF RESPONDING 6

CONTACT PERSONS 7

EOI BRIEFING 8

ALTERATIONS 8

RISK ASSESSMENT 8

EVALUATION PROCESS 9

SELECTION CRITERIA 9

QUALITATIVE CRITERIA 9

COMPLIANCE CRITERIA 10

OWNERSHIP OF SUBMISSIONS 10

CANVASSING OF OFFICIALS 10

IDENTITY OF THE RESPONDENT 10

SUBMISSION OPENING 10

COSTS OF RESPONDING 10

LODGEMENT OF AN EOI BY THE TOWN 11

REGISTRATION OR LICENSING OF CONTRACTORS 11

EXTENSION OF TIME 11

CONFIDENTIAL INFORMATION 11

PART 3 – RESPONDENT'S OFFER 12

RESPONSE FORM 12

1.1 COMPLIANCE CRITERIA 13

1.2 QUALITATIVE CRITERIA 15

PART 1 – EOI STATEMENT OF REQUIREMENTS

THE OPPORTUNITY

The Town of Victoria Park is seeking to establish a new multi-use community facility within the Lathlain Precinct Redevelopment Project - Perth Football Club.

This Expression of Interest (EOI) seeks interest from businesses and not-for-profits that service the community to activate a unique facility within the redevelopment project area that are complimentary to the services that the Perth Football Club provide.

Of particular interest are enterprises who are looking for a new tenure arrangement and have access to funding or can financially contribute to the capital cost of the development.

If successful, the enterprise(s) may become a tenant/occupier in the new multi-purpose facility.

ABOUT THE PROJECT

The Lathlain Precinct Redevelopment Project (LPRP) is a $100 million revitalisation project delivered by the Town of Victoria Park, State Government, West Coast Eagles, Wirrpanda Foundation and Perth Football Club, with the aim to create a world class sporting and community precinct in Lathlain.

The project is made up of eight zones, shown below. All zones are complete except for Zone 1 – Perth Football club.

Lathlain Precinct
REDEVELOPMENT PROJECT
EGHAM ROAD
KEYES STREET
PETHERBRIDGE ST
RAYMENT STREET
LATHLAIN PRIMARY SCHOOL
RAYMENT PARK
HOWICK STREET
GALLIPOLI STREET
SALEHAM STREET
KESSACK ST
LATHLAIN PLACE
McCARTNEY CRESCENT
GETTING STREET
VICTORIA PARK STATION
STAINES STREET
GODDARD STREET
BISHOPSGATE STREET
KITCHENER AVENUE
LATHLAIN PARK
STAR STREET
ROBERTS ROAD
MARS STREET
AXON AVENUE
RUTLAND AVENUE
PLANET STREET
FORSTER AVENUE
TOM WRIGHT RESERVE
GRESHAM ROAD
Zone 1
Perth Football Club
LATHLAIN PRECINCT REDEVELOPMENT PROJECT
Zone 2
Community Activity
LATHLAIN PRECINCT REDEVELOPMENT PROJECT
Zone 3
West Coast Eagles
LATHLAIN PRECINCT REDEVELOPMENT PROJECT
Zone 4
Lathlain Place
LATHLAIN PRECINCT REDEVELOPMENT PROJECT
Zone 5
Rayment Park
LATHLAIN PRECINCT REDEVELOPMENT PROJECT
Zone 6
Community Building
LATHLAIN PRECINCT REDEVELOPMENT PROJECT
Zone 7
Equitable Access
LATHLAIN PRECINCT REDEVELOPMENT PROJECT
Zone 8
Scouts Building
LATHLAIN PRECINCT REDEVELOPMENT PROJECT

As the final project in the LPRP, Zone 1 – Perth Football Club is a key focus for the Town of Victoria Park. Zone 1 considers the redevelopment of the Perth Football Club building and immediate surrounds and will involve replacement of the dilapidated grandstand and construction of new facilities spanning football administration, training, spectator and community facilities.

The Town are working closely with the Perth Football Club and other key stakeholders to deliver a contemporary, multi-use facility for the whole community.

The concept design phase of the project will commence when all future tenants/occupiers have been confirmed. Successful respondents for this EOI may have the opportunity to help inform the design process to ensure the optimal outcome is achieved for all stakeholders.

It is envisioned that the construction of the new facility will commence in the second half of 2022.

In August 2021, Town of Victoria Park Council endorsed the vision and aspirations for the redevelopment of Lathlain Zone 1.

The vision and aspirations were developed by architects Hames Sharley, based on extensive community consultation and further refined with the Lathlain Park Advisory Group.

Vision

Lathlain Park Zone 1 is revitalised as a contemporary, multipurpose centre. A dynamic place, that caters for the diverse needs of its community for generations to come.

Aspirations

A sympathetic, but unique neighbour

A development that actively engages with its surroundings, having careful consideration for its interface with existing built form and landscape character.

Flexible and ready for the future

A highly functional and multipurpose centre that supports a diverse range of activities and events for use by its community, which includes both the Perth Football Club and local Town of Victoria Park residents.

A place for everyone

High-quality architectural and landscape outcome promoting access, safety and participation from all members of the community, irrespective of age, gender, culture or ability.

A place that tells local stories

A development that integrates into its community through art and culture celebrating the important role and heritage of Lathlain Park.

A place that stands the test of time
A venue that optimises building performance and limits maintenance costs through climate responsive design and use of appropriate building materials.

LOCATION

The multi-use community facility will be located within the Lathlain Precinct Redevelopment Project - Perth Football Club Zone.

The total area available will be dependent on a number of factors including site constraints, local planning constraints as well as the financial investment available to the precinct.

The total area of the multi-use community facility shall be allocated to one shortlisted respondent or divided into smaller sizes areas and allocated to multiple shortlisted respondents as result of this EOI process.

DESIRABLE OUTCOMES

The new multi-use facility is expected to achieve the following outcomes:

- Provide a multipurpose space that accommodates a business or not-for-profit that compliments the existing surrounding uses.
- Create opportunities for local businesses and enterprises.
- Provide a space for use by the Lathlain Precinct Redevelopment Project area residents and the community.
- Integrate within the Perth Football Club administration and club facilities.
- Support community engagement.
- Meet the Vision and Aspirations for the redevelopment as described above.

TENURE ARRANGEMENT(S)

Tenure opportunities may be available to one or more respondents as a result of this EOI process.

Tenure terms and conditions shall be negotiated with shortlisted respondents and will be informed by a number of factors including community benefit, valuations, financial contributions to capital cost of new facility, ability to pay commercial terms and outgoings, size of area to be allocated, etc.

The final management model is yet to be determined with the Town reserving its right to appoint a third party as the lessor.

If a submission/s is to be progressed it will be considered pursuant to section 3.58 of the *Local Government Act 1995*, and subject to Council approval.

EOI SUBMISSION REQUIREMENTS

Respondents should submit an Expression of Interest outlining the following:

- Name, structure and purpose of your organisation.
- Relevant experience.
- Audited accounts from the last two years.
- Anticipated community benefits and how desirable outcomes outlined above are to be achieved.
- Spatial Requirements and ideal layout.
- Anticipated number of patrons.
- Parking requirements.
- Financial implications – income to the Town, outgoings applicable to tenant/occupier.
- Potential financial contribution towards capital cost of the facility.
- Potential positive and negative impacts on the residents surrounding the facility.
- Any other relevant information of respondent's proposal.

KEY DATES

Respondents to note the below key dates (subject to the Town's confirmation):

- EOI closing: 8 November 2021
- Submissions reviewed by: 12 November 2021
- Interviews/presentations from shortlisted respondents: 15 November – 19 November 2021
- Council endorsement: 16 December 2021
- Exclusive negotiations with shortlisted respondents: post-December Ordinary Council Decision endorsing recommended shortlisted Respondent(s).

DISCLAIMERS

This Expression of Interest document is non-binding and is solely for the purpose of establishing a basis for prospective tenants/occupiers to put forward a proposal of their intentions to activate the facility.

Any expression, statement or opinion expressed or implied in this publication has been made in good faith and on the basis that the Council, it's employees and agents are not liable for any loss

whatsoever which may occur as a result of action been taken or not taken (as the case may be) in respect to the information contained within this document.

Any investigations or studies undertaken in preparing the Expression of Interest submissions are the onus of the group making the response. Any due diligence undertaken is to be the responsibility and completed at the expense of the person or group providing an Expression of Interest submission.

The Town is under no obligation to proceed with any proposed Expression of Interest submission.

PART 2 - CONDITIONS OF RESPONDING

EOI SUBMISSION LODGMENT

The EOI submission must be lodged latest by the deadline. The deadline for this request is stated on the cover page of this EOI.

Submissions are to be lodged electronically by utilising the Tenderlink eTendering website: www.portal.tenderlink.com/vicpark

Electronic mail submissions and submissions submitted by Facsimile will not be accepted.

Respondents must ensure that all electronic submission files are clearly named with the:

1. Town's EOI number (i.e. EOI TVP/21/08); and
2. Respondent's name.

The Town's preferred format for the submission is a single PDF file readable by Adobe Acrobat (PDF) or Microsoft Office – 2003, 2007 and 2010 applications.

Any brochures, pamphlets or other supporting documentation shall be included either in the same file or a separate file. If in a separate file; such documentation shall be fully cross referenced to the appropriate section of the submission.

All pages shall be numbered consecutively, and the submission shall include an index.

Where respondents lodge more than one (1) submission for this EOI, the submitted documents and electronic files shall be clearly labelled and named to identify whether the submission:

- Supersedes a previously lodged EOI submission;
- Is an alternative; or
- Is additional to a previously lodged submission.

LATE EOI SUBMISSIONS

EOI submissions received after the deadline; or in a place other than that stipulated in this EOI document will not be accepted for evaluation as part of this EOI process.

REJECTION OF EXPRESSIONS OF INTEREST

An EOI submission will be rejected without consideration of its merits in the event that:

i) it is not submitted before the deadline; or

ii) it is not submitted at the place specified in the request; or

iii) it may be rejected if it fails to comply with any other requirements of the request.

The Town reserves the right at the conclusion of the EOI process to receive and/or accept proposals via other channels. At the conclusion of the EOI process means after all assessment is concluded and respondents are informed of EOI outcome.

ACCEPTANCE OF SUBMISSIONS

Unless otherwise stated in this EOI document, submission may be for all or part of the requirements and may be accepted by the Town either wholly or in part. The Town is not bound to accept and may reject any or all submissions submitted. The acceptance of a submission does not oblige the Town to proceed to entering into a lease agreement or other type of tenure arrangement.

CONTACT PERSONS

Respondents should not rely on any other information provided by any person not listed below:

Name:	Andrew Dawe (Strategic Projects Manager, Town of Victoria Park)
Telephone:	(08) 9311 8111
Email:	admin@vicpark.wa.gov.au

Name:	Viviane Franco (Contracts and Procurement Officer)
Telephone:	(08) 9311 8111
E-mail:	admin@vicpark.wa.gov.au

DISCLOSURE OF INFORMATION

Documents and other information relevant to this process may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All respondents will be given particulars of the successful respondents(s) or advising that no submission was accepted.

EOI BRIEFING

A briefing may be organised at the Town's discretion upon request of prospective respondents if required. Requests to be sent by email to admin@vicpark.wa.gov.au at the attention of Andrew Dawe/Viviane Franco.

EOI SUBMISSION VALIDITY PERIOD

All submissions will remain valid and open for acceptance for a minimum period of ninety (90) days from the deadline or forty-five (45) days from the Town's resolution for determining the EOI outcome, whichever is the later unless extended on mutual agreement between the Town and the respondent in writing.

ALTERATIONS

The Respondent must not alter or add to the EOI documents unless expressly required by the Town in this document.

The Town will issue an addendum to all registered respondents where matters of significance make it necessary to amend the issued Expression of Interest document before the deadline.

RISK ASSESSMENT

The Town may have access to and consider the following items to assess that EOI submissions and may consider such materials as tools in the EOI assessment process.

i) any risk assessment undertaken by any credit rating agency;
ii) any financial analytical assessment undertaken by any agency; and
iii) any information produced by the Bank, financial institution, or accountant of a respondent;

Respondents may be required to provide to the Town (or its nominated agent) upon request all such information as the Town reasonably requires to satisfy itself that respondents are financially viable and have the financial capability to provide the services for which they are submitting and meet their obligations under any proposed lease/tenure agreement. The Town reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Town for the purpose of assessing respondents and will be treated as strictly confidential.

EVALUATION PROCESS

This is an Expression of Interest.

The EOI is the first stage of a two-stage process. Following the outcome of the EOI, the Town may proceed to negotiate a tenure arrangement with those determined as acceptable respondents.

The issuing of this EOI document does not commit the Town to proceeding with a lease agreement or other type of tenure arrangement.

Your submission will be evaluated using information provided in your EOI submission and on your response to the Selection Criteria.

The following Evaluation Methodology will be used in respect of this Expression of Interest:

i) Submissions are checked for completeness and compliance. Submission that do not contain all information requested (e.g. competed Submission Form and Attachments) may be excluded from evaluation;
ii) Submissions are assessed against the Selection Criteria;
iii) The most suitable respondents may be shortlisted and may also be required to clarify the Submission, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful respondent(s).

SELECTION CRITERIA

A scoring system will be used as part of the assessment of the qualitative criteria set out in this document below. Unless otherwise stated, a response to one of these criteria which provides all the information requested in this EOI document will be assessed as satisfactory and will, in the first instance, attract an average score.

The extent to which the EOI submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or lesser than the average. The aggregate score of each submission will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

QUALITATIVE CRITERIA

In determining the most advantageous EOI submission, the Evaluation Panel will score each respondent against the qualitative criteria as detailed within this document. Each criterion will be weighted to indicate the relative degree of importance that the Town places on the technical aspects of the goods or services being purchased.

Note: It is essential that respondents address each qualitative criterion.

Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

COMPLIANCE CRITERIA

These criteria are detailed within Part 3 of this document and will not be point scored. Each submission will be assessed on a "Yes/No" basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the submission from consideration.

OWNERSHIP OF SUBMISSIONS

All documents, materials, articles and information submitted by the respondent as part of or in support of the EOI submission will be become upon submission the absolute property of the Town and will not be returned to the respondent at the conclusion of this procurement process provided that the respondent be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by this EOI document.

CANVASSING OF OFFICIALS

If the respondent, whether personally or by an agent, canvasses any of the Town's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any EOI made by it or any other respondent, then regardless of such canvassing having any influence on the acceptance of such EOI, the Town will omit the respondent from consideration.

IDENTITY OF THE RESPONDENT

The identity of the respondent is fundamental to the Town. The respondent shall be the person, persons, corporation or corporations named as the respondent in Part 3.

SUBMISSION OPENING

Submissions will be opened at the Town's offices, following the advertised deadline. All respondents and members of the public may attend or be represented at the opening of submissions.

Only the names of the persons who submitted a submission by the due deadline will be read out at the opening. No other information regarding the submissions will be divulged nor any discussions will be entered into between the Town's officers and those in attendance.

The opening will be held as practicable after the deadline.

COSTS OF RESPONDING

The Town will not be liable for payment to the respondent for any costs, losses or expenses incurred by the respondent in preparing their Offer.

The EOI opening will be held on as soon as practicable after the deadline at the Town's office.

LODGEMENT OF AN EOI BY THE TOWN

The Town does not intend to lodge an in-house EOI submission.

REGISTRATION OR LICENSING OF CONTRACTORS

Where an act or ordinance of the state of Western Australia requires that a contractor (as defined by the act or ordinance) be registered or licensed to carry out the work described in the EOI document, the respondent shall state on the EOI Form, its registration or license number.

The EOI submission may not be considered if the respondent fails to provide such registration or license number.

EXTENSION OF TIME

If an extension of time to lodge an EOI is granted, the extension shall apply to all respondents who will be advised of the new closing time and date. EOI's lodged within the original time shall be retained unopened or returned on request.

The Town, in its absolute discretion, may grant or refuse any application for an extension of time.

CONFIDENTIAL INFORMATION

The parties shall ensure that there are kept confidential such documents, samples, models, patterns and other information as are supplied and clearly identified as confidential.

If required in writing by a party, the other party shall enter into a separate agreement not to disclose to anyone else any confidential matter even after completion or earlier termination of any tenure agreement. If so required by the counterpart, the Town shall ensure that the Town's Representative also enters into such an agreement.

PART 3 – RESPONDENT'S OFFER

RESPONSE FORM

The Chief Executive Officer
Town of Victoria Park
99 Shepperton Rd
VICTORIA PARK WA 6101

I/We (Company Name): _____

(Block Letters)

of: _____

(Registered Street Address)

Suburb: _____ State: _____ Post Code: _____

ABN_____ACN (if any)_____

Telephone No: _____ Facsimile No: _____

Email: _____

In response to EOI: EOI TVP/21/08 - LATHLAIN PARK ZONE 1

I/We agree that I am/We are bound by, and will comply with this Expression of Interest document and its associated schedules, attachments, all in accordance with the conditions contained in this EOI signed and completed.

I/We agree that there will be no cost payable by the Town towards the preparation or submission of this EOI Submission irrespective of its outcome.

Dated this the _____ day of _____2018

Signature of authorised person: _____

Name of authorised signatory (BLOCK LETTERS): Mr.❑ Mrs.❑ Ms.❑ Please tick one.

First Name: _____Surname: _____

Position: _____

Telephone No: _____Email:_____

Authorised Signatory Postal Address: _____

_____

TOWN OF VICTORIA PARK

1.1 COMPLIANCE CRITERIA

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria. If a criterion is not applicable, state "N/A" and provide explanation.

Description of Compliance Criteria	
i) Compliance with the Conditions of this EOI Does the respondent comply with the conditions of responding contained in this Expression of Interest?	Yes / No ☐ ☐
ii) Statement of Requirements Does the respondent comply with the Statement of Requirements contained in this Expression of Interest.	Yes / No ☐ ☐
iii) Business Structure Have you included in your response: a) An outline of your organisational structure inclusive of any branches and number of personnel.	Yes / No ☐ ☐
b) If companies are involved, attach their current ASC company extracts search including latest annual return.	Yes / No ☐ ☐
c) Provide the organisations directors/company owners and any other positions held with other organisations.	Yes / No ☐ ☐
d) Provide a summary of the number of years your organisation has been in business.	Yes / No ☐ ☐
e) Attach details of your referees (at least three). You should give examples of work provided for your referees where possible.	Yes / No ☐ ☐
f) Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.	Yes / No ☐ ☐
g) Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.	Yes / No ☐ ☐
h) Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted	Yes / No ☐ ☐
iv) Financial Position a) Respondent to confirm ability to pay all debts in full as and when they fall due; and	Yes / No ☐ ☐

b) Advise of any current litigation as a result of which you may be liable for $50,000 or more. If Yes please provide details.	Yes / No ☐ ☐
c) Will you be able to fulfil the Financial Requirements from your own resources or from resources readily available to you to pay all your debts in full as and when they fall due?	Yes / No ☐ ☐
v) Conflict of Interest Advise of any actual or potential conflict of interest in the performance of your obligations under your proposed offer, or if any such conflict of interest likely to arise during any tenure agreement . If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Yes / No ☐ ☐
vi) Insurance Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a respondent holds "umbrella Insurance", please ensure a breakdown of the required insurances are provided.	Yes / No ☐ ☐
vii) Licencing Requirements (if applicable) Does the respondent possess the required licence(s) to provide the goods/services (if any licence is applicable to the respondent's business)?	Yes / No ☐ ☐
viii) Quality Assurance Does the respondent have an accredited quality management system? If so, provide evidence.	Yes / No ☐ ☐
ix) Deadline Did the respondent comply with the deadline of this EOI request?	Yes / No ☐ ☐

1.2 QUALITATIVE CRITERIA

Before answering the qualitative criteria, respondents shall note the following:

i) All information relevant to your answers to each criterion is to be contained within your submission;

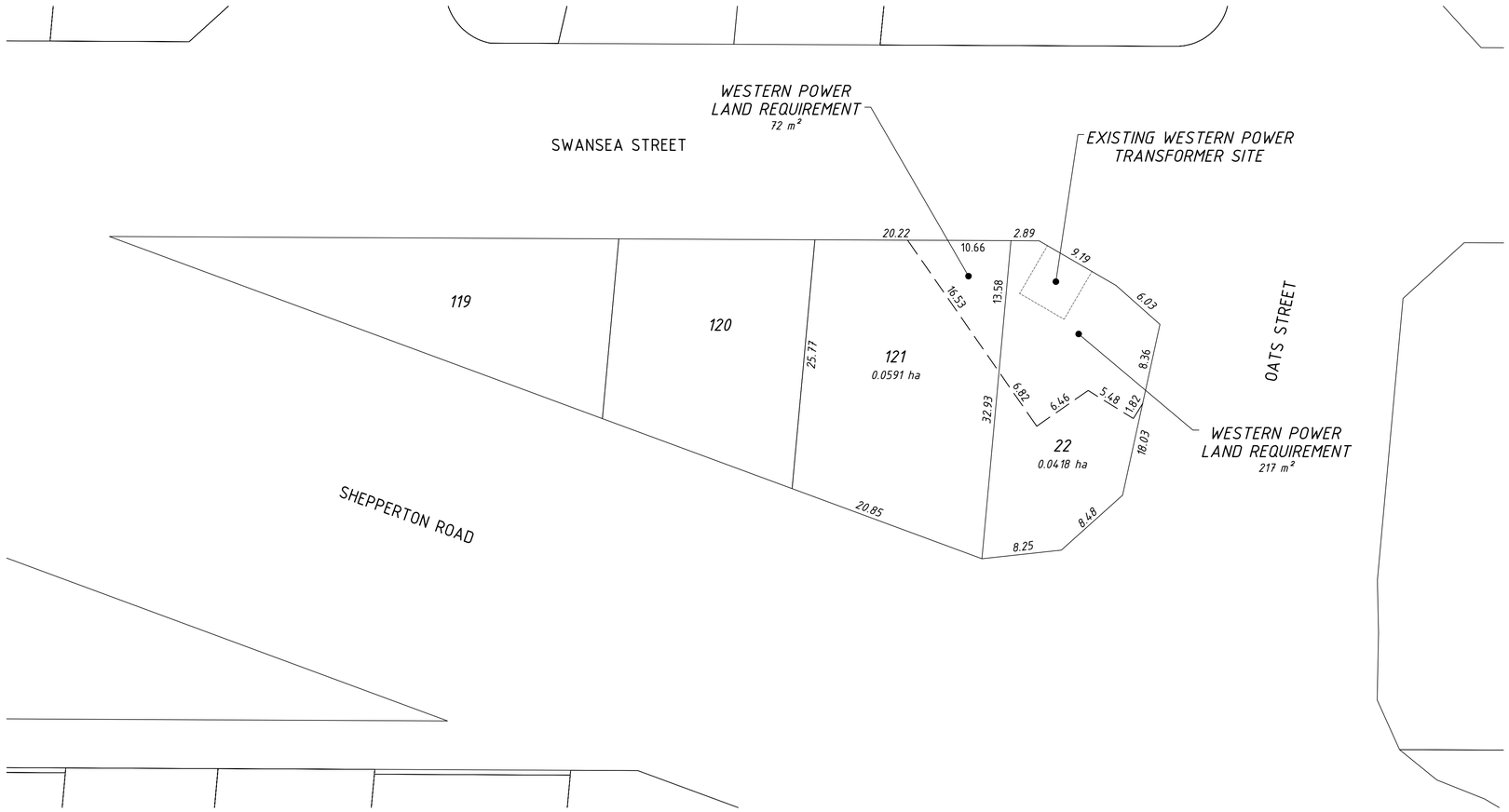
ii) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;

iii) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and

iv) Respondents are to address each issue outlined within a qualitative criterion.

Relevant Experience Describe your experience in completing /supplying similar requirements. Respondents must, as a minimum, address the following information in an attachment and label it **"Relevant Experience"**: i) Demonstration of past experience in operating a business exhibiting examples of desired outcomes; ii) Provide scope of the respondent's involvement including details of outcomes. (Response to be indicatively no longer than Two pages)	Weighting 20% Tick if Attached ☐
Business Overview Respondents to provide an overview of the proposed project, including: i) Description of the proposed business including name, structure and purpose; ii) Complimentary uses with the immediate businesses including the Perth Football Club, West Coast Eagles and Wirrpanda Foundation; Below wont be assessed but is required: iii) Number of patrons; iv) Size/Layout of area to be occupied; v) Parking requirements; vi) Likely timeframes for requiring occupation of the tenancy; vii) Likely requested occupancy term for future lease/tenure agreement. viii) Number of Staff that will be working at the new facility (Response to be indicatively no longer than 2 pages)	Weighting 20% Tick if Attached ☐

Current Financial Capability: i) Financial position and organisation's ability to pay lease fees and applicable outgoings across the term of the lease/tenure; ii) Audited accounts from the last two years.	Weighting 20% Tick if Attached ☐
Community benefits Respondents should detail the community benefits of their proposed project, including information on: i) What will be the impact both positive and negative on the surrounding residents; ii) How Desirables Outcomes as per Part 1 of this EOI document can be achieved; iii) Organisation's vision and mission alignment; and iv) Demonstrated understanding of the Project requirements. (Response to be indicatively no longer than two (2) pages)	Weighting 20% Tick if Attached ☐
Ability to Contribute financially Respondents to indicate their ability to contribute financially to the capital cost of the development.	Weighting 20% Tick if Attached ☐



PRELIMINARY

REV	DATE	AMENDMENT	DSN	DRN	CHK	APP
A	02/10/20	ISSUED FOR INFORMATION.	MJH	MJH		

ORIG SIZE A1

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AT ORIGINAL PLOT SIZE

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REFERENCES

SCALE 1:250

DATUM
HORIZONTAL: PCG94
VERTICAL: AHD71

DESIGNED M.HARRIS
DRAWN M.HARRIS
CHECKED
APPROVED
DATE

Government of Western Australia
Public Transport Authority

ARMADALE LINE LXR

MILLAR STREET TO OATS STREET
WESTERN POWER HV POWERLINES
LAND REQUIREMENTS PLAN-LOTS 121 & 22 SWANSEA STREET

PTA Drawing No: 04-1801-WK0043 Rev: A

CAD Drawing Pathname: G:\IPLS\01_Projects\04_CLB_BKH\04_1801_OAT_St_GradeSep\03_DFT\02_Work\04_1801_WK0043_A.dwg

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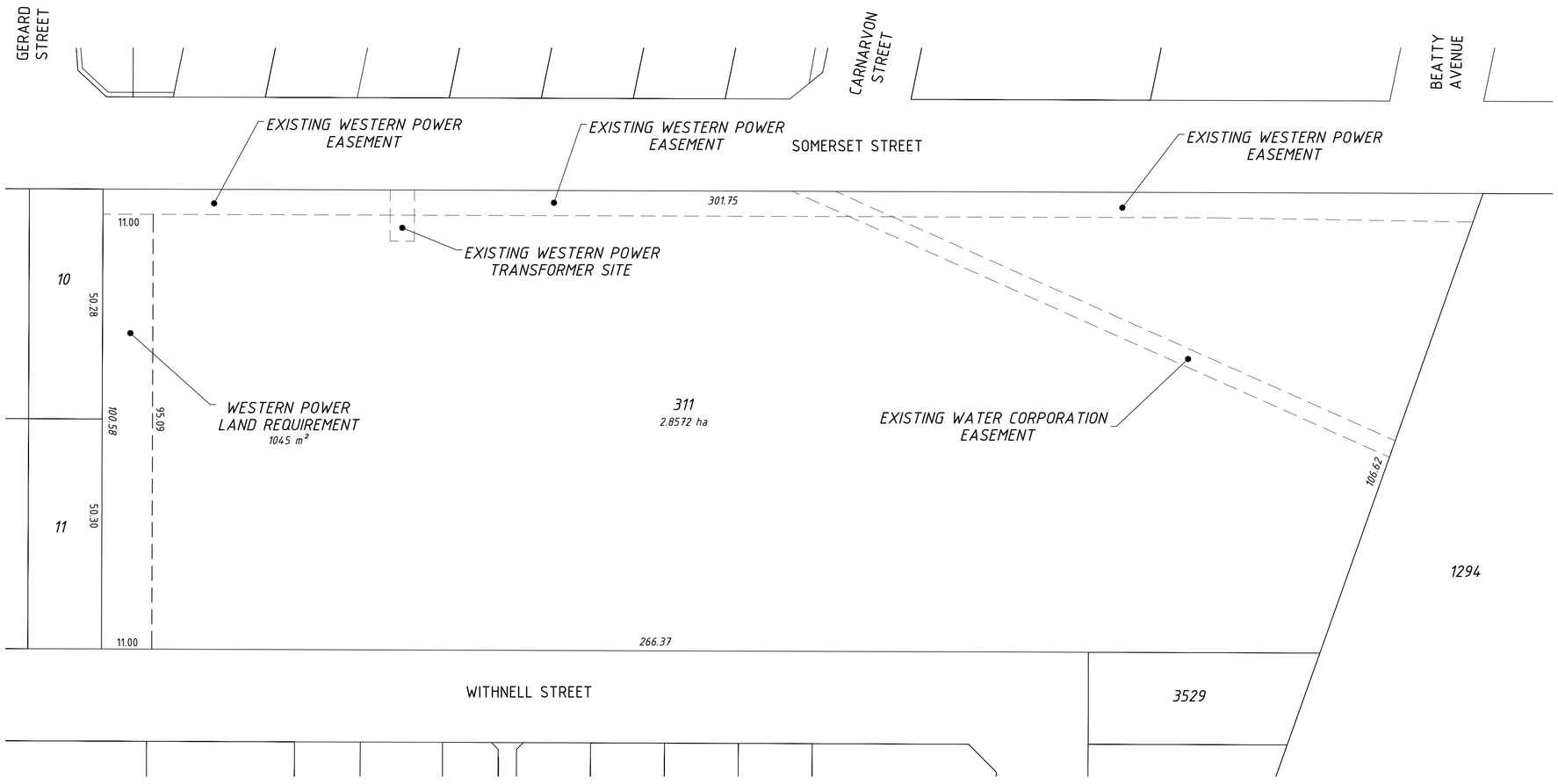

REV	DATE	AMENDMENT	DSN	DRN	CHK	APP
B	12/11/21	UPDATED WESTERN POWER LAND REQUIREMENT		AK		
A	02/10/20	ISSUED FOR INFORMATION.	MJH	MJH		

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REFERENCES

SCALE 1:500

DATUM
HORIZONTAL: PCG94
VERTICAL: AHD71

DESIGNED M.HARRIS
DRAWN M.HARRIS
CHECKED
APPROVED
DATE

CAD Drawing Pathname: G:\IPLS\01_Projects\04_CLB_BKH\04_1801_OAT_St_GradeSep\03_DFT\02_Work\04_1801_WK0042_B.dwg

Drawing Generated by Model Software : ----

PRELIMINARY

Government of Western Australia Public Transport Authority

ARMADALE LINE LXR

MILLAR STREET TO OATS STREET
WESTERN POWER HV POWERLINES
LAND REQUIREMENTS PLAN - LOT 311 SOMERSET STREET

PTA Drawing No: 04-1801-WK0042 | Rev: B

GOVERNMENT OF WESTERN AUSTRALIA

METRONET

BUILDING FOR TOMORROW.

Relocating power lines

Mint Street to Welshpool Road Level Crossing Removals

Elevated rail is the preferred solution to remove level crossings at Mint Street, Oats Street and Welshpool Road. As part of these works, Western Power's overhead transmission powerlines will be relocated to enable works in the rail corridor. These are the high voltage power lines on steel towers and steel poles.

This will be done in two packages. One is north of Oats Street Station to underground the transmission lines in the corridor between Miller Street and Oats Street.

The other package is south of Oats Street Station, to consolidate transmission lines. Some distribution power will be affected from these works and options are being considered ranging from undergrounding to placing the existing overheads wires on new transmission poles.

Property owners will be notified before any works commence.

Planning and design is underway. Works are expected to start later this year.

North of Oats Street Station:

Removing overhead transmission lines within the rail corridor between the Miller Street overpass and Oats Street Station will create the space required to build elevated rail and stations.

The high voltage transmission lines on steel towers and steel poles will be relocated underground from:

- Miller Street overpass and John Bissett Reserve
- Corner of Oats Street and Shepperton Road
- Via Beatty Ave and parts of Somerset, Withnell and Swansea Streets (map on next page).

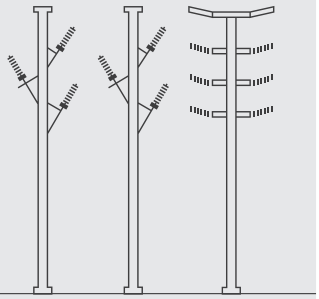
As part of these works, new infrastructure will need to be installed and in some areas, infrastructure will be removed.

