



TOWN OF  
VICTORIA PARK

## Ordinary Council Meeting Agenda – 16 November 2021

---



**WE'RE OPEN**  
VIC PARK

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

**Mr Anthony Vuleta – Chief Executive Officer**  
11 November 2021



## Table of contents

Item	Page no
1 Declaration of opening .....	4
2 Announcements from the Presiding Member .....	4
3 Attendance.....	6
3.1 Apologies.....	6
3.2 Approved leave of absence .....	6
4 Declarations of interest.....	7
5 Public question time.....	8
5.1 Response to previous public questions taken on notice at Ordinary Council Meeting held on 12 October 2021.....	8
5.2 Response to previous public questions taken on notice at Agenda Briefing Forum held 2 November 2021 .....	9
5.3 Public question time .....	9
6 Public statement time.....	9
7 Confirmation of minutes and receipt of notes from any agenda briefing forum .....	10
8 Presentation of minutes from external bodies.....	10
9 Presentations .....	10
10 Method of dealing with agenda business.....	11
11 Chief Executive Officer reports .....	12
11.1 Council Resolutions Status Report .....	12
11.2 2022 Council Meeting Dates.....	16
11.3 Tamala Park Regional Council alternate member appointment.....	20
12 Chief Community Planner reports.....	24
12.1 Tender TVP/21/07 - Design Review Panel.....	24
12.2 Section 31 reconsideration - Proposed Short-term accommodation at No. 119A Basinghall Street, East Victoria Park.....	32
12.3 Consideration of Community Gardens on Privately Owned Land .....	46
12.4 Draft Local Planning Strategy - Consultation Outcomes and Recommendation Modifications .....	51
12.5 Transport Strategy and Parking Management Plan.....	58
12.6 Social Infrastructure Strategy Review.....	74
12.7 Expression of interest process for Mindeera and Access and Inclusion Advisory Groups .....	83
12.8 Curtin Wesley Football Club - CSRFF Application .....	88

12.9 Vic Park Funding Program - Arts, Community, Sports and Sports Equipment Grants .....	92
13 Chief Operations Officer reports .....	134
13.1 Energy Sustainability Project .....	134
13.2 Deed of Undertaking, Burswood Peninsula Maintenance .....	146
13.3 Tender TVP/21/06 - Cleaning of Council Buildings and Public Toilets .....	152
13.4 RFQ QTVP/21/21 - Hordern Street Black Spot Projects .....	158
13.5 Amendment (Signs on Thoroughfares) Local Law 2021 - Undertakings .....	163
13.6 New Fees and Charges - Annual Licence Fee for Town Buildings and Facilities Under a Licence Agreement .....	167
13.7 Koolbardi Park - Locking of Basketball Court Gates .....	172
13.8 West Coast Eagles Additional Permitted Purpose .....	177
13.9 Ursula Frayne Primary School Parking Zones .....	185
14 Chief Financial Officer reports .....	190
14.1 Consideration for Lathlain Park Game Day Parking Restrictions .....	190
14.2 Financial Statements for September 2021 .....	204
14.3 Schedule of Accounts for September 2021 .....	208
15 Committee Reports .....	212
15.1 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing .....	212
15.2 Review of Policy 225 – Hire and use of Town banner and flag sites .....	217
15.3 Draft Policy 105 - Advocacy .....	221
15.4 CEO Annual Performance Review - Appointment of Consultant .....	226
16 Applications for leave of absence .....	229
17 Motion of which previous notice has been given .....	229
18 Questions from members without notice .....	229
19 New business of an urgent nature introduced by decision of the meeting .....	229
20 Public question time .....	229
21 Public statement time .....	229
22 Meeting closed to the public .....	229
23 Closure .....	229

# **1 Declaration of opening**

## **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*.

### **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

#### **Mayoral and Governance Support Officer**

Ms Natasha Horner

#### **Secretary**

Ms Mikayla Phillips

#### **Public liaison**

Ms Alison Podmore

### **3.1 Apologies**

### **3.2 Approved leave of absence**

Nil.

## **4 Declarations of interest**

Declarations of interest are to be made in writing prior to the commencement of the meeting.

### **Declaration of financial interests**

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

### **Declaration of proximity interest**

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons' land.

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

### **Declaration of interest affecting impartiality**

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

## **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 2 November 2021**

### **Vince Maxwell**

- 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.

- 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**

## **6 Public statement time**

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

### **Recommendation**

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.

## **8 Presentation of minutes from external bodies**

### **Recommendation**

That Council:

1. Confirms the minutes of Mindeera Advisory Group held 3 November 2021.
2. Confirms the minutes of Tamala Park Regional Council held 14 October 2021.
3. Confirms the minutes of Business Advisory Group held 14 October 2021.
4. Confirms the minutes of Metro Inner-South Joint Development Assessment Panel held 29 September 2021.

## **9 Presentations**

### **9.1 Petitions**

Nil

### **9.2 Presentations**

Nil

### **9.3 Deputations**

## 10 Method of dealing with agenda business

### Recommendation

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) 12.6 Social Infrastructure Strategy Review
- c) 12.7 Expression of interest process for Mindeera and Access and Inclusion Advisory Groups
- d) 12.8 Curtin Wesley Football Club - CSRFF Application
- e) 13.2 Deed of Undertaking, Burswood Peninsula Maintenance
- 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) 14.2 Financial Statements for September 2021
- l) 14.3 Schedule of Accounts for September 2021
- m) 15.1 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing
- n) 15.2 Review of Policy 225 – Hire and use of Town banner and flag sites

## 11 Chief Executive Officer reports

### 11.1 Council Resolutions Status Report

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

#### Recommendation

That Council:

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

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

<b>Civic Leadership</b>	
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

- 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 considerations

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 Baillie 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.

## 11.2 2022 Council Meeting Dates

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	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
<b>January</b>	No meeting	No meeting
<b>February</b>	1 February 2022	15 February 2022
<b>March</b>	1 March 2022	15 March 2022
<b>April</b>	5 April 2022	12 April 2022
<b>May</b>	3 May 2022	17 May 2022
<b>June</b>	7 June 2022	21 June 2022
<b>July</b>	5 July 2022	19 July 2022
<b>August</b>	2 August 2022	16 August 2022
<b>September</b>	6 September 2022	20 September 2022
<b>October</b>	4 October 2022	18 October 2022
<b>November</b>	1 November 2022	15 November 2022
<b>December</b>	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

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

## Analysis

- 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.
- 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](#)

## 11.3 Tamala Park Regional Council alternate member appointment

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	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](#)

## 12 Chief Community Planner reports

### 12.1 Tender TVP/21/07 - Design Review Panel

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Senior Planning Officer
<b>Responsible officer</b>	Manager Development Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. TV P-21-07 Design Review Panel [<b>12.1.1</b> - 41 pages]</li><li>2. TVP 21 07 Design Review Panel Part 4 [<b>12.1.2</b> - 5 pages]</li><li>3. CONFIDENTIAL - Design Review Panel - Evaluation Report [<b>12.1.3</b> - 12 pages]</li><li>4. CONFIDENTIAL - Appendix B – Evaluation Matrix [<b>12.1.4</b> - 5 pages]</li></ol>

#### 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:

<b>Local Knowledge of the Town of Victoria Park</b> <ul style="list-style-type: none"> <li>Demonstrated knowledge of the existing character of the Town; and</li> <li>Demonstrated understanding of the relevant planning and development issues within the Town.</li> </ul>	<b>15%</b>
<b>Experience in Design Review</b> <ul style="list-style-type: none"> <li>Demonstrated professional experience in undertaking design review; and</li> <li>Examples (no more than 3) of specific design issues that have raised in design review, and the resulting benefits for the project.</li> </ul>	<b>40%</b>

