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TOWN OF VICTORIA PARK



Ordinary Council Meeting

Minutes – 16 March 2021

WE'RE OPEN
VIC PARK

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

Her Worship the Mayor Karen Vernon
19 March 2021

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1 Declaration of opening

Mayor Karen Vernon opened the meeting at 6.30pm.

Acknowledgement of Country

Ngany yoowart Noongar yorga, ngany wadjella yorga. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

I am not a Nyungar woman, I am a non-Indigenous woman. 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*.

3.4 Congratulations

Congratulations to St James resident, Jarrod Taylor for winning the prestigious $10,000 WA Sculptor Scholarship for his sculpture "Structural Wave" which is currently on display at Cottesloe Beach as part of this year's Sculpture by the Sea.

On behalf of this Council and our community, I would like to acknowledge and thank Ben Wyatt, who retired as the State member for Victoria Park on 13 March, for all his hard work and dedication in representing the interests of those living in our Town since he was first elected in 2006.

We wish Ben every success and happiness for all his future endeavours.

Congratulations to Hannah Beazley, MLA, who was elected as the Member for Victoria Park on 13 March, the first female to be the State's representative of Victoria Park. We look forward to working with Ms Beazley on behalf of the WA Government to deliver great outcomes for our local community over the next 4 years.

3.5 Mayor's report

On 17 February I attended the first official meeting of the South East Corridor Councils Alliance, now that all member councils (Armadale, Canning and Gosnells) have endorsed the Terms of Reference.

On 25 February I presented to the Perth Football Club's Annual Strategy Day about working with the Council.

On 27 February Elected Members and the Executive gathered for a strategy afternoon.

On 28 February I attended Round 5 of the AFLW match at Lathlain Park.

On 4 March I met with the President and Manager of the Alexandra Theatre to learn about their plans for developing a thriving community theatre in the Town.

On 5 March I was the keynote speaker for the International Women's Day Afternoon Tea held at the Victoria Park Centre for the Arts.

On 6 March we officially recognised the redevelopment of Lathlain Park and Zone 2X, Carlisle with a great community event.

On 7 March I attended the Burswood Neighbourhood Watch sausage sizzle and community open day at Burswood Peninsula.

On 13 March I officially opened Perron Place, the newest community centre in Victoria Park, a wonderful resource provided by Visibility, with activities and options for the whole community.

3 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Ronhhda Potter Cr Wilfred Hendriks Cr Luana Lisandro
Jarrah Ward	Deputy Mayor Bronwyn Ife Cr Vicki Potter Cr Brian Oliver Cr Jesvin Karimi
A/Chief Executive Officer	Mr Michael Cole
A/Chief Operations Officer	Ms Nicole Annson
Chief Community Planner	Ms Natalie Martin Goode
Manager Development Services	Mr Robert Cruickshank
Manager Governance & Strategy	Ms Bana Brajanovic
Secretary	Ms Natasha Horner
Public liaison	Ms Alison Podmore
Public	10

3.1 Apologies

Chief Executive Officer	Mr Anthony Vuleta

3.2 Approved leave of absence

Nil.

4 Declarations of interest

Declaration of financial interest

Nil.

Declaration of proximity interest

Nil.

Declaration of interest affecting impartiality

Name/Position	Cr Luana Lisandro
Item No/Subject	9.1 - Petition from Heather Johnston
Nature of interest	Impartiality
Extent of interest	I am friends with the petitioner

Name/Position	Cr Ronhhda Potter
Item No/Subject	9.1 - Petition from Heather Johnston
Nature of interest	Impartiality
Extent of interest	Know Heather Johnstone submitter of the petition

Name/Position	Cr Wilfred Hendriks
Item No/Subject	12.4 - Investigation of lockers for people living with homelessness
Nature of interest	Impartiality
Extent of interest	Part owner of a property which is within 250m of the Haven, which is one of the locations mentioned in the officer's report.

Name/Position	Mayor Karen Vernon
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	I have attended events held by these organisations recommended to receive operating subsidies: 1. Victoria Park Community Centre 2. Victoria Park Centre for the Arts. I have also attended meetings with the Managers and Board Chairs of both organisations to build relationships between Council and both organisations.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	Committee member of the Harold Hawthorne Community Centre and they receive an operating subsidy from the Town.

Name/Position	Cr Vicki Potter
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	Employee of an organisation that receives an operating subsidy.

Name/Position	Cr Jesvin Karimi
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	I have attended events held by the following applicants: 1. Victoria Park Centre for the Arts. 2. Victoria Park Community Centre I also know Yhana Lucas who is involved with the Victoria Park Community Centre.

Name/Position	Cr Ronhhda Potter
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	Have attended functions at Vic Centre for the Arts

Name/Position	Cr Luana Lisandro
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	I have attended events by both organisations who have applied for an operating subsidy.