TO BE INSTALLED

Two new transition structures and one double circuit steel pole (pictured right) will be installed in two locations:

- John Bissett Park (adjacent to the rail reserve) and;

- Corner of Oats Street and Shepperton Road

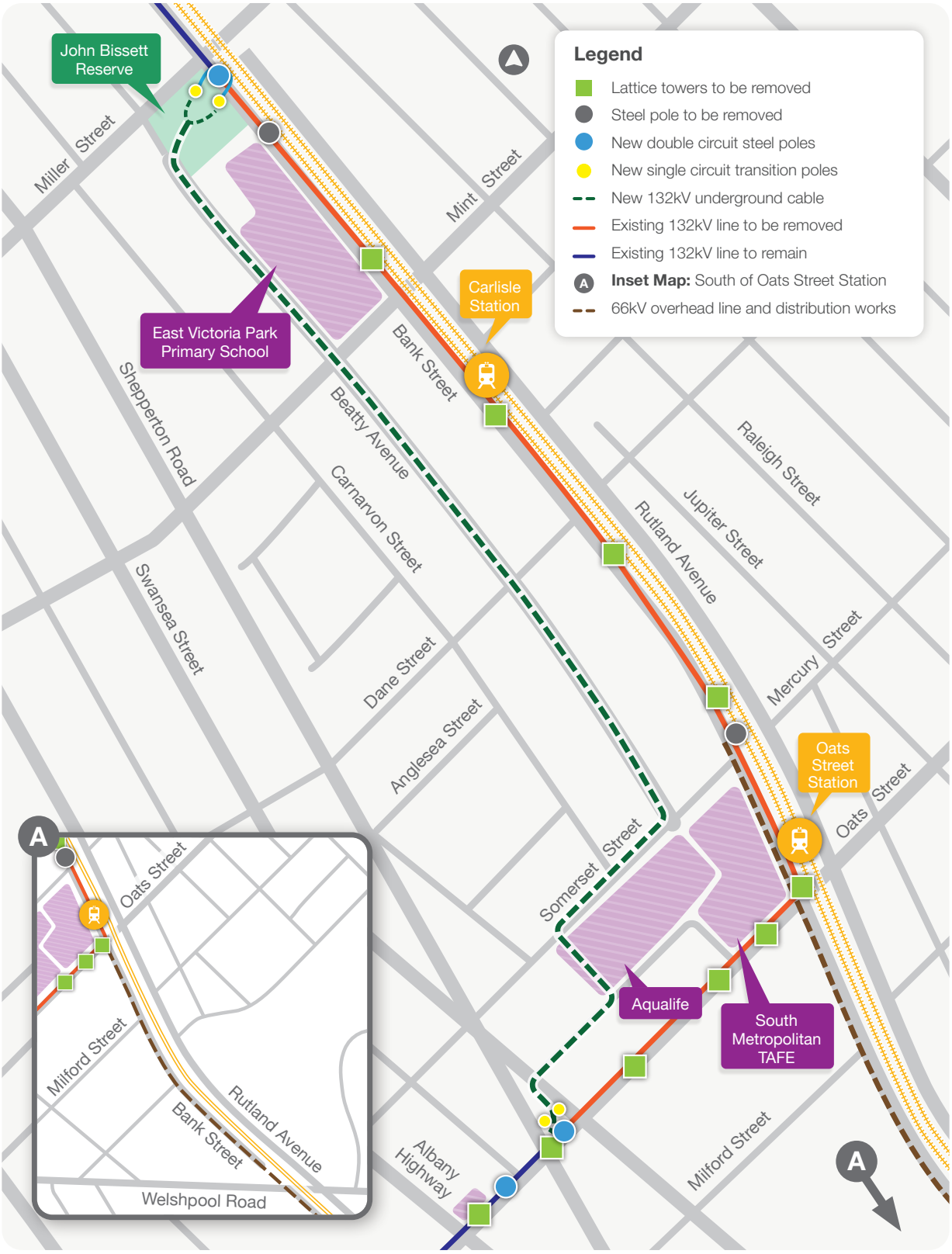


TO BE REMOVED

Once the transmission power is underground, two steel poles and ten large lattice towers (pictured left) between the Miller Street overpass and Albany Highway will be removed.

Information on construction timing and impacts will be provided to affected landowners as these details are confirmed.

North of Oats Street: Proposed works to underground transmission lines



South of Somerset Street

Consolidate transmission power and address distribution power

The works along Bank Street and Sevenoaks Street will see steel poles installed in some areas and new wood transmission poles installed to replace existing poles. Options are being considered for the distribution power affected by the transmission works ranging from undergrounding to placing the existing overhead wires on the new transmission poles, where possible. The final design will depend on feasibility, constructability and value for money.

The METRONET team will be in touch with affected landowners to discuss these works in the coming weeks/ months. If you think you may be impacted do not hesitate to email **info@metronet.wa.gov.au**

Impacts to trees and vegetation

We will endeavour to minimise the impact on trees and vegetation as much as possible. Where there are impacts, we will consult with community stakeholders and Town of Victoria Park before these impacts occur.

Transmission versus distribution power

Transmission power

Western Power's transmission network transports electricity from large generators to transmission terminal stations and zone substations.

Distribution power

Western Power's distribution network is used to transport electricity from substations to individual customers.

Frequently Asked Questions

What does the undergrounding involve?

The majority of the works will involve installing conduit (duct work) to create an underground path for the installation of sections of underground cable.

The work will be undertaken in short sections to minimise disruption. Areas where the cable sections need to be joined will have to remain open for longer. The location of joints will be identified when the design work is completed.

Impacted property owners will be notified in advance of any works occurring.

Who is undertaking these works?

Works will be completed by Western Power.

When will these works take place?

Staged works are expected to start later this year and will take approximately 12 months to complete.

How will I be notified of upcoming works?

Property owners will be notified before any works or impacts to the area. Our team will contact you with regular updates. For general project updates register through our website.

How will I be impacted?

You may experience construction activity, temporary traffic impacts or power outages. You will be notified before any work takes place that may directly impact you.

Will there be impacts to local roads?

Traffic management plans will be in place to manage temporary traffic impacts for road users.

There may be temporary disruption to bus routes. We are working closely with Transperth and will notify bus passengers in advance of any temporary rerouted services.

How much will I need to pay for these works? Is there a cost to me?

There is no cost to you to complete these works.

Will I be able to access my driveway?

All efforts will be made to minimise impacts on driveways. If your driveway will be impacted, you will be contacted so we can seek your input prior to works commencing. Any disruptions will be temporary.

Will the verge or road in front of my property be affected?

The undergrounding of power for the transmission works will be installed in the road reserve to minimise landowner impacts.

We will do our best to minimise impact, however if we need to disturb a garden area, we will reinstate to the original condition. Photos will be taken prior to works commencing and after completion.

More information will soon be available for the distribution power works south of Oats Street Station, including any potential impacts to properties.

Will I be able to access John Bissett Reserve when works begin?

We are looking at ways to keep a portion of the park open to families and the wider community during the works. This may include fencing off some areas so that the community can safely access the park.

Will trees be impacted?

We understand the importance of retaining trees in the community. Where there are impacts to trees or vegetation, we will work closely with the local government authority to ensure we minimise impacts as much as possible. We will also notify the community about these impacts, including plans to replace trees and vegetation as a result of these works.

We consider your feedback important.
Please contact us if you have any questions or concerns.

9326 3666
info@metronet.wa.gov.au
metronet.wa.gov.au
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Join our new project group

GOVERNMENT OF WESTERN AUSTRALIA

METRONET

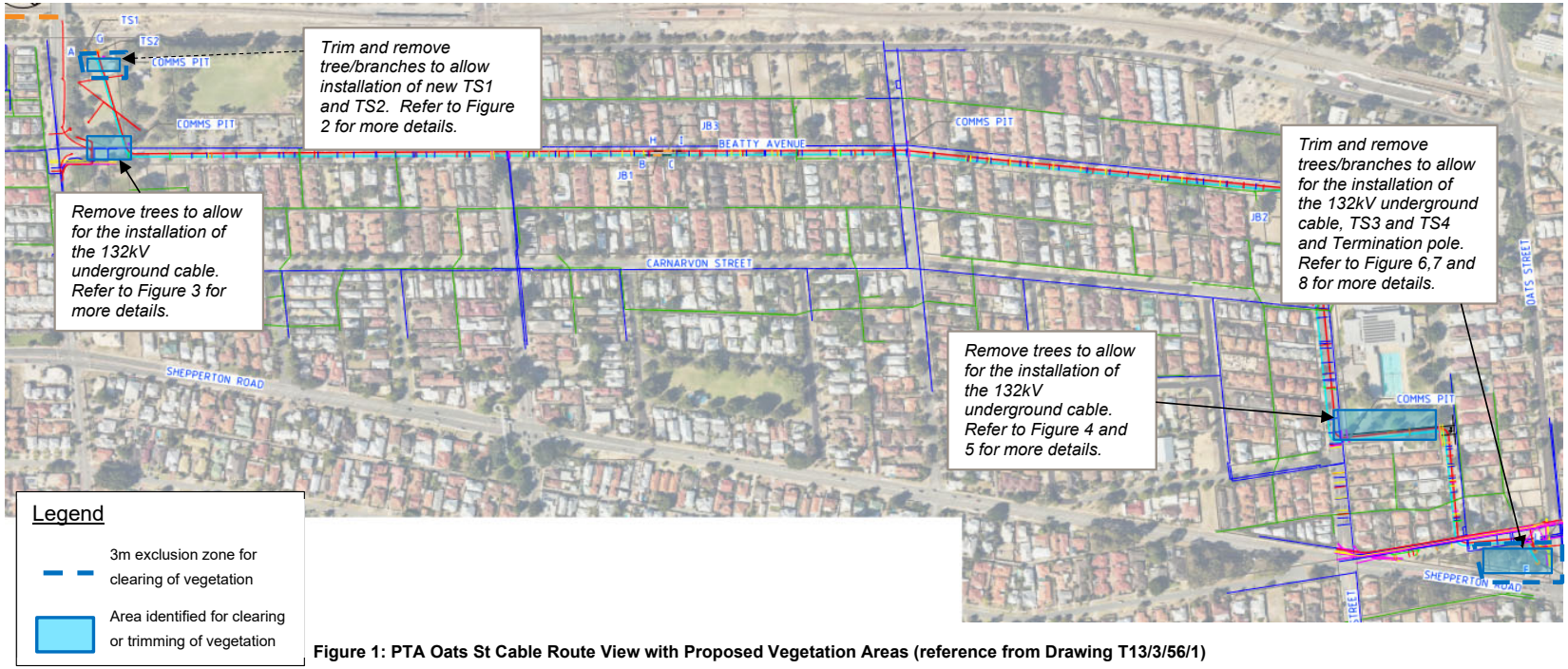


Figure 1: PTA Oats St Cable Route View with Proposed Vegetation Areas (reference from Drawing T13/3/56/1)

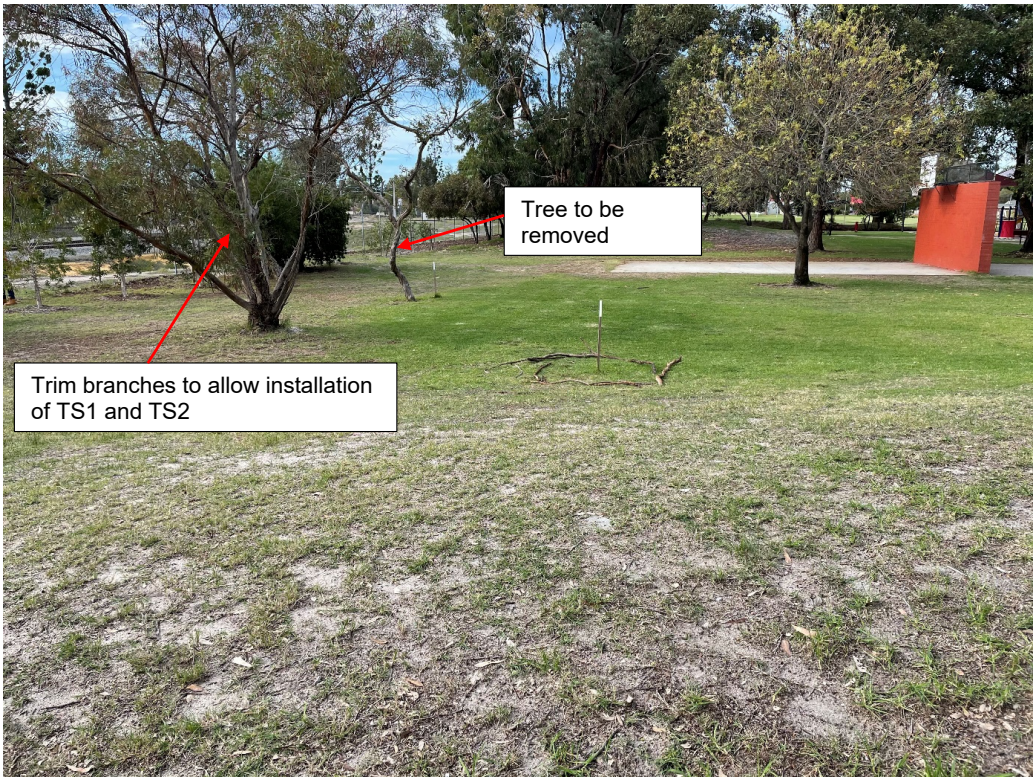


Figure 2a: John Bissett Reserve TS1 and TS2

Figure 3b: John Bissett Reserve TS1 and TS2

Figure 4c: John Bissett Reserve TS1 and TS2

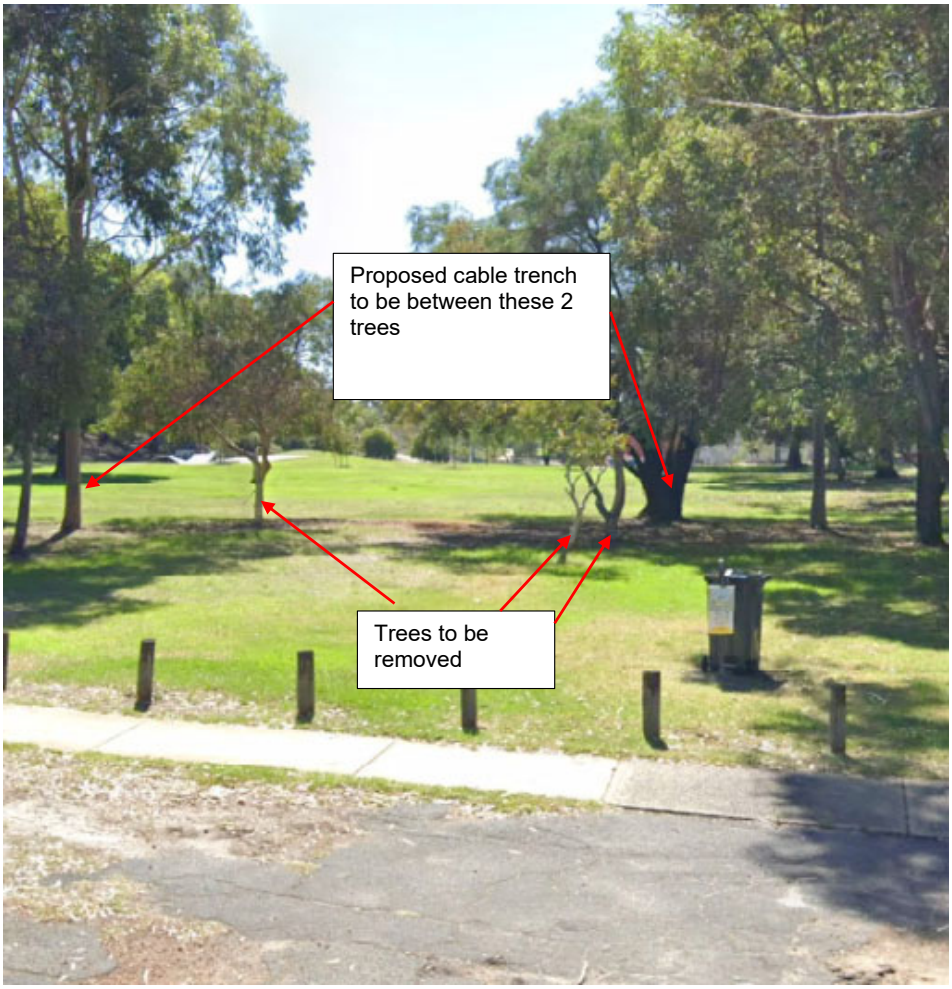


Figure 5 : John Bissett Reserve proposed cable exit point into Beatty Avenue

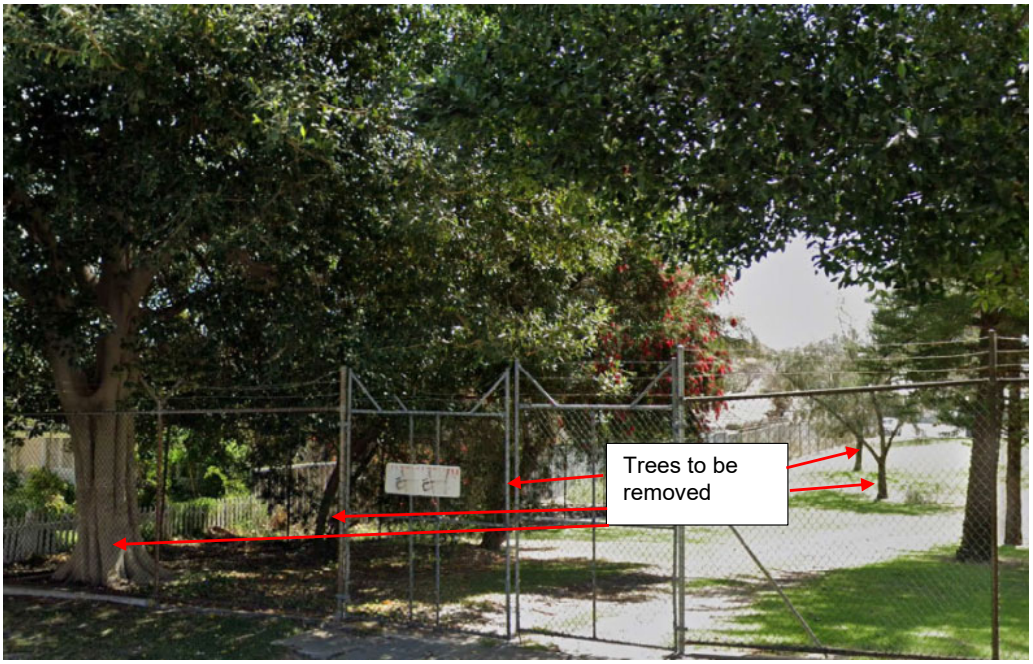


Figure 6: Aqualife Park and cable entry point into Withnell Street

- Any existing fencing and existing gates may need to be removed to allow for construction.
- Access to the gates will need to be checked prior to construction with the relevant parties i.e. PTA, Council and WP. Works to be planned accordingly.

Figure 7: Overhead view of Aqualife Park

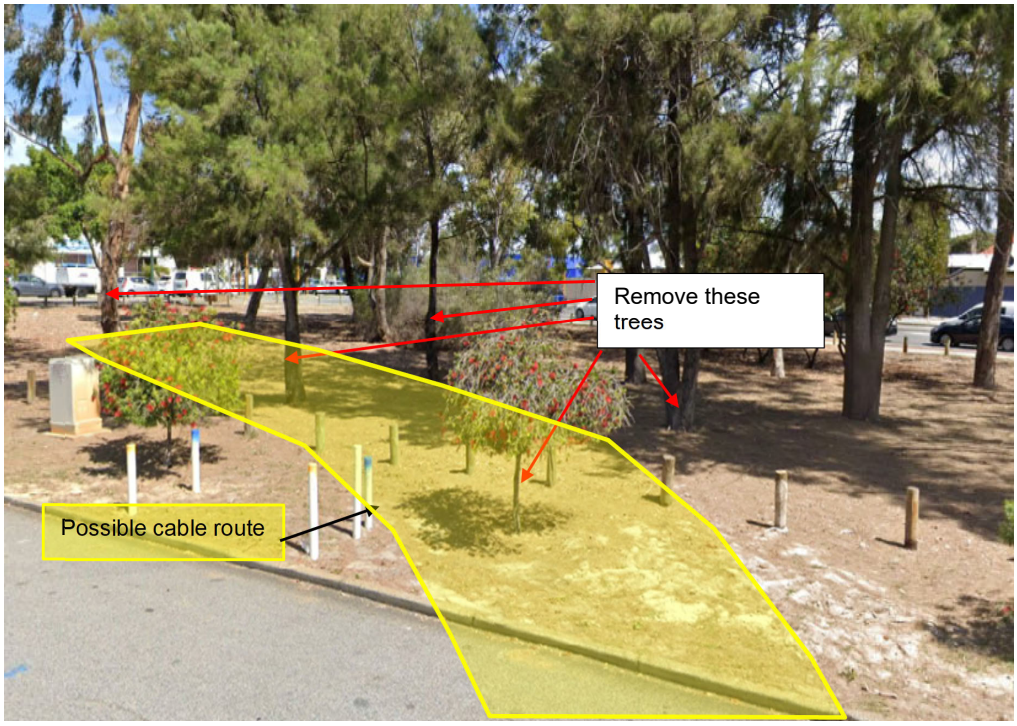


Figure 8: Swansea Street East Cable entry to the park

Figure 9: Cnr of Swansea Street E and Oats St

Figure 8: Cnr of Swansea Street E and Oats St

TOWN OF VICTORIA PARK

Financial Activity Statement Report

For the month ended 31 October 2021

WE'RE OPEN
VIC PARK

Contents

Statement of Financial Activity Variances

Proposed Budget Amendments

Accounting Notes

Service Unit Definitions

Statement of Financial Activity

Net Current Funding Position

Cash and Cash Investments

Receivables (Rates and Sundry Debtors)

Grants and Contributions

Reserve Funds

Capital Items

Statement of Financial Activity Variances

Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by Service Unit) (as contained in this document), the following indicators, as resolved, have been applied –

Revenues (Operating and Non-Operating)
Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) $25,000 and, in these instances, an explanatory comment will be provided.

Expenses (Operating, Capital and Non-Operating)
Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) $25,000 and, in these instances, an explanatory comment will be provided.

Before commenting on each of the specific material variances identified it is important to note that, whilst many accounts will influence the overall variance, only those accounts within the affected Service Unit that significantly contribute to the variance will be highlighted.

For the purposes of explaining each variance, a multi-part approach has been taken. The parts are –

1. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
2. Primary Reason – Explains the primary reasons for the period variance. As the review is aimed at a higher-level analysis, only major contributing factors are reported.
3. Budget Impact – Forecasts the likely $ impact on the year end surplus or deficit position. It is important to note that values in this part are indicative only at the time of reporting, for circumstances may subsequently change.

Material Variances Explained

The Financial statements are presented based on the new organisational structure

As shown in the in the Statement of Financial Activity (contained within this document), the following variances have been identified -

Operating Revenue

Chief Executive Office
No material variance to report

Community Planning

- **Building Services**

- The period variation is unfavourable to period budget by $32,872.
- The variation predominantly relates to a reduction in income for building permits. This is a trend occurring in several metro and country Permit Authorities in WA due to the lack of trades and building materials available.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Environmental Health**

- The period variation is favourable to period budget by $82,358.
- The variation predominantly relates to an increase in food business registration fees caused by an increase in public events and restrictions easing.
- The estimated impact on the year end position is favourable for fees and charges.

- **Urban Planning**

- The period variation is favourable to period budget by $32,632.
- The variation predominantly relates to higher-than-expected revenue for development applications, archive search request and written planning advice fees.
- The estimated impact on the year end position is favourable for fees and charges.

Finance

- **Aqualife**

- The period variation is favourable to period budget by $45,036.
- The variation predominantly relates to the recreational swimming and learn to swim service areas performing over the expected membership and enrolment targets.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Corporate Funds**

- The period variation is favourable to period budget by $79,599.
- The variation predominantly relates to long service leave entitlements being reimbursed from other councils.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Leisurelife**

- The period variation is unfavourable to period budget by $64,657.
- The variation predominantly relates to a lower-than-expected revenue within the Health and Fitness and Bingo service areas.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Parking**

- The period variation is favourable to period budget by $165,296.
- The variation predominantly relates to the recent recruitment of an information and parking officer has increased parking management and enforcement capacity.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Operations

- **Asset Planning**

- The period variation is unfavourable to period budget by $48,778.
- The variation predominantly relates to a timing variance for community/commercial lease fees and charges.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Street Improvement**

- The period variation is unfavourable to period budget by $32,389.
- The variation predominantly relates to a Belmont Park supervision costs as the project is on hold.
- The estimated impact on the year end position is unfavourable and revenue is likely to be carried forward.

Operating Expense

Chief Executive Office

- **Communications and Engagement**

- The period variation is favourable to period budget by $45,629.
- The variation predominantly relates to a lower-than-expected employee costs.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Customer Relations**

- The period variation is favourable to period budget by $26,473.
- The variation predominantly relates to a lower-than-expected employee costs.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Governance and Strategy**

- The period variation is favourable to period budget by $98,770.
- The variation predominantly relates to election costs not yet invoiced and elected member training not required.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **People and Culture**

- The period variation is favourable to period budget by $88,233.
- The variation predominantly relates to a lower-than-expected employee costs and corporate development.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Community Planning

- **Building Services**

- The period variation is favourable to period budget by $39,078.
- The variation predominantly relates to lower-than-expected conference expenses and employee costs due to staff vacancies.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Community Planning Office**

- The period variation is favourable to period budget by $32,375.
- The variation predominantly relates to a lower-than-expected employee costs.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Digital Hub**

- The period variation is favourable to period budget by $25,631.
- The variation predominantly relates to a COVID digital recovery program no longer required.
- The estimated impact on the year end position is favourable for program expenses.

- **Environment Health**

- The period variation is favourable to period budget by $38,593.
- The variation predominantly relates to a reduction in legal and consultancy services required due to a lack of prosecutions.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Library Services**

- The period variation is favourable to period budget by $55,816.
- The variation predominantly relates to employee costs due to vacancies and timing of book stock ordering.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Place Planning**

- The period variation is favourable to period budget by $534,776.
- The variation predominantly relates to an underspend for the Urban Forrest Strategy and consultancy costs.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Urban Planning**

- The period variation is favourable to period budget by $101,479.
- The variation predominantly relates to an underspend of the agency staff, legal, consultancy and design review panel budgets.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Finance

- **Budgeting**

- The period variation is favourable to period budget by $59,475.
- The variation predominantly relates to depreciation for right of use assets.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Corporate Funds**

- The period variation is favourable to period budget by $194,398.
- The variation predominantly relates to an end of year interest expense accrual for loan repayments and corporate contingency expenses.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Finance Office**

- The period variation is favourable to period budget by $88,988.
- The variation predominantly relates to a lower-than-expected employee costs.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Financial Services**

- The period variation is favourable to period budget by $46,469.
- The variation predominantly relates to a lower-than-expected employee costs and valuations.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Leisurelife**

- The period variation is favourable to period budget by $27,769.
- The variation predominantly relates to a lower-than-expected employee costs.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Parking**

- The period variation is favourable to period budget by $196,663.
- The variation predominantly relates to a variation in employee costs due to vacancies.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Ranger Services**

- The period variation is favourable to period budget by $87,544.
- The variation predominantly relates to a variation in employee costs due to vacancies and consultancy expenses not yet incurred.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Technology and Digital Strategy**

- The period variation is favourable to period budget by $284,540.
- The variation predominantly relates to a variation in consultancy costs and purchase of hardware.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by $231,734.
- The variation predominantly relates to an underspend in facility maintenance.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Environment**

- The period variation is favourable to period budget by $31,838.
- The variation predominantly relates to a variation in employee costs due to vacancies.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Operations Office**

- The period variation is unfavourable to period budget by $90,782.
- The variation predominantly relates to the Lathlain precinct redevelopment project.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Parks & Reserves**

- The period variation is favourable to period budget by $1,026,602.
- The variation predominantly relates to reduced spraying required due to the wet weather and a delay in receiving invoices.
- The estimated impact on the year end position is favourable for park maintenance costs.

- **Project Management**

- The period variation is favourable to period budget by $912,826.
- The variation predominantly relates to consultancy costs for the following projects, John Macmillan precinct planning, Burswood station east streetscape upgrade, Archer/Mint Street detailed design, Higgins Park masterplan, Perth Football Club zone one.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Property Development and Leasing**

- The period variation is favourable to period budget by $191,887.
- The variation predominantly relates to a variation in consulting costs for the Edward Millen heritage redevelopment, land asset optimisation projects and other projects not yet incurred.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Street Improvement**

- The period variation is favourable to period budget by $167,839.
- The variation predominantly relates to a lower-than-expected employee costs due to vacancies and a timing issue with upcoming projects.
- The estimated impact on the year end position is favourable for employee costs.

- **Street Operations**

- The period variation is favourable to period budget by $92,425.
- The variation predominantly relates to a variation works being undertaken due to the weather.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Waste Services**

- The period variation is favourable to period budget by $534,914.
- The variation predominantly relates to a lower-than-expected capital contribution for RFFA and a timing delay for waste disposal invoices.
- The estimated impact on the year end position is favourable for the capital contribution.

Capital Expense

Chief Executive Office
No material variance to report

Community Planning
No material variance to report

Finance
No material variance to report

Operations

- **Asset Planning**

- The period variation is favourable to period budget by $114,400.
- The variation predominantly relates to the Kent Street interior refurbishment.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Fleet Services**

- The period variation is favourable to period budget by $266,023.
- The variation predominantly relates new vehicle purchases that have not been made.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Parks and Reserves**

- The period variation is unfavourable to period budget by $68,152.
- The variation predominantly relates to delays with the GO Edwards project due to extreme wet weather conditions.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Project Management**

- The period variation is favourable to period budget by $383,059.
- The variation predominantly relates to delays with the GO Edwards project due to extreme wet weather conditions.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Street Operations**

- The period variation is unfavourable to period budget by $39,583.
- The variation is predominantly relating to the road renewal projects commencing earlier than anticipated.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Non-Operating Revenue

Finance
No material variance to report

Operations
No material variance to report

Non-Operating Expenses

Finance
No material variance to report

Non-Cash Adjustments

- **Depreciation**

- The period variation is favourable to period budget by $3,156,056.
- The variation predominantly relates to the depreciation not being raised for the financial year, which won't occur until the Office of the Auditor General has sign off the Town's Annual Financial Report.
- The estimated impact on the year end position is nil as this is a non-cash budget item and is a budget timing variance.

Proposed Budget Amendments

No proposed budget amendments to report.

Accounting Notes

Significant Accounting Policies

The significant accounting policies that have been adopted in the preparation of this document are:

Basis of Preparation

The document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The document has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this document.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

2020 - 2021 Actual Balances

Balances shown in this document as 2020-2021 Actual are subject to final adjustments.

Rounding Off Figures

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

Rates, Grants, Donations and Other Contributions

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature. Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short-term borrowings in current liabilities.

Trade and Other Receivables

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Inventories

General
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.
Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.
Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

Fixed Assets

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 September 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Equipment	5 – 10 years
Plant and Machinery	2 – 10 years
Sealed Roads - Clearing and Earthworks	Not depreciated
- Construction and Road Base	5 – 80 years
- Original Surface / Major Resurface	5 – 80 years
Drainage	5 – 80 years
Pathways	5 – 80 years
Parks and Reserves	5 – 80 years

Asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Assets with a value below $5,000 at the time of acquisition, are excluded from the assets reported in the financial report. These assets are instead reported as an expense in the year of acquisition.

Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit of loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

a. the amount in which the financial asset or financial liability is measured at initial recognition;
b. less principal repayments;
c. plus, or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
d. less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current. They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses).
When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain, or loss, pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.
Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Contract Assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116). For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 30 June 2020. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

Lease Liabilities

The present value of future lease payments not paid at the reporting date, discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Town are recognised as a liability until such time as the Town satisfies its obligations under the agreement.

Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction, or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

Provisions

Provisions are recognised when the Town has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

Comparative Figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

Budget Comparative Figures

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

Service Unit Definitions

The Town operations, as disclosed in this report, encompass the following service-oriented Service Units –

Chief Executive Office

Chief Executive Office

The Chief Executive Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Chief Executive Office functional area.

Communications and Engagement

Communications and Engagement manages the brand and reputation of the Town. This is achieved through developing clear and accessible messaging, consulting with the community, delivering key messages through various channels and working to reach the appropriate audiences through strategically executed marketing, engagement and communication planning.

Customer Relations

Customer Relations manages the Customer Service Contact Centre, which is the first point of contact for the organisation, and monitors performance against the Town's Customer Service Charter.

Leadership and Governance

The Leadership and Governance Service Area is committed to responsibly managing the Town on behalf of the residents and ratepayers of the District through collaboration, knowledge-sharing and good governance.

Human Resources

Human Resources is responsible for the development and implementation of occupational health and safety compliance, staff development, employee relations, recruitment and payroll services of the Town.

Community Planning

Building Services

Building Services provide services to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

Community Development

The Community Development team's vision is an empowered Victoria Park, which will be achieved through the mission of community capacity building.

Community Planning Office

The Community Planning Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Community Planning functional area.

Digital Hub

The Digital Hub provides free digital literacy and online training for the local community, not-for-profit organisations and local business operators.

Economic Development

Economic Development seeks to increase the economic growth of the district through fostering business attraction and retention, tourism, marketing, community initiatives and creating robust relationships.

Environmental Health

Environmental Health seeks to promote good standards of public health via the many hospitality outlets in the area and the community in general.

General Compliance

The General Compliance Area liaise with and direct property owners and developers to ensure built form building and planning requirements are adhered to at all times.

Healthy Community

The Healthy Community team connect people to services, resources, information, facilities, and experiences that enhance their physical and social health and wellbeing.

Library Services

Library Services plays a pivotal role in providing our community with access to resources, knowledge and technology in a safe, nurturing environment.

Place Management

The Place Management Service Area implements programs, that are suitable for the particular targeted section of the community, to improve places within the District or, where the community is satisfied with the standard of operation, to maintain the already attained standard.

Strategic Town Planning

Strategic Town Planning develops strategies for the future growth of the Town, with the aims of creating a vibrant community and improving the quality of life for residents.

Urban Planning

Urban Planning assesses applications for development approval and subdivision, provides advice to the community and ensures land is appropriately used and developed.