<b>Experience in New Developments and Planning</b> <ul style="list-style-type: none"> <li>• Demonstrated professional experience in the design and delivery of significant developments, projects and planning proposals.</li> <li>• Demonstrated understanding of planning and development application processes.</li> </ul>	<b>20%</b>
<b>Skills and Experience in Nominated Fields</b> <ul style="list-style-type: none"> <li>• Demonstrated high level of expertise and knowledge in one of the following fields: <ul style="list-style-type: none"> <li>a. architecture</li> <li>b. urban design</li> <li>c. landscape architecture</li> <li>d. sustainability and/or building servicing.</li> </ul> </li> </ul> <p>Respondents must clearly indicate the specific field(s) they are proposing themselves as members for.</p> <ul style="list-style-type: none"> <li>• Ability to work in a multidisciplinary team.</li> <li>• Curriculum Vitae.</li> <li>• Current registration with relevant professional body is desirable.</li> <li>• Any other relevant information.</li> </ul>	<b>25%</b>

## Relevant planning framework

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

<b>Current budget impact</b>	<p>Sufficient funds exist within the annual budget to address this recommendation.</p> <p>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.</p>
<b>Future budget impact</b>	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 Nestic-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](#)

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

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Planning Officer
<b>Responsible officer</b>	Manager Development Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>Attachment 1 - Development Plans - 119 A Basinghall Street East Victoria Park [<b>12.2.1</b> - 13 pages]</li> <li>Attachment 2 - Management Plan - 119 A Basinghall Street East Victoria Park [<b>12.2.2</b> - 5 pages]</li> <li>Attachment 3 - Applicant description of business - 119 A Basinghall Street East Victoria Park [<b>12.2.3</b> - 1 page]</li> <li>Attachment 4 - Applicant Justification letter change of use - 119 A Basinghall Street East Victoria [<b>12.2.4</b> - 2 pages]</li> <li>Attachment 5 - Summary of Submissions - 119 A Basinghall Street East Victoria Park [<b>12.2.5</b> - 1 page]</li> <li>Attachment 6 - Further information and justification [<b>12.2.6</b> - 7 pages]</li> </ol>

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



<b>Municipal heritage inventory</b>	No
<b>Residential character study area/weatherboard precinct</b>	No
<b>Surrounding development</b>	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

<b>Legislation</b>	Town Planning Scheme No. 1 Planning and Development (Local Planning Schemes) Regulations 2015
<b>State Government policies, bulletins or guidelines</b>	State Planning Policy 7.3 – Residential Design Codes Volume 1
<b>Local planning policies</b>	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)
<b>Other</b>	Not applicable.

## General matters to be considered

<b>TPS precinct plan statements</b>	<p>The following statements of intent contained within the precinct plan are relevant to consideration of the application.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Other types of accommodation, and some non-residential uses to serve the day-to-day needs of local residents are appropriate to these localities.</li> </ul>
<b>Local planning policy objectives</b>	<p>The following objectives of Local Planning Policy 3 – Non-Residential Uses in or Adjacent to Residential Areas are relevant in determining the application.</p> <ul style="list-style-type: none"> <li>• to ensure non-residential uses are compatible with the residential character, scale and amenity of surrounding residential properties;</li> <li>• to provide for non-residential uses which serve the needs of the community;</li> <li>• 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;</li> <li>• 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;</li> </ul> <p>The following objectives of Local Planning Policy 23 – Parking Policy are relevant in determining the application.</p>

- 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	
<b>Stakeholders</b>	Owners and occupiers of adjoining properties.
<b>Period of engagement</b>	Fourteen (14) day advertising period (7th May 2021 to 21st May 2021) as per Local Planning Policy 37 – Community Consultation on Planning Proposals.
<b>Level of engagement</b>	Consult
<b>Methods of engagement</b>	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.
<b>Advertising</b>	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.
<b>Submission summary</b>	One (1) submission received objecting to the proposal. Refer to Attachment 5 for summary of submission.
<b>Key findings</b>	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 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.	Minor	Unlikely	Low	Low	TREAT by ensuring that the merits of the proposal are outlined for Council's consideration
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

<b>Current budget impact</b>	Not applicable
<b>Future budget impact</b>	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](#)



## 12.3 Consideration of Community Gardens on Privately Owned Land

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Development Services
<b>Responsible officer</b>	Chief Community Planner
<b>Voting requirement</b>	Simple Majority
<b>Attachments</b>	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/	N/A					

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

## Financial implications

<b>Current budget impact</b>	Not applicable.
<b>Future budget impact</b>	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.

## 12.4 Draft Local Planning Strategy - Consultation Outcomes and Recommendation Modifications

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Place Leader - Strategic Planning
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>Appendix 1 - Summary of Draft Strategy Changes April 2020 to March 2021 [<b>12.4.1</b> - 2 pages]</li> <li>Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report [<b>12.4.2</b> - 51 pages]</li> <li>Appendix 3 - Local Planning Strategy Community Submissions Summary - Individual [<b>12.4.3</b> - 28 pages]</li> <li>Appendix 4 - Local Planning Strategy Other Strategy Modifications [<b>12.4.4</b> - 7 pages]</li> <li>Appendix 5 - Draft Local Planning Strategy Part One Oct 2021 [<b>12.4.5</b> - 52 pages]</li> <li>Appendix 6 - Draft Local Planning Strategy Part Two Oct 2021 [<b>12.4.6</b> - 143 pages]</li> </ol> <p>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)</p>

### Recommendation

That Council:

- 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.
- 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.
- 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.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.
  3. 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.
  4. 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.
  5. 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.
  6. Planning Regulation 13 (Advertising and notifying local planning strategy) requires the Town to advertise the draft Strategy for a minimum of 21 days.
-

7. 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.
8. 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.
9. 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	<p>Pop-up information stalls at community locations:</p> <ul style="list-style-type: none"> <li>• 9 April (Friday) - Vic Park Central Shopping Centre</li> <li>• 10 April (Saturday) - Harold Hawthorne Hall</li> <li>• 16 April (Friday) - Park Centre Shopping Centre</li> <li>• 17 April (Saturday) - Vic Park Community Centre</li> <li>• 9 May (Sunday) - Dogs Breakfast Event Carlisle.</li> </ul> <p>Future Investigation Area information sessions held at the Town's Administration Centre or on-line:</p> <ul style="list-style-type: none"> <li>• 29 April, 5 May – Lathlain FIA</li> <li>• 3 May, 6 May - St James FIA</li> <li>• 10 May – Vic Park FIA</li> </ul> <p>Phone calls and counter enquiries.</p> <p>Your Thoughts engagement platform.</p>

	For further details, refer to Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report.
Advertising	<ul style="list-style-type: none"> <li>• Southern Gazette - Two newspaper adverts (8 April and 6 May) and one news article (9 April).</li> <li>• Town media - One news article on the Town's website, business e-news, multiple social media posts.</li> <li>• 14,800 postcards distributed to letterboxes (6 and 10 April).</li> <li>• 764 letters mailed directly to residents and landowners (Future Investigation Areas).</li> <li>• 191 letters mailed directly to residents and landowners (selected Precinct Planning Areas).</li> <li>• 32 notices to State government agencies and local governments.</li> <li>• Summary documents and flyers available at the Town's Administration, recreation centres and library.</li> </ul>
Submission summary	<p>103 valid written submissions were received comprising:</p> <ul style="list-style-type: none"> <li>• 89 community submissions</li> <li>• 11 State government submissions</li> <li>• 3 local government submissions.</li> </ul> <p>The Town's community engagement webpage Your Thoughts included two optional surveys:</p> <ul style="list-style-type: none"> <li>• a survey seeking an indication of support / non-support for key town-wide strategy directions received between 58 and 63 responses for each question.</li> <li>• quick-poll surveys (4 questions) received between 30 and 41 responses for each question.</li> </ul>
Key findings	<p>The Your Thoughts optional survey received the following % of "support" or "strong support" for each key town-wide strategy direction:</p> <ul style="list-style-type: none"> <li>• Neighbourhoods and housing - 66%</li> <li>• Activity centres and employment areas – 64%</li> <li>• Public open space / community facilities – 80%</li> <li>• Natural Environment – 75%</li> <li>• Movement – 75%</li> <li>• Infrastructure funding – 70%</li> </ul> <p>Appendix 2 - Local Planning Strategy Submissions Summary, Analysis and Modifications Report provides a detailed summary of points raised in community and government submissions.</p>

## 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

10. 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.
11. 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.
12. 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).
13. 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.
14. 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.