Name/Position	Deputy Mayor Bronwyn Ife
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	I have attended events at both Vic Park Centre for the Arts and Vic Park Community Centre.

Name/Position	Cr Claire Anderson
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	I have attended events at the Vic Park Arts Centre.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	I have attended events at the Arts Centre.

Name/Position	Cr Brian Oliver
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	I have attended events held by the Victoria Park Community Centre and the Victoria Park Centre for the Arts.

5 Public question time

5.1 Response to previous public questions taken on notice at Ordinary Council Meeting on 16 February 2021

Vince Maxwell

1. *How are the vendors chosen?*

Under the Town's Purchasing Policy, officers of the town will:

- Encourage competitive procurement of goods, works and services and maximise community value;
- Ensure that funds are spent effectively and economically to gain value for money by taking into account price and non-price factors such as after sales service, warranty, safety, environmental, repair costs, spare parts, etc;
- As much as practicable support local business.

Officers and their approving supervisor/manager decide on which suppliers they choose for low value items (under $50,000) based on the factors outlined above.

While there is nothing formally in place to choose "local" suppliers, the Town will look at what it can do to make better use of local suppliers.

However, officers must adhere to the policy and management practice which includes obtaining three written quotes for any items $5,000 to $50,000.

2. *Regarding the schedule of accounts, can you explain what the payment to a company called Concept Visual was for?*

This payment relates to updated audio visual equipment in all meetings rooms to facilitate meetings in a remote environment (either with internal or external parties) and to align with our upgraded internal software.

3. *The revised budget of $80,000 was reduced down to $40,000, if this project has been put on hold what is that $40,000 for?*

The scope initially planned for the Bowling Club carpark resurfacing/renewal was reduced in consideration of the broader John Macmillan redevelopment, therefore the budget was reduced in the mid-year review process from $80,000 to $40,000. The reduced budget is for lighting upgrades and repair works in the carpark, due to the lights not working and reports of antisocial behaviour occurring in the area.

John Hazell

4. *In regards to a letter received about the development of 71 apartments on a property, is there going to be enough car spaces? And with the redevelopment of Edward Millen that is going to be a very congested area.*

No visitors bays are provided on the lot containing the proposed apartments. They are instead provided on

the part of the site containing the proposed townhouses. Overall the development complies with the minimum number of on-site car bays required to be provided under the Residential Design Codes.

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

John Gleeson

2. *Are there any plans for the redevelopment of the property on the corner of Shepperton Road and Albany Highway?*

As yet no Development Application has been lodged for this site.

Vince Maxwell

1. Has Minister Wyatt formally agreed to confiscate ROW54 to give to Woolworths?

The amalgamation and realignment approval process occurs after the dedication. The dedication is still being finalised.

3. *Has the Town received anything formal?*

On 12 February 2021, the Department of Planning Lands and Heritage confirmed they had assessed and approved the Town's request to have ROW 54 dedicated as road. Survey instructions to the Town's nominated surveyor were subsequently issued.

4. *What is the total amount of grants available for local businesses each year?*

An amount of $90,000 has been made available for business grants in the 2020/21 financial year.

7. *Were three written quotes obtained for the printing job completed by Quality Press in January?*

The Chief Financial Officer can confirm that three quotes were obtained for this printing job. In addition to the quote from Quality Press, quotes were obtained from Scotts Press and Quickmail.

5.3 Public question time

Geraldine Paton, Carlisle

1. What is going to be done about the dog park across the park from me?

Mayor Vernon asked whether Ms Paton had spoken to the Rangers.

Ms Paton responded that she has.

Mayor Vernon advised that her concerns have been heard and that she will get back to Ms Paton with a response.

Vince Maxwell

1. Are the staff going to fix this footpath?

The A/Chief Operations Officer advised that the footpath area is flagged for repairs in the coming month.

2. Who would pay the medical bills for someone injured by tripping over this hazard?

Mayor Vernon advised that it would be dependent on the circumstances in which that person was injured.

3. If someone tripped on that public footpath who would be liable for the medical bills?

Mayor Vernon advised that there is public liability that the Town has for its' thoroughfares but it would be dependent on the circumstances.

4. So inevitably it would be the ratepayers?

Mayor Vernon advised that the Town pays for public liability insurance and the cost of acquiring the insurance is from rates that ratepayers pay for.

5. Would it be better for staff to fix things like this before someone is injured?

Mayor Vernon advised that it is always advisable and his issue has been raised.

6. In regards to the Chief's Christmas event, do you think it was an appropriate use of ratepayer's funds?

Mayor Vernon advised that it is of her opinion that expenditure of ratepayer's money should be limited to items on community improvement.

7. Do you intend to do something about it?

Mayor Vernon advised that it has been raised and she understands that the Chief Executive Officer is considering the issue.

8. Are we going to wait until someone falls over this?

Mayor Vernon thanked Mr Maxwell for bringing this repair issue to attention.

John Gleeson, Carlisle

1. Have we received any money from Woolworths yet?

Mayor Vernon advised no.