Finance

Aqualife

The Aqualife Centre aims to improve community health and wellbeing; and to provide a safe and welcoming environment for the community to meet and socialise, primarily through aquatic recreation.

Budgeting

The Budgeting Area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

Corporate Funds

The Corporate Funds includes the management of loans, reserve fund transfers, restricted and trust funds, rate revenue and corporate grants funding.

Finance Office

The Finance Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Finance functional area.

Financial Services

The key role of Financial Services is to manage and control the Town's finances in a sound and prudent manner.

Information Systems

Information Systems assists the Town in operating efficiently with the smooth running of essential business computer programs and systems.

Leisurelife

The Leisurelife Centre aims to improve community health and wellbeing, and to provide a safe and welcoming environment for the community to meet and socialise, primarily through active recreation.

Parking

The Parking Management section guides future parking initiatives within the Town, ensuring equitable access for everyone, whilst also monitoring existing parking areas and ensuring a safer community.

Rangers

Ranger Services offer a 24 hours-a-day / 7 days-a-week service to help ensure community safety in the areas of Dog and Cat management and Local Law enforcement.

Operations

Asset Planning

Asset Planning provides services to manage and maintain Council facilities and their related assets.

Environment

The Environment Area is committed to preserving and enhancing natural areas and recognises not only the ecological benefits of protecting natural assets, but also the social and recreational benefits as well.

Fleet Services

Fleet Services oversees the various items of light fleet, heavy fleet and plant and equipment.

Operations Office

The Operations Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Operations functional area.

Parks and Reserves

The Parks and Reserves Section delivers high quality horticultural works to parks, reserves and streetscapes.

Project Management

Project Management assists in improving the standards of project management and project delivery and delivers nominated projects on behalf of the Town.

Property Development and Leasing

Property Management and Leasing assists in strategic property development projects and property leasing requirements on behalf of the Town.

Street Improvement

Street Improvement provides engineering advice, design, planning, and road safety initiatives.

Street Operations

Street Operations ensure the maintenance and renewal of roads, pathways, drainage and associated assets.

Waste

Waste Management implements waste collection, minimisation and disposal in a sustainable manner.

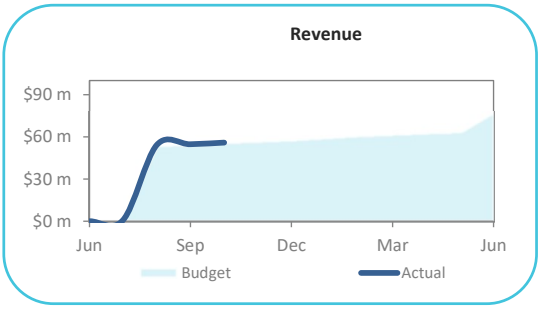
Particulars	Material Variance $		%	Revised Budget $	31 October 2021 Year-to-Date Budget $	Year-to-Date Actual $
Revenue						
Chief Executive Office				**0**	**0**	**279**
Chief Executive Office				0	0	279
Communications and Engagement				0	0	0
Customer Relations				0	0	0
People and Culture				0	0	0
Governance and Strategy				0	0	0
Community Planning				**1,212,071**	**534,735**	**626,400**
Community Planning Office				0	0	279
Building Services	32,872	▼	21.8%	378,500	150,828	117,956
Community Development				31,100	10,364	15,262
Digital Hub				26,800	0	600
Environmental Health	82,358	▲	49.7%	175,800	165,676	248,034
Events, Arts and Funding				189,771	78,831	65,180
General Compliance				21,500	0	3,665
Library Services				19,600	6,036	8,273
Place Planning				0	0	11,519
Urban Planning	32,632	▲	26.5%	369,000	123,000	155,632
Finance				**54,528,118**	**47,300,445**	**47,538,871**
Aqualife	45,036	▲	5.3%	2,431,194	846,058	891,094
Budgeting				1,594,117	0	0
Corporate Funds	79,599	▲	0.2%	45,334,012	44,594,129	44,673,728
Finance Office				0	0	0
Financial Services				401,835	283,171	305,561
Technology and Digital Strategy				1,500	500	30
Leisurelife	64,657	▼	9.6%	2,048,647	670,979	606,322
Parking	165,296	▲	19.3%	2,569,813	856,604	1,021,900
Ranger services				147,000	49,004	40,236
Operations				**21,642,738**	**7,864,248**	**7,792,970**
Asset Planning	48,778	▼	0.7%	11,706,988	6,867,936	6,819,158
Environment				0	0	0
Fleet Services				10,000	0	5,961
Operations Office				1,100	368	0
Parks and Reserves				3,519,447	19,580	19,688
Project Management				1,000	332	358
Property Development and Leasing				0	0	0
Street Improvement	32,389	▼	99.1%	98,000	32,668	279
Street Operations				5,532,684	260,508	240,509
Waste Services				773,519	682,856	707,018
Total Revenue				**77,382,927**	**55,699,428**	**55,958,519**

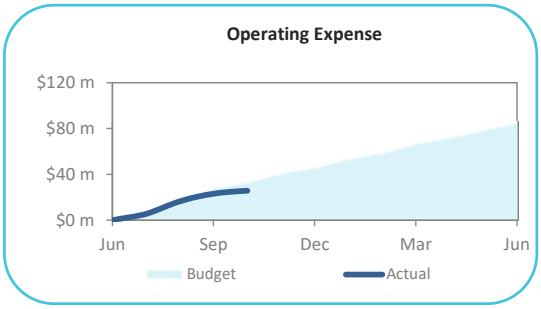
Particulars	Material Variance $		%	Revised Budget $	31 October 2021 Year-to-Date Budget $	Year-to-Date Actual $
Operating Expense						
Chief Executive Office				**(5,388,097)**	**(1,665,890)**	**(1,421,286)**
Chief Executive Office				(1,167,110)	(362,002)	(376,503)
Communications and Engagement	45,629	▼	21%	(1,013,767)	(214,595)	(168,966)
Customer Relations	26,473	▼	11%	(834,095)	(251,520)	(225,047)
Governance and Strategy	98,770	▼	24%	(1,106,987)	(410,885)	(312,115)
People and Culture	88,233	▼	21%	(1,266,138)	(426,888)	(338,655)
Community Planning				**(10,984,545)**	**(3,756,090)**	**(2,931,737)**
Building Services	39,078	▼	17%	(654,508)	(236,478)	(197,400)
Community Development				(1,376,660)	(370,152)	(348,428)
Community Planning Office	32,375	▼	10%	(954,072)	(324,232)	(291,857)
Digital Hub	25,631	▼	34%	(199,431)	(74,940)	(49,309)
Environmental Health	38,593	▼	15%	(777,682)	(260,619)	(222,026)
Events, Arts and Funding				(1,536,344)	(461,030)	(483,572)
General Compliance				(135,205)	(39,580)	(41,658)
Library Services	55,816	▼	12%	(1,309,637)	(459,321)	(403,505)
Place Planning	534,276	▼	47%	(2,901,439)	(1,134,001)	(599,725)
Urban Planning	101,479	▼	26%	(1,139,567)	(395,737)	(294,258)
Finance				**(23,986,082)**	**(4,968,937)**	**(3,987,971)**
Aqualife				(3,038,698)	(980,715)	(975,595)
Budgeting	49,475	▼	308%	(9,186,154)	(16,056)	33,419
Corporate Funds	194,398	▼	55%	(1,047,350)	(352,649)	(158,251)
Finance Office	88,988	▼	29%	(909,064)	(309,747)	(220,759)
Financial Services	46,469	▼	10%	(1,282,388)	(462,515)	(416,046)
Leisurelife	27,769	▼	4%	(2,046,112)	(672,319)	(644,550)
Parking	196,663	▼	28%	(2,098,390)	(706,060)	(509,397)
Ranger services	87,544	▼	32%	(824,005)	(275,510)	(187,966)
Technology and Digital Strategy	284,540	▼	24%	(3,553,921)	(1,193,366)	(908,826)
Operations				**(45,014,567)**	**(20,411,175)**	**(17,325,535)**
Asset Planning	231,734	▼	4%	(17,341,689)	(5,874,771)	(5,643,037)
Environment	31,838	▼	35%	(319,853)	(91,624)	(59,786)
Fleet Services				16,270	(45,802)	(59,446)
Operations Office	90,782	▲	29%	(912,350)	(310,274)	(401,056)
Parks and Reserves	1,026,602	▼	51%	(5,209,722)	(2,000,663)	(974,061)
Project Management	912,826	▼	79%	(2,735,541)	(1,150,976)	(238,150)
Property Development and Leasing	191,887	▼	64%	(890,058)	(298,114)	(106,227)
Street Improvement	167,839	▼	40%	(1,318,389)	(415,004)	(247,165)
Street Operations	92,425	▼	11%	(2,588,965)	(845,855)	(753,430)
Waste Services	534,914	▼	6%	(13,714,270)	(9,378,092)	(8,843,178)
Total Operating Expense				**(85,373,291)**	**(30,802,092)**	**(25,666,529)**

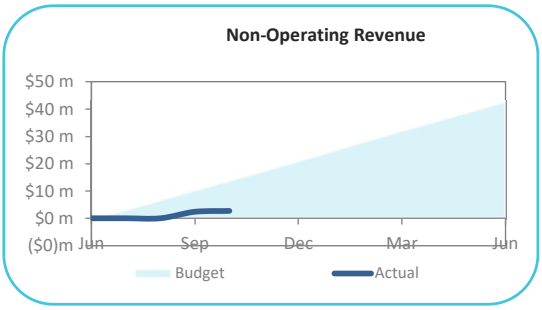
Particulars	Material Variance $		%	Revised Budget $	31 October 2021 Year-to-Date Budget $	Year-to-Date Actual $
Capital Expense						
Chief Executive Office				**0**	**0**	**0**
Chief Executive Office				0	0	0
Communications and Engagement				0	0	0
Customer Relations				0	0	0
People and Culture				0	0	0
Governance and Strategy				0	0	0
Community Planning				**(2,500)**	**(832)**	**(1,500)**
Building Services				0	0	0
Community Development				0	0	0
Community Planning Office				0	0	0
Digital Hub				0	0	0
Environmental Health				0	0	0
Events, Arts and Funding				(2,500)	(832)	(1,500)
General Compliance				0	0	0
Library Services				0	0	0
Place Planning				0	0	0
Urban Planning				0	0	0
Finance				**(480,830)**	**(139,740)**	**(120,255)**
Aqualife				(40,000)	(40,000)	(37,085)
Budgeting				0	0	0
Corporate Funds				0	0	0
Finance Office				0	0	0
Financial Services				0	0	0
Technology and Digital Strategy				(420,832)	(93,072)	(83,170)
Leisurelife				0	0	0
Parking				(19,998)	(6,668)	0
Ranger services				0	0	0
Operations				**(27,514,023)**	**(2,207,707)**	**(1,552,318)**
Asset Planning	114,400	▼	54%	(2,775,685)	(211,435)	(97,035)
Environment				0	0	0
Fleet Services	266,023	▼	84%	(1,027,485)	(318,168)	(52,145)
Operations Office				0	0	0
Parks and Reserves	68,152	▲	10%	(9,710,508)	(715,560)	(783,712)
Project Management	383,059	▼	100%	(1,150,000)	(383,332)	(273)
Property Development and Leasing				0	0	(358)
Street Improvement				0	0	0
Street Operations	39,583	▲	7%	(12,850,345)	(579,212)	(618,795)
Waste Services				0	0	0
Total Capital Expense				**(27,997,353)**	**(2,348,279)**	**(1,674,072)**

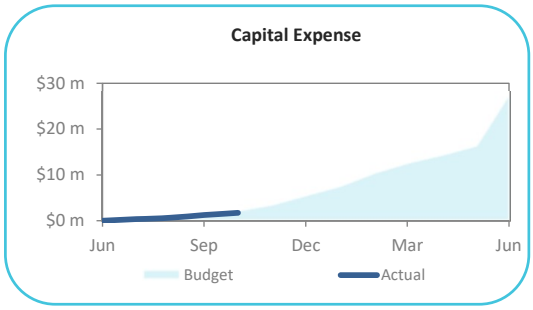
Particulars	Material Variance $		%	Revised Budget $	31 October 2021 Year-to-Date Budget $	Year-to-Date Actual $
Non-Operating Revenue						
Finance				**43,280,434**	**2,699,032**	**2,689,441**
Corporate Funds				43,280,434	2,699,032	2,689,441
Operations				**391,500**	**0**	**74**
Fleet Services				391,500	0	74
Total Non-Operating Revenue				**43,671,934**	**2,699,032**	**2,689,515**
Non-Operating Expense						
Finance				**(16,828,798)**	**(2,485,688)**	**(1,390,899)**
Corporate Funds	1,094,789	▼	44%	(16,828,798)	(2,485,688)	(1,390,899)
Total Non-Operating Expense				**(16,828,798)**	**(2,485,688)**	**(1,390,899)**
Non-Cash Items Adjustments						
(Profit) and Loss				(1,486,163)	0	0
Depreciation	3,189,475	▲	101%	9,468,200	3,156,056	(33,419)
Total Non-Cash Items Adjustments				**7,982,037**	**3,156,056**	**(33,419)**
Suspense Items Yet To Be Applied				0	0	(316,754)
Opening Surplus / (Deficit)				1,165,061	1,165,061	784,497
Closing Surplus / (Deficit)				**2,517**	**27,083,518**	**30,350,858**

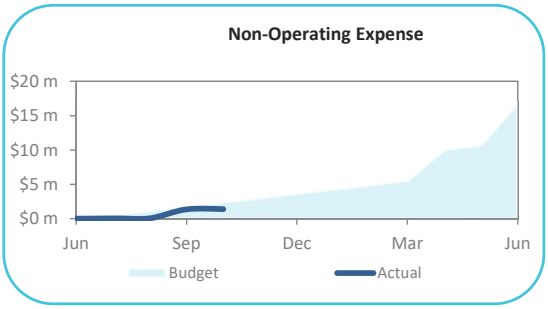
Graphical Representation

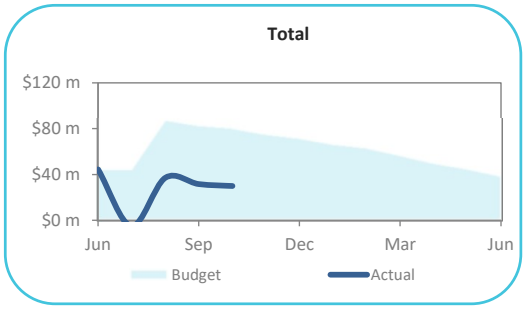












Particulars	Brought Forward 1 July $	Year To Date Actual $
Current Assets		
Cash - Unrestricted	10,905,801	20,555,873
Cash - Reserves / Restricted	53,222,742	50,869,080
Receivables and Accruals	3,995,466	25,067,104
Inventories	12,756	12,756
	68,136,766	**96,504,813**
Less Current Liabilities		
Payables and Provisions	(14,129,527)	(15,284,875)
	(14,129,527)	**(15,284,875)**
Net Current Asset Position	**54,007,239**	**81,219,938**
Less		
Cash - Reserves / Restricted	(53,222,742)	(50,869,080)
Estimated Surplus / (Deficiency) Carried Forward	**784,497**	**30,350,858**

Cash and Investments Analysis

	Amount Invested $	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings $	Percentage of Portfolio
Cash - Unrestricted						
CBA	**15,655,592**				**1,612**	**24%**
At Call	6,166,539	Variable	11am	Daily	0	
Online Saver	9,489,053	0.20	11am	Daily	1,612	
NT Treasury Corporation	**2,000,000**				14,038	**3%**
	2,000,000	0.60	427	15-Dec-21	14,038	
AMP	**3,000,000**				**20,342**	**5%**
	3,000,000	0.75	330	23-Dec-21	20,342	
Total Cash - Unrestricted	**20,655,592**				**35,993**	**32%**
Cash - Restricted						
CBA	**8,792,511**				**1,380**	**14%**
At Call	670,807	Variable	11am	Daily	0	
Online Saver	8,121,704	0.20	11am	Daily	1,380	
ME Bank	**24,000,000**				**76,000**	**37%**
	5,000,000	0.40	305	11-Feb-22	16,712	
	4,000,000	0.50	265	22-Jun-22	14,521	
	5,000,000	0.50	214	11-Feb-22	14,658	
	5,000,000	0.50	274	12-Apr-22	18,767	
	5,000,000	0.45	184	21-Jan-22	11,342	
AMP	**7,000,000**				**51,603**	**11%**
	2,000,000	0.75	365	18-Aug-22	15,000	
	5,000,000	0.80	334	30-Aug-22	36,603	
Judo	**4,000,000**				**136,681**	**6%**
	4,000,000	0.65	365	16-Sep-22	26,000	
Total Cash - Restricted	**43,792,511**				**110,681**	**68%**
Total Cash - Invested	**64,448,103**				**213,102**	**100%**

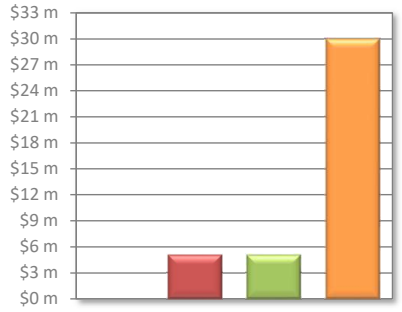
Cash and Investments Analysis

Portfolio Diversity

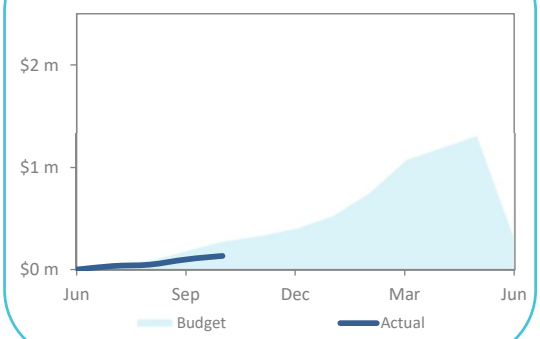
Institution	%
Bankwest	0
Judo	6
CBA	38
ME Bank	37
AMP	16
NT Treasury Corporation	3
NAB	0
	100

Investment Maturity Timing

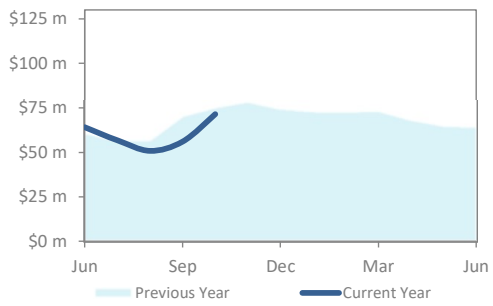
Maturity	$
Up to 30 days	0
31 - 60 days	5,000,000
61 - 90 days	5,000,000
90+ days	30,000,000
Total Investment	40,000,000



Interest Earnings

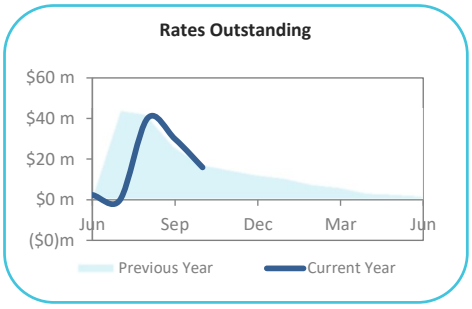


Total Cash Holdings



Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)

	Total
Balance from Previous Year	2,399,448
Rates Levied - Initial	44,337,636
Rates Levied - Interims	0
Total Rates Collectable	**46,737,084**
Current Rates Collected To Date	28,434,539
Current Rates Outstanding	**18,302,545**
% Rates Outstanding	**39.2%**
% Rates Outstanding same time last year	**38.7%**



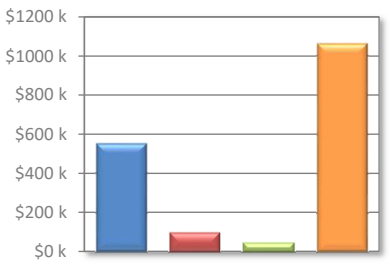
Lower collections to this time last year due to instalments and initial notice going out later than last year

Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	592,048	286,953	-	600	304,495
Property Rent	7,308	6,122	-	185	1,000
Aqualife Fees	29,234	25,481	1,984	710	1,059
Leisurelife Fees	52,237	23,642	-	75	28,520
Community Development Fees	17,517	1,071	-	-	16,446
Health Fees	44,545	3,614	40,356	431	144
Other Fees and Charges	35,636	23,879	2,535	4,108	5,113
Building and Planning Application Fees	35,017	10,640	5,309	13,591	5,478
Infringements - Parking	886,310	164,545	44,463	25,394	651,909
Infringements - Animals	37,016	3,800	200	450	32,566
Infringements - General	1,631	-	-	-	1,631
Infringements - Bush Fire	9,693	-	-	-	9,693
Infringements - Health	4,079	-	-	-	4,079
Total Sundry Debtors	**1,752,270**	**549,747**	**94,847**	**45,544**	**1,062,133**

Sundry Debtor Aged Analysis

Maturity	$
Up to 30 days	549,747
31 - 60 days	94,847
61 - 90 days	45,544
90+ days	1,062,133
	1,752,270



Grants and Contributions

Details		Original Budget $	Revised Budget $	Receipt Status Invoiced	Remaining
Operating Funding					
Chief Executive Office	0				
Not Applicable		-	-	-	-
Community Planning	67,200				
Community Development - Sponsorships		23,200	23,200	-	23,200
Digital Hub - Grants		40,000	40,000	600	39,400
Library Services - Grants		2,000	2,000	880	1,120
Environmental Health		2,000	2,000	-	2,000
Finance	1,431,464				
Corporate Funds - Federal Financial Assistance Grants		1,214,794	1,214,794	155,332	1,059,462
Financial Services - DFES ESL Commission		71,670	71,670	43,825	27,845
Parking		130,000	130,000	28,301	101,699
Ranger Services		15,000	15,000	2,645	12,355
Operations	224,664				
Street Operations - MRDWA Direct Grant and street lighting subsidy		224,664	224,664	97,108	127,556
Capital Funding					
Operations					
Harold Rossiter change room upgrades		50,000	50,000	-	50,000
Blackoak Investments Ed Millen parklands		3,300,000	3,300,000	-	3,300,000
Shade Sails State Govt Grants:					
Read Park		20,000	20,000	-	20,000
Fraser Park		20,000	20,000	-	20,000
Rotary Park		20,000	20,000	-	20,000
Duncan Reserve		20,000	20,000	-	20,000
Forward Park		20,000	20,000	-	20,000
Street Operations Grants:					
Rutland Avenue Shared Path (Miller to GEHwy)		2,200,000	2,200,000	-	2,200,000
Albany Highway from Kent to Mint Street		52,300	52,300	18,891	33,409
Albany Hwy - Dane to Westminster St New		36,212	36,212	-	36,212
Briggs Street - Rutland to Downing		47,101	47,101	18,448	28,653
Berwick Street - Sussex Street to Basinghall Street		154,809	154,809	60,939	93,870
Etwell Street LRCI Phase 2		1,150,000	1,150,000	-	1,150,000
Hordern and Geddes Intersection (Blackspot)		107,387	107,387	-	107,387
Hordern and McMillan Intersection (Blackspot)		122,588	122,588	-	122,588
Archer and Orrong Intersection (Blackspot)		679,047	679,047	-	679,047
Star Street and Briggs Street (Blackspot)		337,333	337,333	-	337,333
Roads to Recovery Funding Income - Location TBA		237,608	237,608	-	237,608
Kent Street - Albany to Gloucester MRRG		80,581	80,581	30,770	49,811
Carlisle Laneways (Community Development Grant)		13,173	13,173	-	13,173
Terminus Lane (Community Development Grant)		113,413	113,413	-	113,413
Total Cash Deposits		**10,504,880**	**10,504,880**	**457,739**	**10,047,141**

Reserve Funds Descriptions

The purposes for which funds have been set aside by Council, in Reserve Funds, are outlined below -

Building Renewal
To be used to fund renewal projects associated with Council's Building assets.

Cash-in-Lieu
To be used to assist in funding initiatives associated with payments received as cash in lieu of required obligations or works.

Community Art
To be used to fund the purchase and placement of art for the Council and Community.

COVID-19 Recovery Reserve
To be used to assist in funding recovery initiatives related to COVID-19.

Drainage Renewal
To be used to fund renewal projects associated with Council's Drainage infrastructure.

Edward Millen Site
To be used to assist in improving and / or maintaining the Edward Millen site, including the associated grounds.
grounds.

Employee Entitlements
To be used to fund the Towns Long Service Leave, Annual Leave and Personal Leave requirements and is maintained by an annual contribution to the reserve.

Furniture and Equipment Renewal
To be used to fund renewal projects associated with Council's Furniture and Equipment assets.

Future Fund
To assist in funding projects and property purchases that diversify Council's revenue streams.

Future Projects
To assist in funding 'new' and 'upgrade' capital projects, with funding primarily derived from the sale of land assets.

Harold Hawthorne - Carlisle Memorial
To be used to provide funds to assist in conducting future Spring Garden Competitions.

Information Technology Renewal
To be used to fund renewal projects associated with Council's information technology assets.
significant insurance claims.

Insurance Risk Reserve
To be used for the purpose of meeting the difference between premiums and claims in the event of any significant insurance claims.

Other Infrastructure Renewal
To be used to fund renewal projects associated with Council's Other infrastructure.

Parks Renewal
To be used to fund renewal projects associated with Council's Parks infrastructure.

Parking Benefits

To be used to accumulate funds including those from Parking Operations surpluses ; alleviating the impacts of intergenerational equity in funding major facilites.

Pathways Renewal

To be used to fund renewal projects associated with Council's Pathways infrastructure

Plant and Machinery Renewal

To be used to assist in the acquisition and replacement of the Town's Plant and Machinery.

Renewable Energy

To assist in investigating and funding renewable energy projects within the District.

Roads Renewal

To be used to fund renewal projects associated with Council's Roads Infrastructure

Underground Power

To assist in the funding of projects associated with the installation of underground power and associated landscaping.

Urban Forest Strategy

To assist in funding initiatives associated with the Urban Forest Strategy

Waste Management

To assist in the funding of waste management and waste minimisation strategies

Reserve Funds Transactions

	Annual Opening Balance $	Transfer to Reserve $	Transfer from Reserve $	31 October 2021 Balance Actual $	Balance Budget $	Annual Revised Budget $
Building Renewal	1,728,745	1,399	-	1,730,144	1,696,913	1,696,913
Cash-in-Lieu	-	-	-	-	-	-
Community Art	663,116	600	-	663,716	612,952	612,952
COVID-19 Recovery Reserve	1,621	456	-	2,077	1,205	1,205
Drainage Renewal	402,806	257	-	403,063	362,830	362,830
Edward Millen Site	2,031,840	1,846	-	2,033,686	2,100,504	2,100,504
Employees Entitlement Reserve	-	-	-	-	33,332	33,332
Furniture and Equip Renewal	703,146	607	-	703,753	690,482	690,482
Future Fund	17,404,690	13,315	-	17,418,005	15,292,470	15,292,470
Future Projects	192,556	131	-	192,687	281,756	281,756
Harold Hawthorn - Carlisle	183,408	167	-	183,575	183,576	183,576
Information Technology Renewal	1,200,557	986	-	1,201,543	1,103,065	1,103,065
Insurance Risk Reserve	459,467	417	-	459,884	459,867	459,867
Land Asset Optimisation	1,685,885	1,532	-	1,687,416	1,685,885	1,685,885
Other Infrastructure Renewal	712,302	304	-	712,606	586,722	586,722
Parks Renewal	2,558,224	1,025	-	2,559,249	2,082,624	2,082,624
Parking Benefits Reserve	-	-	-	-	66,668	66,668
Pathways Renewal	1,629,017	29	-	1,629,045	1,096,533	1,096,533
Plant and Machinery	575,043	298	-	575,340	520,843	520,843
Renewable Energy	280,889	255	-	281,144	281,157	281,157
Roads Renewal	4,404,977	1,331	-	4,406,309	3,293,177	3,293,177
Underground Power	14,353,196	15,295	(2,395,200)	11,973,291	8,858,104	8,858,104
Urban Forest Strategy	1,001,624	456	-	1,002,080	708,760	708,760
Waste Management	1,049,635	831	-	1,050,466	1,050,503	1,050,503
	53,222,742	**41,537**	**(2,395,200)**	**50,869,080**	**43,049,926**	**43,049,926**

Capital Items

The following pages summarise the progress of the Capital Items.

For the purposes of these pages, the following indicators have been used -

Item Timing
This relates to how the item is tracking time-wise and is displayed using the following indicators -

☒	Behind
☐	On-Track
☑	In-Front

Budget Status
This relates to how the item is costing against the Revised Budget and is displayed using the following indicators -

☒	Over budget
☐	On budget
☑	Under budget

Completion Stage
This relates to where the item is currently, in terms of completion, and is displayed using the following indicators -

□□□□	Not commenced
■□□□	Commenced
■■□□	Half-way completed
■■■□	Nearing completion
■■■■	Completed

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Land and Buildings			**2,775,685**	**96,945**
Renewal - Land and Buildings				
Unplanned Reactive Works	☐	☐☐☐☐	75,000	0
10 Kent Street - Interior Refurbishment (Disability Access)	☐	■☐☐☐	182,497	96,404
Aqualife - BMS Renewal	☐	■■■☐	18,938	541
Aqualife - Auto Doors (Disability and family accessible compliance)	☐	☐☐☐☐	50,000	0
Aqualife - Pool Plant Renewal	☐	■☐☐☐	55,356	0
Aqualife - Gym Change room refurb (F/M & disability access)	☐	☐☐☐☐	150,000	0
Library - Fitout and Layout changes (RFID) stage 1 - External Doors	☐	■■■☐	23,894	0
Airconditioning Replacement Program (Leisurelife)	☐	☐☐☐☐	100,000	0
Lighting Replacement (LED's) - Vic Park Bowling Club and Club Rooms	☐	☐☐☐☐	30,000	0
Administration - Basement End of trip facilities refurbishment	☐	☐☐☐☐	80,000	0
Administration - Painting - External	☐	☐☐☐☐	120,000	0
Club room painting - Raphael Park	☐	■☐☐☐	15,000	0
Club room painting - Carlisle Reserve	☐	■☐☐☐	15,000	0
Higgins Park Clubroom Wall (internal wall)	☐	☐☐☐☐	10,000	0
Security Screens (Harold, Fraser, JA Lee and Raphael)	☐	■☐☐☐	40,000	0
Indoor creche softfall replacement	☐	☐☐☐☐	30,000	0
Harold Rossiter change room upgrades (Storage, Changeroom, toilet)	☐	☐☐☐☐	150,000	0
Lathlain Redevelopment Zone 1	☐	☐☐☐☐	1,550,000	0
Upgrade - Land and Buildings				
Library -Disability Access/Toilet upgrades	☐	☐☐☐☐	80,000	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Plant and Machinery			**1,027,485**	**84,014**
Renewal - Plant and Machinery				
1GLD024 - Mazda CX-5 Maxx Sport 110VPK	☐	☐☐☐☐	35,000	0
Vehicle Purchase -Rangers (122VPK)	☐	☐☐☐☐	44,000	0
164 VPK - Holden Cruze Sedan	☐	■☐☐☐	26,000	0
171 VPK Subaru Impreza	☐	☐☐☐☐	26,000	0
179 VPK - Holden Cruze Sedan	☐	☐☐☐☐	26,000	0
180 VPK Subaru Impreza 2.0i Hatch	☐	■■☐☐	26,000	0
1GKI948 - Toyota Corolla	☐	■☐☐☐	26,000	0
1GFU524 Subaru Impreza Hatch	☐	■☐☐☐	26,000	0
1GIR083 - Subaru Impreza Hatch	☐	■☐☐☐	26,000	0
1GJM311 - Subaru Impreza Hatch	☐	■■☐☐	26,000	0
117 VPK Mitsubishi Triton	☐	☐☐☐☐	33,000	0
Vehicle Purchase - Parking Area (178VPK)	☐	■■■■	25,000	22,634
139 VPKHino Pro Ranger Tipper with crane	☐	■☐☐☐	150,000	0
Heavy Truck 9T (137VPK)	☐	■■■☐	175,000	0
Pavement Sweeper (177VPK)	☐	■☐☐☐	280,000	0
Custom Made Water Tank	☐	☐☐☐☐	29,000	0
Insurance Replacement 1GWO546	☐	■■■■	27,485	24,295
Minor Plant Renewal - Street Improvement	☐	■☐☐☐	21,000	0
Furniture and Equipment			**40,000**	**37,085**
Renewal -Furniture and Equipment				
Aqualife Gym Equipment	☐	☐☐☐☐	40,000	37,085
Information Technology			**420,832**	**83,170**
New - Information Technology				
Library - RFID Self-Service System	☐	■■■☐	45,840	41,555
Software - Asset Management System	☐	■■☐☐	81,220	11,100
Risk Management Software (Governance)	☐	■■☐☐	18,000	0
Minutes Digitisation (Records)	☐	■■☐☐	20,000	0
Recruitment Software (HR)	☒	■■☐☐	30,000	30,515
Renewal - Information Technology				
TDS Device Fleet Replacement	☐	☐☐☐☐	100,000	0
Replacement of network equipment	☐	☐☐☐☐	35,000	0
Replacement of Mobile Devices	☐	☐☐☐☐	45,000	0
Upgrade - Information Technology				
System Upgrade - Authority 7.x	☐	■■☐☐	45,772	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Roads			**9,581,666**	**502,205**
Renewal - Roads				
Kent Street - Gloucester to Berwick MRRG 21/22	☐	■□□□	120,872	0
Basinghall Street - Albany to Berwick MRRG 21/22	☐	■□□□	232,214	0
Albany Highway - Dane St Intersection MRRG 21/22	☐	■□□□	54,318	0
Merton Street - Gresham to Miller	☐	■□□□	122,946	0
Marchamley Street - Roberts to Gemini	☐	■□□□	387,570	0
Carnarvon Street - Lakeview to Dane	☐	■□□□	122,685	88,518
Boulder Street - Carnarvon to Shepperton	☐	□□□□	64,604	0
Hubert Street - Miller to Mint	☐	■□□□	185,123	0
Cardiff Street - Shepperton to Carnarvon	☐	■□□□	70,980	0
Welshpool Road (Albany to Sevenoaks)	☐	■□□□	73,156	67,500
Satellite Place - Roberts to End	☐	■□□□	153,525	0
Galaxy Way - Mercury to Orrong	☐	■□□□	155,590	113,243
Harris Street - Briggs to Kew	☐	■□□□	173,515	0
Camberwell Street - Berwick to Devenish	☐	■□□□	124,808	0
Kitchener Way - Burswood to Kitchener	☐	■□□□	52,119	0
Kitchener Avenue - Harper to Duncan	☐	■□□□	111,917	0
Howick Street East - Rutland to Gallipoli	☐	■□□□	99,055	768
Enfield Street - Roberts to Rayment	☐	■□□□	86,745	0
Midgley Street - Gallipoli to Goddard	☐	■□□□	201,187	0
Manchester Street - Gloucester to Albany	☐	■□□□	228,485	0
Teague Street - Harvey to Harper	☐	■□□□	88,930	7,013
Temple Street - Washington to Berwick (Stage 2)	☐	■□□□	135,000	93,532
Heirrisson Way - Kerb Replacement	☐	■□□□	25,000	0
Colombo Street South - Gloucester to Berwick	☐	■□□□	85,200	502
Withnell Street - Swansea to Read	☐	■□□□	137,811	14,927
Albany Highway - Mint Street Intersection	☐	■□□□	78,450	0
Leonard Street - Gloucester to Berwick	☐	■□□□	87,897	0
Emily Street - Berwick to Boundary	☐	■□□□	87,406	0
Roads to Recovery	☐	□□□□	237,608	0
Read Street - Withnell to Oats	☐	□□□□	32,076	640
Briggs Street - Rutland to Downing MRRG 21/22		□□□□	70,652	0
Template Street - Washington to Berwick c/fwd	☐	■■■■	100,491	0
ROW 46 Upgrade c/fwd	☐	■■□□	240,000	32,881
Garland Street Renewal c/fwd	☐	■■■□	29,889	0
Upgrade - Roads				
Archer/Mint Street Upgrade - Stage 1	☐	■□□□	1,500,000	0
Roberts Road and Orrong Road - Intersection	☐	■■□□	11,784	0
B-List Projects - Crash barrier @ 86 Berwick St & minor intersection widening at Devenish Street/Hill View Tce	☐	□□□□	75,000	0
Burlington Street/Leichardt Street Intersection Upgrade	☐	□□□□	95,000	0
Star Street and Briggs Street (Blackspot)	☐	■■■□	594,047	0
Archer and Orrong Intersection (Blackspot)	☐	■■□□	1,338,420	4,800
Hordern and Geddes Intersection (Blackspot)	☐	■■□□	211,997	3,200
Hordern and McMillan Intersection (Blackspot)	☐	■■□□	256,172	(7,305)
Etwell Street Local Centre Revitalisation-LRCI Phase 2 Grant	☐	□□□□	1,150,000	273
Albany Highway Cycle Lanes (Mackie to Oswald) LRCI	☐	■■□□	91,422	81,713