## 12.5 Transport Strategy and Parking Management Plan

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Place Leader - Transport
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Transport Strategy</li><li>2. Parking Management Plan</li><li>3. Table of Public Comments</li><li>4. Public Comment Summary Report</li><li>5. Stakeholder Feedback</li><li>6. Community Engagement Report – March 2021</li></ol>

### 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:
  - (a) *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.*
- In January, the Town engaged WSP and Australian Parking Consultants (APC) to conduct community engagement and develop each document as per the approved scope.
  - 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.
  - 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.
  - 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.

- 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.
- 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.
- 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.
- The Transport Strategy and Parking Management Plan have now been finalised for council consideration and approval.
- 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	<p>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.</p> <p>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.</p> <p>Transport Strategy Support: 25 Support with some concerns: 8 Oppose: 2</p> <p>Parking Management Plan Support: 21 Support with some concerns: 9 Oppose: 3</p>

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 the 2022/23 Council budget.	Moderate	Possible	Medium	Low	TREAT risk by considering alternative project timelines that would reduce likelihood of project delays.
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 Strategy may indirectly impact approvals processes for infrastructure regulations – but will not directly impact legislation.	Insignificant	Rare	Low	Low	TREAT risk by conducting 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

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	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

- 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.



- 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.'
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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

- 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.
- 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.
- 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.

- 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.

- 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.
- 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.
- 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 considerations

- 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.
- 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.
- 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.
- 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 Town's 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.

## 12.6 Social Infrastructure Strategy Review

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Place Leader – Strategic Planning
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Draft Social Infrastructure Strategy 2021 [ <b>12.6.1</b> - 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

- 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:
- a) *The Town of Victoria Park Social Infrastructure Plan attached to and forming part of this report be received.*
  - b) *Strategic Asset Management Plans for the Aqualife Centre, Leisurelife Centre and Library be developed in 2017/18.*
  - c) *A Public Open Space Strategy for the Town to be developed in 2017/18.*

- d) *The Town to work with key stakeholders to identify strategic partnerships and explore setting up a Social Infrastructure Taskforce.*
  - e) *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	Minor	Possible	Medium	Low	TREAT risk by preparing a process for regular review of social infrastructure need and performance and ensuring this is

	community expectations					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

<b>Current budget impact</b>	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:
  - a. Reflects the Town's current approach with implementation of major strategic plans.
  - b. 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.
  - c. 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.
  - d. Provides a simpler framework for planning for delivery of the strategy and reporting on progress.
18. The proposed Work Programs are identified below:
  - a) **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.
  - b) **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.
  - c) **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.
  - d) **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.
  - e) **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
  - f) **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.
  - g) **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.
  - h) **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.

- i) ***Burswood South Local Hub Investigation Area program:*** To proactively plan for local-level social infrastructure facilities to serve the future population.
  - j) ***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.
  - k) ***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](#)

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

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Community Development
<b>Responsible officer</b>	Manager Community
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	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

- 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.
- 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 Ronnhda 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 <i>Policy 101 Governance and Council advisory and working groups</i> .

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](#)

## 12.8 Curtin Wesley Football Club - CSRFF Application

<b>Location</b>	Bentley
<b>Reporting officer</b>	Coordinator Events, Arts and Funding
<b>Responsible officer</b>	Manager Community
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	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

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

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

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Community Development Officer – Grants, Donations and Administration
<b>Responsible officer</b>	Chief Community Planner
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	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	<p>The grant round opened 5 July 2021 and closed 5pm 27 August 2021 – Arts, Community, Sports and Sports Equipment.</p> <p>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.</p>
Level of engagement	1. Inform
Methods of engagement	<p>Local newspaper advertising</p> <p>Town's website</p> <p>Town's social media platforms – Facebook and the Town's e-newsletters</p> <p>Flyers and posters</p> <p>Digital Marketing</p> <p>Direct email</p> <p>Grants workshop</p>
Advertising	<p>Local newspaper advertising</p> <p>Town website</p> <p>Town's social media platforms – Facebook and Town's e-newsletters</p> <p>Flyers and posters</p> <p>Digital Marketing</p>

	Direct email
Submission summary	<p>Ten Arts grant submissions were received.</p> <p>Thirteen Community grant submissions were received.</p> <p>Five Sports grant submissions were received.</p> <p>Nine Sports Equipment grant submissions were received.</p>
Key findings	<p>Arts Grants</p> <ul style="list-style-type: none"> <li>• 10 submissions met the Town's criteria.</li> <li>• Five submissions are recommended for endorsement as Arts grants.</li> <li>• One submission was ineligible.</li> </ul> <p>Community Grants</p> <ul style="list-style-type: none"> <li>• 12 submissions met the Town's criteria.</li> <li>• Six submissions are recommended for endorsement as Community grants.</li> <li>• One submission did not meet the Town's assessment criteria.</li> </ul> <p>Sports Grants</p> <ul style="list-style-type: none"> <li>• Four submissions met the Town's criteria.</li> <li>• Three submissions are recommended for endorsement as Sports grants.</li> <li>• One submission did not meet the Town's assessment criteria.</li> </ul> <p>Sports Equipment Grants</p> <ul style="list-style-type: none"> <li>• Eight submissions met the Town's criteria.</li> <li>• Eight submissions are recommended for endorsement as Sports Equipment grants.</li> <li>• One submission did not meet the Town's assessment criteria.</li> </ul>

## 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

<b>Current budget impact</b>	<p>Sufficient funds exist within the annual budget to address this recommendation.</p> <p>The budget allocations for 2021/2022 was:</p> <ul style="list-style-type: none"> <li>Arts grants - \$20,000</li> <li>Community grants – \$50,000</li> <li>Sports equipment and sports grants - \$40,000</li> </ul>
<b>Future budget impact</b>	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%) <ul style="list-style-type: none"> <li>• Five points per panel member</li> <li>• Total of 20 points available</li> </ul>
Question 2 How will your initiative foster collaboration and active participation of local people (residents, workers, business owners, local creative community and/or community groups etc)?	(Weighting 25%) <ul style="list-style-type: none"> <li>• Five points per panel member</li> <li>• Total of 20 points available</li> </ul>

<p>Question 3</p> <p>How will your initiative align with any of the Town's Strategic Community Outcomes?</p>	<p>(Weighting 25%)</p> <ul style="list-style-type: none"> <li>• Five points per panel member</li> <li>• Total of 20 points available</li> </ul>
<p>Question 4</p> <p>Tell us about your experience managing projects like this?</p>	<p>(Weighting 10%)</p> <ul style="list-style-type: none"> <li>• Five points per panel member</li> <li>• Total of 20 points available</li> </ul>
	<p>Total weighting for four questions = 100%</p> <p>Total score available = 80 points</p>

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	<p><b>Urban Flora Mural Project</b></p> <p>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.</p> <p>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.</p> <p>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.</p>	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	<p><b>Backstories</b></p> <p>Backstories is an annual, multi-sited storytelling festival held in backyards across Western Australia.</p> <p>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.</p> <p>Backstories are an opportunity to learn from each other through storytelling, build community, and activate suburban spaces with arts and cultural programming.</p> <p>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.</p>	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	<p><b>Moving Music Workshops: A new Recycle Project Initiative</b></p> <p>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!</p> <p>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).</p>	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	<p><b>Cahoots Art Wellbeing Program (CAWP)</b></p> <p>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.</p> <p>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.</p> <p>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.</p>	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	<p><b>Upskilling for the Greater Wood (Good)</b></p> <p>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.</p> <p>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.</p>	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	<b>Six Seasons Mural Artwork</b>  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 relation to plant and animal fertility cycles and land and animal preservation.	53	\$5,000.00

### 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	<b>Alexandra Theatre – Venue upgrades</b>  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:

<b>Applicant</b>	<b>Funding requested (What will the Art Grant be used for?)</b>	<b>Panel score total (out of 80)</b>	<b>Requested Funding</b>
Ivan Gian-Piero	<p><b>It's Incredibly Cool Film Festival!</b></p> <p>The funding is for a three-day pop culture film festival showcasing a range of diverse independent short films produced by international filmmakers as well as premier content plus customized screen culture productions, workshops and presentations.</p> <p>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.</p>	44	\$5,000.00

**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:

<b>Applicant</b>	<b>Funding requested (What will the Art Grant be used for?)</b>	<b>Panel score total (out of 80)</b>	<b>Requested Funding</b>
Bernard Taylor	<b>Classical Photo Shoot</b>	37	\$499.00

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.