2. Is the 5% received in our hands or sitting with an agent?

The A/Chief Executive Officer advised that the Town has received the 5%.

3. When will we get the rest?

Mayor Vernon advised when settlement occurs.

PROCEDURAL MOTION

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

Extend public question time by 10 minutes commencing at 6:59pm.

CARRIED (9-0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

Sam Zammit, St James

1. Now that wheel clamping is illegal, when are going to decide to remove the signs on Canterbury Terrace laneway?

The A/Chief Operations Officer took the question on notice.

2. When was it brought to the Town's attention that Tom Wright park had not been named properly?

Mayor Vernon advised she does not know why City of Perth did not put forward Tom Wright to be gazetted for the park.

3. When did we realise the name was not gazetted?

The A/Chief Operations Officer advised that it was during the development of the naming of the park.

Mayor Vernon advised that the investigation of the naming and the learning of it occurred last year.

4. So if it was gazetted it would still be called Tom Wright park?

Mayor Vernon advised yes.

5. So are we looking at the same problem with John Bissett Park and Keith Hayes building? Have these been registered properly?

Mayor Vernon advised that there isn't a requirement for public buildings.

The A/Chief Operations Officer took the question on notice.

6 Public statement time

Vince Maxwell

1. Made a statement about his disapproval for expenditure on staff Christmas parties.

John Gleeson

1. Made a statement about his desire for everyone to stand at the flags.

Charoaen Teoh, East Victoria Park

1. Made a statement about the increasing anti-social behaviour near her house and urged Council to take action.

Sam Zammit

1. Made a statement about his disapproval for the current removal of bins on demolished sites process.

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

COUNCIL RESOLUTION (27/2021):	

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

That Council:

1. Confirms the minutes of the Ordinary Council Meeting held on 16 February 2021.
2. Receives the notes of the Agenda Briefing Forum held on 2 February 2021.
3. Receives the notes of the Access and Inclusion Advisory meeting held on 8 February 2021.
4. Receives the notes of the Mindeera Advisory Group meeting held 10 February 2021.
5. Receives the notes of the Urban Forest Strategy Implementation Working Group meeting held on 15 February 2021.

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

8 Presentation of minutes from external bodies

COUNCIL RESOLUTION (28/2021):	

Moved: Mayor Karen Vernon **Seconded:** Cr Claire Anderson

That Council:

1. Receives the minutes of the South East Metropolitan Zone meeting held on 17 February 2021.
2. Receives the minutes of the Tamala Park Regional Council meeting held on 18 February 2021.
3. Receives the minutes of the Special Mindarie Regional Council meeting held on the 4 March 2021.

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

9 Presentations

9.1 Petitions

A petition was presented by A/Chief Executive Officer from Heather Johnstone asking Council to refuse the application for the redevelopment of the concrete batching plant at no.12 (Lot 310) Cohn Street, Carlisle. The petition has 20 verified signatures and 125 unverified signatures.

COUNCIL RESOLUTION (29/2021):	

Moved: Mayor Karen Vernon **Seconded:** Cr Wilfred Hendriks

That Council receives the petition from Heather Johnstone to refuse the application for the redevelopment of the concrete batching plant at no.12 (Lot 310) Cohn Street, Carlisle.

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

A petition was presented by A/Chief Executive Officer from Victoria Park Soccer Club asking Council to upgrade floodlighting facilities at Harold Rossiter Park. The petition has 27 unverified signatures.

COUNCIL RESOLUTION (30/2021):	

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

That a petition from the Victoria Park Soccer Club regarding floodlighting be received by Council.

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

9.2 Presentations

Nil.

9.3 Deputations

Nil.

10 Method of dealing with agenda business

COUNCIL RESOLUTION (31/2021):	

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

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

1. 12.2 - Draft Amended Local Planning Policy 2 'Home-based Businesses'
2. 12.3 - Draft Amended Local Planning Policy 32 and Review of Local Planning Policy 41
3. 12.6 - Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants Application: Harold Rossiter Park
4. 12.8 - Covid-19 Economic Impact and Opportunities Assessment
5. 12.9 - Urban Forest Strategy Implementation Working Group Terms of Reference 2021-2022
6. 13.1 - TVP/20/07 Turf Mowing and Maintenance Works
7. 14.1 - Schedule of Accounts for January 2021
8. 14.2 - Financial Statement for month ending January 2021
9. 15.1 - Compliance Audit Return 2020
10. 15.2 - Update on Outstanding Actions from Reg 17 Review

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

11 Chief Executive Officer reports

Nil.