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual $
Drainage			**300,000**	**10,605**
Renewal - Drainage				
Drainage - Right Of Ways - Various Locations c/fwd	☐	■□□□	120,000	0
Unplanned Renewal Projects	☐	□□□□	40,000	0
Reactive Drainage Works	☐	□□□□	100,000	0
Sump Renewals	☐	□□□□	40,000	10,605
Pathways			**2,654,227**	**6,170**
Renewal - Pathways				
McKay St, between Marquis St and Curtin Uni (North)	☐	■□□□	5,500	0
Milford St, between Milford St and Swansea St	☐	■□□□	11,813	0
Teague St, between Duncan St and Harper St (both sides)	☐	■□□□	40,935	0
Teague St, between Hampton St and Harvey St	☐	■□□□	9,135	0
Harvey St, between Teague St and Benporath St	☐	■□□□	23,573	0
Twickenham Rd, between Shepperton Rd and Burswood Rd	☐	■□□□	19,395	0
Manning Rd, between Kent St and South Entrance	☐	■□□□	35,925	0
Victoria Park Drive, Between Roger Mackay and Marlee Loop	☐	■□□□	300,000	0
Kitchener Ave - Egham Rd to Howick St (West)	☐	■□□□	10,404	0
New - Pathways				
Rutland Avenue Shared Path (Miller to Great Eastern Highway)	☐	■□□□	2,197,547	6,170
Parks			**9,710,508**	**776,616**
Renewal - Parks				
GO Edwards Park - Redevelopment	☐	■□□□	60,000	6,733
George Street Reserve - Revegetation Project	☐	■□□□	93,678	990
Forward Reserve-Playground, irrigation and fencing upgrades	☐	□□□□	98,000	0
Devenish Park Playground renewal	☐	■■■□	80,000	0
Drinking Fountains JA Lee Reserve	☐	■■□□	12,000	0
Parnham Park - Drinking Fountain	☐	■■□□	5,000	0
Carlisle Reserve - Drinking Fountain	☐	■■□□	6,000	0
Bore Water Meters - Various Sites	☐	■■■□	80,000	0
Bore Replacement Duncan Reserve	☐	■■□□	30,000	0
Central Control Upgrade Miller St & Works Depot	☐	■■□□	10,000	0
Main Roads/Arterials - Lanscaping/Planting	☐	□□□□	40,000	0
Ed Millen Park Masterplan	☐	□□□□	7,500,000	0
Upgrade - Parks				
Bolton Avenue Verge - Retaining Wall and Fencing	☐	■■■□	20,000	0
GO Edwards Masterplan - Stage 5	☐	■■■□	1,545,830	768,893
New - Parks				
Kent St Sandpit Concept Plan Implementation - site preparation	☐	□□□□	30,000	0
Read Park -Shade Sail	☐	□□□□	20,000	0
Fraser Park -Shade Sail	☐	□□□□	20,000	0
Rotary Park -Shade Sail	☐	□□□□	20,000	0
Duncan Reservek -Shade Sail	☐	□□□□	20,000	0
Forward Park -Shade Sail	☐	□□□□	20,000	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget $	Year-to-Date Actual Actual
Other Infrastructure			**1,486,950**	**99,438**
Renewal - Other Infrastructure				
Carpark #15 Renewal - Fletcher Park	☐	■■■□	48,468	4,535
Bus Shelters - Renewal	☐	■■□□	120,000	0
Street Lighting - Albany Highway and Laneways	☐	□□□□	50,000	0
Mirvac - Lighting Replacement	☐	■□□□	150,000	0
Upgrade - Other Infrastructure				
Street Lighting - Safety Improvements (Safer Neighbourhoods Plan)	☐	■■■■	37,193	23,664
Carlisle Laneways (Community Development Grant)	☐	□□□□	12,643	0
Terminus Lane (Community Development Grant)	☐	■□□□	15,455	6,763
Upgrade - ROW 59	☐	■■□□	435,693	62,976
Upgrade - ROW 33	☐	□□□□	390,000	0
New - Other Infrastructure				
Parking - ACROD Bays - Allocation TBA new priority list	☐	□□□□	15,000	0
Purchase and Installation of parking meters - Parking Initiative	☐	□□□□	19,998	0
Pedestrian Infrastructure Improvements	☐	■■■■	40,000	0
Lathlain Redevelopment (Zone 2x) - Public Art	☐	■■■□	2,500	1,500
Retaining Wall-Rathay Street	☐	□□□□	150,000	0

Municipal Fund Bank Account

Payment	Date	Payee	Description	Amount
Cancelled Payments				
Creditors Cheques				
00608866	21-Oct-21	Department of Transport	********** C A N C E L L E D ******	1,131.30
			Total Creditors Cheques	**1,131.30**
Creditors EFT Payments				
1935.672-01	7-Oct-21	Fines Enforcement Registry	********** C A N C E L L E D ******	245.40
1940.5276-01	14-Oct-21	Mr J R Davis	********** C A N C E L L E D ******	1,000.00
1938.183-01	14-Oct-21	Victoria Park Croquet Club	********** C A N C E L L E D ******	15,000.00
			Total Creditors EFT Payments	**16,245.40**
Payments				
Creditors Cheques				
00608868	21-Oct-21	Department of Transport	Licencing and Subscriptions	1,647.40
00608867	21-Oct-21	Gaming and Wagering Commission of W	Bingo Costs	211.16
00608865	14-Oct-21	Supreme Court of Western Australia	Licencing and Subscriptions	55.50
			Total Creditors Cheques	**1,914.06**
Creditors EFT Payments				
1935.7653-01	7-Oct-21	2021 National Economic Development		450.00
1935.7332-01	7-Oct-21	3em Engineering Consultants	Electrical Services and Maintenance	2,750.00
1948.7753-01	28-Oct-21	A B Spittle	Grant - CCTV Partnership Program	750.00
1935.2247-01	7-Oct-21	A Beautiful City Pty Ltd	Placemaking Services	2,787.40
1938.7654-01	14-Oct-21	A Frazer & A D Frazer	Community Engagement Services	4,768.50
1948.7727-01	28-Oct-21	A Jagadish	Grant - CCTV Partnership Program	649.50
1944.7454-01	21-Oct-21	A Liew & L Monneron T/as McMillan	Flowers	102.90
1935.4-01	7-Oct-21	AAC Wristbands Australia Pty Ltd	Equipment Supply and Repair	1,150.26
1935.1328-01	7-Oct-21	Abco Products Pty Ltd	Cleaning Services and Equipment	905.26
1944.7509-01	21-Oct-21	ACEconnect	Service	375.00
1950.7679-01	28-Oct-21	Acon Health Ltd	Office Supplies	92.99
1950.331-01	28-Oct-21	Active Games & Entertainment	Event Performance and Activity	1,200.00
1951.538-01	28-Oct-21	Alinta	Gas Usage Charges	227.95
1938.20-01	14-Oct-21	Allmark & Associates Pty Ltd	Uniforms and Protective Equipment	171.60
1944.4391-01	21-Oct-21	Allstate Kerbing & Concrete	Footpath Materials and Construction	1,864.28
1935.279-01	7-Oct-21	Ampol Australia Petroleum Pty Ltd	Fuel and Oils	9,948.20
1944.279-01	21-Oct-21	Ampol Australia Petroleum Pty Ltd	Fuel and Oils	8,586.16
1938.4093-01	14-Oct-21	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	8,735.10
1944.4093-01	21-Oct-21	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	926.20
1950.4093-01	28-Oct-21	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	8,896.80
1950.6788-01	28-Oct-21	Asphalt In A Bag	Road Construction Materials and Services	1,718.75
1938.662-01	14-Oct-21	Asphaltech Pty Ltd	Road Construction Materials and Services	131,450.61
1950.662-01	28-Oct-21	Asphaltech Pty Ltd	Road Construction Materials and Services	923.23
1938.1435-01	14-Oct-21	Atom Supply	Equipment Supply and Repair	433.23
1944.1866-01	21-Oct-21	Austraffic WA	Traffic Control Services	1,182.50
1938.271-01	14-Oct-21	Australasian Performing Right	Licencing and Subscriptions	2,228.72
1950.273-01	28-Oct-21	Australia Post	Postage Services	16,770.19
1935.7663-01	7-Oct-21	Australian Football League	Event Performance and Activity	330.00
1938.1158-01	14-Oct-21	Australian Hvac Services	Equipment Supply and Repair	2,827.88
1944.1158-01	21-Oct-21	Australian Hvac Services	Equipment Supply and Repair	2,279.76
1950.1158-01	28-Oct-21	Australian Hvac Services	Equipment Supply and Repair	209.00
1944.424-01	21-Oct-21	Australian Institute Of Building	Conference and Workshop Enrolment	50.00
1935.13-01	7-Oct-21	Australian Institute of Management	Training Services	1,692.00
1935.1995-01	7-Oct-21	Australian Office Leadingbrands.com	Office Supplies	296.93
1937.50-01	14-Oct-21	Australian Service Union	Superannuation	25.90
1946.50-01	28-Oct-21	Australian Service Union	Superannuation	25.90
1937.98000-0	14-Oct-21	Australian Taxation Office	Taxation	178,978.00
1946.98000-0	28-Oct-21	Australian Taxation Office	Taxation	189,736.00
1935.274-01	7-Oct-21	Austswim Ltd	Licencing and Subscriptions	280.00
1935.3881-01	7-Oct-21	AWB Building Co	Facility Maintenance Services	3,167.93
1938.3881-01	14-Oct-21	AWB Building Co	Facility Maintenance Services	1,467.85
1944.3881-01	21-Oct-21	AWB Building Co	Facility Maintenance Services	744.25
1950.3881-01	28-Oct-21	AWB Building Co	Facility Maintenance Services	573.77
1938.4392-01	14-Oct-21	Axiis Contracting Pty Ltd	Footpath Materials and Construction	1,195.49
1935.7468-01	7-Oct-21	Axon Public Safety Australia Pty Lt	Customer Relations Services	11,805.75

Payment	Date	Payee	Description	Amount
1944.7671-01	21-Oct-21	Back to Front Fencing		552.50
1935.506-01	7-Oct-21	Battery World Welshpool	Machinery Servicing and Parts	29.99
1950.4665-01	28-Oct-21	Baxters Pty Ltd	Machinery Servicing and Parts	34.60
1938.280-01	14-Oct-21	Beaver Tree Services	Landscaping Materials and Services	21,115.66
1944.280-01	21-Oct-21	Beaver Tree Services	Landscaping Materials and Services	21,353.03
1944.409-01	21-Oct-21	Bidfood WA Pty Ltd	Resale Inventory	41.37
1935.5155-01	7-Oct-21	Bin Bath Corporation Pty Ltd	Waste Management Services	173.80
1950.5155-01	28-Oct-21	Bin Bath Corporation Pty Ltd	Waste Management Services	382.36
1935.1160-01	7-Oct-21	Bin Bomb Pty Ltd	Waste Management Services	484.00
1938.7452-01	14-Oct-21	Bing Technologies Pty Ltd	Postage Services	1,185.06
1950.7452-01	28-Oct-21	Bing Technologies Pty Ltd	Postage Services	3,892.34
1938.283-01	14-Oct-21	Blackwell & Associates Pty Ltd	Planning and Building Services	2,337.50
1950.6925-01	28-Oct-21	Blue Tang (WA) P/L t/a The Reef Uni	Landscaping Materials and Services	12,650.00
1938.5715-01	14-Oct-21	Bluebox Solutions	Software and IT Solutions	104.50
1944.287-01	21-Oct-21	BOC Limited	Equipment Supply and Repair	6.07
1950.287-01	28-Oct-21	BOC Limited	Equipment Supply and Repair	167.94
1935.333-01	7-Oct-21	Boral Construction Materials Group	Road Construction Materials and Services	374.00
1932.2093-01	5-Oct-21	BP Australia Pty Ltd	Fuel and Oils	3,453.02
1944.7228-01	21-Oct-21	Brainbox Advisory	Training Services	19,800.00
1944.7301-01	21-Oct-21	Brightmark Group Pty Ltd	Cleaning Services and Equipment	22,849.91
1935.290-01	7-Oct-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	210.27
1938.290-01	14-Oct-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	46.66
1944.290-01	21-Oct-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	147.62
1950.290-01	28-Oct-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	131.48
1938.785-01	14-Oct-21	CA Technology Pty Ltd (CAMMS Group)	Software and IT Solutions	6,155.60
1935.857-01	7-Oct-21	Capital Recycling	Waste Management Services	61.60
1944.2636-01	21-Oct-21	Carbon Neutral Pty Ltd	Environmental Services	2,019.60
1950.300-01	28-Oct-21	Carlisle Events Hire Pty Ltd	Equipment Hire	1,271.60
1934.5338-01	7-Oct-21	Carlton Surveys	Refund - Application Fee	4,405.50
1935.7643-01	7-Oct-21	Cash Management Solutions Pty Ltd /	Financial Services	412.50
1938.7643-01	14-Oct-21	Cash Management Solutions Pty Ltd /	Financial Services	132.00
1950.7643-01	28-Oct-21	Cash Management Solutions Pty Ltd /	Financial Services	1,188.00
1935.1503-01	7-Oct-21	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	18,397.39
1938.1503-01	14-Oct-21	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	1,118.26
1944.1503-01	21-Oct-21	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	1,663.20
1935.6797-01	7-Oct-21	CelloPark Australia Pty Ltd	Parking Management Services	550.00
1935.7453-01	7-Oct-21	Chellew Hawley Pty Ltd T/As Sifting	Cleaning Services and Equipment	4,407.20
1935.7000-01	7-Oct-21	Circle Leadership	Training Services	3,300.00
1950.1044-01	28-Oct-21	City of Armadale	Printing Services	819.95
1947.57-01	28-Oct-21	City of Perth Superannuation Plan	Superannuation	1,048.95
1938.511-01	14-Oct-21	City Subaru	Plant Supply and Servicing	764.50
1950.511-01	28-Oct-21	City Subaru	Plant Supply and Servicing	2,315.55
1935.466-01	7-Oct-21	Civica Pty Ltd	Software and IT Solutions	12,041.03
1950.483-01	28-Oct-21	Cleanaway	Waste Management Services	162,781.62
1944.629-01	21-Oct-21	Clever Patch Pty Ltd	Library Equipment and Stock	219.14
1944.7669-01	21-Oct-21	Complete Office Supplies Pty Ltd	Office Supplies	52.05
1938.413-01	14-Oct-21	Construction Training Fund	Levy Payments	4,044.50
1950.7676-01	28-Oct-21	Cool Thing Visual Productions	Event Performance and Activity	2,750.00
1935.689-01	7-Oct-21	Copley Contracting	Road Construction Materials and Services	3,828.00
1944.689-01	21-Oct-21	Copley Contracting	Road Construction Materials and Services	3,219.70
1944.209-01	21-Oct-21	Coretex Australia Pty Ltd	Software and IT Solutions	356.40
1938.2186-01	14-Oct-21	Cornerstone Legal Pty Ltd	Legal Services	23,368.40
1950.4656-01	28-Oct-21	Creative ADM	Community Engagement Services	2,299.83
1944.1807-01	21-Oct-21	Crow Books	Library Equipment and Stock	1,032.25
1937.55-01	14-Oct-21	CSA Employer Services	Superannuation	670.62
1946.55-01	28-Oct-21	CSA Employer Services	Superannuation	670.62
1935.478-01	7-Oct-21	CSP Industries Pty Ltd	Machinery Servicing and Parts	412.00
1944.478-01	21-Oct-21	CSP Industries Pty Ltd	Machinery Servicing and Parts	114.00
1935.953-01	7-Oct-21	Curtin University of Technology	Sponsorship	880.00
1935.631-01	7-Oct-21	Custom Built Saunas	Machinery Servicing and Parts	235.00
1935.5881-01	7-Oct-21	D.B.Cunningham Pty Ltd T/As	Construction Services	47,539.07
1950.5881-01	28-Oct-21	D.B.Cunningham Pty Ltd T/As	Construction Services	10,651.08
1944.5699-01	21-Oct-21	Darryl Bellotti	Design and Drafting Services	3,754.26
1935.723-01	7-Oct-21	Data#3 Limited	Software and IT Solutions	41,631.55
1944.5458-01	21-Oct-21	David Barr	Planning and Building Services	1,062.50
1950.5458-01	28-Oct-21	David Barr	Planning and Building Services	687.50

Payment	Date	Payee	Description	Amount
1935.426-01	7-Oct-21	Daytone Printing Pty Ltd	Printing Services	2,460.70
1938.426-01	14-Oct-21	Daytone Printing Pty Ltd	Printing Services	126.50
1944.426-01	21-Oct-21	Daytone Printing Pty Ltd	Printing Services	686.40
1938.4369-01	14-Oct-21	Delissimo	Catering and Refreshments	240.50
1935.346-01	7-Oct-21	Della's Group Pty Ltd	Printing Services	4,579.30
1938.263-01	14-Oct-21	Department of Fire and Emergency	Levy Payments	103,520.56
1938.6521-01	14-Oct-21	Department of Justice (Fines	Refund - Infringement	245.40
1935.5435-01	7-Oct-21	Department of Mines, Industry	Levy Payments	23,752.33
1944.708-01	21-Oct-21	Department of Transport	Licencing and Subscriptions	4,423.60
1935.2598-01	7-Oct-21	Dial Before You Dig WA Ltd	Road Construction Materials and Services	3,063.01
1944.756-01	21-Oct-21	Dormakaba Australia Pty Ltd	Machinery Servicing and Parts	99.00
1950.4697-01	28-Oct-21	Downer EDI Engineering Power Pty Lt	Fire Alarm and Security Services	959.20
1950.5518-01	28-Oct-21	Downer EDI Works Pty Ltd	Engineering Design	36,168.65
1944.3702-01	21-Oct-21	Dynamic Flame Badminton Club	Kidsport Program	1,152.50
1950.1145-01	28-Oct-21	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	1,209.65
1937.3243-01	14-Oct-21	EasiSalary Pty Ltd trading as Expre	Superannuation & Employee Deductions	13,709.13
1946.3243-01	28-Oct-21	EasiSalary Pty Ltd trading as Expre	Superannuation & Employee Deductions	13,417.80
1950.2346-01	28-Oct-21	Element 14 Pty Ltd	Software and IT Solutions	288.68
1935.421-01	7-Oct-21	Elite Pool Covers	Equipment Supply and Repair	319.00
1935.7192-01	7-Oct-21	Fair Play Sports & Outdoor	Equipment Supply and Repair	959.00
1935.541-01	7-Oct-21	Fennell Tyres Inernational Pty Ltd	Tyres	892.00
1938.5086-01	14-Oct-21	Filterco Pty Ltd	Equipment Supply and Repair	939.84
1942.672-01	15-Oct-21	Fines Enforcement Registry	Financial Services	10,494.00
1948.7749-01	28-Oct-21	Flaherty BT Pty Ltd	Refund - Rates	1,458.77
1938.4259-01	14-Oct-21	Flexi Staff Pty Ltd	Agency and Contract Staff	3,263.32
1944.4259-01	21-Oct-21	Flexi Staff Pty Ltd	Agency and Contract Staff	1,619.57
1950.3191-01	28-Oct-21	Flick Anticimex Pty Ltd	Waste Management Services	830.85
1935.371-01	7-Oct-21	Frazzcon Enterprises	Sign Installation and Supply	1,592.17
1944.371-01	21-Oct-21	Frazzcon Enterprises	Sign Installation and Supply	1,598.40
1950.7354-01	28-Oct-21	Freiberg Office Solutions Pty Ltd	Furniture Supply and Repair	2,258.00
1935.2701-01	7-Oct-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	264.56
1938.2701-01	14-Oct-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	48.73
1944.2701-01	21-Oct-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	278.05
1950.2701-01	28-Oct-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	54.55
1938.1769-01	14-Oct-21	Fulton Hogan Industries Pty Ltd	Road Construction Materials and Services	463.53
1944.1769-01	21-Oct-21	Fulton Hogan Industries Pty Ltd	Road Construction Materials and Services	1,703.33
1950.1769-01	28-Oct-21	Fulton Hogan Industries Pty Ltd	Road Construction Materials and Services	544.50
1950.2679-01	28-Oct-21	Funtastic Faces	Event Performance and Activity	840.00
1935.6849-01	7-Oct-21	Gavin Burgess	Waste Management Services	1,284.80
1935.5780-01	7-Oct-21	Go Doors Pty Ltd (T/As Go Doors)	Facility Maintenance Services	1,116.50
1944.313-01	21-Oct-21	Hames Sharley (WA) Pty Ltd	Town Planning Services	10,725.00
1935.7271-01	7-Oct-21	Hatch Pty Ltd	Professional Services	33,003.85
1944.7271-01	21-Oct-21	Hatch Pty Ltd	Professional Services	20,656.35
1935.6328-01	7-Oct-21	Hatch Roberts Day Group Pty Ltd	Planning and Building Services	8,642.95
1944.110-01	21-Oct-21	Hydroquip Pumps	Irrigation Supply and Repair	1,055.21
1935.3590-01	7-Oct-21	Icon Septech WA (Cascada)	Equipment Supply and Repair	775.96
1935.3796-01	7-Oct-21	Iconic Property Services	Cleaning Services and Equipment	16,416.84
1938.6802-01	14-Oct-21	Impechable Pantry Pty Ltd	Health Services	900.00
1935.2591-01	7-Oct-21	Indian Pacific Limited t/a West Coa	Contributions	165,000.00
1950.210-01	28-Oct-21	Indoor Gardens Pty Ltd	Landscaping Materials and Services	1,084.60
1938.7449-01	14-Oct-21	Institute of Building Technology	Training Services	86.00
1935.2094-01	7-Oct-21	Institute of Public Administration	Training Services	561.00
1938.5903-01	14-Oct-21	InterStream Pty Ltd	Media Services	1,386.00
1938.4837-01	14-Oct-21	Iron Mountain Australia Group Pty L	Record Management Services	1,704.37
1950.4837-01	28-Oct-21	Iron Mountain Australia Group Pty L	Record Management Services	1,622.53
1933.6198-01	7-Oct-21	J K Karimi	Member Payment	2,196.99
1950.757-01	28-Oct-21	J Tagz Pty Ltd	Equipment Supply and Repair	203.50
1944.2432-01	21-Oct-21	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	52.00
1950.2432-01	28-Oct-21	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	130.00
1935.4455-01	7-Oct-21	John Papas Trailers (Aust) Pty Ltd	Equipment Supply and Repair	5,410.00
1935.230-01	7-Oct-21	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	52.53
1948.4379-01	28-Oct-21	K S Chai	Security Incentive Scheme	70.00
1950.37-01	28-Oct-21	Kandiah Family Trust No2 t/a Water2	Amenities	933.82
1935.237-01	7-Oct-21	Kennards Hire	Equipment Hire	462.00
1941.5268-01	14-Oct-21	Kleenheat Gas	Gas Usage Charges	73.44
1935.2337-01	7-Oct-21	Kmart	Equipment Supply and Repair	56.50

Payment	Date	Payee	Description	Amount
1950.2337-01	28-Oct-21	Kmart	Equipment Supply and Repair	149.00
1941.2814-01	14-Oct-21	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	33,541.99
1945.2814-01	22-Oct-21	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	21,177.21
1951.2814-01	28-Oct-21	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	39,161.96
1938.501-01	14-Oct-21	Landgate	Local Government Services	518.56
1948.7762-01	28-Oct-21	Le Charme Pty Ltd	Refund - Bond	3,927.76
1935.252-01	7-Oct-21	Les Mills Asia Pacific	Licencing and Subscriptions	2,210.73
1944.258-01	21-Oct-21	LGIS Broking	Insurance	6,132.50
1938.256-01	14-Oct-21	LGIS Liability	Insurance	341,677.88
1935.5366-01	7-Oct-21	Lifeskills Australia	Human Resource Services	396.00
1944.5366-01	21-Oct-21	Lifeskills Australia	Human Resource Services	396.00
1938.3774-01	14-Oct-21	Liquor Barons Carlisle	Catering and Refreshments	264.00
1940.7694-01	14-Oct-21	LJ Hooker Settlements	Refund - Rates	231.27
1935.547-01	7-Oct-21	LO GO Appointments	Agency and Contract Staff	1,431.79
1944.547-01	21-Oct-21	LO GO Appointments	Agency and Contract Staff	7,028.26
1950.547-01	28-Oct-21	LO GO Appointments	Agency and Contract Staff	7,130.08
1938.3967-01	14-Oct-21	Local Government Professionals	Membership and Subscription	3,900.00
1937.60-01	14-Oct-21	Local Government Racing and Cemeter	Superannuation	123.00
1946.60-01	28-Oct-21	Local Government Racing and Cemeter	Superannuation	123.00
1938.457-01	14-Oct-21	Lochness Pty Ltd	Landscaping Materials and Services	88,174.55
1944.457-01	21-Oct-21	Lochness Pty Ltd	Landscaping Materials and Services	20,097.00
1950.457-01	28-Oct-21	Lochness Pty Ltd	Landscaping Materials and Services	21,692.00
1935.1904-01	7-Oct-21	Mackay Urbandesign	Planning and Building Services	687.50
1935.1693-01	7-Oct-21	Marketforce Pty Ltd	Advertising Services	4,699.61
1938.1693-01	14-Oct-21	Marketforce Pty Ltd	Advertising Services	1,823.91
1944.1693-01	21-Oct-21	Marketforce Pty Ltd	Advertising Services	1,278.32
1950.6384-01	28-Oct-21	Matthew Mark McGuire	Event Performance and Activity	1,765.00
1935.319-01	7-Oct-21	McLeods	Legal Services	1,516.18
1938.319-01	14-Oct-21	McLeods	Legal Services	5,768.14
1944.319-01	21-Oct-21	McLeods	Legal Services	748.19
1938.6370-01	14-Oct-21	MDM Entertainment Pty Ltd	Event Performance and Activity	314.23
1944.600-01	21-Oct-21	Message4U Pty Ltd	Communication Services	1,261.46
1935.3408-01	7-Oct-21	Michael Page International	Agency and Contract Staff	3,724.82
1944.3408-01	21-Oct-21	Michael Page International	Agency and Contract Staff	1,449.67
1950.3408-01	28-Oct-21	Michael Page International	Agency and Contract Staff	1,834.80
1935.189-01	7-Oct-21	Mindarie Regional Council	Waste Management Services	89,820.19
1944.189-01	21-Oct-21	Mindarie Regional Council	Waste Management Services	43,205.69
1950.189-01	28-Oct-21	Mindarie Regional Council	Waste Management Services	166,758.71
1935.824-01	7-Oct-21	Modern Teaching Aids Pty Ltd	Library Equipment and Stock	681.43
1944.824-01	21-Oct-21	Modern Teaching Aids Pty Ltd	Library Equipment and Stock	230.68
1950.824-01	28-Oct-21	Modern Teaching Aids Pty Ltd	Library Equipment and Stock	56.05
1935.3280-01	7-Oct-21	Moore Stephens (WA) Perth Pty Ltd	Financial Services	770.00
1933.2475-01	7-Oct-21	Mr B Oliver	Member Payment	2,196.99
1948.3957-01	28-Oct-21	Mr B Venugopal	Security Incentive Scheme	200.00
1948.7726-01	28-Oct-21	Mr C G Seubelan	Grant - CCTV Partnership Program	750.00
1935.3145-01	7-Oct-21	Mr D B Wakeham	Staff Payments and Reimbursement	93.14
1934.7685-01	7-Oct-21	Mr D C Southam	Street Meet n Greet	168.92
1943.7728-01	21-Oct-21	Mr D G Bennett	Refund - Rates	2,580.90
1940.7711-01	14-Oct-21	Mr D L Sithu	Refund - Rates	2,090.33
1944.7427-01	21-Oct-21	Mr D Morris	Library Services	325.00
1948.7698-01	28-Oct-21	Mr G S Biss	Security Incentive Scheme	70.00
1948.7730-01	28-Oct-21	Mr H Warries & Mrs R Warries	Refund - Rates	2,496.74
1934.3659-01	7-Oct-21	Mr I J Lindley & Mrs M M Lindley	Security Incentive Scheme	250.00
1948.7754-01	28-Oct-21	Mr J Macapagal	Security Incentive Scheme	200.00
1943.5276-01	21-Oct-21	Mr J R Davis	Refund - Rates	1,000.00
1934.7683-01	7-Oct-21	Mr J Staunton	Security Incentive Scheme	200.00
1940.7700-01	14-Oct-21	Mr M A Buang	Refund - Rates	9,147.61
1948.7746-01	28-Oct-21	Mr M A Simpson	Grant - CCTV Partnership Program	750.00
1948.7739-01	28-Oct-21	Mr M N Walsh	Refund - Rates	2,028.78
1934.7688-01	7-Oct-21	Mr M Purchase	Refund - Fees and Charges	5.00
1938.5885-01	14-Oct-21	Mr M R Cole	Staff Payments and Reimbursement	110.00
1940.7716-01	14-Oct-21	Mr P A Johnson	Refund - Rates	1,907.62
1948.6165-01	28-Oct-21	Mr P M Livsey & Ms J L Shaw	Security Incentive Scheme	70.00
1940.5169-01	14-Oct-21	Mr P R Harris	Refund - Rates	2,579.00
1948.7724-01	28-Oct-21	Mr R Clarke	Grant - CCTV Partnership Program	750.00
1948.7712-01	28-Oct-21	Mr R Egan	Refund - Memberships	348.00