**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	<p><b>Community Gallery Wall</b></p> <p>Creative Collective are offering a gallery exhibition wall/space to showcase local art for four weeks per year – free from charge or commission fees.</p> <p>The funding requested is to display work professionally with the purchase of professional hanging rails, gallery spot lighting and a projector for media art.</p>	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
<b>Total</b>		<b>\$20,000.00</b>

### 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
<b>Total</b>		<b>\$19,609.93</b>

### 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:
- Eligibility
  - Applicant details (organisation, auspice arrangements etc.).
  - Project details (brief description, risks, locations, dates etc.); and
  - 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%) <ul style="list-style-type: none"><li>Five points per panel member</li><li>Total of 20 points available</li></ul>
Question 2 Outline how the initiative is suitable, accessible and inclusive of all members of the community.	(Weighting 25%) <ul style="list-style-type: none"><li>Five points per panel member</li><li>Total of 20 points available</li></ul>
Question 3 How do you know the project is needed by the community? How many people will it benefit?	(Weighting 25%) <ul style="list-style-type: none"><li>Five points per panel member</li><li>Total of 20 points available</li></ul>
Question 4 Demonstrate how does this initiative encourage involvement of Victoria Park community?	(Weighting 25%) <ul style="list-style-type: none"><li>Five points per panel member</li><li>Total of 20 points available</li></ul>
	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	<p><b>Caterpillars and Butterflies Intergenerational Garden Play Group</b></p> <p>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.</p> <p>The group will target pre-school aged children (Caterpillars) and their parents, and people aged 55 and over (Butterflies) living in the Town of Victoria Park.</p> <p>The play group will provide an opportunity for intergenerational connection and exchange in a natural garden environment on 40 occasions during the year.</p> <p>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.</p>	62	\$9,000.00

**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	<b>Wellness Program with Nardine</b>  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	<b>Connect Community Kitchen</b>  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 Incorporated	<p><b>'Lets Moove' Stay and Play</b></p> <p>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.</p> <p>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.</p>	54	\$5,290.00

**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	<p><b>Burswood Peninsula NHW and Residents Association Community Fiesta</b></p> <p>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.</p>	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	<p><b>Find Your Happy</b></p> <p>The funding requested is to deliver content on all areas of mental health via group programs online and a community picnic.</p> <p>The community picnic lunch will be in December where Santa will come along and bring gifts for the children.</p> <p>This will be a no-cost event and Happiness Co Hero's individuals who have completed their</p>	48	\$10,000.00



programs and volunteers who have supported Happiness Co will be invited.

**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	<p><b>Duo</b></p> <p>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.</p> <p>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.</p>	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:

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

**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:

<b>Applicant</b>	<b>Funding requested (What will the Community Grant be used for?)</b>	<b>Panel score total (out of 80)</b>	<b>Requested Funding</b>
Dismantle Incorporated	<p><b>Youth Community Engagement Project</b></p> <p>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.</p> <p>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.</p> <p>BikeRescue graduates are encouraged to participate in the Job Ready Program where they complete 600 hours of on-the-job training.</p>	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:

<b>Applicant</b>	<b>Funding requested (What will the Community Grant be used for?)</b>	<b>Panel score total (out of 80)</b>	<b>Requested Funding</b>
Chinese Dance Australia Incorporated	<p><b>Community Christmas Party</b></p> <p>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.</p> <p>This would be an opportunity for the Chinese community to learn more about the Australian culture.</p>	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	<p><b>Two Feet and A Heartbeat Charity Walk</b></p> <p>The funding was requested for the Two Feet and A Heartbeat, a four km charity walk to pay tribute to our Heart Kids.</p> <p>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 friends to participate and remember their loved ones in a memorial service.</p>	22	\$500.00

**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	<p><b>Mela Trinjana da</b></p> <p>The funding requested is for event hire, cleaning costs, security and sound equipment for an Indian community event called Teeyan.</p> <p>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.</p>	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:

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

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

#### **Community Grant Funding Recommendations**

<b>Applicants:</b>	<b>Project</b>	<b>Amount</b>
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)
<b>Total</b>		<b>\$35,695.00 and \$100.00 (In Kind)</b>

#### **Community Grants Funding Not Recommended**

<b>Applicants:</b>	<b>Project</b>	<b>Amount</b>
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
<b>Total</b>		<b>\$40,798.00</b>

## 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%) <ul style="list-style-type: none"> <li>• Five points per panel member</li> <li>• Total of 20 points available</li> </ul>
Question 2 What measures have you taken to ensure this initiative is suitable, accessible, and inclusive of all members of the community?	(Weighting 25%) <ul style="list-style-type: none"> <li>• Five points per panel member</li> <li>• Total of 20 points available</li> </ul>
Question 3	(Weighting 25%)

How do you know the project is needed by the community?	<ul style="list-style-type: none"> <li>• Five points per panel member</li> <li>• Total of 20 points available</li> </ul>
Question 4 Demonstrate the applicant's capacity to deliver proposed initiative within specified period?	(Weighting 25%) <ul style="list-style-type: none"> <li>• Five points per panel member</li> <li>• Total of 20 points available</li> </ul>
	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	<p><b>Replacement of Premier League Uniforms and Introduction of an Indigenous Clash Strip</b></p> <p>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.</p> <p>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).</p> <p>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.</p>	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	<p><b>Girls Skill Development for new teams</b></p> <p>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.</p> <p>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.</p> <p>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.</p>	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	<p><b>Swordfish Fencing</b></p> <p>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.</p> <p>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.</p> <p>The club is requesting electronic pistes and real epees in small sizes for each of the children.</p>	57	\$4,971.24

**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	<p><b>Perth Royals Sustainability Program</b></p> <p>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.</p> <p>Also, to upgrade their catering facilities with a new fridge and to develop their coaches and referees.</p> <p>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.</p>	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	<p><b>Perth Half Marathon - Town of Victoria Park – Burswood August 2022</b></p> <p>West Australian Marathon Club are conducting a 21.1 km half marathon on 8 August 2022.</p>	35	\$4,400.00

They have requested funding for medals, lanyards, medal freight, permits, set up and other operating costs.

#### 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
<b>Total</b>		<b>\$20,540.44</b>

#### 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
<b>Total</b>		<b>\$4,400.00</b>

#### 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%) <ul style="list-style-type: none"><li>• Five points per panel member</li><li>• Total of 20 points available</li></ul>
Question 2 Why is uniforms and equipment necessary?	(Weighting 30%) <ul style="list-style-type: none"><li>• Five points per panel member</li><li>• Total of 20 points available</li></ul>
Question 3 How does purchasing uniforms or equipment align with the Town's Strategic Community Plan 2017-2032 objectives?	(Weighting 40%) <ul style="list-style-type: none"><li>• Five points per panel member</li><li>• Total of 20 points available</li></ul>
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%) <ul style="list-style-type: none"><li>• Five points per panel member</li><li>• Total of 20 points available</li></ul>
	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	<p><b>Replacement of Premier League Uniforms and Introduction of an Indigenous Clash Strip</b></p> <p>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.</p> <p>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).</p> <p>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.</p>	74	\$2,000.00

### 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	<p><b>A Kick In the Right Direction 2022</b></p> <p>The funding is for new footballs, portable goals and bottle refill station.</p> <p>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.</p> <p>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 having to transport the Higgins goal sets there and back on game nights.</p> <p>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.</p>	69	\$1,881.28