12 Chief Community Planner reports

12.1 New commercial building at 467, 479, 487 & 493 Albany Highway

Location	Victoria Park
Reporting officer	Sturt McDonald
Responsible officer	Robert Cruickshank
Voting requirement	Simple majority
Attachments	1. Attachment 1 - Aerial Photo [**12.1.1** - 1 page] 2. Attachment 2 - Current plan set [**12.1.2** - 13 pages] 3. Attachment 3 - Previous plan set [**12.1.3** - 19 pages] 4. Attachment 4 - Justification letter [**12.1.4** - 8 pages] 5. Attachment 5 - Schedule of submissions [**12.1.5** - 7 pages] 6. Attachment 6 - Site photos [**12.1.6** - 5 pages] 7. Attachment 7 - DRP comments [**12.1.7** - 4 pages] 8. Attachment 8 - Requirements of Council's Business Units [**12.1.8** - 5 pages] 9. Attachment 9 - Mid-2019 Aerial Photo [**12.1.9** - 1 page]

Landowner	Mr Ranjan Rajnikant Sheth
Applicant	Harden Jones Architects
Application date	22/10/2020
DA/BA or WAPC reference	5.2020.590.1
MRS zoning	Urban
TPS zoning	Commercial
R-Code density	N/A
TPS precinct	Precinct Plan P11 – Albany Highway Precinct
Use class	Shop, Office and Restaurant/Cafe
Use permissibility	"AA" (Discretionary), "P" (Permitted) and "P" (Permitted)
Lot area	1295m2

Right-of-way (ROW)	ROW 41
Municipal heritage inventory	N/A
Residential character study area/weatherboard precinct	N/A
Surrounding development	Surrounding properties that have frontage to Albany Highway support a variety of commercial uses including offices, motor vehicle sales premises, gyms and shops. Surrounding properties that do not have frontage to Albany Highway are predominantly residential.

Recommendation

That Council:

1. Approves the application for Development Approval (DA ref: 5.2020.452.1) submitted by Harden Jones Architects for a commercial building consisting of two shops, an office and a cafe at 467 – 493 (Lots 1-4) Albany Highway, Victoria Park, as indicated in the documents in Attachment 2, 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:
   1.1. The development, once commenced, is to be carried out in accordance with the approved plans, date stamped approved 16 March 2021 at all times, unless otherwise authorised by the Town.
   1.2. Prior to lodging an application for a building permit, either (i) Lots 1, 2, 3 and 4 are to be amalgamated into a single lot on a Certificate of Title; or (ii) the owner entering into a legal agreement with the Town prepared by the Town's Solicitors at the owner's cost agreeing to complete the amalgamation of Lots 1, 2, 3 and 4 into a single lot within 12 months of the issue of a building permit.
   1.3. Prior to lodging an application for a building permit, the applicant must submit details of a window (or windows) to Tenancy 4 that afford line-of-sight southward for the purposes of passive surveillance down ROW41 to the satisfaction of the Town. The development shall be constructed in accordance with the approved details and thereafter maintained.
   1.4. Prior to lodging an application for a building permit, the applicant must submit details demonstrating the provision of a universal access car parking bay within the property boundary to the satisfaction of the Town. The development shall be constructed in accordance with the approved details and thereafter maintained.
   1.5. Prior to the submission of an application for a building permit, the applicant/owner is to contribute a sum of $18,082.14 to the Town for the cost of (i) purchasing, installing and maintaining (for a period of three years) three (3) large street trees located within the verge area, in a location approved by the Town; and (ii) associated underground service detection works.
   1.6. Prior to the submission of an application for a building permit the applicant must submit and have approved by the Town, awning design details that demonstrate sufficient canopy growth space is provided for the three (3) new street trees required by condition 1.5 (See related advice note).
   1.7. Prior to the submission of an application for a building permit a signage strategy for the site addressing the objectives of Local Planning Policy 38 - Signs is required to be submitted to and approved in writing by the Town. Signage subsequently installed to the building is to be accordance with the approved strategy unless otherwise approved by the Town in writing.

1.8. Prior to lodging an application for a building permit, the applicant must submit and have approved by the Town, and thereafter implement to the satisfaction of the Town, a construction management plan addressing the following matters:
   1.8.1. How materials and equipment will be delivered and removed from the site;
   1.8.2. How materials and equipment will be stored on the site;
   1.8.3. Parking arrangements for contractors;
   1.8.4. Construction waste disposal strategy and location of waste disposal bins;
   1.8.5. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;
   1.8.6. How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works;
   1.8.7. A dilapidation report detailing the state of footpaths, Town assets and public utilities within the road reserve in the vicinity of the site. This report will be used to ensure that any and all damage sustained to Footpaths, Town assets and public utilities located within the road reserve during construction are reinstated at the applicant's expense to Town or relevant service provider's specifications and requirements; and
   1.8.8. Other matters likely to impact on the surrounding properties.

1.9. Prior to lodging an application for a building permit, all plant equipment, air conditioning units, hot water systems, water storage tanks, service meters, bin storage areas and clothes drying facilities must be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street. Design plans for the location, materials and construction for screening of any proposed external building plant must be submitted to and approved by the Town.