Payment	Date	Payee	Description	Amount
1948.7741-01	28-Oct-21	Mr S K Coates	Refund - Rates	2,614.34
1934.7684-01	7-Oct-21	Mr T R Chigwada	Security Incentive Scheme	70.00
1948.7750-01	28-Oct-21	Mr W C McClean	Grant - CCTV Partnership Program	200.00
1933.4004-01	7-Oct-21	Mr W J Hendriks	Member Payment	2,196.99
1948.7747-01	28-Oct-21	Mr W Y Yau & Mrs Y S Yau	Refund - Rates	186.63
1948.7751-01	28-Oct-21	Mrs A I Hamilton	Grant - CCTV Partnership Program	750.00
1940.7701-01	14-Oct-21	Mrs C P Forrest	Refund - Rates	1,486.82
1940.7548-01	14-Oct-21	Mrs L J Robertson	Staff Payments and Reimbursement	85.70
1935.4994-01	7-Oct-21	Mrs N E Martin Goode	Staff Payments and Reimbursement	222.40
1944.5599-01	21-Oct-21	Mrs R P Foss	Library Services	480.00
1948.7744-01	28-Oct-21	Mrs S Foroughian	Security Incentive Scheme	240.00
1948.7742-01	28-Oct-21	Mrs S L Coates	Refund - Rates	2,733.61
1940.7702-01	14-Oct-21	Ms A E Sutton-Babel	Refund - Rates	2,670.34
1948.4060-01	28-Oct-21	Ms A Hallows	Security Incentive Scheme	80.00
1948.3697-01	28-Oct-21	Ms A J Brown & Mr D J Ford	Grant - CCTV Partnership Program	750.00
1934.7680-01	7-Oct-21	Ms B A McCagh	Refund - Memberships	198.84
1933.4601-01	7-Oct-21	Ms B L Ife	Member Payment	3,498.78
1933.398-01	7-Oct-21	Ms C N Anderson	Member Payment	2,196.99
1948.7710-01	28-Oct-21	Ms D McCraig	Refund - Memberships	81.47
1938.6844-01	14-Oct-21	Ms D Zuks	Photography and Imaging Services	220.00
1948.7738-01	28-Oct-21	Ms E E Fowler	Refund - Rates	1,845.11
1948.7719-01	28-Oct-21	Ms Emily Hegney and Sean Govan	Crossover Contribution	500.00
1949.7756-01	28-Oct-21	Ms G M Ursich	Staff Payments and Reimbursement	254.00
1934.4560-01	7-Oct-21	Ms I M Bordoni	Grant - CCTV Partnership Program	200.00
1948.4560-01	28-Oct-21	Ms I M Bordoni	Grant - CCTV Partnership Program	750.00
1948.7705-01	28-Oct-21	Ms J E Hird	Security Incentive Scheme	200.00
1943.7721-01	21-Oct-21	Ms J R Goodwin	Refund - Rates	343.56
1933.4603-01	7-Oct-21	Ms K A Vernon	Member Payment	8,055.04
1940.7713-01	14-Oct-21	Ms K Piesse	Refund - Bond	1,500.00
1948.7735-01	28-Oct-21	Ms K Robinson	Refund - Fees and Charges	62.00
1934.6338-01	7-Oct-21	Ms L C Fiedler	Security Incentive Scheme	140.00
1943.7720-01	21-Oct-21	Ms L K Roche	Refund - Rates	1,276.00
1933.6494-01	7-Oct-21	Ms L Lisandro	Member Payment	2,196.99
1948.7745-01	28-Oct-21	Ms L Yong	Security Incentive Scheme	190.00
1948.7752-01	28-Oct-21	Ms M H Kerfoot	Grant - CCTV Partnership Program	750.00
1948.7703-01	28-Oct-21	Ms M R Quinn	Security Incentive Scheme	250.00
1948.7748-01	28-Oct-21	Ms M T Corlett	Security Incentive Scheme	200.00
1950.7416-01	28-Oct-21	Ms N P Ong	Consultancy	2,365.00
1948.7743-01	28-Oct-21	Ms P N Chau	Refund - Fees and Charges	134.40
1938.5472-01	14-Oct-21	Ms P Vanessie	Communication Services	3,740.00
1933.4602-01	7-Oct-21	Ms R A Potter	Member Payment	2,196.99
1948.7386-01	28-Oct-21	Ms S C Garde	Security Incentive Scheme	70.00
1950.2688-01	28-Oct-21	Ms S Woods	Staff Payments and Reimbursement	89.95
1934.7686-01	7-Oct-21	Ms S Zhang	Security Incentive Scheme	250.00
1933.1601-01	7-Oct-21	Ms V Potter	Member Payment	2,196.99
1940.7704-01	14-Oct-21	Ms W S NG	Refund - Rates	2,205.00
1950.5760-01	28-Oct-21	My Media	Media Services	3,010.94
1944.5181-01	21-Oct-21	National Local Government Customer	Membership and Subscription	979.00
1944.7659-01	21-Oct-21	Natural Area Consulting Management	Landscaping Materials and Services	9,516.54
1935.3850-01	7-Oct-21	Nature Playgrounds	Equipment Supply and Repair	396.00
1938.3970-01	14-Oct-21	Netstar Australia Pty Ltd t/a Pinpo	Fleet Management Services	577.50
1938.1714-01	14-Oct-21	Noise and Vibration Measurement Sys	Environmental Services	2,285.80
1935.7675-01	7-Oct-21	Noisenet Operations Pty Ltd	Consultancy	440.00
1935.202-01	7-Oct-21	Officeworks Superstores Pty Ltd	Office Supplies	134.74
1944.202-01	21-Oct-21	Officeworks Superstores Pty Ltd	Office Supplies	52.68
1950.202-01	28-Oct-21	Officeworks Superstores Pty Ltd	Office Supplies	17.25
1944.7617-01	21-Oct-21	One Stop Sensory Shop Pty Ltd	Library Equipment and Stock	365.00
1951.2188-01	28-Oct-21	Optus Billing Services Pty Ltd	Telephone Usage Charges	4,291.73
1950.6701-01	28-Oct-21	Oracle Customer Management Solution	Equipment Supply and Repair	964.06
1935.7641-01	7-Oct-21	Our Kloud Print Pty Ltd	Printing Services	2,137.04
1944.207-01	21-Oct-21	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	1,320.00
1944.4584-01	21-Oct-21	Owen's Painting Services Pty Ltd	Painting Services	1,100.00
1943.7722-01	21-Oct-21	P Thiyagarajan	Refund - Rates	1,663.77
1938.7678-01	14-Oct-21	Pacesetter Services Pty Ltd	Software and IT Solutions	3,520.00
1935.2554-01	7-Oct-21	Paperbark Technologies Pty Ltd	Professional Services	552.50
1938.2554-01	14-Oct-21	Paperbark Technologies Pty Ltd	Professional Services	7,769.85

Payment	Date	Payee	Description	Amount
1938.475-01	14-Oct-21	Parkland Mazda	Plant Supply and Servicing	330.00
1935.1385-01	7-Oct-21	Parks & Leisure Australia	Conference and Workshop Enrolment	275.00
1938.5607-01	14-Oct-21	Phase3 Landscape Construction Pty L	Landscaping Materials and Services	300,480.17
1944.482-01	21-Oct-21	PLE Computers	Software and IT Solutions	239.00
1938.1189-01	14-Oct-21	Porter Consulting Engineers	Engineering & Surveying Services	13,884.81
1950.3317-01	28-Oct-21	PR Power Pty Ltd	Electrical Services and Maintenance	528.00
1935.4442-01	7-Oct-21	Prime Trophies	Equipment Supply and Repair	20.00
1944.4442-01	21-Oct-21	Prime Trophies	Equipment Supply and Repair	2,038.60
1935.4326-01	7-Oct-21	Printezy.com	Printing Services	44.00
1938.4326-01	14-Oct-21	Printezy.com	Printing Services	499.40
1950.7398-01	28-Oct-21	Product Recovery Industries Pty Ltd	Waste Management Services	8,288.28
1935.7635-01	7-Oct-21	Profresh Flowers	Flowers	1,444.00
1950.2241-01	28-Oct-21	Progility Pty Ltd	Software and IT Solutions	4,323.00
1935.6084-01	7-Oct-21	Pundit Connect Pty Ltd T/A Localise	Internet Hosting Services	5,445.00
1935.746-01	7-Oct-21	Quick Corporate Australia	Office Supplies	49.15
1935.2267-01	7-Oct-21	Quickmail	Postage Services	4,892.80
1944.7582-01	21-Oct-21	Red Paper Kite	Library Services	355.00
1938.5287-01	14-Oct-21	Redfish Technologies Pty Ltd	Software and IT Solutions	198.00
1935.2457-01	7-Oct-21	Reino International Pty Ltd	Parking Equipment and Supplies	17,743.12
1944.2457-01	21-Oct-21	Reino International Pty Ltd	Parking Equipment and Supplies	4,188.25
1950.2457-01	28-Oct-21	Reino International Pty Ltd	Parking Equipment and Supplies	13,673.00
1938.1041-01	14-Oct-21	Rome Energy & Environment Pty Ltd	Planning and Building Services	1,650.00
1935.3146-01	7-Oct-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	2,545.00
1938.3146-01	14-Oct-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	4,419.00
1944.3146-01	21-Oct-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	1,836.80
1950.3146-01	28-Oct-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	1,571.00
1935.950-01	7-Oct-21	RSEA Pty Ltd	Uniforms and Protective Equipment	388.15
1938.7677-01	14-Oct-21	RSPCA Western Australia (RSPCAWA)	Event Performance and Activity	100.00
1944.7706-01	21-Oct-21	Rubicon Entertainment Pty Ltd	Event Performance and Activity	300.00
1938.7219-01	14-Oct-21	Sage Consulting Engineers	Electrical Services and Maintenance	4,424.75
1944.114-01	21-Oct-21	SAI Global Australia Pty Ltd	Membership and Subscription	230.51
1935.3763-01	7-Oct-21	SeamlessCMS Pty Ltd	Communication Services	403.70
1950.2367-01	28-Oct-21	SEM Distribution	Equipment Supply and Repair	12.40
1935.354-01	7-Oct-21	Sigma Chemicals	Equipment Supply and Repair	3,005.02
1944.6359-01	21-Oct-21	Sign Here Signs Pty Ltd	Sign Installation and Supply	1,639.00
1944.6623-01	21-Oct-21	Signarama Burswood	Advertising Services	90.75
1950.6623-01	28-Oct-21	Signarama Burswood	Advertising Services	88.00
1935.124-01	7-Oct-21	SJR Civil Consulting Pty Ltd	Engineering Design	6,864.00
1935.2493-01	7-Oct-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	2,913.90
1938.2493-01	14-Oct-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	435.60
1944.2493-01	21-Oct-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	231.00
1950.2493-01	28-Oct-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	541.64
1935.134-01	7-Oct-21	Speedo Australia Pty Ltd	Resale Inventory	1,346.40
1944.1953-01	21-Oct-21	Spider Waste Collection Services Pt	Waste Management Services	8,844.00
1950.1953-01	28-Oct-21	Spider Waste Collection Services Pt	Waste Management Services	4,422.00
1935.138-01	7-Oct-21	St John Ambulance Australia (WA) In	Training Services	849.20
1944.138-01	21-Oct-21	St John Ambulance Australia (WA) In	Training Services	347.60
1950.7662-01	28-Oct-21	Standing Fork	Catering and Refreshments	250.00
1944.3996-01	21-Oct-21	StrataGreen	Landscaping Materials and Services	2,828.57
1935.141-01	7-Oct-21	Sunny Sign Company Pty Ltd	Sign Installation and Supply	100.10
1947.4916-01	28-Oct-21	SuperChoice Services	Superannuation	244,514.95
1936.144-01	7-Oct-21	Synergy	Electricity Usage Charges	5,714.36
1941.144-01	14-Oct-21	Synergy	Electricity Usage Charges	16,083.42
1945.144-01	22-Oct-21	Synergy	Electricity Usage Charges	4,476.54
1951.144-01	28-Oct-21	Synergy	Electricity Usage Charges	73,205.71
1948.7740-01	28-Oct-21	T L Huynh	Refund - Rates	1,300.72
1948.7755-01	28-Oct-21	Table Tennis Western Australia (Inc	Security Incentive Scheme	160.00
1935.145-01	7-Oct-21	Taborda Contracting Pty Ltd	Traffic Control Services	1,977.25
1938.145-01	14-Oct-21	Taborda Contracting Pty Ltd	Traffic Control Services	627.00
1944.145-01	21-Oct-21	Taborda Contracting Pty Ltd	Traffic Control Services	1,435.50
1950.145-01	28-Oct-21	Taborda Contracting Pty Ltd	Traffic Control Services	1,017.50
1934.5115-01	7-Oct-21	Taman Diamond Tool Solutions	Equipment Supply and Repair	330.00
1944.7718-01	21-Oct-21	Taman Diamond Tool Solutions	Equipment Supply and Repair	247.08
1948.7763-01	28-Oct-21	Tangent Nominees Pty Ltd	Refund - Fees and Charges	526.40
1951.152-01	28-Oct-21	Telstra Corporation Ltd	Telephone Usage Charges	255.71
1938.1939-01	14-Oct-21	TenderLink.com	Advertising Services	198.00

Payment	Date	Payee	Description	Amount
1938.1869-01	14-Oct-21	The BBQ Man	Cleaning Services and Equipment	1,831.50
1950.7100-01	28-Oct-21	The Department of the Premier and	Advertising Services	285.60
1935.2764-01	7-Oct-21	The Integralis Holdings Unit Trust	Software and IT Solutions	3,535.40
1938.428-01	14-Oct-21	The Leisure Institute of Western	Membership and Subscription	820.00
1950.428-01	28-Oct-21	The Leisure Institute of Western	Membership and Subscription	132.00
1950.158-01	28-Oct-21	The Lucky Charm Newsagency	Library Equipment and Stock	644.18
1944.156-01	21-Oct-21	The Pressure King	Cleaning Services and Equipment	493.35
1938.312-01	14-Oct-21	The Royal Life Saving Society WA In	Medical Equipment and Services	1,980.00
1944.6047-01	21-Oct-21	The Trustee for Deluca Family Trust	Vehicle Operating Expenses	119.00
1944.7540-01	21-Oct-21	Thomson Reuters (Professional)	Human Resource Services	8,250.00
1935.3724-01	7-Oct-21	Threat Protect	Fire Alarm and Security Services	136.68
1938.3724-01	14-Oct-21	Threat Protect	Fire Alarm and Security Services	242.83
1950.3724-01	28-Oct-21	Threat Protect	Fire Alarm and Security Services	176.74
1935.3863-01	7-Oct-21	Tiger Batteries	Equipment Supply and Repair	220.00
1938.7681-01	14-Oct-21	TII Australia Pty Ltd	Asset Management Services	2,075.70
1935.725-01	7-Oct-21	Toolmart Australia Pty Ltd	Equipment Supply and Repair	145.00
1935.6281-01	7-Oct-21	Totally Workwear Belmont	Uniforms and Protective Equipment	1,032.93
1938.6281-01	14-Oct-21	Totally Workwear Belmont	Uniforms and Protective Equipment	246.28
1950.6281-01	28-Oct-21	Totally Workwear Belmont	Uniforms and Protective Equipment	259.55
1937.59-01	14-Oct-21	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	90.00
1946.59-01	28-Oct-21	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	88.00
1938.4239-01	14-Oct-21	TPG Network Pty Ltd	Software and IT Solutions	5,335.41
1938.168-01	14-Oct-21	Tranen Pty Ltd	Environmental Services	266.20
1944.168-01	21-Oct-21	Tranen Pty Ltd	Environmental Services	2,085.73
1944.6906-01	21-Oct-21	Tree Planting and Watering	Landscaping Materials and Services	8,088.24
1935.173-01	7-Oct-21	Tudor House	Printing Services	2,166.50
1935.529-01	7-Oct-21	UN Plumbing	Facility Maintenance Services	489.50
1938.529-01	14-Oct-21	UN Plumbing	Facility Maintenance Services	209.00
1944.529-01	21-Oct-21	UN Plumbing	Facility Maintenance Services	93.50
1950.529-01	28-Oct-21	UN Plumbing	Facility Maintenance Services	665.50
1944.2512-01	21-Oct-21	Unicare Health	Equipment Supply and Repair	706.00
1940.6175-01	14-Oct-21	Verse Property Group	Refund - Rates	406.88
1938.6795-01	14-Oct-21	Vic Park Towing	Towing Services	429.00
1938.7603-01	14-Oct-21	Victoria Park Auto Care	Vehicle Operating Expenses	251.41
1944.183-01	21-Oct-21	Victoria Park Croquet Club	Subsidy	15,000.00
1935.2009-01	7-Oct-21	Vorgee Pty Ltd	Resale Inventory	690.80
1950.2009-01	28-Oct-21	Vorgee Pty Ltd	Resale Inventory	396.00
1938.29-01	14-Oct-21	WA Local Government Association (WA	Local Government Services	1,800.00
1950.3136-01	28-Oct-21	Walcott Industries Pty Ltd	Carpentry Services	46,032.53
1945.36-01	22-Oct-21	Water Corporation	Water Usage Charges	18,308.67
1951.36-01	28-Oct-21	Water Corporation	Water Usage Charges	329.52
1935.5230-01	7-Oct-21	Way Funky Company Pty Ltd	Equipment Supply and Repair	4,769.05
1950.39-01	28-Oct-21	Website Weed & Pest (WA) Pty Ltd	Pest Control Services	16,176.17
1943.7723-01	21-Oct-21	Welshpool Childcare Custodian WA Pt	Refund - Rates	17,334.44
1938.5606-01	14-Oct-21	Welstand Services Pty Ltd t/a LGC	Traffic Control Services	1,119.53
1944.1153-01	21-Oct-21	West Coast Shade	Shade Sails Supply and Installation	517.00
1935.46-01	7-Oct-21	Westbooks	Library Equipment and Stock	146.82
1935.667-01	7-Oct-21	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	84,635.30
1950.667-01	28-Oct-21	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	19,209.03
1950.41-01	28-Oct-21	Weston Road Systems	Engineering & Surveying Services	1,232.00
1935.376-01	7-Oct-21	WINC Australia Pty Limited	Office Supplies	527.46
1938.376-01	14-Oct-21	WINC Australia Pty Limited	Office Supplies	52.88
1944.376-01	21-Oct-21	WINC Australia Pty Limited	Office Supplies	964.34
1950.376-01	28-Oct-21	WINC Australia Pty Limited	Office Supplies	79.90
1935.7612-01	7-Oct-21	Workforce Health Assessors	Medical Equipment and Services	88.00
1935.2383-01	7-Oct-21	Wright Express Australia Pty Ld	Groceries	334.25
1938.2383-01	14-Oct-21	Wright Express Australia Pty Ld	Groceries	446.16
1944.2383-01	21-Oct-21	Wright Express Australia Pty Ld	Groceries	832.71
1950.2383-01	28-Oct-21	Wright Express Australia Pty Ld	Groceries	769.63
1935.104-01	7-Oct-21	Youngs WA	Plant Supply and Servicing	36.30
1948.7736-01	28-Oct-21	Yudi Suyanto	Refund - Fees and Charges	40.00
			Total Creditors EFT Payments	**3,719,544.16**

Payroll

PY01-08	10-Oct-21	Municipal Fund Bank Account		569,942.67
PY01-09	24-Oct-21	Municipal Fund Bank Account		596,228.26

All Payments Made From 1-Oct-21 To 31-Oct-21

Payment	Date	Payee	Description	Amount
			Total Payroll	1,166,170.93
			Total Payments From Municipal Fund Bank Account	4,905,005.85
				4,905,005.85

Cheques Cancelled between 1-Oct-21 and 31-Oct-21 that were raised in a prior period

Cheque	Payee	Raised	Value	Cancelled

TOWN OF VICTORIA PARK
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 30TH SEPTEMBER 2021

		Budget v Actual		Predicted			
	Note	Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
OPERATING ACTIVITIES		$	$	$	$	$	
Net current assets at start of financial year surplus/(deficit)		1,165,061	827,140	(337,921)		827,140	▼
Revenue from operating activities (excluding rates)							
Operating grants, subsidies and contributions	4.1.2	861,664	337,079	13,933	0	875,597	▲
Fees and charges	4.1.1	9,465,033	4,297,472	155,000	0	9,620,033	▲
Service charges	4.1.3	11,409,187	6,773,374	(1,658,884)	0	9,750,303	▼
Interest earnings	4.1.6	343,523	104,670	0	0	343,523	
Other revenue	4.1.7	560,426	312,501	0	0	560,426	
Profit on asset disposals	4.1.8	1,594,117	0	0	0	1,594,117	
		24,233,950	11,825,097	(1,489,951)	0	22,743,999	
Expenditure from operating activities							
Employee costs	4.2.1	(24,420,773)	(8,591,095)	(44,780)	0	(24,465,553)	▲
Materials and contracts	4.2.2	(48,951,436)	(21,381,525)	53,060	0	(48,898,376)	▼
Utility charges	4.2.3	(1,573,754)	(569,074)	0	0	(1,573,754)	
Depreciation on non-current assets	4.2.4	(9,468,200)	33,419	0	0	(9,468,200)	
Interest expenses	4.2.5	(280,823)	(67,882)	0	0	(280,823)	
Insurance expenses	4.2.6	(310,651)	(186,823)	0	0	(310,651)	
Other expenditure	4.2.7	(259,700)	8,148	0	0	(259,700)	
Loss on asset disposals	4.2.8	(107,954)	0	0	0	(107,954)	
		(85,373,291)	(30,754,833)	8,280	0	(85,365,011)	
Non-cash amounts excluded from operating activities		7,982,037	0	0		7,982,037	
Amount attributable to operating activities		(51,992,243)	(18,102,596)	(1,819,592)	0	(53,811,835)	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions	4.3.1	8,781,552	141,622	1,784,738	0	10,566,290	▲
Purchase land and buildings	4.4.2	(2,775,685)	(53,963)	0	0	(2,775,685)	
Purchase property, plant and equipment	4.4.3	(1,448,317)	(273,360)	29,000	0	(1,419,317)	▼
Purchase and construction of infrastructure-roads	4.4.5	(9,581,666)	(247,309)	100,491	0	(9,481,175)	▼
Purchase and construction of infrastructure-parks	4.4.6	(2,654,227)	(497,534)	0	0	(2,654,227)	
Purchase and construction of infrastructure-drainage	4.4.7	(300,000)	(10,605)	0	0	(300,000)	
Purchase and construction of infrastructure-pathways	4.4.8	(9,710,508)	0	0	0	(9,710,508)	
Purchase and construction of infrastructure-other	4.4.9	(1,486,950)	(99,438)	0	0	(1,486,950)	
Proceeds from disposal of assets	4.3.2	4,191,500	74	0	0	4,191,500	
Return of Member Contribution from Tamala Park		833,333	0	0	0	833,333	
Amount attributable to investing activities		(14,190,968)	(1,040,513)	1,914,229	0	(12,276,739)	
FINANCING ACTIVITIES							
Repayment of debentures	4.4.8	(2,943,968)	1,107	0	0	(2,943,968)	
Principal elements of finance lease payments		(73,678)	0	0	0	(73,678)	
Proceeds from new borrowings		3,689,228	0	0	0	3,689,228	
Transfers to cash backed reserves (restricted assets)		(13,811,152)	0	(112,154)	0	(13,923,306)	▲
Transfers from cash backed reserves (restricted assets)	4.3.7	34,957,873	967,243	15,000	0	34,972,873	▲
Amount attributable to financing activities		21,818,303	968,350	(97,154)	0	21,721,149	
Budget deficiency before general rates		(44,364,908)	(18,174,760)	(2,517)	0	(44,367,425)	
Estimated amount to be raised from general rates		44,367,425	44,348,814	0	0	44,367,425	
Closing funding surplus(deficit)	2	**2,517**	**26,174,054**	**(2,517)**	**0**	**0**	▼

TOWN OF VICTORIA PARK
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 30TH SEPTEMBER 2021

		Budget v Actual		Predicted			
	Note	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	Material Variance
OPERATING ACTIVITIES		$	$	$	$	$	
Net current assets at start of financial year surplus/(deficit)		1,165,061	827,140	(337,921)	0	827,140	▼
Revenue from operating activities (excluding rates)							
General purpose funding		1,239,532	636,403	13,933	0	1,253,465	▲
Law, order, public safety		2,716,813	1,218,384	0	0	2,716,813	
Health		175,800	251,180	0	0	175,800	
Education and welfare		205,671	81,982	0	0	205,671	
Community amenities		1,142,019	878,113	0	0	1,142,019	
Recreation and culture		4,607,142	1,604,348	155,000	0	4,762,142	▲
Transport		299,132	144,158		0	299,132	
Economic services		11,859,187	6,925,425	(1,658,884)	0	10,200,303	▼
Other property and services		1,988,654	85,104		0	1,988,654	
		24,233,950	11,825,097	(1,489,951)	0	22,743,999	
Expenditure from operating activities							
Governance		(568,862)	(143,722)	0	0	(568,862)	
General purpose funding		(1,142,556)	(239,951)	0	0	(1,142,556)	
Law, order, public safety		(2,922,394)	(755,054)	0	0	(2,922,394)	
Health		(777,682)	(318,424)	0	0	(777,682)	
Education and welfare		(1,949,962)	(813,498)	9,830	0	(1,940,132)	▼
Community amenities		(20,114,596)	(10,536,120)	0	0	(20,114,596)	
Recreation and culture		(15,887,606)	(4,029,914)	94,230	0	(15,793,376)	▼
Transport		(9,621,889)	(1,653,583)		0	(9,621,889)	
Economic services		(15,373,625)	(7,731,452)	0	0	(15,373,625)	
Other property and services		(17,014,119)	(4,533,114)	(95,780)	0	(17,109,899)	▲
		(85,373,291)	(30,754,833)	8,280	0	(85,365,011)	
Non-cash amounts excluded from operating activities		7,982,037	0	0	0	7,982,037	
Amount attributable to operating activities		(51,992,243)	(18,102,596)	(1,819,592)	0	(53,811,835)	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		8,781,552	141,622	1,784,738	0	10,566,290	▼
Purchase land and buildings		(2,775,685)	(53,963)	0	0	(2,775,685)	
Purchase property, plant and equipment		(1,448,317)	(273,360)	29,000	0	(1,419,317)	▼
Purchase furniture and equipment		(40,000)	0	0	0	(40,000)	
Purchase and construction of infrastructure - roads		(9,581,666)	(247,309)	100,491	0	(9,481,175)	▼
Purchase and construction of infrastructure - parks		(2,654,227)	(497,534)	0	0	(2,654,227)	
Purchase and construction of infrastructure - drainage		(300,000)	(10,605)	0	0	(300,000)	
Purchase and construction of infrastructure - pathways		(9,710,508)	0	0	0	(9,710,508)	
Purchase and construction of infrastructure - other		(1,486,950)	(99,438)	0	0	(1,486,950)	
Proceeds from disposal of assets		4,191,500	74	0	0	4,191,500	
Return of Member Contribution from Tamala Park		833,333	0	0	0	833,333	
Amount attributable to investing activities		(14,190,968)	(1,040,513)	1,914,229	0	(12,276,739)	
FINANCING ACTIVITIES							
Repayment of borrowings		(2,943,968)	1,107	0	0	(2,943,968)	
Principal elements of finance lease payments		(73,678)	0	0	0	(73,678)	
Proceeds from new borrowings		3,689,228	0	0	0	3,689,228	
Transfers to cash backed reserves (restricted assets)		(13,811,152)	0	(112,154)	0	(13,923,306)	▲
Transfers from cash backed reserves (restricted assets)		34,957,873	967,243	15,000	0	34,972,873	▼
Amount attributable to financing activities		21,818,303	968,350	(97,154)	0	21,721,149	
Budget deficiency before general rates		(44,364,908)	(18,174,760)	(2,517)	0	(44,367,425)	
Estimated amount to be raised from general rates		44,367,425	44,348,814	0	0	44,367,425	
Closing Funding Surplus(Deficit)	2	**2,517**	**26,174,054**	**(2,517)**	**0**	**0**	▼

1. BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of *AASB 1051 Land Under Roads* paragraph 15 and *AASB 116 Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Town of Victoria Park controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

CRITICAL ACCOUNTING ESTIMATES
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

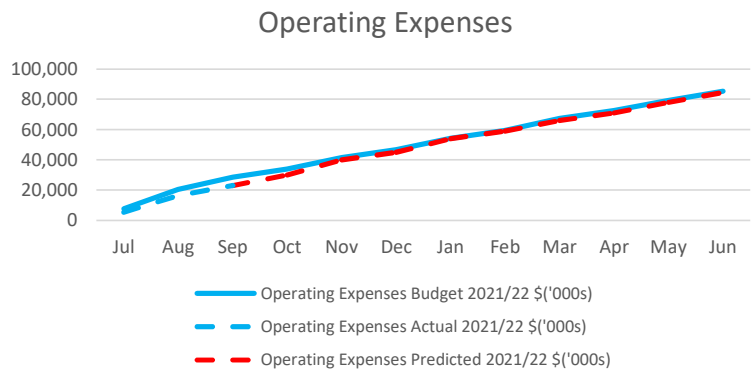
The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

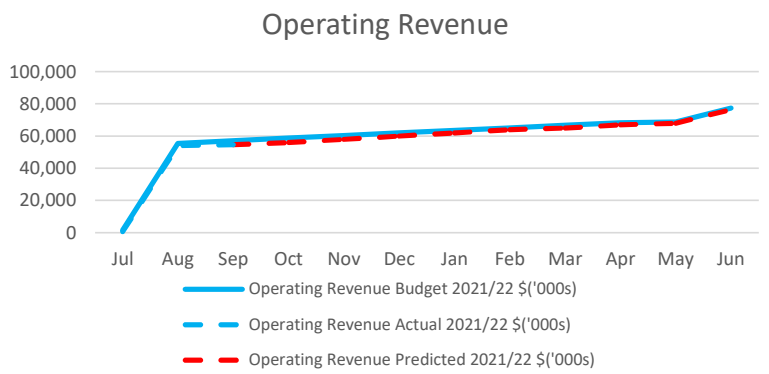
2021/22 ACTUAL BALANCES
Balances shown in this budget review report as 2021/22 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

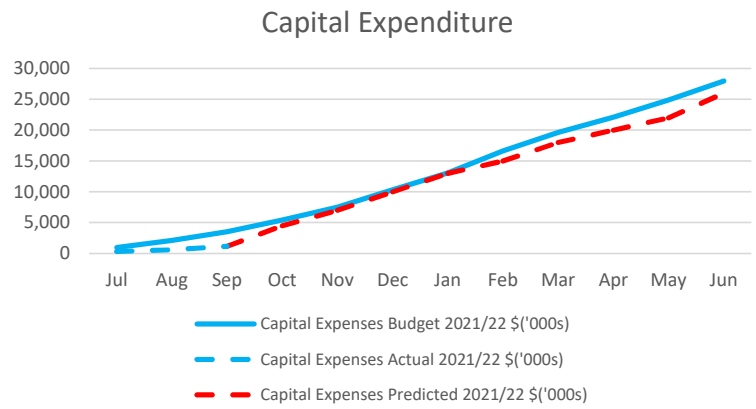
ROUNDING OFF FIGURES
All figures shown in this budget review report are rounded to the nearest dollar.

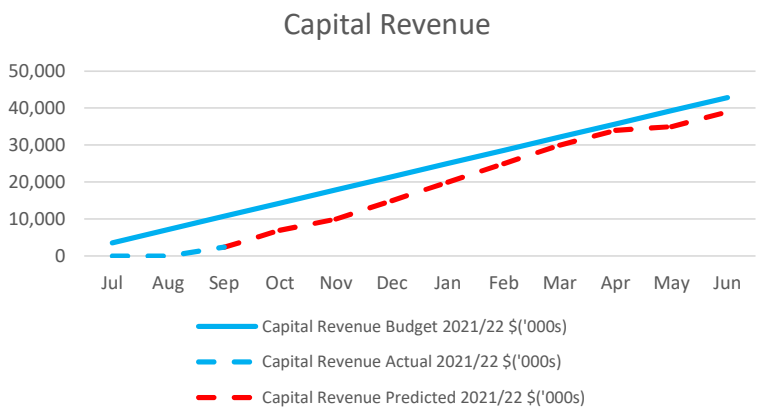
BUDGET COMPARATIVE FIGURES
Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

2. SUMMARY GRAPHS - BUDGET REVIEW









This information is to be read in conjunction with the accompanying financial statements and notes.