**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			<b>Perth Cricket Club – Match Clothing Costs</b>  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. <ul style="list-style-type: none"> <li>• 40 – Two-Day Cricket Shirts</li> <li>• 35 – Two-Day Long Sleeve Cricket Shirts</li> <li>• 80 – Two-Day Cricket Pant</li> <li>• 40 – One Day Cricket Shirt</li> <li>• 40 – One Day Cricket Pant</li> </ul>	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			<b>Hockey Goal Replacement Program</b>  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 Bowling Incorporated Carlisle Club	<b>New Mats and Jacks</b>  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	<b>Sports equipment – Race timing tags</b>  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:  <b>New Year's Run (Burswood)</b> 31 <sup>st</sup> December 2021 – 250 runners (8km and 4km distance)  <b>Burswood Twilight</b> 9 <sup>th</sup> January 2022 – 250 runners (5km distance)  <b>32km Burswood</b>	63	\$2,000.00



1<sup>st</sup> May 2022 – 250 runners (32km and 10km distance)

**Women's Classic (Burswood)**

11<sup>th</sup> September 2022 – 250 runners (10km and 5km)

**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:

<b>Applicant</b>	<b>Funding requested (What will the Sport Equipment Grant be used for?)</b>	<b>Panel score total (out of 80)</b>	<b>Requested Funding</b>
Perth Royals Football Club Incorporated	<p><b>Perth Royals Football Club Sustainable Project</b></p> <p>Funding is requested for new sports equipment, uniforms, balls, goals and training equipment.</p> <p>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.</p>	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	<b>Equipment and Clothing Support</b>  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	<b>Equipment Grant</b>  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:**

<b>Applicants:</b>	<b>Project</b>	<b>Amount</b>
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
<b>Total</b>		<b>\$10,583.00</b>

#### **Ineligible Sports Equipment Grants Funding**

<b>Applicants:</b>	<b>Project</b>	<b>Amount</b>
Ringfit/Boxing and Fitness Proprietary Limited	Equipment Grant	\$2,000.00
<b>Total</b>		<b>\$2,000.00</b>

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
<b>Total</b>		<b>\$20,000.00</b>

#### Arts Grants Funding Not Recommended

<b>Applicants:</b>	<b>Project</b>	<b>Amount</b>
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
<b>Total</b>		<b>\$19,609.93</b>

#### 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).

## 13 Chief Operations Officer reports

### 13.1 Energy Sustainability Project

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Environmental Officer
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Energy Project Award - WALGA CEO Address - Victoria Park [<b>13.1.1</b> - 2 pages]</li><li>2. 18675 Business Terms and Conditions April 2021 [<b>13.1.2</b> - 17 pages]</li><li>3. 18675 DRAFT Form of Agreement - Bundled [<b>13.1.3</b> - 5 pages]</li><li>4. 18675 DRAFT Form of Agreement - Unbundled [<b>13.1.4</b> - 17 pages]</li><li>5. 18675 Electricity Sale General Conditions April 2021 [<b>13.1.5</b> - 17 pages]</li><li>6. Offer Document - Victoria Park [<b>13.1.6</b> - 12 pages]</li><li>7. Appendix 1 - Energy Sustainability and Renewables Project - Unbundled option ( Option 1) - Analysis [<b>13.1.7</b> - 3 pages]</li><li>8. Appendix 2 - Energy Sustainability and Renewables Project - Bundled option ( Option 2) – Analysis [<b>13.1.8</b> - 2 pages]</li><li>9. Appendix 3 - Energy Sustainability and Renewables Project – Bridging Offer [<b>13.1.9</b> - 1 page]</li></ol>

#### 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 28<sup>th</sup> 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

<b>Current budget impact</b>	<p>The Town currently sources energy from Landfill Gas and Power to power several of the Town's high energy consuming (contestable) facilities. These include:</p> <ul style="list-style-type: none"> <li>• Aqualife</li> <li>• Leisurelife</li> <li>• Administration</li> <li>• Library Depot</li> <li>• G.O. Edwards Park</li> <li>• Higgins Park</li> </ul>
------------------------------	--

- 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 in appendix 3.

## Future budget impact

### **Bundled Option (Option 2 – Appendix 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 – Appendix 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.

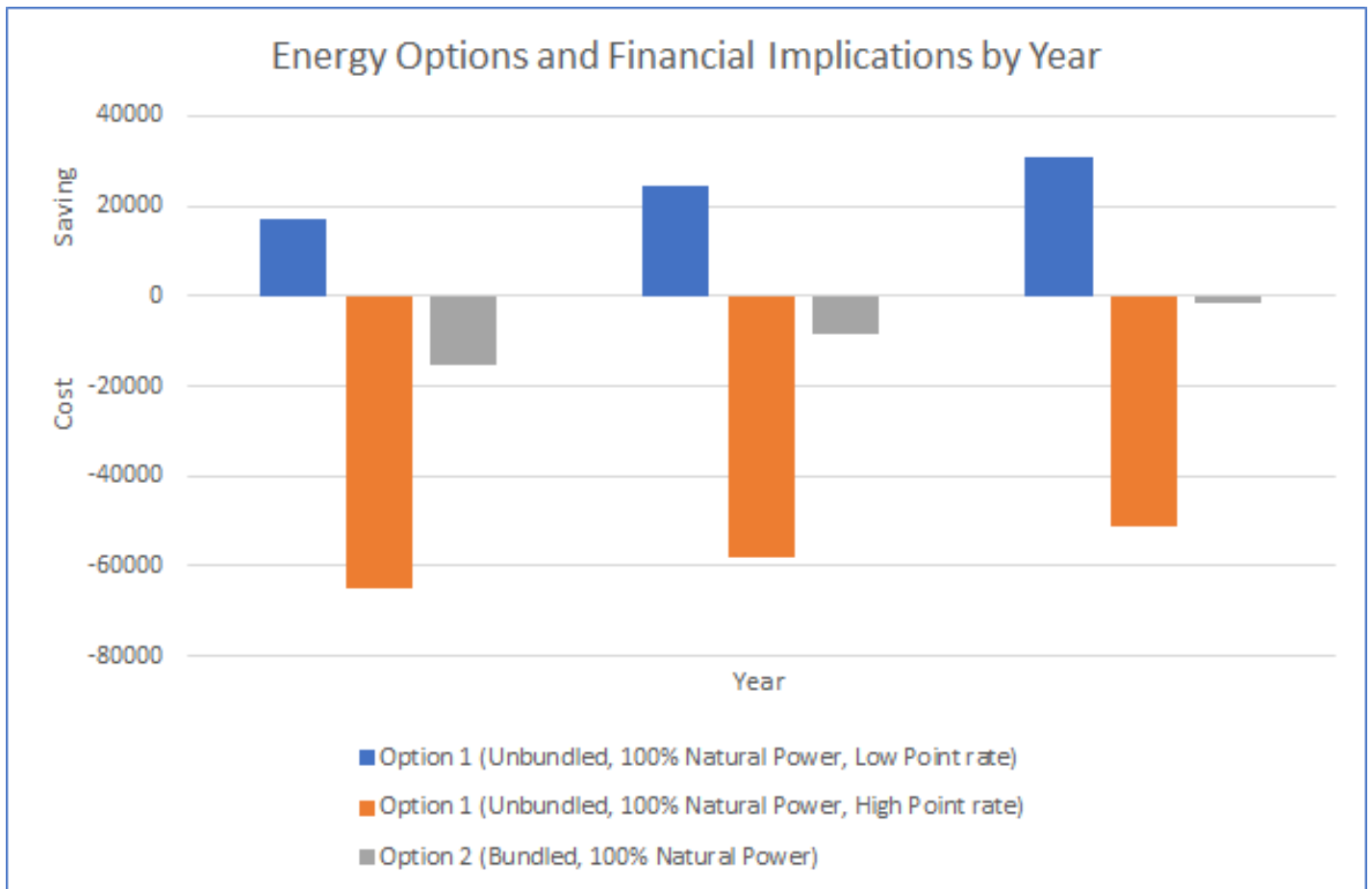
Whilst these costs may be reduced with the operation of the solar system on the facility, and also supplemented by savings gained in the other Town facilities, it is recommended that the Town anticipate an increase in the below energy budget for Aqualife to accommodate any potential cost additional costs:

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. 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.
27. 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

28. 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

29. 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**

30. '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.
31. 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.
32. 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.
33. 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.
34. 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.



35. 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.
36. 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**

37. 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.
38. 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.
39. 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.