1.10. Complete details of the proposed external colours, finishes and materials to be used in the construction of the buildings are to be provided to the satisfaction of the Town in consultation with its Design Review Panel prior to submission of an application for building permit. The development shall be constructed in accordance with the approved details and shall be thereafter maintained (See related advice note).

1.11. Prior to the submission of an application for a building permit a Waste Management Plan is required to be submitted to and approved in writing by the Town. The development shall be constructed and operated in accordance with the approved details and@ thereafter maintained (See related advice note).

1.12. Prior to lodging an application for a building permit, a landscaping plan detailing size, location and type of planting to be provided to the satisfaction of the Town (See related advice note).

1.13. Prior to lodging an application for a building permit, the applicant is to submit further details of the proposed photovoltaic system for the Town's approval, with the approved system being implemented prior to occupation of the building.

1.14. Prior to lodging an application for a building permit, stormwater disposal plans, details and calculations must be submitted for approval by the Town and thereafter implemented, constructed and maintained to the satisfaction of the Town.

1.15. The boundary wall on the common boundary with 495-513 Albany Highway to be reduced in height such that it is no higher than the abutting boundary wall located on 495-513 Albany Highway unless otherwise approved by the Town in writing.

1.16. Prior to the occupation or the strata-titling of the building(s), whichever occurs first, unless otherwise approved in writing by the Town, any external surface finish of the boundary wall(s) visible from a street or adjoining properties must be finished to the same standard as the rest of the development to the satisfaction of the Town.

1.17. All building works to be carried out under this development approval, with the exception of awnings, are required to be contained within the boundaries of the subject lot.
1.18. A zero lot gutter to be provided for the boundary wall(s) unless otherwise approved in writing by the Town.
1.19. All glazing to street frontages is to be provided with clear, non-tinted glazing and shall not be obscured by alternative window treatments, signage or internal shelves, to the satisfaction of the Town.
1.20. External security screening to the development does not form part of this Development Approval. A separate development application is to be submitted for any security screening proposed.

Advice notes:

AN1 To avoid delays in the issuing of a building permit, the applicant should commence the subdivision/amalgamation procedure without delay. A licensed land surveyor should be engaged for this purpose.

AN2 The Town will permit the Owner to defer compliance with condition for amalgamation, provided that the Owner enters into a deed of agreement with the Town prepared by the Town's solicitors at the Owner's cost agreeing to complete the amalgamation within 12 months of the issue of the building permit. The agreement shall require the registration of an absolute caveat on the title to the subject land, until such time as the amalgamation has been completed to the Town's satisfaction.

AN3 In regards to the requirement for all car parking bays to be designed in accordance with AS2890.1 and AS2890.6, please be advised that a universal access bay is likely to be required to ensure that the development satisfies Disability Discrimination Act requirements.

AN4 It is recommended that the applicant arrange for the payment of the street-tree cost contribution as soon as practicable. This will allow the Town's Street Improvement and Parks teams to arrange for prospective street tree locations identified by underground service detection works to be verified via digging/'potholing' within the street verge. Such verification will provide certainty in relation to street trees and canopy/awning design.

AN5 The applicant/owner should refer to the Requirements of Other Council Business Units, enclosed with this development approval, which are relevant to the submission of a building permit and/or the carrying out of the development for which this approval is granted. This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of Council.

AN6 Plans are to be assessed by a practicing qualified disability Access Consultant who is an accredited member of the Association of Consultants in Access, Australia Inc (ACAA) to confirm compliance with the Disability (Access to Premises – Building) Standards, Building Code of Australia and relevant Australian Standards. A copy of the certified plans is to be provided as part of the building permit application.

AN7 The Town's Design Review Panel has noted that in some regards the proposal is missing the urban *"grain, detail, tiling, trims etc at the pedestrian level."*. The condition for additional information regarding colours, materials and finishes provides scope for this aspect of the design to be refined as part of the building permit stage of the overall process.

AN8 It is noted that a thicker awning/canopy would (in addition to providing structural depth and space for drainage and gutters) provide signage opportunities for the canopy edge. Is recommended that the condition regarding details of signage be considered in conjunction with the condition regarding awning design details

AN9 In relation to the Waste Management Plan to be provided the Town expects that the plan shall include/specify details of the following

- the methods, facilities and management measures to be put in place for the storage, collection and disposal/collection of waste and rubbish generated by the development.
- bin-presentation pad size and location, the total number of bins to be presented, and demonstrate that the collection avoids potential conflict with/damage to street trees or other assets within the verge.
- bin collection frequency and collection arrangements

The waste management details are expected to, overall, demonstrate how this aspect of the development will function while minimizing its amenity impact to the public realm.

AN10 In relation to the condition requiring the provision of landscaping, it is requested that the applicant investigate and consider the suggestion made by the Town's Design Review Panel, that the triangular space between bays 12 and 13 is converted to landscaping. This may be dependent on minor alterations to the canopy and/or low-light species selection.