3 NET CURRENT FUNDING POSTION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency
When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(i) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	ACTUAL 30 June 2021	ACTUAL 01 July 2021	BUDGET 01 July 2021	BUDGET 30 June 2022	ACTUAL 30 September 2021
Adjustments to operating activities				$	$
Less: Profit on asset disposals	(41,060)	(62,019)	(41,060)	(1,594,117)	0
Add: Loss on asset disposals	226,256	1,894,759	226,256	107,954	0
Add: Movement in non-current lease liabilities	(63,026)	0	(63,026)	0	0
Less: Movement in non-current pensioner deferred rates	(30,507)	21,225	(30,507)	0	0
Less: Movement in non-current employee provisions	(43,121)	(149,268)	(43,121)	0	0
Add: Depreciation on non-current assets	9,491,925	9,595,447	9,491,925	9,468,200	0
Non-cash amounts excluded from operating activities	9,540,467	11,300,144	9,540,467	7,982,037	0

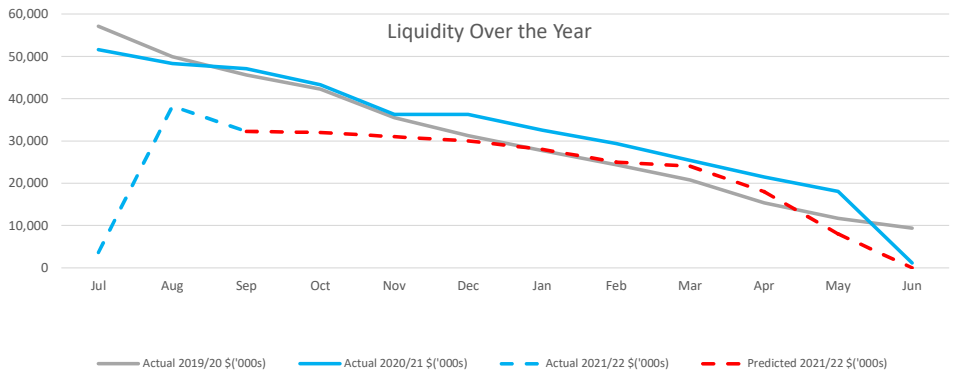
(ii) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

Adjustments to net current assets					
Less: Restricted cash	(53,222,744)	(53,222,744)	(53,222,744)	(32,076,023)	(50,869,080)
Add:Current portion of Term Deposits moved to Non current	0	0	0	0	0
Add: Long term borrowings	2,798,462	0	2,798,462	3,543,722	0
Add: Current portion of lease liabilities	64,155	0	64,155	(9,523)	0
Total adjustments to net current assets	(50,360,127)	(53,222,744)	(50,360,127)	(28,541,824)	(50,869,080)

(iii) Composition of estimated net current assets

Current assets					
Cash unrestricted	7,913,381	10,905,801	7,913,381	6,750,837	5,126,677
Cash restricted	24,227,490	0	24,227,490	3,080,769	0
Financial assets - unrestricted	0	0	0	(833,333)	0
Financial assets - restricted reserves	31,988,890	53,222,744	31,988,890	31,988,890	50,869,080
Receivables	3,816,650	4,039,277	3,816,650	3,816,650	42,904,863
Contract assets	142,796	0	142,796	976,129	0
Inventories	505,273	12,756	505,273	505,273	12,756
	68,594,480	68,180,578	68,594,480	46,285,215	98,913,376
Less: current liabilities					
Payables	(6,723,827)	(3,785,229)	(6,723,827)	(6,723,827)	(4,770,414)
Contract liabilities	(2,939,407)	(2,939,407)	(2,939,407)	(2,939,407)	(2,939,407)
Lease liabilities	(64,155)	(64,155)	(64,155)	9,523	9,523
Long term borrowings	(2,798,462)	(2,798,462)	(2,798,462)	(3,543,722)	(3,543,722)
Provisions	(4,543,441)	(4,543,441)	(4,543,441)	(4,543,441)	(4,543,441)
	(17,069,292)	(14,130,694)	(17,069,292)	(17,740,874)	(15,787,461)
Net current assets	51,525,188	54,049,884	51,525,188	28,544,341	83,125,915
Less: Total adjustments to net current assets	(50,360,127)	(53,222,744)	(50,360,127)	(28,541,824)	(50,869,080)
Closing funding surplus / (deficit)	1,165,061	827,140	1,165,061	2,517	32,256,836



3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Town of Victoria Park's operational cycle. In the case of liabilities where the Town of Victoria Park does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Town of Victoria Park's intentions to release for sale.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Town of Victoria Park prior to the end of the financial year that are unpaid and arise when the Town of Victoria Park becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Town of Victoria Park are recognised as a liability until such time as the Town of Victoria Park satisfies its obligations under the agreement.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Town of Victoria Park's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Town of Victoria Park's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Town of Victoria Park's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Town of Victoria Park has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

TOWN OF VICTORIA PARK
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 30TH SEPTEMBER 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance $
4.1 OPERATING REVENUE (EXCLUDING RATES)	
4.1.1 FEES AND CHARGES	
Increase in Aqualife's direct debit memberships.	155,000
4.1.2 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	
Adjustment in the finance assistance grant amount received.	13,933
4.1.3 SERVICE CHARGES	
Reduction in anticipated Underground Power Service Charges Carlisle North revenue due to higher take up of instalment option over seven years.	(496,005)
Reduction in anticipated Underground Power Service Charges Vic Park East revenue due to higher take up of instalment option over seven years.	(518,922)
Reduction in anticipated Underground Power Service Charges Vic Park West revenue due to higher take up of instalment option over seven years.	(643,957)
Operating Revenue Predicted Variances	**(1,489,951)**
Accumulated Predicted Variances Total	**(1,489,951)**

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance $
4.2 OPERATING EXPENSES	
4.2.1 EMPLOYEE COSTS	
Motor vehicle package benefits inadvertently omitted from annual budget.	(44,780)
4.2.2 MATERIAL AND CONTRACTS	
Removal of COVID-19 recovery budget as no longer required.	200,000
Burswood Wayfinding inadvertently omitted from annual budget.	(40,000)
Removal of vehicle operation expenses no longer required.	9,830
Burswood and Teddington streetscape improvement plan relating to underground power.	(15,000)
Replacement tree planting expenditure where income was received in 2020/21.	(50,770)
Adjustment to Taylor/McCallum Park detailed design budget due to changes in carried forward amount.	(16,000)
Consultancy costs to develop new contract terms and conditions that are specific to the Town of Victoria Park and to provide system maintenance to improve current processes.	(35,000)
Operating Expense Predicted Variances	**8,280**
Accumulated Predicted Variances Total	**(1,481,671)**

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance $
4.3 CAPITAL REVENUE	
4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	
Grant income for the Roberts/Orrong Road intersection.	11,784
Grant income for Star/Briggs Street (Blackspot).	55,881
Grant income for the Albany Hwy cycle lanes (Mackie to Oswald).	50,000
Grant income for the Mirvac lighting replacement.	117,073
Grant income for LPRP Zone 1 community and sports club facility	1,550,000
Capital Revenue Predicted Variances	**1,784,738**
Accumulated Predicted Variances Total	**303,067**

TOWN OF VICTORIA PARK
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 30TH SEPTEMBER 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance $
4.4 CAPITAL EXPENSES	
4.4.3 PLANT AND EQUIPMENT CAPEX	
Removal of plant purchase as carry forward was not required.	29,000
4.4.5 INFRASTRUCTURE ASSETS - ROADS	
Adjustment for Template Street (Washington to Berwick) as the carry forward was not required.	100,491
Capital Expenses Predicted Variances	**129,491**
Accumulated Predicted Variances Total	**432,558**

TOWN OF VICTORIA PARK
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 30TH SEPTEMBER 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance $
4.5 OTHER ITEMS	
4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)	
Transfer to the future projects reserve for the Albany Highway precinct structure plan (OCM May 2021).	(112,154)
4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)	
Transfer from the underground power reserve for the Burswood streetscape improvement plan.	15,000
4.5.2 OPENING FUNDING SURPLUS(DEFICIT)	
Adjustment in the carried forward surplus (NB: unaudited figure)	(337,921)
Other Items Predicted Variances	**(435,075)**
Total Predicted Variances as per Annual Budget Review	**(2,517)**

5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	No Change -(Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget Adoption		Opening Surplus(Deficit)			(337,921)	(337,921)
Increase in Aqualife's direct debit memberships.		Operating Revenue		155,000		(182,921)
Adjustment in the finance assistance grant amount received.		Operating Revenue		13,933		(168,988)
Reduction in anticipated Underground Power Service Charges Carlisle North revenue due to higher take up of instalment option over seven years.		Operating Revenue			(496,005)	(664,993)
Reduction in anticipated Underground Power Service Charges Vic Park East revenue due to higher take up of instalment option over seven years.		Operating Revenue			(518,922)	(1,183,915)
Reduction in anticipated Underground Power Service Charges Vic Park West revenue due to higher take up of instalment option over seven years.		Operating Revenue			(643,957)	(1,827,872)
Motor vehicle package benefits inadvertently omitted from annual budget.		Operating Expenses			(44,780)	(1,872,652)
Removal of COVID-19 recovery budget as no longer required.		Operating Expenses		200,000		(1,672,652)
Burswood Wayfinding inadvertently omitted from annual budget.		Operating Expenses			(40,000)	(1,712,652)
Removal of vehicle operation expenses no longer required.		Operating Expenses		9,830		(1,702,822)
Burswood and Teddington streetscape improvement plan relating to underground power.		Operating Expenses			(15,000)	(1,717,822)
Replacement tree planting expenditure where income was received in 2020/21.		Operating Expenses			(50,770)	(1,768,592)
Adjustment to Taylor/McCallum Park detailed design budget due to changes in carried forward amount.		Operating Expenses			(16,000)	(1,784,592)
Consultancy costs to develop new contract terms and conditions that are specific to the Town of Victoria Park and to provide system maintenance to improve current processes.		Operating Expenses			(35,000)	(1,819,592)
Grant income for the Roberts/Orrong Road intersection.		Capital Revenue		11,784		(1,807,808)
Grant income for Star/Briggs Street (Blackspot).		Capital Revenue		55,881		(1,751,927)
Grant income for the Albany Hwy cycle lanes (Mackie to Oswald).		Capital Revenue		50,000		(1,701,927)
Grant income for the Mirvac lighting replacement.		Capital Revenue		117,073		(1,584,854)

Description	Council Resolution	Classification	No Change -(Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Grant income for LPRP Zone 1 community and sports club facility		Capital Revenue		1,550,000		(34,854)
Removal of plant purchase as carry forward was not required.		Capital Expenses		29,000		(5,854)
Adjustment for Template Street (Washington to Berwick) as the carry forward was not required.		Capital Expenses		100,491		94,637
Transfer from the underground power reserve for the Burswood streetscape improvement plan.		Reserve Transfer		15,000		109,637
Transfer to the future projects reserve for the Albany Highway precinct structure plan.	OCM 12.3 18/05/2021	Reserve Transfer			(112,154)	(2,517)
			0	2,307,992	(2,310,509)	(2,517)

Policy number	Policy 008
Policy title	Disaster relief donations
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

Policy objective:

To provide guidance to the Council and staff when considering requests for the provision of financial assistance and other support to alleviate the impact of disasters and other significant emergencies.

Policy scope:

This policy applies to all Council donations for disaster relief in respect of disasters affecting Australia.

Policy definitions:

Disaster means a serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities, and which requires special mobilisation and organisation of resources other than those normally available to those authorities. Disaster includes flood, fire, cyclone/storm, tsunami, earthquake, famine, disease threat, landslide, civil unrest, war/invasion, political, cultural or religious conflicts, and acts of terrorism.

Policy statement:

Council approval:

1. All requests to provide financial assistance and other support to alleviate the impact of disasters and other significant emergencies shall be in response to a declaration of a National or State disaster/emergency, or an appeal launched by a bona fide agency (Lord Mayor's Relief Fund).
2. Donations are limited to reputable Australian registered charities, the Lord Mayor's Relief Fund and local governments. Where a disaster or other significant emergency is localised, donations to the local government in which the disaster occurs will be given preference.
3. All requests shall be reported to the Council for consideration and determination.

Financial support:

4. Financial support shall be limited to a maximum of $5,000 to any one disaster or other significant emergency appeal.
5. In the event of more than one organisation/relief agency being involved in the disaster appeal, the Council shall determine the most appropriate organisation/relief agency to receive the support.
6. Financial support will only be made to the approved organisation/relief agency and cash donations will not be made directly to individuals.

Non-financial support:

7. The Chief Executive Officer may consider support, other than financial, for disasters or significant emergencies within Western Australia, which includes but is not limited to:
    a. The provision and use of the Town's resources, machinery, vehicles and/or equipment.

b. The use of the Town's buildings and facilities for emergency accommodation and other approved purposes.

c. The use of the Town as a receiving agent for any donations by the public.

d. Any other bona fide requests which may arise from a disaster or significant emergency.

8. All requests for non-financial support for disasters and significant emergencies outside of Western Australia will be considered on their merits.

Related documents

Local Government Act 1995

Responsible officers	Coordinator Governance and Strategy Mayoral and Governance Support Officer
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	This will be set by Governance

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted		Council		

Policy number	Policy 022
Policy title	Elected Member Professional Development
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making. CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

Policy objective:

To outline the guidelines for participation and entitlements available to elected members for professional development, in accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

To enable equity and accessibility to professional development opportunities to enable elected members to fulfil their role.

Policy scope:

This policy applies to elected members.

Policy definitions:

Professional development means attending training, conferences, conventions, summits, forums, workshops, courses and seminars, as a participant.

Individual professional development means any of the defined professional development delivery methods provided to an individual elected member.

Group professional development means any of the defined professional development delivery methods to be offered to Council as a whole.

Mandatory training means training set out in regulation 35 of the *Local Government (Administration) Regulations 1996*.

Cash allowance means an amount of money paid in advance to an elected member to pay for incidentals.

Policy statement:

1. Council is committed to the professional development of elected members to assist with fulfillment of their role as an elected member.
2. Professional development is to relate to the following key focus areas:
    a. community leadership
    b. communication between the community and Council
    c. determining and reviewing policy

d. planning for the future
e. managing assets
f. governing finances
g. cultural optimisation
h. effective decision-making
i. meeting procedures
j. risk oversight and assessment
k. managing the performance of the Chief Executive Officer
l. town planning practices
m. advocacy
n. local government governance.

3. There are three delivery methods for professional development – mandatory, individual and group.

Mandatory training:

4. Pursuant to regulation 35 of the *Local Government (Administration) Regulations 1996*, an elected member must pass the training course titled Council Member Essentials, within 12 months, beginning on the day on which the member is elected, unless exempt under regulation 36 of the *Local Government (Administration) Regulations 1996*.

5. Council will allocate funds in the annual budget for costs associated with mandatory professional development.

~~5.~~6. Elected members will be provided training options for the *Council Member Essentials* course, by the Approved Training Providers. Elected members are to ensure the training is completed within the required 12-month timeframe.

Individual professional development:

~~6.~~7. Council will allocate up to $25,000 in the annual budget for the costs associated with individual professional development.

~~7.~~8. An elected member who wishes to attend individual professional development held intrastate must apply in writing to the Chief Executive Officer, setting out how it relates to the key focus areas and how it will assist the elected member in the discharge of their duties.

~~8.~~9. The Chief Executive Officer may determine any requests for individual professional development held intrastate, subject to their relevance to key focus areas and available budget.

~~9.~~10. Elected members may nominate to attend interstate and overseas individual professional development through a notice of motion to Council. Authorisation is to be through a resolution of Council, subject to relevance to key focus areas and available budget.

~~10.~~11. Booking arrangements and payments for all individual professional development, including conference costs, official conference networking functions and meals and tours/inspections that are relevant to the interests of the Town, are to be made by the Chief Executive Officer.

~~11.~~12. The Chief Executive Officer is authorised to determine a substitute elected member to attend any professional development in lieu of the elected member approved, in the event that the approved elected member is unable to attend.

~~12.~~13. Where an elected member has an electoral term of less than three months to complete, such elected member shall be ineligible to attend professional development, unless it is determined by the Council that attendance by an elected member who is within three months of completion of their term of office would be of specific benefit to the Town, and approval is granted by resolution of Council.

Group professional development:

~~13.~~14. Group professional development opportunities are to be organised for Council as a whole.

~~14.~~15. Council will allocate up to $20,000 in the annual budget for the costs associated with group ~~training~~ professional development.

~~15.~~16. Elected member requests for group professional development will be sent by the Mayor, in writing to the Chief Executive Officer, setting out how it relates to the key focus areas and how it will assist elected members in the discharge of their duties.

~~16.~~17. The Chief Executive Officer may determine any requests for group professional development, subject to their relevance to key focus areas and available budget.

~~17.~~18. Booking arrangements and payments for all group professional development are to be made by the Chief Executive Officer.

~~18.~~19. All efforts are to be made to schedule group professional development at a time when all elected members are available to participate.

Travel, accommodation and expenses:

~~19.~~20. The extent to which an elected member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Local Government (Administration) Regulations 1996 is as ~~set~~ determined by the Salaries and Allowances Tribunal ~~through a determination published in the Government Gazette~~ from time to time.

~~20.~~21. Travel, accommodation and any cash allowances will be in addition to the annual professional development allowance of $2,500.

Travel

~~21.~~22. Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the professional development location and venue. All reasonable travel costs to and from professional development will be administered by the Chief Executive Officer, in line with the adopted budget.

~~22.~~23. Airline travel shall be by economy class airfare, by the most direct route to and from the airport situated nearest to the professional development venue, unless otherwise approved by the Council. An elected member may have allocated to their personal accounts any frequent flyer points that are provided by the airline.

~~23.~~24. Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel, unless otherwise varied by the Chief Executive Officer.

~~24.~~25. Approval for air travel must, where possible, be sought two months prior to departure. Where practicable, advantage should be taken of available discount fares, including the advance purchase of fares.

~~25.~~26. Where essential, a hire car may be arranged for the conduct of Council business. Costs of bus, train, tram and taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending professional development, will be reimbursed by the Town, on production of receipts.

~~26.~~27. Where in particular circumstances, elected members desire to travel intrastate or interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance, up to an equivalent amount that would have been expended, had arrangements been made at the time of request to travel by the cheapest form of air travel.

~~27.~~28. A sufficient number of Cab ~~C~~charge vouchers (eg. 2 per day) may be provided for ease of travel. Unused vouchers shall be returned to the Chief Executive Officer by elected members at the same time as the acquittal of any cash allowance.

~~28.~~29. Car rental use/facilities shall not be permitted, except with the prior approval of the Chief Executive Officer.

Accommodation

~~29.~~30. The Town will pay reasonable accommodation costs for elected members including the night before and/or after professional development where this is necessary because of travel, airline flights and/or the timetables which make it unreasonable to arrive at or return home in normal working hours.

~~30.~~31. Where practicable and available, accommodation shall normally be booked at the professional development venue or if unavailable, at premises in close proximity to the venue.

Cash allowance - payment and reimbursement

~~31. A daily cash allowance will be determined annually by the Chief Executive Officer and made available for meals and incidental expenses for intrastate professional development.~~

~~32. Cash allowances for interstate and international professional development will be determined by Council resolution, at the time of considering the request to attend.~~

~~33.~~32. All cash allowances must be acquitted within two weeks of return. Cash not acquitted shall be refunded to the Town at the same time.

~~34.~~33. Attendees shall acquit the cash allowance on the "Conference Advance and Acquittal Statement Form". Where possible this should be supported by receipts or a Statutory Declaration if a receipt cannot be produced.

~~35.~~34. The administrative arrangements for managing the cash allowance will be the most appropriate to the circumstances, as determined by the Chief Executive Officer.

~~36.~~35. The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the professional development attendance, such as:

a. reasonable telephone and/or facsimile use and/or wifi access
b. breakfasts, lunches, dinners and other meals not included in the registration fee
c. laundry and dry-cleaning costs
d. an optional activity specified in a program
e. train, bus, tram, taxi or ride-share fares
f. bicycle hire costs
g. parking and toll fees
h. incidental expenses (eg. newspapers, venue/exhibition entrance fees).

~~37.~~36. The daily expense allowance shall not cover:

a. any expenses or time occupied on matters other than Council business
b. entertainment costs outside those provided by the professional development provider
c. meal claims where meals are provided by the professional development provider
d. alcoholic beverages.

~~38.~~37. Documentary evidence in the form of receipts are required for the acquittal of all money paid in advance. If a receipt cannot be produced, a statutory declaration must be produced itemising the expenditure incurred. Should fringe benefits tax be incurred by the Town, it shall be paid by the Town.

~~39.~~38. Elected members failing to acquit their cash allowance, in accordance with this policy, shall have the full value of the cash allowance deducted from the next payment of their meeting attendance fees. Should this be necessary, the Chief Executive Officer shall notify the elected member accordingly, prior to authorising such deduction.

Accompanying person

~~40.~~39. Where an elected member is accompanied at professional development, all costs for or incurred by the accompanying person including but not limited to travel, meals, drinks, entertainment, registration and/or participation in any programs, are to be borne by the accompanying person and not by the Town.

~~41.~~40. The exception to the above being the cost of attending any official dinner, where partners would normally attend.

~~42.~~41. An accompanying person's registration and program fees are to be paid direct by the attendee/delegate to the organiser.

Accompanying carer

~~43.~~42. Where an elected member is attending intrastate, interstate or overseas professional development, and has a disability as defined in the Disability Services Act 1993, the Town will meet the cost of a carer to accompany that elected member where that carer is a person who provides ongoing care or assistance.

~~44.~~43. The costs provided by the Town for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs that the elected member they are accompanying is attending.

Reporting:

~~45.~~44. Professional development undertaken by elected members will be reported on the Town's website as it occurs.

Related documents

Local Government Act 1995
Local Government (Administration) Regulations 1996
Determinations of the Salaries and Allowances Tribunal
Public Service Award 1992
Policy 023 – Provision of information and services – Elected members

Responsible officers	Coordinator Governance and Strategy Mayoral and Governance Support Officer
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	November ~~2021~~2023

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	21/04/2020	Council	379/2020	Item 15.2
2	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
3					

Policy number	Policy 026
Policy title	Complaints Policy for Council Members, Committee Members and Candidates
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

1. Policy objective:

The objective of this Policy is to:

1.1 prescribe the processes for the management of complaints involving council members, committee members and candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct.

1.2 ensure that the complaints management process is timely and follows the principles of natural justice and procedural fairness.

2. Policy scope:

2.1 This Policy applies to complaints about breaches of the Code of Conduct by council members, committee members and candidates occurring on or after 3 February 2021.

2.2 This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

2.3 A person may make a complaint, in accordance with the Code of Conduct, alleging a behaviour breach.

3. Policy definitions:

In this Policy –

behaviour breach means a breach of a behaviour requirement in Division 3 of the Code of Conduct.

Behaviour Complaints Officer means a person authorised in writing by the council, or by the CEO exercising authority delegated by the council, to receive complaints and withdrawals of complaints under clause 10 of the Code of Conduct, and the person so authorised in writing may be the same person as the Town's complaints officer under section 5.120 of the *Local Government Act 1995* (LG Act).

candidate - means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act. Any alleged behaviour breach may only be dealt with if and when the candidate is elected as a council member.

Code of Conduct - means the Town of Victoria Park Code of Conduct for council members, committee members and candidates.

committee member - means a Council Member, employee of the Town of Victoria Park or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the LG Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

complainant means a person complaining of a behaviour breach by a council or committee member of the Town or a candidate.

Complaint means a complaint made under clause 11(1) of the Code of Conduct.

Complaints Panel means a panel of persons appointed under clause 4.1 to consider and determine Complaints.

council member means a person who has been elected as a council member of the local government under the LG Act. This Policy also applies to a council member who is a committee member on a council committee.

evidence means the available facts or information which go to indicate whether or not an allegation of a breach is true or valid. The local government must use evidence provided by the complainant and by the respondent, as well as any other available evidence, to decide whether a breach has occurred.

Investigator means a person appointed as Investigator under clause 4.1 of this Policy.

Report means the report for the council of the outcome of the investigation of a Complaint dealing with the following:

(1) whether or not the Investigator considers that the behaviour breach the subject of the Complaint has occurred;
(2) the evidence relied on by the Investigator under clause 12(3) of the code for that conclusion; and
(3) a recommendation as to whether no further action should be taken on the Complaint, or as to the terms of a plan under clause 12(4)(b) of the code.

Other terms used in this Policy that are also used in the LG Act have the same meanings as they have in the Act unless the contrary intention appears.

respondent means a council or committee member against or about whom a Complaint is made under clause 5 of this Policy.

POLICY STATEMENT

4. Appointment of Investigator or Complaints Panel

The CEO is to appoint either:

4.1 a person with relevant knowledge who is not an employee, current or former, elected member of the Town, as Investigator to review and consider one or more Complaints of behaviour breach and to report on the outcome of any investigation to the CEO for provision to the Council; or

4.2 a Complaints Panel of three persons who are not an employee, current or former, elected member of the Town, to perform the function of the Investigator under this Policy, at least one of whom must be a person with relevant legal knowledge. A Complaints Panel is to make its decisions by a majority vote and is to appoint one of its number as chair and to perform its consideration and determination on a Complaint in accordance with due process and consistently with the provisions of this Policy.

4.3 The CEO is to deal with the remuneration of an Investigator or the members of a Complaints Panel, and a complaints mediator, in accordance with clause 17.

5. Process for making a complaint:

5.1 Initiation of Complaint

(a) Any person may make a Complaint alleging a behaviour breach.

(b) A Complaint must be in writing on the Town's approved form – 'Complaint About Alleged Behaviour Breach form'.

(c) The complainant must lodge the Complaint with the Town's Behaviour Complaints Officer.

(d) The complainant must provide with the Complaint, details of the alleged behaviour breach together with any supporting evidence.

(e) The Complaint must be lodged within one month of the occurrence of the alleged behaviour breach.

(f) A Complaint must be submitted by the complainant.

5.2 A Complaint cannot be submitted anonymously.

5.3 The Behaviour Complaints Officer is to provide all Complaints to the Investigator in accordance with the following clause.

5.4 The Behaviour Complaints Officer within 14 days of receiving a Complaint:

(a) must contact the complainant acknowledging that the Complaint has been received;

(b) as part of the acknowledgment process, must provide the complainant with a copy of the Town's Complaints Policy;

(c) must provide the respondent with a copy of this Complaints Policy and a copy of the Complaint (including the name of the complainant); and

(d) must send to the Investigator the Complaint together with details of the alleged breach and any supporting evidence provided by the complainant.

5.5 Complaints are to be dealt with and considered so far as is practicable in an order based on the order in which they are received by the Behaviour Complaints Officer.

5.6 A Complaint relating to a candidate is only to be referred to an Investigator if and when the candidate is elected as a council member, but in any event the Complaint must be lodged within one month of the occurrence of the alleged behaviour breach.

6. Mediation

6.1 The Investigator must offer mediation to both parties as the first option for dealing with a Complaint and before progressing with the consideration or determination of the Complaint. Mediation can only proceed if agreed to by both parties.

6.2 If issues raised in the Complaint are resolved to the satisfaction of both parties in mediation or otherwise before the determination of the Complaint, the complainant must lodge a Withdrawal of Complaint in writing with the Behaviour Complaints Officer.

7. Investigator making a determination

7.1 Before making a determination in relation to a Complaint, the Investigator must provide the respondent with an opportunity to respond to the allegations in the Complaint and to provide their own comments and evidence for consideration within 14 days of the notification of the Complaint to them by the Behaviour Complaints Officer. The Investigator may extend the 14-day period for good reason provided by the respondent.

7.2 After considering a Complaint, the Investigator must make a determination as to whether or not the alleged behaviour breach has occurred.

7.3 The determination must be made within 21 days:

(a) from receiving a Complaint from the Behaviour Complaints Officer; or

(b) from receiving a copy of the response to the allegations by the respondent,

whichever is the later. Provided that in any case the Investigator may seek from the CEO such additional time to make a determination as is appropriate in the circumstances of the case.

7.4 A determination by the Investigator that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

7.5 Having made a determination on the alleged behaviour breach, the Investigator must inform the Behaviour Complaints Officer by providing a determination and reasons for it in a Determination and Reasons Report (**Report**).

7.6 The Report must be provided to the Behaviour Complaints Officer within 14 days of making the determination.

7.7 If the Investigator makes a determination that the alleged breach has occurred, the Report must make a recommendation if further action is required and make a recommendation on the plan to address the behaviour of the respondent (**action plan**).

7.8 The Investigator may recommend to the council to dismiss a Complaint in accordance with clause 13 of the Code, and if the Investigator concludes that the behaviour the subject of the Complaint is an offence under a local law that deals with meeting procedures, the Complaint should not be dealt with further as a behaviour breach, but should be referred back to the Behaviour Complaints Officer.

7.9 The Investigator's deliberations and determination are to be confidential and reported only to the Behaviour Complaints Officer, but subject to any consultation with the person to whom the Complaint relates under the following clause.

8. Action plans

8.1 When preparing an action plan under clause 7.7 of this Policy, the Investigator must consult with the respondent. The respondent must be provided with the opportunity to be involved in matters such as the timing of meetings or training.

8.2 An action plan may include a requirement for the respondent to do one or more of the following –

(a) Engage in mediation;

(b) Undertake counselling;

(c) Undertake training; or

(d) Take other action the local government considers appropriate.

8.3 An action plan should be designed to provide the respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives. The plan should outline:

(a) the behaviour(s) of concern;

(b) the actions to be taken to address the behaviour(s);

(c) who is responsible for the actions; and

(d) an agreed timeframe for the actions to be completed.

9. Report provided to council

9.1 The Behaviour Complaints Officer must provide a confidential report to council including:

(a) a copy of the Complaint;

(b) the Report of the Investigator together with the evidence received by the Investigator and any submissions or other communications from the parties;

(c) a recommendation on the question whether or not a behaviour breach has occurred;

(d) a recommendation as to whether any and if so what further action is required; and

(e) if further action is required, a recommendation must be provided to the council on an action plan to address the behaviour of the person to whom the Complaint relates.

10. Council finding

10.1 The council must not make a finding that a behaviour breach has occurred without first having given the respondent a reasonable opportunity to be heard.

10.2 A finding that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

10.3 If the council makes a finding that the alleged breach has occurred, it may resolve to –

(a) take no further action; or

(b) prepare and implement an action plan recommended by the Investigator with or without modifications as it thinks fit.

10.4 Based on the Investigator's Report, the evidence and any further comments or submissions by the parties, the council may:

(a) dismiss the Complaint in accordance with clause 13 of this Policy; or

(b) find that the alleged breach has occurred; or

(c) find that the alleged breach has not occurred; or

(d) if the finding is that the breach has occurred, decide that no further action is required; or

(e) if the finding is that a breach has occurred, decide that further action is required and consider the adoption of an action plan; or

(f) adopt an action plan to address the behaviour of the person to whom the Complaint relates.

10.5 If the council makes a finding that the alleged breach has occurred, it must give reasons for that finding.

11. Behaviour Complaints Officer acting on council finding

When the council makes a finding in relation to a Complaint, the Behaviour Complaints Officer must give the complainant and the respondent written notice of –

(a) the finding and the reasons for the finding; and

(b) if the finding is that the alleged breach has occurred, council's decision on the course of action to be taken including the options in clause 8.2 above.

12. Confidentiality of Complaints

The fact of a Complaint having been made and the details of a Complaint and the processes undertaken in connection with a Complaint including the referral to an Investigator are confidential matters and should not be disclosed unless and until the council has made a formal finding of breach in respect of the Complaint.

13. Dismissal of Complaint

13.1 The council must dismiss a Complaint where:

(a) the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting; and

(b) either:

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with the local law of the local government that deals with meeting procedures.

13.2 In any event behaviour that is an offence under a local law that deals with meeting procedures cannot be dealt with as a behaviour breach.

14. Withdrawal of Complaint

14.1 A complainant may withdraw their Complaint any time before it is considered by the council.

14.2 The withdrawal of a Complaint must be –

(a) in writing; and

(b) given to the Behaviour Complaints Officer.

14.3 When a Complaint is withdrawn, the fact of the Complaint having been made, and any details of the Complaint and its withdrawal, should be treated as confidential and not disclosed.

15. Compliance with plan requirement

15.1 The Behaviour Complaints Officer is to monitor the actions in timeframes set out in an action plan.

15.2 If an action plan includes any of the requirements in clause 8.2 above (i.e. in clause 12.6 of the Code), failure to comply with that requirement is a breach of clause 23 of the Code and as a breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act.

16. Complaints that are inappropriate under this Policy

The purpose of the Town's Code of Conduct is to guide the decisions, actions and behaviours of council members, committee members, and of candidates running for election as a council member. A breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act, and is not the intended subject of this Policy. The objective of this Policy is to deal with matters relating to breaches of the behaviour requirements in

Division 3 of the Code of Conduct, and all Complaints under this Policy should be made with that objective in mind. Consequently, Complaints such as the following are inappropriate to be dealt with under this Policy:

(a) Complaints made with the intent of addressing personal grievances or disagreements;

(b) Complaints made to express dissatisfaction with a council or committee member's lawfully made decisions or performance of their role;

(c) Minor breaches under section 5.105(1) of the LG Act;

(d) Serious breaches under section 5.114 of the LG Act; and

(e) Allegations of corruption.

17. Cost in the complaints process

17.1 No fee is charged to lodge a Complaint under this Policy.

17.2 The Investigator or the members of a Complaints Panel, or a mediator, appointed pursuant to the Policy may charge the Town a fee to cover the costs of dealing with the Complaint whether or not a breach is ultimately found.

17.3 Any fee charged by an Investigator or the members of a Complaints Panel, or a mediator, is to be based on the time spent in connection with the Complaint and may be established in advance on a quotation or otherwise in accordance with the Town's purchasing policy.

Related documents

Local Government Act 1995 (WA)
Local Government (Model Code of Conduct) Regulations 2021
Complaint About Alleged Breach Form

Responsible officers	Chief Executive Officer
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	November 2021

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	20 April 2021	Council	79/2021	Item 15.5

Policy number	Policy 026
Policy title	Complaints Policy for Council Members, Committee Members and Candidates
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

1. Policy objective:

The objective of this Policy is to:

1.1 prescribe the processes for the management of complaints involving council members, committee members and candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct.

1.2 ensure that the complaints management process is timely and follows the principles of natural justice and procedural fairness.

2. Policy scope:

2.1 This Policy applies to complaints about breaches of the Code of Conduct by council members, committee members and candidates occurring on or after 3 February 2021.

~~2.1~~2.2 This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

~~2.2~~2.3 A person may make a complaint, in accordance with the Code of Conduct, alleging a behaviour breach.

3. Policy definitions:

In this Policy –

behaviour breach means a breach of a behaviour requirement in Division 3 of the Code of Conduct.

Behaviour Complaints Officer means a person authorised in writing by the council, or by the CEO exercising authority delegated by the council, to receive complaints and withdrawals of complaints under clause 10 of the Code of Conduct, and the person so authorised in writing may be the same person as the Town's complaints officer under section 5.120 of the *Local Government Act 1995* (LG Act).

candidate - an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the LG Act. The Code of Conduct applies to the candidate from that point. Any alleged behaviour breach may only be dealt with if and when the candidate is elected as a council member.