## 13.2 Deed of Undertaking, Burswood Peninsula Maintenance

<b>Location</b>	Burswood
<b>Reporting officer</b>	Manager Infrastructure Operations
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. CONFIDENTIAL - Original D 17 13524 Deed of Agreement; AG R 135; BL Developments; Lake Park; The Promenade; Reserve [<b>13.2.1</b> - 10 pages]</li><li>2. CONFIDENTIAL - Deed of Undertaking - The Peninsula Burswood - Maintenance Costs - Execution Version 25 August 2021 [<b>13.2.2</b> - 30 pages]</li></ol>

### 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

<b>Current budget impact</b>	Sufficient funds exist within the 2021/22 annual budget to address this recommendation.
<b>Future budget impact</b>	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 2<sup>nd</sup> 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.

## 13.3 Tender TVP/21/06 - Cleaning of Council Buildings and Public Toilets

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Strategic Assets
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. 2021-10-14 - Probity Certificate - TV P-21-06 [<b>13.3.1</b> - 2 pages]</li><li>2. CONFIDENTIAL - TV P 21-06 Cleaning Services - Evaluation Report signed [<b>13.3.2</b> - 119 pages]</li></ol>

### 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

- The Town employs a contract for its cleaning services for all Council buildings and public toilets.
- 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.

- 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:

<p><b>Relevant experience</b></p> <p>i). Provide details of experience working on similar works/projects undertaken, including information on:</p> <ul style="list-style-type: none"> <li>• <i>Project Start and end dates</i></li> <li>• <i>Role of the tenderer, Contract value, variations, and final costs, including details of outcomes produced.</i></li> <li>• <i>Details of personnel and subcontractors involved</i></li> <li>• <i>Issues that arose during the project and how these were managed.</i></li> </ul> <p>ii). References from past and present clients (minimum of 3).</p> <p>iii). Relevant industry experience of company personnel.</p> <p>iv). Past record of performance and achievement.</p>	<p>Weighting 30%</p>
<p><b>Demonstrated Understanding</b></p> <p>i). Level of understanding of work required</p> <p>ii). Ability to meet delivery dates in regard to overall work commitments</p> <p>iii). Warranties offered</p> <p>iv). Added value items offered</p> <p>v). Special conditions included in the Tender</p> <p>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.</p>	<p>Weighting 20%</p>

<b>Occupational, Health and Safety</b> i). Occupational Safety and Health track record ii). Occupational Safety and Health (OS&H) Management Plan	Weighting 20%
<b>Capacity</b> 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 community/ratepayers	Moderate	Likely	High	Low	TREAT risk by awarding contract and holding contractor to account for KPI 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

<b>Current budget impact</b>	<p>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.</p> <p>Sufficient funds exist within the annual budget to address this recommendation.</p>
<b>Future budget impact</b>	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.

## 13.4 RFQ QTVP/21/21 - Hordern Street Black Spot Projects

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Strategic Projects Manager
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. QTVP 21-21 - Horden Street Black Spots Project [<b>13.4.1</b> - 27 pages]</li><li>2. CONFIDENTIAL - QTVP 21 12 Evaluation Matrix as attached to OCM Report [0IS5] [<b>13.4.2</b> - 38 pages]</li></ol>

### 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 1<sup>st</sup> 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

- 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.
- In order to reduce accidents at these locations, the Town has received grant funding from the Main Roads WA (MRWA) Black Spot Program.

- 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.
- 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

- Submissions must comply with the compliance criteria as indicated in Section 4.2 of the request for quotation document.
- 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).
- The other two (2) submissions were deemed compliant and progressed into qualitative assessment.

## Evaluation process

- The evaluation was conducted as per the rules of the Evaluation Process set out in the request for quotation document (Section 1.11).
- The two compliant submissions were assessed against the following qualitative criteria:

<b>Understanding of Requirements/Methodology</b>  Demonstrate understanding of scope of works and clear methodology in carrying out the works.	Weighting 40%
<b>Demonstrate current resourcing to be allocated to this project.</b>  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%
<b>Occupational, Health and Safety track record and OS&amp;H Management Plan</b>	Weighting 10%
<b>Price</b>  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 under the Act in relation to Procurement.	Moderate	Possible	Low	Low	Go through a Western Australian Local Government Association (WALGA) 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

<b>Current budget impact</b>	<p>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.</p> <p>Sufficient funds exist within the annual budget to address this recommendation.</p>
<b>Future budget impact</b>	Not applicable

## Relevant documents

[Council Policy 301 Purchasing](#)

## Analysis

- 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
- 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).
- 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

- 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.

## 13.5 Amendment (Signs on Thoroughfares) Local Law 2021 - Undertakings

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Manager Technical Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Amendment (Signs on Thoroughfares) Local Law 2021 [<b>13.5.1</b> - 10 pages]</li><li>2. CONFIDENTIAL - Letter from the Joint Standing Committee - request for undertakings [<b>13.5.2</b> - 3 pages]</li></ol>

### Recommendation

That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

- Within the next six months, correct the reference errors in Schedule 1 to clause 3.6 (items 32 to 44).
- Ensure all consequential amendments arising from undertaking 1 will be made.
- 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

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	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)*

## 13.6 New Fees and Charges - Annual Licence Fee for Town Buildings and Facilities Under a Licence Agreement

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Land and Properties Project Officer
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Policy 310 - Leasing [ <b>13.6.1</b> - 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 <i>Local Government Act 1995</i>	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	Low	Low	Some maintenance items will not be undertaken

### Financial implications

#### Current budget impact

- approval by absolute majority is required.

	<ul style="list-style-type: none"> <li>The income received will be an increase of approximately \$15,000 to the annual budget based on three licence agreements.</li> </ul>
<b>Future budget impact</b>	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 than 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).

## 13.7 Koolbardi Park - Locking of Basketball Court Gates

<b>Location</b>	Lathlain
<b>Reporting officer</b>	Coordinator Project Support
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	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 reputational risk	Moderate	Possible	Medium	Low	TREAT the risk by investigating other options and

	from residents' perceived impairment of amenity.	informing residents of outcome of investigations following Council consideration.
Service delivery	N/A	

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the Reserve Maintenance budget.
<b>Future budget impact</b>	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.



## 13.8 West Coast Eagles Additional Permitted Purpose

<b>Location</b>	Lathlain
<b>Reporting officer</b>	Land and Properties Project Officer
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>Attachment 1 - Proposed WCE Terms Sheet Summary 271021 [<b>13.8.1</b> - 5 pages]</li><li>Attachment 2 - Proposed WCE Monday and Thursday Game Days Summary 271021 [<b>13.8.2</b> - 3 pages]</li><li>WCE Terms Summary - Tabulated [<b>13.8.3</b> - 1 page]</li></ol>

### Recommendation

That Council:

- 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.
- 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	<p>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.</p> <p>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.</p> <p>There are no statutory requirements for community consultation.</p>

## 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

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	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 considerations

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.





## 13.9 Ursula Frayne Primary School Parking Zones

<b>Location</b>	Balmoral Street, Camberwell Street and Archdeacon Street, East Victoria Park
<b>Reporting officer</b>	Engineering Officer
<b>Responsible officer</b>	Manager Technical Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	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 9 <sup>th</sup> August 2021 – 17 <sup>th</sup> 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: <ol style="list-style-type: none"> <li>1. Additional school resources to monitor the proposed additional 'pick and set down' zone on Camberwell Street.</li> <li>2. Potential for additional congestion on Camberwell Street.</li> <li>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.</li> <li>4. All day parking difficulties and security issues for staff.</li> </ol>
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

<b>Current budget impact</b>	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.
<b>Future budget impact</b>	Longer term changes are not proposed at this stage and therefore no significant expenditure is forecast

## Analysis

- 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.
- 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.
- The installation of a yellow "no stopping" line on the north side of Langer 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 Langer Street with intent of installing additional prohibitions should the need arise.
- 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 Langer 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.
- 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. 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.
- Once endorsed the Town's 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.
- 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](#)