AN11 A Free Trade Area permit allows a portion of the footpath, at the front of the premises, to be used for alfresco dining or the display of goods. For further information and to download a free trade area permit application form, please refer to the Town's website.

2. Requests the Chief Executive Officer to advise the Council's decision to those persons who lodged a submission on the application.

Purpose

For Council to determine the application for development approval for the site, inclusive of a car parking shortfall of 49 on-site parking bays. While delegated authority exists for the Town to approve car parking shortfalls, the extent of the deviation from policy warrants the attention and decision making authority of Council.

In brief

- The application seeks approval for a single storey commercial building at 467-493 Albany Highway.
- This building is proposed to consist of Shop (AA – Discretionary), Office (P – Permitted) and Restaurant/Cafe (P – Permitted) land uses.
- The proposal features a substantial carparking shortfall. On balance, the Town is of a view that the proposed shortfall is justifiable for the given context and given the reasons outlined in this report.
- The application is recommended for approval, subject to conditions and advice notes.

Background

1. The subject site has street frontage to Albany Highway and Temple Street. A Right-of-Way (ROW 41) is located to the site's south western edge, with a child dental health clinic being located on the opposite side of the right-of-way. A motor vehicle sales premises abuts the site to the south east. The subject site is located within the Albany Highway commercial strip between the Victoria Park and East Victoria Park District Centres. Surrounding properties that do not have frontage to Albany Highway are predominantly residential while those that do front Albany Highway support a variety of commercial uses including offices, motor vehicle sales premises, gyms and shops. Read Park, a reserve 5000m2+ in size, is located southeast of the site on the opposite side of Albany Highway.

2. In November 2018, the Joint Development Assessment Panel (JDAP) approved a three storey mixed use development for the subject site consisting of 14 apartments an office tenancy and a shop (DAP/18/04172).

3. In early 2019 the Town was advised that the landowner did not wish to proceed with the previous Development Approval and that Harden Jones Architects (HJA) were in the process of developing a new sketch plan for the site. Following preliminary feedback by the Town's Design Review Panel (DRP), an application for Development Approval was lodged for a Four (4) Storey Mixed Use Development consisting of a Shop, a Café/Restaurant, Two Offices and 19 Multiple Dwellings. This was approved by JDAP (DAP/19/01631) 13 December 2019.

4. In mid-2020 the Town was advised by Harden Jones Architects (HJA) that, due to uncertainty regarding commercial viability, the landowner did not wish to proceed with the larger mixed-use development concepts for the subject site. Preliminary feedback began to take place in relation to a single storey commercial development concept. An application for Development Approval was subsequently submitted to the Town on 22 October 2020.

Application summary

5. The application seeks approval for a single storey commercial building at 467-493 Albany Highway.

6. This building, in its amended form, is proposed to consist of two shops, both facing Albany Highway, an Office tenancy facing Temple Street and a Café tenancy addressing the street corner. It is noted that previous iterations of this development application proposed four 'Office' tenancies, albeit with features unusual for an Office such as a 'loading dock' (See Attachment 3).

7. The applicant proposes a total of 15 on-site car bays, all accessed from ROW 41. This number of bays, however, includes tandem bays. If discounting bays that will be 'blocked in' by another car using a bay immediately behind it, only 10 bays are provided onsite.

8. In continuation of an agreement reached between the Town and the applicant in the previous JDAP approval (DAP/19/01631) a cost contribution by the applicant is proposed to facilitate the planting of three (3) street trees within the road verge (footpath). This is in lieu of providing trees within the site boundaries.

9. An awning that shelters the footpath is proposed along the building facade, wrapping around the Albany Highway frontage to Temple Street. Indicative indentations are proposed to the awning to allow space for the growth of the three (3) street trees mentioned above.

Applicants submission

10. The applicant contends that they have constructively engaged with the Town's Design Review Panel and taken on feedback provided to make a design which positively contributes to the Albany Highway streetscape.

11. The applicant engaged planning consultants to prepare a justification letter for their proposal (see Attachment 4) This was done at a stage in the development application where all four tenancies proposed were depicted as being 'Office' land uses. Accordingly, some statements made within the letter do not accurately reflect the current proposal.

12. The change of land uses proposed (ie no longer being a purely 'Office' development) does not impact arguments made by the planning consultant from a site/context analysis standpoint in favour of reduced carparking requirements. These include that the site has good access to public transport, has access to sufficient of on-street parking in the immediate vicinity and that the mix of land uses along Albany Highway Activity Centre result in these on-street parking bays being subject to reciprocal parking demand (ie, times of peak demand across businesses are likely to not coincide).