Code of Conduct - means the ~~model code~~ Town of Victoria Park Code of ~~conduct~~ Conduct for council members, committee members and candidates.

committee member - means a Council Member, employee of the Town of Victoria Park or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the LG Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution. ~~includes any council member, local government employee or unelected~~

~~member of the community, in any of those cases, who has been appointed by the council to be a member of a council committee.~~

complainant means a person complaining of a behaviour breach by a council or committee member of the Town or a candidate.

Complaint means a complaint made under clause 11(1) of the Code of Conduct.

Complaints Panel means a panel of persons appointed under clause 4.1 to consider and determine Complaints.

council member means ~~an individual~~a person who has been elected as a council member of the local government under the LG Act. This Policy also applies to a council member who is a committee member on a council committee.

evidence means the available facts or information which go to indicate whether or not an allegation of a breach is true or valid. The ~~Local~~ local government~~s~~ must use evidence provided by the complainant and ~~by the person to whom the complaint relates~~by the respondent, as well as any other available evidence, to decide whether a breach has occurred.

Investigator means a person appointed as Investigator under clause 4.1 of this Policy.

Report means the report for the council of the outcome of the investigation of a Complaint dealing with the following:

(1) whether or not the Investigator considers that the behaviour breach the subject of the Complaint has occurred;
(2) the evidence relied on by the Investigator under clause 12(3) of the code for that conclusion; and
(3) a recommendation as to whether no further action should be taken on the Complaint, or as to the terms of a plan under clause 12(4)(b) of the code.

Other terms used in this Policy that are also used in the LG Act have the same meanings as they have in the Act unless the contrary intention appears.

respondent means a council or committee member against or about whom a Complaint is made under clause 5 of this Policy.

POLICY STATEMENT

4. Appointment of Investigator or Complaints Panel

The CEO is to appoint either:

4.1 a person with relevant knowledge who is not an employee, current or former, elected member of the Town, as Investigator to review and consider one or more Complaints of behaviour breach and to report on the outcome of any investigation to the CEO for provision to the Council; or

4.2 a Complaints Panel of three persons who are not an employee, current or former, elected member of the Town, to perform the function of the Investigator under this Policy, at least one of whom must be a person with relevant legal knowledge. A Complaints Panel is to make its decisions by a majority vote and is to appoint one of its number as chair and to perform its consideration and determination on a Complaint in accordance with due process and consistently with the provisions of this Policy.

4.3 The CEO is to deal with the remuneration of an Investigator or the members of a Complaints Panel, and a complaints mediator, in accordance with clause 17.

5. Process for making a complaint:

5.1 Initiation of Complaint

(a) Any person may make a Complaint alleging a behaviour breach.

(b) A Complaint must be in writing on the Town's approved form – 'Complaint About Alleged Behaviour Breach form'.

(c) The complainant must lodge the Complaint with the Town's Behaviour Complaints Officer.

(d) The complainant must provide with the Complaint, details of the alleged behaviour breach together with any supporting evidence.

(e) The Complaint must be lodged within one month of the occurrence of the alleged behaviour breach.

(f) A Complaint must be submitted by the complainant.

5.2 A Complaint cannot be submitted anonymously.

5.3 The Behaviour Complaints Officer is to provide all Complaints to the Investigator in accordance with the following clause.

5.4 The Behaviour Complaints Officer within 14 days of receiving a Complaint:

(a) must contact the complainant acknowledging that the Complaint has been received;

(b) as part of the acknowledgment process, must provide the complainant with a copy of the Town's Complaints Policy;

(c) must provide the ~~council or committee member to whom the Complaint relates~~ respondent with a copy of the~~e~~is Complaints Policy and a copy of the Complaint (including the name of the complainant); and

(d) must send to the Investigator the Complaint together with details of the alleged breach and any supporting evidence provided by the complainant.

5.5 Complaints are to be dealt with and considered so far as is practicable in an order based on the order in which they are received by the Behaviour Complaints Officer.

5.6 A Complaint relating to a candidate is only to be referred to an Investigator if and when the candidate is elected as a council member, but in any event the Complaint must be lodged within one month of the occurrence of the alleged behaviour breach.

6. Mediation

6.1 The Investigator must offer mediation to both parties as the first option for dealing with a Complaint and before progressing with the consideration or determination of the Complaint. Mediation can only proceed if agreed to by both parties.

6.2 If issues raised in the Complaint are resolved to the satisfaction of both parties in mediation or otherwise before the determination of the Complaint, the complainant must lodge a Withdrawal of Complaint in writing with the Behaviour Complaints Officer.

7. Investigator making a determination

7.1 Before making a determination in relation to a Complaint, the Investigator must provide the ~~council member or committee member to whom the Complaint relates~~respondent with an opportunity to respond to the allegations in the Complaint and to provide their own comments and evidence for consideration within 14 days of the notification of the Complaint to them by the Behaviour Complaints Officer. The Investigator may extend the 14-day period for good reason provided by the respondent.

~~7.1~~7.2 After considering a Complaint, the Investigator must make a determination as to whether or not the alleged behaviour breach has occurred.

~~7.2~~7.3 The determination must be made within 21 days:

(a) from receiving a Complaint from the Behaviour Complaints Officer; or

(b) from receiving a copy of the response to the allegations by the ~~person to whom the Complaint relates~~respondent,

whichever is the later. Provided that in any case the Investigator may seek from the CEO such additional time to make a determination as is appropriate in the circumstances of the case.

~~7.3~~7.4 A determination by the Investigator that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

~~7.4~~7.5 Having made a determination on the alleged behaviour breach, the Investigator must inform the Behaviour Complaints Officer by providing a determination and reasons for it in a Determination and Reasons Report (**Report**).

~~7.5~~7.6 The Report must be provided to the Behaviour Complaints Officer within 14 days of making the determination.

~~7.6~~7.7 If the Investigator makes a determination that the alleged breach has occurred, the Report must make a recommendation if further action is required and make a recommendation on the plan to address the behaviour of the ~~person to whom the Complaint relates~~respondent (**action plan**).

~~7.7~~7.8 The Investigator may recommend to the council to dismiss a Complaint in accordance with clause 13 of the ~~code~~Code, and if the Investigator concludes that the behaviour the subject of the Complaint is an offence under a local law that deals with meeting procedures, the Complaint should not be dealt with further as a behaviour breach, but should be referred back to the Behaviour Complaints Officer.

~~7.8~~7.9 The Investigator's deliberations and determination are to be confidential and reported only to the Behaviour Complaints Officer, but subject to any consultation with the person to whom the Complaint relates under the following clause.

8. Action plans

8.1 When preparing an action plan under clause 7.7 of this Policy, the Investigator must consult with the ~~person to whom the Complaint relates~~respondent. The ~~member~~ respondent must be provided with the opportunity to be involved in matters such as the timing of meetings or training.

8.2 An action plan may include a requirement for the ~~person to whom the Complaint relates~~respondent to do one or more of the following –

(a) Engage in mediation;

(b) Undertake counselling;

(c) Undertake training; or

(d) Take other action the local government considers appropriate.

8.3 An action plan should be designed to provide the ~~member~~ respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives. The plan should outline:

(a) the behaviour(s) of concern;

(b) the actions to be taken to address the behaviour(s);

(c) who is responsible for the actions; and

(d) an agreed timeframe for the actions to be completed.

9. Report provided to council

9.1 The Behaviour Complaints Officer must provide a confidential report to council including:

(a) a copy of the Complaint;

(b) the Report of the Investigator together with the evidence received by the Investigator and any submissions or other communications from the parties;

(c) a recommendation on the question whether or not a behaviour breach has occurred;

(d) a recommendation as to whether any and if so what further action is required; and

(e) if further action is required, a recommendation must be provided to the council on an action plan to address the behaviour of the person to whom the Complaint relates.

10. Council finding

10.1 The council must not make a finding that a behaviour breach has occurred without first having given the ~~person to whom the Complaint relates~~respondent a reasonable opportunity to be heard.

10.2 A finding that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

10.3 If the council makes a finding that the alleged breach has occurred, it may resolve to –

(a) take no further action; or

(b) prepare and implement an action plan recommended by the Investigator with or without modifications as it thinks fit.

10.4 Based on the Investigator's Report, the evidence and any further comments or submissions by the parties, the council may:

(a) dismiss the Complaint in accordance with clause 13 of this Policy; or

(b) find that the alleged breach has occurred; or

(c) find that the alleged breach has not occurred; or

(d) if the finding is that the breach has occurred, decide that no further action is required; or

(e) if the finding is that a breach has occurred, decide that further action is required and consider the adoption of an action plan; or

(f) adopt an action plan to address the behaviour of the person to whom the Complaint relates.

10.5 If the council makes a finding that the alleged breach has occurred, it must give reasons for that finding.

11. Behaviour Complaints Officer acting on council finding

When the council makes a finding in relation to a Complaint, the Behaviour Complaints Officer must give the complainant and the ~~person to whom the Complaint relates~~respondent written notice of –

(a) the finding and the reasons for the finding; and

(b) if the finding is that the alleged breach has occurred, council's decision on the course of action to be taken including the options in clause 8.2 above.

12. Confidentiality of Complaints

The fact of a Complaint having been made and the details of a Complaint and the processes undertaken in connection with a Complaint including the referral to an Investigator are confidential matters and should not be disclosed unless and until the council has made a formal finding of breach in respect of the Complaint.

13. Dismissal of Complaint

13.1 The council must dismiss a Complaint where:

(a) the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting; and

(b) either:

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with the local law of the local government that deals with meeting procedures.

13.2 In any event behaviour that is an offence under a local law that deals with meeting procedures cannot be dealt with as a behaviour breach.

14. Withdrawal of Complaint

14.1 A complainant may withdraw their Complaint any time before it is considered by the council.

14.2 The withdrawal of a Complaint must be –

(a) in writing; and

(b) given to the Behaviour Complaints Officer.

14.3 When a Complaint is withdrawn, the fact of the Complaint having been made, and any details of the Complaint and its withdrawal, should be treated as confidential and not disclosed.

15. Compliance with plan requirement

15.1 The Behaviour Complaints Officer is to monitor the actions in timeframes set out in an action plan.

15.2 If an action plan includes any of the requirements in clause 8.2 above (i.e. in clause 12.6 of the ~~code~~Code), failure to comply with that requirement is a breach of clause 23 of the ~~code~~ Code and as a breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act.

16. Complaints that are inappropriate under this Policy

The purpose of the Town's Code of Conduct is to guide the decisions, actions and behaviours of council members, committee members, and of candidates running for election as a council member. A breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act, and is not the intended subject of this Policy. The objective of this Policy is to deal with matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct, and all Complaints under this Policy should be made with that objective in mind. Consequently, Complaints such as the following are inappropriate to be dealt with under this Policy:

(a) Complaints made with the intent of addressing personal grievances or disagreements;

(b) Complaints made to express dissatisfaction with a council or committee member's lawfully made decisions or performance of their role;

(c) Minor breaches under section 5.105(1) of the LG Act;

(d) Serious breaches under section 5.114 of the LG Act; and

(e) Allegations of corruption.

17. Cost in the complaints process

17.1 No fee is charged to lodge a Complaint under this Policy.

17.2 The Investigator or the members of a Complaints Panel, or a mediator, appointed pursuant to the Policy may charge the Town a fee to cover the costs of dealing with the Complaint whether or not a breach is ultimately found.

17.3 Any fee charged by an Investigator or the members of a Complaints Panel, or a mediator, is to be based on the time spent in connection with the Complaint and may be established in advance on a quotation or otherwise in accordance with the Town's purchasing policy.

Related documents

Local Government Act 1995 (WA)
Local Government (Model Code of Conduct) Regulations 2021
Complaint About Alleged Breach Form

Responsible officers	Chief Executive Officer
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	November 2021

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	20 April 2021	Council	79/2021	Item 15.5

Policy number	Policy 006
Policy title	Gratuity payments to employees
Strategic outcomes supported	CL5 – Innovative, empowered and responsible organisational culture with the right people in the right jobs. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

Policy objective:

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

Policy scope:

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

Policy definitions:

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

Policy statement:

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

Related documents

Local Government Act 1995 (WA)

Policy manager	Manager – People and Culture
Responsible Officers	Not applicable.
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	28/09/1999	Council	-	Item 4.1
2	Reviewed	17/08/2004	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 306
Policy title	Business dealings with elected members and employees
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

POLICY OBJECTIVE:

To manage business dealings involving closely associated persons.

POLICY SCOPE:

This policy applies to all business dealings within the Town.

DEFINITIONS:

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

POLICY STATEMENT:

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

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

RELATED DOCUMENTS:

Local Government Act 1995

Policy manager	Chief Financial Officer
Responsible officers	Finance Manager Financial Controller Senior Procurement Officer
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	14/11/2000	Council	-	Item 4.2
2	Amended	15/08/2006	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
4	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4

Policy number	Policy 306
Policy title	Business dealings with elected members and employees
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

POLICY OBJECTIVE:

To manage business dealings involving closely associated persons.

POLICY SCOPE:

This policy applies to all business dealings within the Town.

DEFINITIONS:

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

POLICY STATEMENT:

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

2. Where the Town conducts business with such an entity, it will disclose the extent of the funds paid to it by way of a separate Key Management Personnel - Related Party Transaction note to the accounts of the annual financial report.

RELATED DOCUMENTS:

Local Government Act 1995

AASB 124 Related Party Disclosures

Policy manager	Chief Financial Officer
Responsible officers	Finance Manager Financial Controller Senior Procurement Officer
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	14/11/2000	Council	-	Item 4.2
2	Amended	15/08/2006	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
4	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
5	Reviewed	2021	Council		Item

LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK

AMENDMENT (PRESCRIBED OFFENCES) LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Victoria Park resolved on the [INSERT DATE] to make the following local law.

1 Citation

This local law may be cited as the *Town of Victoria Park Amendment (Prescribed Offences) Local Law 2021*.

2 Commencement

This local law commences 14 days after its publication in the *Government Gazette*.

3 Local law amended

This local law amends the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law* as published in the *Government Gazette* on 31 May 2000 and as amended on 10 May 2005 and 23 August 2021.

4 Clause 9.4 amended

Clause 9.4 is amended by the deletion sub-clause (3), (4) and (5) and replaced with:

(3) Where this local law expresses the modified penalty as a number of penalty units, the monetary value of the modified penalty is the number of dollars obtained by multiplying the value of the penalty unit as specified in the *Town of Victoria Park Penalty Units Local Law 2021* by the number of penalty units specified in this local law.

5 Schedule 1 replaced

Schedule 1 is deleted and replaced with:

Schedule 1 – Prescribed Offences

Clause 9.4(2)

Item	Clause	Description	Penalty Unit
1	2.1(a)(i)	Plant which may cause a hazard	10
2	2.1(a)(ii)	Plant of 0.75m in height on thoroughfare	10
3	2.1(a)(iii)	Plant (except grass) on thoroughfare within 1m of carriageway	10
4	2.1(b)	Damaging lawn or garden	10
5	2.1(c)	Placing hazardous substance on footpath	10
6	2.1(d)	Damaging or interfering with signpost or structure on thoroughfare	30

7	2.1(e)	Playing games so as to impede vehicles or persons on thoroughfare	10
8	2.1(f)	Riding of skateboard or similar device on mall or verandah of shopping centre	10
9	2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	10
10	2.2(1)(b)	Throwing or placing anything on a verge without a permit	10
11	2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	10
12	2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	20
13	2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	20
14	2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	30
15	2.2(1)(h)	Felling tree onto thoroughfare without a permit	10
16	2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	10
17	2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	30
18	2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	10
19	2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	10
20	2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	10
21	2.3(1)	Consumption or possession of liquor on thoroughfare	10
22	2.4(1)	Failure to obtain permit for temporary crossing	20
23	2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	30
24	2.8(1)	Installation of verge treatment other than permissible verge treatment	20
25	2.9	Failure to maintain permissible verge treatment or placement of obstruction on verge	10
26	2.10	Failure to comply with notice to rectify default	10
27	2.16(2)	Failure to comply with sign on public place	10
28	2.18(1)	Driving or taking a vehicle on a closed thoroughfare	30
29	3.2(a)	Erect, place or display an advertising sign, direction sign or election sign on a thoroughfare or any structure situated on a thoroughfare without a permit	25
30	3.2(b)	Post any bill or paint, place or affix any advertisement on a thoroughfare or any structure situated on a thoroughfare without a permit	25
31	3.4(2)	Failing to comply with conditions imposed on a permit for an election sign issued by the local government	25
32	3.6(1)(a)	Failing to maintain the sign in a safe and serviceable condition at all times, in the opinion of the local government	10
33	3.6(1)(b)	Failing to display the permit number provided by the local government in a conspicuous place on the sign	5
34	3.6(1)(b)	Failing to produce a permit whenever requested by an authorised person to do so	10
35	3.6(1)(c)	Failing to ensure that the sign is of a stable design and is not readily moved by the wind, and does not by the nature of its design or anything else cause any hazard or danger to any person using a thoroughfare, in the opinion of the local government	10

36	3.6(1)(d)(i)	Failing to comply with the conditions imposed upon the permit where a permit has been issued by the local government	25
37	3.6(1)(d)(ii)	Failing to comply with the requirements of clause 3.5 where a sign is erected, placed or displayed in accordance with clause 3.5	10
38	3.6(1)(e)	Failing to display the sign in the location approved by the local government and as specified in the permit	25
39	3.6(1)(f)	Failing to ensure the sign does not prevent free passage of persons using the footpath at all times, in the opinion of the local government	10
40	3.6(1)(g)(i)	Erecting, placing or displaying a sign over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2,700mm	10
41	3.6(1)(g)(ii)	Erecting, placing or displaying a sign on or within 500mm from the kerb	10
42	3.6(1)(g)(iii)	Erecting, placing or displaying a sign in any location where, in the opinion of the local government or an authorised person, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare	25
43	3.6(1)(g)(iv)	Erecting, placing or displaying a sign on any other sign (or structure supporting a sign) any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge	10
44	3.6(2)	Erecting, placing or displaying a sign in such a condition, which in the opinion of an authorised person, causes or is likely to cause injury or danger to any person or damage to the clothing or possessions of any person	25
45	3.7	Failing to ensure that a sign that is erected, placed or displayed pursuant to Part 3 of this local law, is removed from any footpath when directed to do so by an authorised person	10
46	3.8	Failing to remove any sign, or item which does not comply with the requirements of Part 3 of this local law, from any footpath when directed to do so by an authorised person	10
47	4.1(1)	Animal or vehicle obstructing a public place or local government property	10
48	4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	10
49	4.2(2)(b)	Animal on public place with infectious disease	10
50	4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	10
51	4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	10
52	4.5	Person leaving shopping trolley in public place other than trolley bay	10
53	4.6(2)	Failure to remove shopping trolley upon being advised of location	10
54	5.2(1)	Conducting of stall in public place without a permit	30
55	5.3(1)	Trading without a permit	30
56	5.7(1)(a)	Failure of stallholder or trader to display or carry permit	10
57	5.7(1)(b)	Stallholder or trader not displaying valid permit	10
58	5.7(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	10
59	5.7(2)	Stallholder or trader engaged in prohibited conduct	10
60	5.9	Performing in a public place without a permit	10
61	5.10(2)	Failure of performer to move onto another area when directed	10
62	5.13	Failure of performer to comply with obligations	10

63	5.15	Establishment or conduct of outdoor eating facility without a permit	30
64	5.17	Failure of permit holder of outdoor eating facility to comply with obligations	10
65	5.19	Failure to leave outdoor eating facility when requested to do so by permit holder	5
66	6.5	Failure to comply with a condition of a permit	10
67	6.9	Failure to produce permit on request of authorised person	10
68	9.1	Failure to comply with notice given under local law	10

Under the powers conferred by the *Local Government Act 1995* and by all other powers, the Council of the Town of Victoria Park resolved to make the following local law on the [INSERT DATE].

The Common Seal of the)
Town of Victoria Park was)
affixed by the authority of a)
resolution of the Council in)
the presence of)

_____ Karen Vernon, Mayor

_____ Anthony Vuleta, Chief Executive Officer

On the day of 20

1. 3 Policy/Procedure - Management of Noise Emissions For Events Other Than Horse Racing at Belmont Racecourse, Burswood.

File Ref:	BURS	**In Brief**
Appendices:	No	• Draft documented policy/procedure relating to music events held at Belmont Racecourse sent to other organizations for their comment. • Comments received and the necessary amendments made. • Policy and procedure with related delegation now recommended for Council adoption.
DA/BA Ref:	N/A	
Date:	1 August 2002	
Reporting Officer:	G Hodgkins	
Responsible Officer:	C Eaton	

TABLED ITEMS:

- Draft Policy/Procedure dated 12 February 2002
- Letter received from the Town of Vincent dated 28th March 2002
- Letter received from the City of Belmont dated 8th March 2002
- Letter received from the City of Bayswater dated 16th may 2002
- Letter received from the City of Perth dated 6th May 2002
- Letter received from the Western Australian Turf Club dated 27th June 2002
- Letter received from the Western Australian Turf Club dated 2nd August 2002

BACKGROUND:

Council's Health Department receives several formal requests per year from organisers who want to hold concert events at Belmont Racecourse. As these types of events are not part of the Western Australian Turf Club's normal activities and have the potential to create excessive noise problems they are required to undergo a special approval process.

Subsequently when music or other events are likely to exceed the normal provisions of Environmental Protection (Noise) Regulations 1997 an organiser or proprietor may request that the Local Authority approve the event under Regulation 18 of Environmental Protection (Noise) Regulations 1997 subject to terms and conditions.

Under Regulation 18 of the Environmental Protection (Noise) Regulations 1997 the Chief Executive Officer of any local government may approve more than two Regulation 18 non complying noise events in any given 12 months if he is satisfied that the majority of affected residents have no objection to the holding of the extra events.

The Chief Executive Officer must not give approval unless the local governments of each district in which noise emissions received from the event are likely to fail to comply with the standard prescribed under Regulation 7 agrees to the proposed conditions applicable to the approval. Regulation 7 prescribes the standard for noise emission from any premises or public place when received at other premises.

In view of this requirement it has been necessary to write to the four local governments affected to seek their comment on each occasion that an application under Regulation 18 is lodged.

Where any agreement cannot be reached the conditions are to be determined by the Minister of Environmental Protection after receiving the advice of the Chief Executive Officer.

The Chief Executive Officer may impose conditions on any event that he thinks fit.
Conditions imposed may :

- Limit the duration of the event and the rehearsals;

- Set start and end times for the event and rehearsals;
- Set times when the stage, seating, etc can be set up and pulled down; and
- Set any other requirements needed to contain the noise impact, including noise limits.

To facilitate a quicker approval process within the scope of the Noise Regulations where potential noise complaints can become an issue it was suggested that Council's Health Services liaise with the Department of Environmental Protection, the Western Australian Turf Club, and the relevant local authorities to draft a policy that could be accepted by all parties regarding the conditions of approval for any future events. The advantage of such an agreed policy would allow events to proceed as long as they fall within the parameters of the policy and thus negating the need for correspondence and approvals to be obtained from relevant authorities upon an application for each event.

Issues to be included in such a policy would address the frequency of events, types of events, hours of operation, complaints procedures, community consultation and reporting mechanisms. The policy would also limit the number of events to be held each year and be subject to an annual review, given possible residential development of potentially affected areas, including the Swan Portland Cement site in Burswood.

A report was submitted to Council at its meeting held 24 April 2001, when Council resolved the following:

"A. The Manager of Environmental Health and Building Services to draft a policy in consultation with the Department of Environmental Protection, the Western Australian Turf Club and other affected Local Authorities relating to Regulation 18 Approvals under the Environmental Protection (Noise) Regulations 1997 in respect to the Belmont Racecourse.

B. The draft Policy be the subject of a report to Council for consideration and to include such matters as acceptable noise levels, the frequency of events, types of events, hours of operation, complaint procedures, community consultation, number of events per year, and reporting mechanisms."

A draft policy and procedure (tabled) was subsequently developed and a report submitted to Council at its meeting held 12th February 2002 when Council resolved the following:

"A. The following Draft Policy and Procedure dated January 2002 be forwarded to the Department of Environmental Protection, Western Australian Turf Club, Town of Vincent, City of Perth, City of Bayswater and City of Belmont for their comment.

B. Upon receipt of comment from the Department of Environmental Protection, Western Australian Turf Club, Town of Vincent, City of Perth, City of Bayswater and the City of Belmont the Policy/Procedure be submitted to Council for final consideration and approval"

COMMENT:

Correspondence and comment has since been received from the Western Australian Turf Club (WATC) the Town of Vincent, City of Perth, City of Belmont and the City of Bayswater who are all supportive of the proposed policy. (letters tabled). Discussion has also taken place between senior officers from the Department of Environmental Protection (DEP) and Council Officers to facilitate the finalisation of the policy and procedure.

No additional or significant comments were made by the other local authorities, however the DEP did request some changes, therefore as a result of this consultative process some changes have been made. The main thrust of the changes related to providing more protection to any possible elevated noise levels being received by the other local authorities. The other main change was to provide more flexibility to the WATC in relation to the number of events permitted. Previously only 6 events per year were going to be permitted. Under the new policy the WATC can apply to have additional events which will be assessed outside the scope of the agreed policy, but they will still have to comply with the regulations. The WATC was contacted and given a copy of these changes. The WATC acknowledged and accepted the amendments.

A policy and procedure has now subsequently been prepared and is submitted to Council for consideration. Should Council approve of the policy and procedure a copy will be sent to all relevant organisations for their information.

The adoption of the policy and procedure will streamline applications and approvals for music events held at Belmont Racecourse whilst putting controls in place for noise levels emanating from the Racecourse which could otherwise adversely affect the health and amenity of residents including those residing in adjoining local authorities.

It is proposed that the application of the proposed policy be delegated to the Chief Executive Officer.

RESPONSIBLE OFFICER RECOMMENDATION:

A. The following Council Policy and Procedure be adopted:

POLICY

Authority	**Council Meeting 20 August 2002**
HLTH4	**MANAGEMENT OF NOISE EMISSIONS FOR EVENTS OTHER THAN HORSE RACING AT BELMONT RACECOURSE, BURSWOOD.**
Keywords	**Belmont Racecourse; Noise; Regulation 18; Events.**
Policy	**Applications for events other than horse racing at Belmont Racecourse in accordance with Regulation 18 of the Environmental Protection (Noise) Regulations 1997 may be approved without prior approval of other Local Authorities provided the requirements of the Procedure in relation to this Policy are complied with.**
Related Policies	**None**
Procedure	**Yes**
Delegated by Council to:	**Chief Executive Officer**
Last Reviewed:	**N/A**

POLICY/ PROCEDURE	
HLTH4	MANAGEMENT OF NOISE EMISSIONS FOR EVENTS OTHER THAN HORSE RACING AT BELMONT RACECOURSE, BURSWOOD

1. All events other than those conducted by the WATC to be held at Belmont Racecourse be assessed/approved under Regulation 18 of the Environmental Protection (Noise) Regulations 1997. Approvals can be issued by the Chief Executive Officer of the Town of Victoria Park, subject to compliance with this procedure.

2. No more than six (6) events will be approved per calendar year and not withstanding the number of events, no more than 20 hours of actual event time for external events. If more than 6 events are proposed in any calendar year then the details of the additional proposed event(s) will have to be submitted to Council, other affected local authorities and the Department of Environmental Protection (DEP) for appraisal.

3. The City of Bayswater, City of Perth, Town of Vincent, City of Belmont and the Department of Environmental Protection will be advised in writing of any events proposed under this policy at least 30 days prior to the event. These instrumentalities will be advised of the type of event, hours of operation, and contact numbers for any one wishing to lodge a complaint. Where local governments have endorsed this policy and procedure, the conditions of an approval given will be taken to have been agreed to under noise regulation 18 (12).

4. Any organisation or statutory authority adversely affected by this policy, including the Town of Vincent, City of Belmont, City of Perth, City of Bayswater, DEP, and the Western Australian Turf Club, may request a review of the policy. The Town of Victoria Park will undertake not to approve any further events for a period of 60 days after receiving such a submission, unless applications for events have been presented to Council for appraisal, prior to the submission of a request for a review from another statutory authority.

5. A request for a review should be addressed in writing to the Chief Executive Officer of the Town of Victoria Park, and will be assessed in consultation with the DEP within 30 days of the date, of receiving the submission.

6. The starting time and the completion time for the Event shall be indicated by the promoter on the application and will only be agreed to if it can be shown that compliance can be made with this procedure. For the purpose of this procedure the start and finish times of the event will be determined in consultation with the Town of Victoria Park, DEP and the organiser. In any instance for outside events the following time constraints will apply:

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

7. The duration of the practice and rehearsals sessions and sound checks for the event shall not exceed two hours on or before the event day.

8. **Practice and rehearsals sessions and sound checks for the event shall be held at times acceptable to the Town of Victoria Park and the Department of Environmental Protection, and in any instance not before 9am.**

9. **The public address system and stage for an event outside the main grandstand shall be installed with the following features included:**

   (i) **Any stage shall be located such that, as far as practicable, it faces the Belmont Racecourse grandstand or towards the south-east; and**

   (ii) **For outdoor concerts, the mixing desk shall be located in front of but not more than 30 metres from the primary speaker banks or at a location approved by the Council.**

10. (i) **Subject to Clause 10 (iv) below, the sound level resulting from music associated with an outdoor Event, shall not exceed the following levels**

   $L_{Aeq,1min}$ level of 100 dB(A) measured at the mixing desk,

   where $L_{Aeq,1min}$ is an average value taken over 1 minute, whose level contains the same energy as the fluctuating noise during that period.

   (ii) **Subject to Clause 10 (v) below, the sound level resulting from music associated with an indoor Event, shall not exceed the levels prescribed in the following table:**

Time Period	Measurement Position	1. 3.1.1.1 Sound Pressure Level – $L_{Ceq,1min}$
Before12.00am, on any day other than New Years Day, or before 2.00am on New Years Day	Position 1	97
	Position 2	103
	Position 3	105
12.00am to 2.00am, on any day other than New Years day, or 2.00am to 4.00am on New Years day	Position 1	92
	Position 2	98
	Position 3	100
After 2:00am, on any day other than New Years Day or after 4:00am on New Years day	Position 1	89
	Position 2	95
	Position 3	97

where $L_{Ceq,1min}$ is the C-weighted average value taken over 1 minute, whose level contains the same energy as the fluctuating noise during that period.

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

(a) Measurement position 1:- 10 metres directly in front of any ground level external door;

(b) Measurement position 2:- 4 metres directly in front of any level one external door or window; and

(c) Measurement position 3:- 1 metre directly in front of any level two external door or window.

(iv) Up to 5 percent of the $L_{Aeq,1min}$ levels may exceed, by not more than 5 dB, the levels specified in Clause 10 (i) over the period of the Event.

(v) Up to 5 percent of the $L_{Ceq,1min}$ levels may exceed, by not more than 5 dB, the levels specified in Clause 10 (ii) over the period of the Event.

11. Monitoring shall be carried out by persons approved by the Council. The monitoring shall be carried out continuously during the sound system tests for the Event and over the period 10 minutes before the Event, during the Event and for 10 minutes after the Event. For outdoor events the monitoring shall be

carried out at the mixing desk position. For indoor events monitoring shall be carried out at the measurement positions referred to in Clause 10 (iii) herein. Provision shall be made to enable the approved person free access in and out of the venue and access to all sound engineers and stage management personnel.

12. **The monitoring of sound levels shall be carried out using monitoring equipment that complies with regulation 22 of the Environmental Protection (Noise) Regulations 1997. The public address system used at the Event shall be operated so that the readings of the sound levels recorded by the monitoring equipment do not exceed the sound levels allocated in clause 10 (i) and (ii) herein (regardless of the accuracy of the monitoring equipment).**

13. **Any direction to reduce the sound levels, including low frequency sound levels generated by the public address system used at the Event, by the person approved to monitor the noise levels, any Inspector appointed under section 88 of the Act, the Police or employed by the Council, shall be complied with by the event organiser forthwith.**

14. **The promoter will pay the Council the prescribed noise monitoring fees and any other costs incurred to monitor the event in relation to noise, prior to the application for the event being processed by the Town of Victoria Park.**

15. **The promoter will provide a complaint response service for persons who wish to lodge complaints regarding noise from the activities associated with the Event. This will comprise a telephone service, which will always be answered in person by an operator. The complaint response Service may also be handled by Council's representative, and a complainant will also have access to Council's after hours pager service where a Council Officer will respond.**

16. **The complaint response service shall be attended at all times when the Event is in progress and during practice and rehearsal sessions and sound system tests for the Event. All complaints received are to be recorded.**

17. **Notice of the starting and completion times for the Event and the establishment of the Complaint Service, its telephone number and the times of operation, shall be publicised not later than 5 days prior to the event by means of a "flyer" distributed to all noise sensitive premises (as defined in the Environmental Protection (Noise) Regulations 1997) including –**

    (a) **All noise sensitive premises with addresses in the following locations in the City of Perth:**

        All streets within the area bounded by East Parade, Claisebrook Cove and the Swan River, and all streets within the area bounded by Nile Street, Trafalgar Road, Claisebrook Cove and the Swan River; and

    (b) **All noise-sensitive premises with addresses in the following location in the Town of Vincent;**

        All streets within the area bounded by East Parade and the Swan River; and

    (c) **All noise-sensitive premises with addresses in the following locations in the City of Bayswater;**

        All streets within the area bounded by Guildford Road, Peninsula Road and Tranby Road and the Swan River; and

(d) All noise-sensitive premises with addresses in the following locations in the City of Belmont:

All streets within the area bounded by Riversdale Road and the Swan River; and

(e) The premises known as Mercy Hospital - Ellesmere Road Mt Lawley ; and

(f) Any other locality deemed necessary by the Council, the Department of Environmental Protection, or another potentially affected local authority.