## 14 Chief Financial Officer reports

### 14.1 Consideration for Lathlain Park Game Day Parking Restrictions

<b>Location</b>	Lathlain
<b>Reporting officer</b>	Coordinator Parking and Rangers
<b>Responsible officer</b>	Manager Business Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Lathlain Park Management Plan 2017 [<b>14.1.1</b> - 58 pages]</li><li>2. Laithlain Area Parking Management Plan June 2018 (003)_ Redacted [<b>14.1.2</b> - 44 pages]</li></ol>

#### 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

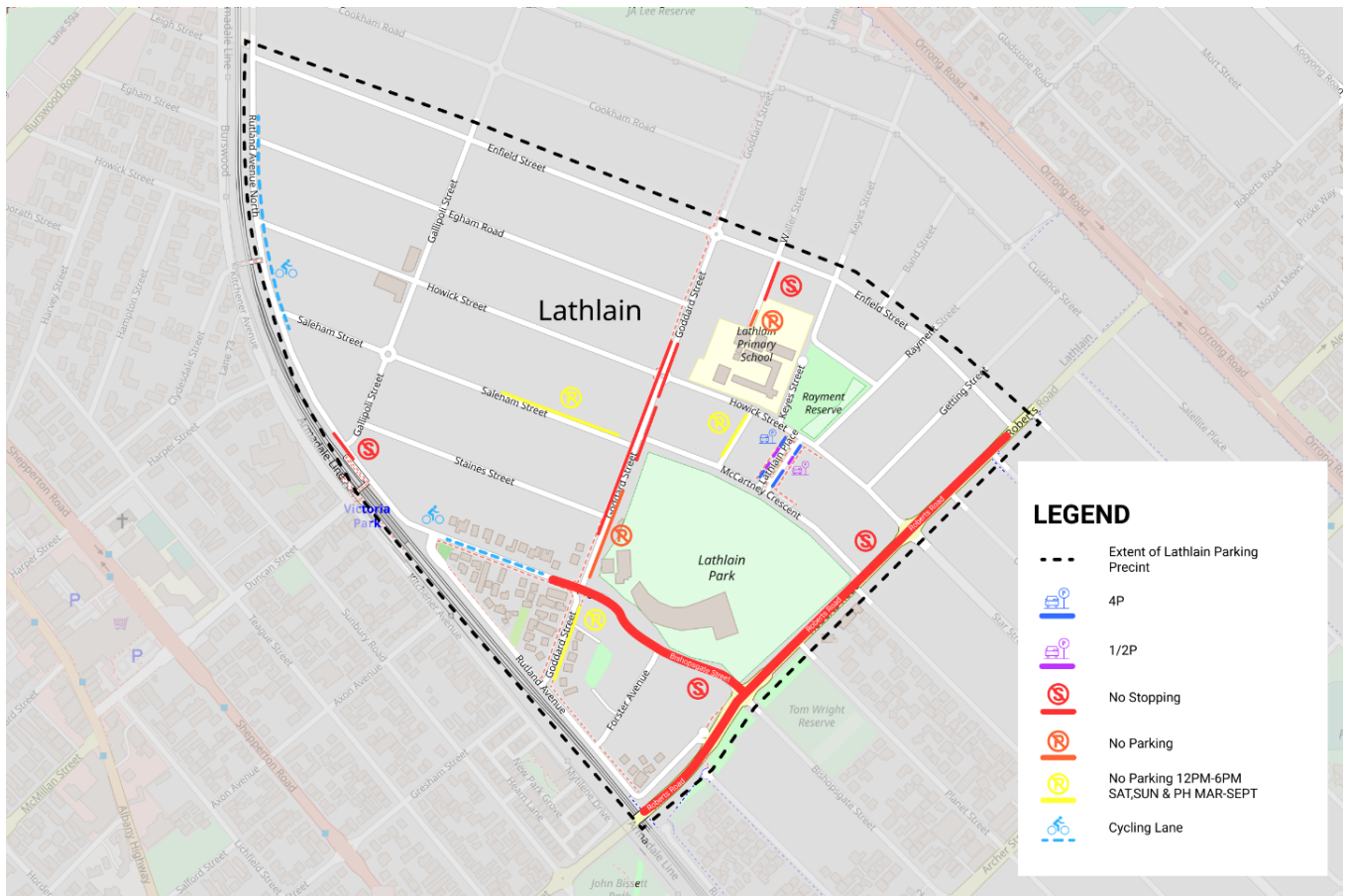
4. To manage peak parking for Perth Football Club games during the 2017/2018 period, the LPMP details extension of game-day parking restrictions which includes the following surrounding street network.





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:
- Pre-2019 – Home ground of the Perth Demons Football Club
  - Pre-2019 - West Australian Football League games
  - 2019 – Westcoast Eagles moved to the oval permanently for training and administration
  - 2020 – AFLW women's games
  - 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	<p>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.</p> <p>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.</p> <p>There may be opportunities to engage with the PTA to identify lessons learnt from other venues on match days on best practice.</p> <p>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.</p>
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

<b>Current budget impact</b>	<p>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.</p> <p>On a street-by-street basis, the cost is estimated to be between \$2,800 and \$15,500 per street (contingent on street length).</p> <p>These expenses would need to occur within the month of February 2022 to ensure installation prior to the commencement of the 2022 AFL season.</p> <p>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.</p>
<b>Future budget impact</b>	<i>Not applicable.</i>

## 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.

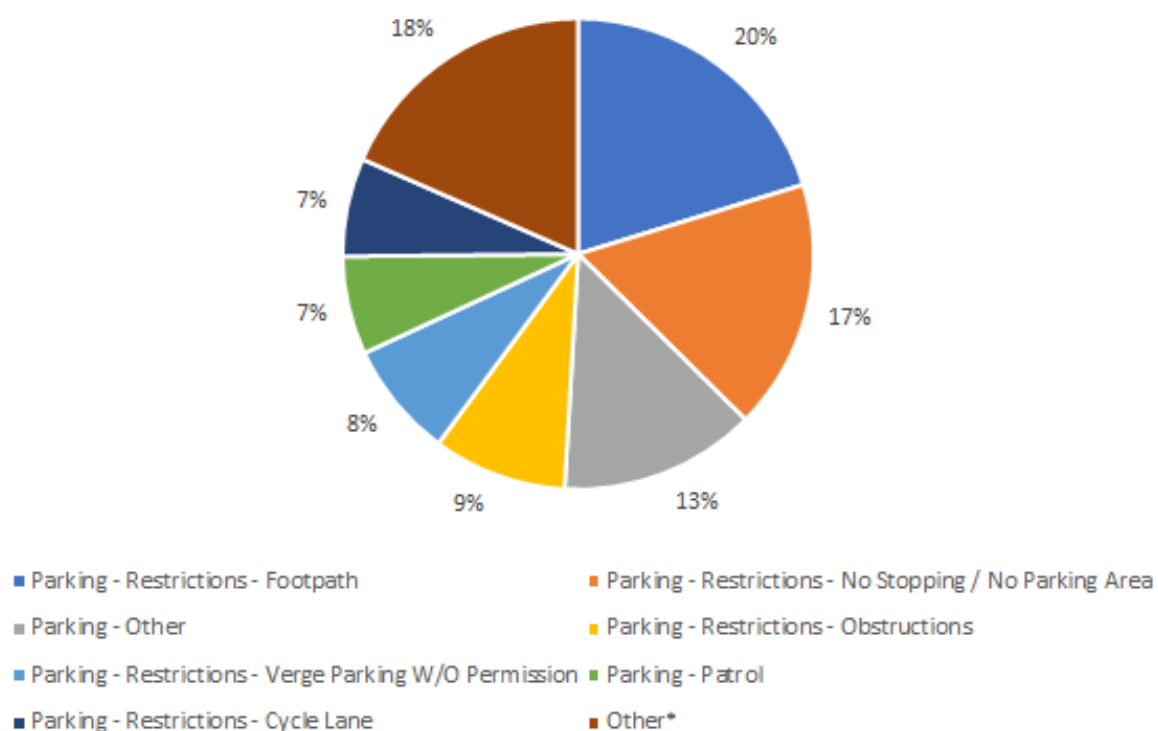
### Parking Volumes

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	<b>1,498</b>
EAST VICTORIA PARK WA 6101	194	276	300	199	<b>969</b>
BURSWOOD WA 6100	165	191	207	201	<b>764</b>
CARLISLE WA 6101	92	105	156	123	<b>476</b>
<b>LATHLAIN WA 6101</b>	<b>54</b>	<b>117</b>	<b>110</b>	<b>70</b>	<b>351</b>
ST JAMES WA 6102	24	30	38	56	<b>148</b>
NO LOCATION SPECIFIED	21	11	9	3	<b>44</b>
WELSHPOOL WA 6106	9	3	8	5	<b>25</b>
BENTLEY WA 6102	7	22	33	6	<b>68</b>
KENSINGTON WA 6151	1	-	-	5	<b>6</b>
<b>TOTAL</b>	<b>820</b>	<b>1,116</b>	<b>1,403</b>	<b>1,010</b>	<b>4,349</b>