13. The applicant's planning consultant highlights that the Town was supportive of an on-site car parking shortfall of nineteen (19) bays in its assessment of the previously approved mixed use development (DAP/19/01631) on various merits including the land's access to public transport and on-street public car parking. Given the Town's previous support for a substantial on-site car parking shortfall, it is contended that support for a carparking shortfall can be applied in this instance.
14. The applicant's planning consultant contends that the Local Planning Policy 23 is outdated and needs to be reviewed. The justification letter details policy standards of other local governments (for Office land uses) to provide context for this assertion.

Relevant planning framework

Legislation	**Planning and Development Act 2005;** **Planning and Development (Local Planning Schemes) Regulations 2020; Schedule 2, Clause 67;** **Town Planning Scheme No. 1 (TPS1) Clause 29;** **TPS1 Precinct Plan P11 'Albany Highway Precinct'; and** **Metropolitan Region Scheme Text Clause 30 and Clause 32.**
State Government policies, bulletins or guidelines	Policy 7.0 – Design of the Built Environment
Local planning policies	Local Planning Policy 17 – Street Frontage Design Guidelines for District Centres and Commercial Areas Along Albany Highway; Local Planning Policy 23 - Parking and Access Policy; Local Planning Policy 26 – Boundary Walls; Local Planning Policy 37 – Community Consultation on Planning Proposals; Local Planning Policy 38 – Signs; Local Planning Policy 39 – Tree Planting and retention;
Other	

General matters to be considered

TPS precinct plan statements	**The following statements of intent contained within the Precinct Plan are relevant to consideration of the application.** • **The Statement of Intent relating to Precinct Plan P11 states the following:** ***"The Albany Highway Precinct will be revitalised and consolidated as a major urban/shopping commercial axis incorporating the "strip" imagery of its past development along the length of Albany Highway.*** ***The precinct has three retail nodes connected by general commercial areas. A wide range of uses serving both the local and regional populations shall be permitted, with emphasis on the consolidation and integration of existing uses.***

	The shopping areas are to be maintained as district centres offering a wide range of retail as well as community attractions including leisure and recreation uses, public/civic uses, community and social services. Larger scale, open-air and other commercial uses considered inappropriate to a retail-based node will be encouraged to relocate in the commercial sectors of the precinct where various and colourful commercial uses will be promoted. ***Strong and coherent urban design principles are to be implemented through the provision and maintenance of strong gateways identifying the entrance to the precinct area, distinctive edges delineating precinct boundaries, consolidated retail nodes and commercial areas linking those nodes. A cohesive and strongly identified character reflecting what already exists will be promoted in new developments. The precinct is to be enhanced as an attractive feature in the metropolitan region. The compatibility of all commercial and retail uses with residential uses within or adjacent to the precinct is to be ensured."*** • **The *Victoria Park Shopping Area* statement in relation to this portion of the Commercial Zone states the following:** ***"This part of the precinct shall continue in its present capacity as a location for small to medium scale mixed general commercial and minor retail activities. Specialisation in fields of vehicle sales and household goods should be maintained and promoted as a feature of this area.*** ***The scale, architectural style and character of new buildings shall enhance and consolidate the commercial strip imagery of Albany Highway development. Sites shall have building set backs consistent with existing development. (in many instances these are nil), with vehicular access and car parking from the rear. Where there is to be a building set back, this area shall be landscaped unless the function is as an area of open display, such as a car yard. In these circumstances, landscaping will only be required to screen these uses from adjacent residential, and/or to enhance the overall appearance of the premises.*** ***Preference is for vehicular access to parking to be from side streets or a laneway, rather than across the Albany Highway footpath. Where access is to be from Albany Highway, access points will be limited in number and located to minimise possible conflict with pedestrians."***
Local planning policy objectives	The following objectives of Local Planning Policy 17 'Street Frontage Design Guidelines for District Centres and Commercial Areas Along Albany Highway' are relevant in determining the application. • To create a comfortable pedestrian environment within visually attractive, interesting and welcoming streetscapes that are representative of the locality and community, as befits these important suburban centres.

	• To ensure that all buildings will contribute in a positive manner to the area as a safe, secure and pleasant place to be at all times. • To conserve the variety of styles, ages and types of buildings, including shopfronts, that contribute to cultural interest, historical depth and value to the area and the streetscape. The following objectives of Local Planning Policy Local Planning Policy 23 ' Parking and Access Policy' are relevant in determining the application. • To ensure the adequate provision of parking for various services, facilities and residential developments and to efficiently manage parking supply and demand. • To ensure that the environmental and amenity objectives of the Town Planning Scheme, as outlined in the Scheme Text, are not prejudiced. The following objectives of Local Planning Policy Local Planning Policy 39 'Tree Planting and Retention' are relevant in determining the application. • To assist with achieving the Town of Victoria Park's objective to increase tree canopy coverage to 20% by increasing tree canopy coverage on public and private land.
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 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 height, bulk, scale, orientation and appearance of the development (n) the amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development. (s) the adequacy of – (i) the proposed means of access and egress from the site; and; (ii) arrangements for the loading, unloading, maneuvering of vehicles; (y) any submissions received on the application
Urban forest strategy	This application has the following impacts in regards to the Town's Urban Forest Strategy. • The planting of street trees (via cost contribution) will add to the Town's total extent of tree canopy; • The implementation of a cost-contribution model with the Town being responsible for implementing the works may serve as a case-study for

	how new commercial developments may discharge their requirements under Local Planning Policy 39, and how this is managed.