18. The approved person monitoring the noise for the event shall deliver a report on the noise monitoring to the Council by not later than 5 working days after the event.

19. The Council will submit after the event a copy of the noise report to the, City of Bayswater, City of Perth, Town of Vincent, City of Belmont and the Department of Environmental Protection for information.

B. The Department of Environmental Protection, Western Australian Turf Club, Town of Vincent, City of Perth, City of Belmont, and the City of Bayswater be advised of the adoption of the Policy and Procedure and be provided with copies.

C. The following power be delegated to the Chief Executive Officer:

No	Section	Delegation	Conditions	Assignee(s)
	EPA (Noise) Regulations 1997 and Council Policy	Approval of events under Regulation 18 of EPA (Noise) Regulations 1997 at Belmont Racecourse	Compliance with Council Policy and Procedure	No

RESOLVED:

Councillor Bissett moved Councillor Mason seconded

That the recommendation be adopted.

CARRIED (8-0)

Policy number	Policy 403
Policy title	Management of noise emissions from events at Belmont Racecourse – Other than horse racing
Strategic outcomes supported	EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. EC2 – A clean, safe and accessible place to visit. CL1 – Everyone receives appropriate information in the most efficient and effective way for them.

POLICY OBJECTIVE:

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

POLICY SCOPE:

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

DEFINITIONS:

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

POLICY STATEMENT:

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

2. All events to be held at Belmont Racecourse, other than those conducted by the WATC, shall be assessed under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* and approved by the Chief Executive Officer of the Town of Victoria Park, subject to compliance with this procedure.

3. Not more than six (6) events shall be approved per calendar year and notwithstanding the number of events, no more than 20 cumulative hours of actual event time for events held outside the venue building. If more than 6 events are proposed in any calendar year, the details of the additional proposed event(s) shall be submitted to the Council of the Town of Victoria Park, the Cities of Perth, Bayswater & Belmont, the City of Vincent and the Department of Environmental Protection for appraisal.

4. The Cities of Perth, Bayswater, ~~&~~ Belmont and Vincent and the Department of Environmental Protection shall be advised in writing of any events proposed under this policy at least 30 days prior to the event. These authorities will be advised of the type of event, hours of operation, and contact numbers for anyone wishing to lodge a complaint. Where the above-mentioned local governments have endorsed this policy and procedure, the conditions of an approval given will be taken to have been agreed to by them under Noise Regulation 18(12).

5. Any organisation or statutory authority adversely affected by this policy, including the Cities of Perth, Bayswater, & Belmont and Vincent, the Department of Environmental Protection, and the Western Australian Turf Club, may request a review of the policy. The Town of Victoria Park will undertake not to approve any further events for a period of 60 days after receiving such a submission, except those applications that the Town of Victoria Park had already received prior to a request for such a review.

6. A request for a review should be addressed in writing to the Chief Executive Officer of the Town of Victoria Park, and will be assessed in consultation with the Department of Environmental Protection within 30 days of receiving the submission.

7. The starting time and the completion time for an event shall be specified on the application and will only be agreed to if it can be shown that compliance can be made with this procedure. For the purpose of this procedure the start and finish times of an event will be determined in consultation with the Town of Victoria Park, the Department of Environmental Protection and the applicant. For any event held outside the venue building the following time constraints will apply:

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

8. The duration of any rehearsal sessions and sound checks for an event shall not exceed two (2) hours on or before the event day.

9. Rehearsal sessions and sound checks for an event shall be held at times acceptable to the Town of Victoria Park and the Department of Environmental Protection, and under no circumstances shall commence before 9 a.m.

10. The public address system and stage for an event held outside the venue building shall be installed in compliance with the following requirements:

    a. Any stage shall be located such that, as far as practicable, it faces the Belmont Racecourse grandstand or towards the south-east; and
    b. For outdoor concerts the mixing desk shall be located in front of, but not more than 30 metres from, the primary speaker banks or at a location approved by the Town.

11.
    a. Subject to Clause 10 (d) below, the sound level resulting from music associated with an event held outside the venue building shall not exceed LAeq,1min level of 100 dB(A) measured at the mixing desk, where LAeq,1min is an average value taken over 1 minute, whose level contains the same energy as the fluctuating noise during that period.

b. Subject to Clause 10 (e) below, the sound level resulting from music associated with an event held inside the venue building shall not exceed the levels prescribed in the following table:

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

where LCeq,1min is the C-weighted average value taken over 1 minute, whose level contains the same energy as the fluctuating noise during that period.

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

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

d. Up to 5 percent of the LAeq,1min levels may exceed, by not more than 5 dB, the levels specified in Clause 10 (a) over the period of the Event.
e. Up to 5 percent of the LCeq,1min levels may exceed, by not more than 5 dB, the levels specified in Clause 10 (b) over the period of the Event.

12. Monitoring shall be carried out by persons approved by the Chief Executive Officer of the Town of Victoria Park. The monitoring shall be carried out continuously during the sound system tests for an event and over a period of 10 minutes before an event, during an event and for 10 minutes after the event.

13. For outdoor events the monitoring shall be carried out at the mixing desk position. For indoor events, monitoring shall be carried out at the measurement positions referred to in Clause 10 (c).

14. Provision shall be made to enable the approved person free access in and out of the venue, access to all sound engineers and stage management personnel.

15. The monitoring of sound levels shall be carried out using monitoring equipment that complies with Regulation 22 of the *Environmental Protection (Noise) Regulations 1997*. The public address system used at an event shall be operated so that the readings of the sound levels recorded by the monitoring equipment do not exceed the sound levels stipulated in Clause 10 (a) and (b) regardless of the accuracy of the monitoring equipment.

16. If any person authorised to monitor the noise levels - including any Inspector appointed under Section 88 of the Act, the Police or an employee of the Town of Victoria Park – issues a direction to reduce the sound levels, including low frequency sound levels generated by the public address system, the event organiser shall immediately comply with such direction.

17. Prior to the application for an event being processed by the Town of Victoria Park, the applicant shall pay the Town of Victoria Park the prescribed noise monitoring fees and any other costs estimated to be incurred to monitor an event in relation to noise.

18. The applicant shall provide a complaint response service for persons who wish to lodge complaints regarding noise from the activities associated with an event. This shall comprise a telephone service, which must always be answered in person by an operator. The complaint response service may also be handled by a Town of Victoria Park representative in which case a complainant shall also have access to the Town's after hours pager service.

19. The complaint response service shall be attended at all times when the event is in progress and during rehearsal sessions and sound system tests for the event. All complaints received will be logged.

20. Notice of the starting and completion times for the event and the establishment of the complaint service, its telephone number and the times of operation, shall be publicised not later than 5 days prior to the event by means of a "flyer" distributed to all noise sensitive premises (as defined in the *Environmental Protection (Noise) Regulations 1997*) including –

    a. All noise sensitive premises with addresses in the following locations in the **City of Perth:**

       All streets within the area bounded by East Parade, Claisebrook Cove and the Swan River, and all streets within the area bounded by Nile Street, Trafalgar Road, Claisebrook Cove and the Swan River; and

    b. All noise-sensitive premises with addresses in the following location in the **City of Vincent:**

       All streets within the area bounded by East Parade and the Swan River; and

    c. All noise-sensitive premises with addresses in the following locations in the **City of Bayswater:**

All streets within the area bounded by Guildford Road, Peninsula Road and Tranby Road and the Swan River; and

d. All noise-sensitive premises with addresses in the following locations in the **City of Belmont:**

All streets within the area bounded by Riversdale Road and the Swan River;

e. The premises known as Mercy Hospital - Ellesmere Road, Mt Lawley ; and

f. Any other locality deemed necessary by the Town of Victoria Park, the Department of Environmental Protection, or another potentially affected local authority.

21. The approved person monitoring the noise for the event shall deliver a report on the noise monitoring to the Town of Victoria Park by not later than 5 working days after the event.

22. After the event the Town of Victoria Park shall submit a copy of the noise report to the Cities of Perth, Bayswater, ~~&~~ Belmont and Vincent and the Department of Environmental Protection for information

RELATED DOCUMENTS:

Environmental Protection (Noise) Regulations 1997

Policy manager	Manager – Development Services
Responsible officers	Principal Environmental Health Officer Environmental Health Officer
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	20/08/2002	Council	-	Item 1.3
2	Reviewed	15/08/2006	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Strategic risk event Change Addition	Primary risk category	Secondary risk category	Ancillary risk category	Causes	Consequence description (initial)	Inherent risk rating	Control	Control effectiveness	Risk treatment action	Due date
Non-compliance with Council's governance obligations under the Local Government Act 1995	Legislative compliance	Reputation/image	Financial	Lack of resources and capability to deliver	Adverse findings by integrity bodies	High	Mandatory elected member training	Substantially effective	Develop ongoing governance training program for staff	30-Jun-22
				Lack of appropriate and ongoing training	Public censure of the Council		Compliance calendar	Partially effective	Investigate system that integrates risk, audit and compliance responsibilities and reporting	31-Dec-22
				Low understanding of obligations	Dismissal of the Council		Reg 17 review on legislative compliance	Partially effective		
				Lack of expert knowledge	Dismissal of staff		Compliance Audit Return	Partially effective		
				Unaware of changes to legislation	Reputational damage		Internal audit program	Partially effective		
					Financial loss		Financial interest register	Partially effective		
					Individual legal consequences		Elected member induction program	Partially effective		
							Elected member monthly training program	Partially effective		
							WALGA membership for governance advice	Partially effective		
							Legal advice register	Partially effective		
							Meeting Procedures Local Law 2019	Partially effective		
							Integrated Planning and Reporting Steering Group	Partially effective		
							Audit and Risk Committee	Partially effective		
							Chief Executive Officer Recruitment and Performance Review Committee	Partially effective		
							Accountability and Decision-making Framework	Partially effective		
							Policy 004 - Risk management	Partially effective		
							Policy 005 - Acting Chief Executive Officer	Partially effective		
							Policy 006 - Gratuity payments for employees	Partially effective		
							Policy 011 - Elections	Partially effective		

						Policy 021 - Fees, expenses and allowances - Elected members and ICMs	Partially effective
						Policy 022 - Elected member professional development	Partially effective
						Policy 023 - Provision of information and services - Elected members	Partially effective
						Policy 024 - Event attendance	Partially effective
						Policy 026 - Complaints Policy for Council members, Committee members and candidates	Partially effective
						Delegations register	Partially effective

Failure to meet the infrastructure needs of future growth requirements	Reputation/image	Financial	Service delivery	Lack of long-term planning for infrastructure Lack of long-term planning for funding infrastructure needs Lack of delivery of future infrastructure Population forecasts not realised Lack of resources and capability to deliver Lack of long-term politicial commitment Lack of funding and available budget	Community dissatisfaction Reputational damage Disincentive for people coming to the Town Disintegration of the social fabric of the community Environmental and property damage Financial impact Negative impact on public health and wellbeing Impact on property prices (increase or decrease) Disincentive for people to invest in the Town Internal competition that doesn't take into account needs of community	Medium	Masterplans Long-Term Financial Plan reviewed annually Asset management plans reviewed annually Strategic Community Plan reviewed every two years Corporate Business Plan reviewed annually Town Planning Scheme Workforce Plan reviewed annually Annual budget Urban Forest Strategy and Implementation Plan Public Open Space Strategy Integrated Movement Network Strategy Belmont Park Structure Plan Burswood Lakes Structure Plan Lathlain Park Management Plan	Partially effective Substantially effective Substantially effective Partially effective Partially effective Partially effective Partially effective Substantially effective Partially effective Partially effective Partially effective Substantially effective Substantially effective Substantially effective	Review Social Infrastructure Strategy Review Long-Term Financial Plan in line with adopted strategies Link adopted strategies to strategic asset planning Implement strategic asset management plan recommendations Review Local Planning Strategy Develop funding strategy Deliver Planning Reform Program	30-Jun-22 30-Jun-22 30-Jun-22 30-Jun-22 31-Dec-21 30-Sep-22 30-Jun-27

Failure to maintain a sustainable long-term financial position	Financial	Service delivery	Reputation	Lack of adequate planning for future maintenance and renewal/replacement of assets	Inability to fund renewal of assets and resulting deterioration of assets leading to decline in community satisfaction	High	Long-Term Financial Plan reviewed annually	Partially effective	Review purpose of Strategic Asset Advisory Group and implement improvements	31-Dec-21
				Increase in operating expenditure outgrowing rates growth			Asset management plans reviewed annually	Partially effective	Investigate opportunities for revenue diversification to reduce reliance on rates	30-Jun-22
							Asset valuations undertaken every five years	Substantially effective	Expenditure review process to maximise use of existing funds while maintaining level of service delivery	30-Jun-22
							Major asset condition assessments in line with audit standards	Substantially effective	Develop annual process to review data from benchmarking survey to inform actions	30-Jun-22
							Renewal program of infrastruture assets	Partially effective	Educate elected members on financial concepts and principles as part of annual budget process	31-May-22
							Strategic Community Plan reviewed every two years	Partially effective	Improve Long-Term Financial Plan	30-Jun-22
							Budget workshops held with elected members to develop annual budgets	Partially effective	Develop funding strategy	30-Sep-22
							Asset management system	Partially effective		
							Strategic Asset Advisory Group	Partially effective		
							Investment program	Partially effective		
							Financial reserves	Partially effective		
							Policy 305 - Loan borrowing limitations	Partially effective		

Loss of ratepayer base and associated revenue	Financial	Service delivery	Reputation	Forced amalgamation or boundary change	Disruption to service delivery	Medium	Place leaders in all areas of the Town	Partially effective	Complete MoU for South-East Corridor Alliance	30-Jun-22
				Dissatisfaction with the Town as a governing body by constituents	Loss of community identity		Community perception survey undertaken every two years	Partially effective	Develop Advocacy Strategy	30-Jun-22
				Dissatisfaction with the Town's provision of services by constituents	Reputational damage		Inner Perth Assembly Memorandum of Understanding	Partially effective	Develop plan to communicate value for money	30-Jun-22
				Lack of association with the Town's place identity	Negative impact on financial sustainability		Local Government Performance Excellence Program benchmarking	Partially effective	Develop plan to educate the community about the role of local government	30-Jun-22
				Perception of there not being value for money	Distrust		Provisions in Local Government Act 1995 and associated regulations	Partially effective		
							Regular meetings with neighbouring local government Chief Executive Officers	Partially effective		
							Regular meetings with State Government politicians	Partially effective		
							Burswood Alliance Steering Committee	Partially effective		
							Invest Vic Park prospectus	Partially effective		
							South-East Corridor Alliance	Partially effective		
							Inner City Group	Partially effective		

Failure to take action to reduce impact on climate change	Environmental	Reputation	Financial			High						
				Lack of leadership on climate change	Council not seens as a leader in mitigating climate change		Planning framework and state building regulations	Partially effective	Implement actions from Climate Emergency Plan	30-Jun-30		
				Lack of planning to mitigate the impacts of climate change	Lack of impact on climate change		Public Open Space Strategy	Partially effective	Include funding for Climate Emergency Plan actions in Long-Term Financial Plan	30-Jun-22		
				Lack of funding and resources to undertake climate change actions	Financial impact		Local Planning Strategy	Partially effective	Review service delivery model and resourcing including consideration of employing a Sustainability Officer	30-Oct-21		
				Lack of community support	Damage to reputation		Integrated Movement Network Strategy	Partially effective	Introduce recycling stations throughout the Town for items no permitted in yellow top bins	31-Dec-22		
					Community priorities and aspirations not realised		Capital budgets focussed on environmental sustainability initiatives	Partially effective	Review planning policies in line with Climate Emergency Plan	30-Jun-23		
							Strategic Community Plan structured on four pillars of sustainability	Partially effective	Review Town Planning Scheme	30-Jun-23		
							Climate Emergency Plan	Partially effective	Deliver Urban Forest Program	30-Jun-24		
							Environment Plan	Partially effective	Develop Waste Strategy Implementation Plan	30-Jun-23		
							Strategic Waste Management Plan	Partially effective	Develop impact reporting on climate change	30-Jun-23		
							Strategic Community Plan	Partially effective	Deliver Public Open Space Program	30-Jun-27		
							Fleet Management Plan	Partially effective	Complete review of IMNS and PMP (Transport Strategy)	31-Dec-21		
							Urban Forest Program	Substantially effective	Complete Local Planning Strategy	31-Dec-21		
							Policy 261 - Sustainable events	Partially effective				
							Policy 260 - Single-use Plastic and Polystyrene	Partially effective				

Failure to detect and prevent occurences of fraud and corruption	Financial	Reputation	Legislative compliance	Lack of appropriate processes and systems to detect and prevent fraud and corruption	Damage to Council and the Town's reputation	High	Annual external audits of financial statements	Substantially effective	Implement actions from integrity, fraud and corruption internal audit	30-Jun-22
				Poor culture	Financial loss		Oversight of Audit and Risk Committee	Substantially effective	Develop fraud and corruption management framework	30-Jun-23
				Lack of integrity	Adverse findings by integrity bodies		Annual minor policy review of related policies	Substantially effective	Review Audit and Risk Committee's terms of reference	28-Feb-22
				Lack of appropriate policies and procedures	Public censure of the Council		Monthly internal purchasing audits	Substantially effective	Complete sponsorship internal audit	30-Jun-22
				Lack of audits	Dismissal of the Council		Monthly reporting of schedule of accounts to Council	Partially effective	Complete employment process internal audit	30-Jun-22
				Lack of capability and accountability	Dismissal of staff		Monthly reporting of financial statements to Council	Partially effective	Complete misuse of assets and resources internal audit	30-Jun-22
				Lack of security	Law breach		Supplier listing	Partially effective	Develop program for regular integrity training	30-Jun-22
				Lack of checks and controls	Loss of portable attractive assets and equipment		Segregation of duties relating to purchasing and financial management in place	Substantially effective	Develop program for regular procurement training	31-Jul-22
							Financial management system and related processes	Partially effective	Develop management practice for ongoing corporate training program	30-Jun-22
							Staff code of conduct in place	Partially effective	Complete review of induction and re-induction process	30-Jun-22
							Elected member code of conduct in place	Partially effective		
							Delegations approved by Council and publicly available	Partially effective		
							Annual review of delegations	Partially effective		
							Independent members appointed to Audit and Risk Committee	Partially effective		
							Policy 116 - Sponsorship	Partially effective		
							Policy 117 - Business grants	Partially effective		
							Policy 301 - Purchasing	Partially effective		
							Policy 302 - Investment	Partially effective		

Policy 304 - Disposal of Surplus Assets	Partially effective
Policy 306 - Business dealings with elected members and employees	Partially effective
Policy 312 - Transaction card	Partially effective
Payroll checks	Partially effective
Internal audit plan	Partially effective
Credit card management practice	Partially effective
Store card management practice	Partially effective
Investments management practice	Partially effective
Eftsure bank verification software	Substantially effective
Purchasing management practice	Partially effective

Failure to maintain and protect data and information technology systems	Infrastructure/ICT systems/utilities	Reputation		Cyber attack	Loss of information	Extreme	Backup of ToVP Information Systems procedure	Substantially effective	Create program of penetration testing	31-Mar-22
				Staff misconduct	Data and privacy breaches		Network security system that monitors and controls incoming network traffic based on security rules	Partially effective	Develop vulnerability management process	31-Mar-22
				Elected member misconduct	Fraudulent transactions		Centralised records management system	Partially effective	Review strategic risk management related to cyber and information security	30-Nov-21
				Server failure	Loss of access to operational systems		Code of Conduct for staff and elected members	Partially effective	Review operational risk management related to cyber and information security	30-Nov-21
				Network failure	Increase in reactionary workload		Active threat protection on desktops and servers	Substantially effective	Complete audit of cloud services in use to ensure all are in Australian hosted locations	30-Apr-22
				Issues with third party cloud service providers	Loss of trust in administration's ability to operate effectively		HRP010 Internet Email Procedure		Review and revise cyber security strategy	31-Mar-22
				Issues with contractors	Inability to provide services to the community				Implement cyber security strategy	30-Sep-22
									Review HR policies relating to cyber security	30-Jun-22
									Develop internal cyber and information security awareness program	30-Jun-22
									Implement process to identify when Town email addresses are included in data breaches	31-Dec-22
									Develop cyber security incident response plan	31-Mar-22
									Develop centralised cyber security incident register	31-Mar-22
									Review and revise Disaster Recovery Plan	30-Apr-22
									Review and revise cyber security-related content of Business Continuity Plan	30-Nov-21
									Develop and maintain ICT-related onboarding and offboarding procedure	31-Mar-22

Failure to plan and prepare for emergencies and recovery	Service delivery	Financial	Environment Reputation Health and safety	Natural disaster	Widespread infrastructure damage	High	Crisis Management Group	Partially effective	Review Business Continuity Plan	31-Dec-21
				Pandemic	Loss of life		Business Continuity Group	Partially effective	Develop contemporary Emergency Management Plan	31-Dec-21
				Power loss	Disruption to services		Local Emergency Management Arrangements	Partially effective	Develop scenario planning	31-Dec-22
				Political instablity	Reputation damage		Business Continuity Plan	Partially effective		
				Plane crash	Impact on mental wellbeing		Vaccination program	Partially effective		
				Terrorist attack	Negative impact on local economy		Working from Home Management Practice	Partially effective		
				Significant crime event	Negative unforeseen impact on Town budget		COVID-19 intranet page and information	Partially effective		
Views of community unable to influence decision-making	Reputation	Service delivery	Legislative compliance			High				
				Lack of trust	Council not confident that recommendations are supported by community		Policy 103 - Communication and Engagement	Partially effective	Review Policy 103 - Communication and Engagement to set and manage elected member expectations for volume and effort based on IAP2 spectrum	31-Aug-22
				Negative past experiences	Community outrage		Practice 103.1 - Communication and Engagement	Partially effective		
				Communication channel preferences	Decisions not reflective of community views		LPP37 - Community Consultation on Planning Proposals	Partially effective		
				Level of interest Language barriers Time available to participate Level of ability	Missed opportunities		Your Thoughts online engagement platform	Partially effective		

Failure to attract and retain a skilled workforce	Service delivery	Reputation	Legislative compliance	Success of other industries Amount of budget made available for remuneration Negative reputation in local government sector Available facilities and physical working environment	Decline in level of service to community Corporate deliverables unable to be met Legislative timeframes unable to be met Innovation and improvement not possible Adverse impact on wellbeing Adverse impact on performance	High	Workforce Plan Provisions of Enterprise Agreement Staff engagement program - open door conversations, coffee with the boss, monthly all staff meetings Staff Engagement Group Culture Club Leadership Competency Training Program	Partially effective Partially effective Partially effective Partially effective Partially effective Partially effective	Review career branding/value proposition Develop diversity action plan	31-Dec-22 30-Jun-22
Negative media exposure	Reputation	Service delivery		Unclear communication Promotion of individual views Opinions of journalists Industry backlash Lack of trust in local government Lack of relationships with media Lack of positive profiles	Negative public perception Increased workload to rectify Project delays Loss of funding Negative relationships	High	Policy 103 - Communication and Engagement Practice 103.1 - Communication and Engagement Provisions of Local Government Act 1995 HRP048 Social Media Policy Elected Member Code of Conduct Staff Code of Conduct Elected member training program	Partially effective Partially effective Partially effective Partially effective Partially effective Partially effective Partially effective	Include social media training in documented staff corporate training program Deliver media and social media training for elected members Investigate ability to control negative individual opinions in public	30-Jun-22 30-Nov-21 30-Jun-22
Variation in economic activity impacting delivery of infrastructure	Service delivery	Financial	Reputation	Changes in geopolitical landscape Changes in international trade partners and agreements Changes in tariffs and taxes Changes in Federal and State government policies	Project delays or can't begin Increase in budget variances Materials not being available	High	Project Management Framework Project management templates	Partially effective Partially effective	Monitor inclusion of risk mitigation in project plans	30-Jun-22

Increased community expectations on local government to address crime and anti-social behaviour	Reputation			Perception of increase in crime due to media Level of service provided by other levels of government Role of local government not clear Role of State and Federal government not clear Levels of service provided by other local governments Increased perception of homelessness Insufficient resources for prevention Lack of education around causes and responsibilities	Low level of community satisfaction Residents leave community Negative reputation Emphasis on delivery of programs that may not solve the problem Broadening of role of local government Decrease in community wellbeing Increase in active participation/citizenship	High	Safer Neighbourhoods Plan Homelessness Policy and Implementation Plan Inner City Working Group focus Belmont–Vic Park Emergency Relief Network Membership on District Leadership Group Community funding program State CPTED Policy Town Planning Scheme Community Benefits Strategy Integrated Movement Network Strategy Annual events program	Substantially effective Partially effective Partially effective Partially effective Partially effective Partially effective Partially effective Partially effective Partially effective Partially effective	Review Safer Neighbourhoods Plan Develop Events Strategy Develop Community Development Strategy Review IMNS (Transport Strategy) Develop CPTED planning policy	30-Jun-22 30-Jun-22 30-Jun-22 31-Dec-21 30-Jun-23
Changes in working relationships with key community, government and/or commercial stakeholders	Service delivery	Financial	Reputation	Relationships between individuals Dissatisfaction with decisions made Misalignment with strategies and policies	Negative media Less grant funding Less opportunities for promotion Businesses and community groups leave community	High	Relationship Management Strategy	Partially effective	Implement Relationship Management Strategy	30-Jun-23
Failure to maintain a constructive organisational culture	Service delivery	Health and safety	Reputation	Individual actions and personalities Workload pressures Lack of accountability and management of accountabilities	Staff turnover Poor perception of culture in local government sector Unable to attract talent	High	Cultural Optimisation Strategy	Partially effective	Review cultural optimisation strategy Roll out results of OCI/OEI survey Facilitate action planning against OCI/OEI survey results	30-Jun-22 31-Dec-21 31-Dec-21

State Government initiatives misaligned with community aspirations	Reputation			Lack of community engagement Available budget Political pressures	Low level of community satisfaction Lack of understanding of local/state government responsibilities	High	Relationship Management Strategy	Partially effective	Develop plan to educate the community about the role of local government Develop Advocacy Strategy	30-Jun-22 30-Jun-22
Supply chain distruptions leading to project delays	Service delivery	Financial	Reputation	Material shortages Trade arrangements Freight delays	Project delays or can't begin Increase in budget variances	High	Procurement Plan Policy 301 - Purchasing Practice 301.1 - Purchasing	Partially effective Partially effective Partially effective		

OUTSTANDING ACTIONS FROM REGULATION 17 OF THE *LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996* REVIEW

Ref	Required Action	Review Area	Status	Officer Comment
1.1	Implementation of attached 'Compliance Calendar' to formalise the Town's approach in monitoring compliance with legislation and regulations.	Legislative Compliance	Complete	The Town has since implemented the use of a Compliance Calendar, commencing from June 2019. This report will now be provided via the Audit Committee Hub.
1.2	Ensure that a monthly report on the 'Compliance Calendar' is generated for the Finance and Audit Committee, and distributed to its members for oversight purposes.	Legislative Compliance	Complete	Since the implementation of the Compliance Calendar in June 2019, a copy of the completed Compliance Calendar for the previous month has been placed on the Councillor Portal for elected members. Independent Committee Members (ICMs) for the Audit Committee are provided a copy via email. This report will now be provided via the Audit Committee Hub.
1.3	Development of a policy and/or procedure for complaints relating to elected members	Legislative Compliance	Complete	A policy for the management of complaints relating to Elected Members in matters relating to breaches of the Code of Conduct was adopted by council on 20 April 2021.
1.4	Appointment of a Public Interest Disclosure (PID) officer	Legislative Compliance	Complete	The Manager Governance & Strategy has been formally appointed as the PID officer for the Town as of 28 June 2019.
1.5	Development of process which triggers the inclusion of a management disclosure in the event that a significant compliance issue is identified.	Legislative Compliance	Complete	The Auditor's opinion for the 2017/18 Financial Year included a comment on a significant adverse trend in the financial position of the Town relating to the Asset Sustainability Ratio. As a result, the Town has since implemented a process for reviewing, and reporting on, non-compliance issues raised.
1.6	Develop an internal audit program with a focus on assessing areas of risk, strategic significance, and ethics/integrity issues	Legislative Compliance	Complete	An Internal Audit Program was developed and presented to the Audit & Risk Committee in June 2020 and adopted by Council at the July 2020 OCM.

1.7	Ensure the internal audit program is appropriately resourced	Legislative Compliance	Complete	The internal audit program is appropriately resourced. The Town has appointed Paxon to carry out the internal audit program.
1.8	Development of a process to capture relevant changes to external legislation and regulatory requirements, which includes the tasking of necessary actions to relevant officers and ensuring completion.	Legislative Compliance	Complete	The Town has since been providing monthly 'legislative update' reports to both the executive team and elected members since June 2019. This report will now be provided via the Audit Committee Hub.
1.9	A report containing relevant legislative changes and ensuing action to be generated and distributed to the Finance and Audit Committee to ensure appropriate oversight, as required.	Legislative Compliance	Complete	Since its implementation, this report (as outlined in 1.8) has been provided to elected members via the Councillor Portal and to ICMs via email. This report will now be provided via the Audit Committee Hub.
1.10	Development of a formal induction process for audit committee members, with a particular focus on expected conduct and roles.	Legislative Compliance	Complete	Unfortunately, the request for quotes for Audit Committee training did not identify a suitable training provider. Independent Committee Members have been enrolled to complete council essential modules
1.11	Review the Terms of Reference for the Finance and Audit Committee to ensure it is in line with legislative and regulatory requirements.	Legislative Compliance	Complete	The Terms of Reference for the Audit Committee were reviewed and recommended to the Audit Committee in March 2020. It was proposed that the Audit Committee's existing Terms of Reference be amended to include an additional section on the Committee's role in the Internal Audit function and that the name of the Committee be changed to the Audit & Risk Committee. These amendments were adopted at the following OCM in April 2020.

2.1	Ensure consistency in the drafting and keeping of procedures and/ management practices using the Town's Record Management System	Internal controls	Complete	The Town has developed a Management Practice, under Policy 001 Policy Development and Management, which outlines how Management Practices are to be developed, and recorded.
2.2	Development of a new procedure for the onboarding of new staff to address findings by Office of the Auditor General.	Internal controls	Complete	A Recruitment and Selection Procedure has been developed and endorsed by C-suite.
2.3	Ensure that all 'policy statements' and 'procedures' are appropriately Captured before the next CEO's review on systems and processes relating to internal controls, which will be due in 2022	Internal controls	In progress	Several outdated policies have been reviewed and the review program is ongoing and should result in every policy having been individually reviewed by 30 June 2022.
2.4	Establish a review process for procedures and/or management practices	Internal controls	Complete	Please see response to 2.1.
2.5	Establish and implement a regular internal audit program	Internal controls	Complete	Please see response to 1.6 and 1.7.
2.6	Risk Management Framework and registers to be reviewed	Internal controls	Complete	The reviewed Risk Management Framework was endorsed by Council at its 18 February 2020 meeting. Continuous improvements are now being identified and implemented. Commencing August 2020, a regular strategic risk and operational risk review process (with updates of the respective registers) is being implemented. A Risk Management management practice is being drafted, to support the implementation of the Risk Management Framework. Opportunities to improve the Risk Management Framework document have been identified.

2.7	Conduct review of Council Policy ADM5 – Legal Advice – Engage Solicitors for Opinions	Internal controls	Complete	The review of Council Policy ADM5 – Legal Advice – Engage Solicitors for Opinions was presented to the Audit Committee at its 19 February 2020 meeting.
3.1	Review the Town's Risk Management Framework	Risk Management	Complete	Please see response to 2.6.
3.2	Review and update operational and strategic risk registers	Risk Management	Complete	The reviewed Strategic Risk Register has been endorsed by Council at its 18 February 2020 meeting. Council resolved at this OCM that biannual strategic risk reviews be conducted. The CEO has presented a report on a review of strategic reviews at the Audit & Risk Committee in September 2020. Another CEO's Update: Strategic Risk Review report was presented to the Audit and Risk Committee in November 2020 with two additional strategic risks being added to the register. The CEO will continue to conduct biannual strategic risk reviews and present them to the Audit and Risk Committee as per Council resolution. A corporate-wide operational risk has been conducted in October 2020 with a new operational risk register has been established as an output.
3.3	Risk tolerances to be set as part of the Risk Management Framework, matrix and/or policy review	Risk Management	Complete	The Risk Management Framework now includes articulation of the Council's 'risk appetites' against risk impact categories.
3.4	Present regular risk reports to the Audit Committee, in line with its Terms of Reference, and the reviewed Risk Management Framework	Risk Management	Complete	See 3.2. Regular risk reports will be presented to the Audit Committee, in line with its Terms of Reference.

3.5	Review of the Procurement Policy to be presented to Council	Risk Management	Complete	The review of the Procurement Policy was presented to Council at its 17 December 2019 meeting.
3.6	Implementing an ongoing monitoring and reporting program for both operational and strategic risks, inclusive of risks relating to fraud and misconduct	Risk Management	Complete	The reviewed Risk Management Policy, which was endorsed by Council at its 18 February 2020 meeting, included provisions to allow for the escalation of operational risks to Council, as required, and to provide regular reports on Strategic Risks (as per the response provided in 3.4). The Town has developed a Risk Management Practice which covers the monitoring and reporting program for both operational and strategic risks, inclusive of risks relating to fraud and misconduct.