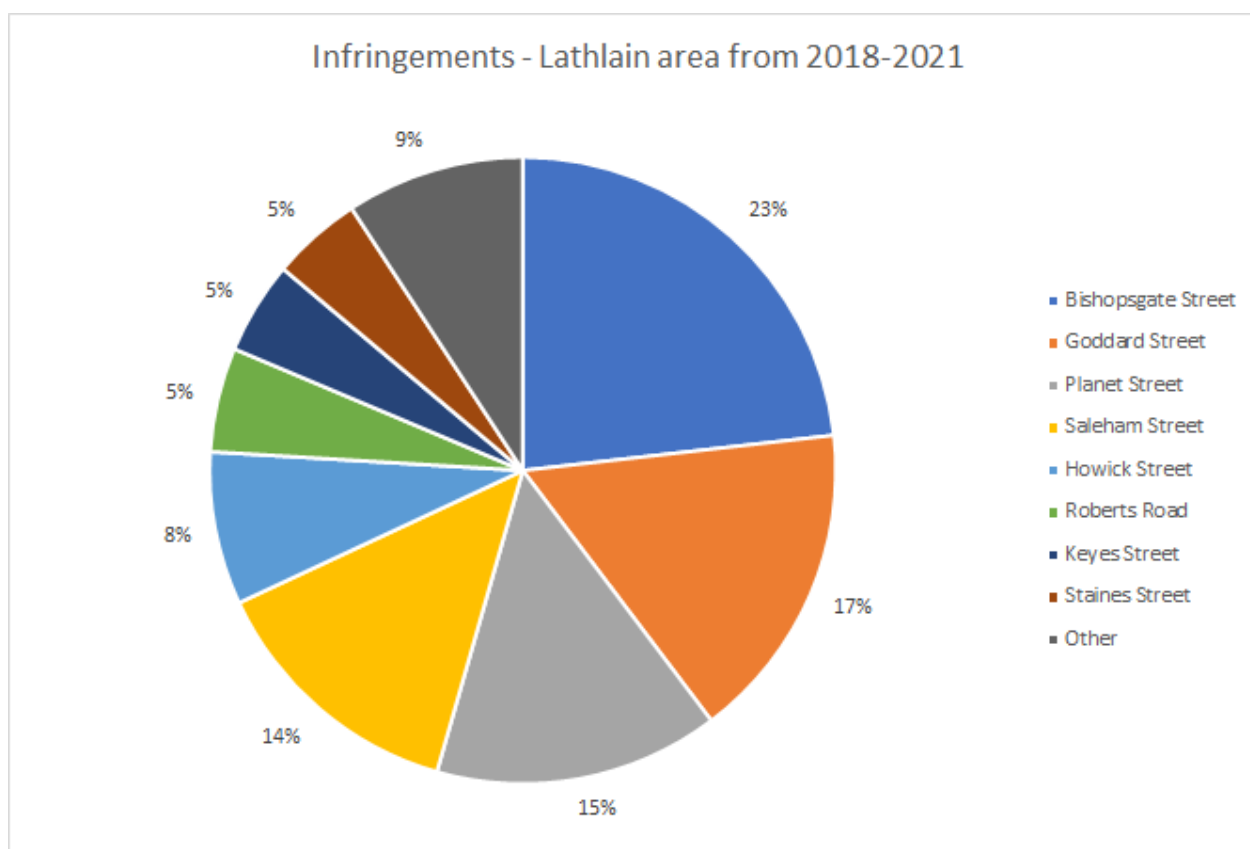
Lathlain CRMS 2018-2021



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
<b>LATHLAIN WA 6100</b>	<b>234</b>	<b>247</b>	<b>126</b>	<b>198</b>	<b>805</b>
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
<b>TOTAL</b>	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

	<p>gardens is largely unused by the general public, on a daily basis, and has reduced available parking.</p> <p>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.</p> <p>We also receive many complaints about the lack of disabled bay parking close to the ground.</p>
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.

#### Proposed Process

24. Initiate street-by-street public consultation for the following streets:
  - d. Rutland Avenue,
  - e. Planet Street
  - f. Mars Street
  - g. Getting Street
  - h. Rayment Street
  - i. Howick Street and,
  - j. Staines Street
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.
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 considerations

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:
- More than one stakeholder
    - AFL
    - WAFL
    - West Coast Eagles
    - Perth Football Club

- b. Fixture dates published at different times
- c. 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 facilities.*

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<sup>2</sup>), or
  - AFLW and WAFL<sup>1</sup> matches (approximately 14 days of the year<sup>2</sup>)
  - 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.

<sup>1</sup> Should restrictions be supported for AFLW games, restrictions won't commence until the commencement of the 2022/2023 AFLW season.

<sup>2</sup> Fixture dates vary year-to-year and are subject to change.

## 14.2 Financial Statements for September 2021

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Controller
<b>Responsible officer</b>	Finance Manager
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	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 <i>Local Government (Financial Management) Regulations 1996</i> .

## Engagement

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

## Legal compliance

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

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Misstatement or significant error	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly

	in financial statements					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

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

## 14.3 Schedule of Accounts for September 2021

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Controller
<b>Responsible officer</b>	Finance Manager
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Payment Summary - September 2021 [ <b>14.3.1</b> - 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.
3. 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.



4. 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
<b>Municipal Account</b>		
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
<b>Total</b>		<b>\$11,257,621.32</b>

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

## Legal compliance

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

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

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Misstatement or significant error in 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

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

## **Analysis**

5. 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](#)

## 15 Committee Reports

### 15.1 Review of Policy 403 - Management of noise emissions from events at Belmont Racecourse - Other than horse racing

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Principal Environmental Health Officer
<b>Responsible officer</b>	Manager Development Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	{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 <i>Environmental Protection (Noise) Regulations 1997</i>
Reputation	Nil	Nil	Nil	Nil	Nil	Nil
Service delivery	Nil	Nil	Nil	Nil	Nil	Nil

## Financial implications

<b>Current budget impact</b>	No impact.
<b>Future budget impact</b>	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 considerations

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.



## 15.2 Review of Policy 225 – Hire and use of Town banner and flag sites

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Stakeholder Relations
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	{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

<b>Economic</b>	
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.	<p>The banner poles within the Town will be utilised by the Town as part of recognition during key periods of the year.</p> <p>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.</p>

## Engagement

Internal engagement	
Stakeholder	Comments
Community Development	<p>Banner poles will be utilised for periods of significance that aligns to Council decisions (NADIOC, Reconciliation week).</p> <p>Flag raising ceremonies can be requested by the Council for particular days of significance or recognition, as a civic ceremony hosted by the Mayor.</p>
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 \(pmc.gov.au\)](http://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

<b>Current budget impact</b>	Not applicable.
<b>Future budget impact</b>	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.

## 15.3 Draft Policy 105 - Advocacy

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Stakeholder Relations
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	{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/	Not Applicable					

utilities						
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

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	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 considerations

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.

## 15.4 CEO Annual Performance Review - Appointment of Consultant

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager People and Culture
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	{attachment-list-do-not-remove}

### Recommendation

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 considerations

10. 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.

- 16 Applications for leave of absence**
- 17 Motion of which previous notice has been given**
- 18 Questions from members without notice**
- 19 New business of an urgent nature introduced by decision of the meeting**
- 20 Public question time**
- 21 Public statement time**
- 22 Meeting closed to the public**
- 23 Closure**