Compliance assessment

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.

Non-residential development		
Planning element	Permissibility/deemed-to-comply	Requires the discretion of the Council
Land use		X
Plot ratio	X	
Building height	X	
Street setback	X	
Side setback	X	
Car parking		X
Vehicle access	X	
Tree Planting and Retention		X
Design of frontages		X
Signs		-insufficient information provided-

Based upon the above table, the following land use requires the discretion of Council.

Element	**Permissibility**	**Recommendation**
Land use	A Shop is an 'AA' (Discretionary) land use.	Supported

15. The proposed land use is considered to be appropriate for the Albany Highway context.
16. Design Review Panel members have conveyed in previous meetings that this land use brings a greater degree of activation to the street, and (in conjunction with the corner café) contributes to a better urban design outcome than an entirely 'Office' development (see Attachment 3) which would be largely compliant in relation to car parking.

Based upon the above table, the following development standards require the discretion of Council.

Element	Requirement	Proposed	Variation
Carparking	59 bays Tenancy 1 and 2 ('Shop' uses)- 375m^2 of retail floor area, at 1 bay per 10m^2 of retail floor area: 37 Bays required Tenancy 3 ('Café' use)- estimated 86m^2 café dining floor area, at 1 bay per 4.5m^2 of retail floor area: 19 Bays required Tenancy 4 ('Office' use)- 111m^2 of net lettable area, at 1 bay per 40m^2 of Office floor area: 3 Bays required	15 bays in total, but 10 compliant bays given exclusion of tandem bays	49 bays
			Supported

17. The Town agrees with some of the arguments made by the applicant's planning consultant from a site/context analysis standpoint in favour of reduced carparking requirements these include that the site has good access to public transport, regional bike paths, local footpaths and on-street parking in the immediate vicinity. It is noteworthy that the Town was supportive of an on-site car parking shortfall in its assessment of the previously approved mixed use development (DAP/19/01631) on various merits including access the land's access to public transport and on-street public car parking.
18. The proposed development features bike racks and end-of-trip facilities to each and every tenancy proposed, thereby encouraging/facilitating staff to take active forms of transport (whether cycling or running) to and from the premises.
19. There is some merit to the assertion made by the applicant's consultant that Local Planning Policy 23 (LPP23) is outdated and needs to be reviewed. The WALGA Local Government Parking Guideline, published in December 2020, outlines current and emerging trends that *suggest* that a review of the Town's parking standards would reflect a liberalisation of parking requirements (for private development).
20. Office Land uses attract a far lesser parking requirement (per square metre) under LPP23. A previous iteration of plans depicts all tenancies as being 'Office' land uses (see Attachment 3). Based upon Office land uses having a lower car parking requirement under LPP23, a minimum of 15 bays were required for the development, being a shortfall of 5 bays. While this represented a lower parking shortfall, than the current proposal now comprising a mix of uses (Shop, Office and Restaurant/Cafe) it would not achieve as good an urban design outcome given the lesser degree of streets activation provided by Office uses. Design Review Panel members have conveyed that the revised mix of land use brings a greater degree of activation to the street and contributes to a better urban design outcome than an entirely 'Office' development.
21. The above noted 'support' for the parking variation reflects a view by Town Officers that the proposal is justified on its merits. This is discussed further in the analysis section of this report.

Element	Requirement	Proposed	Variation

Tree Planting and Retention	4 'Medium trees' on site	Cost contribution for street trees	Street trees proposed in lieu of on-site trees
			Supported

22. The above requirement stems from Local Planning Policy 39 'Tree planting and Retention' (LPP 39), which came into effect 1 July 2020. The policy states the following in relation to new non-residential development:

    *"'**Medium Trees**' are to be provided at a rate of one (1) tree for every 300m^2 of lot area (rounded to the nearest whole number)"*

    With a lot size of 1295m^2, 4 medium trees would be sought to be provided on site.

23. The following sub-clause within the policy, however, outlines that off-site provision of trees may be a valid and accepted alternative :

    "In instances where site constraints may prevent the planting of a tree on each lot at the above rates ((a) to (c)), the Town will consider approving the planting of the trees in an alternative location, preferably on the private property, or in some instances within the Council verge or in close proximity to the site (at the cost of the property owner)."

24. The Town has previously been supportive of on-site tree requirements (applicable under R-Codes Volume 2 'Apartments') being met through the provision of trees within the street verge directly adjacent to the site. The applicant has advised that they are supportive of the approach and condition adopted under the previously approved mixed use development (DAP/19/01631) where the applicant would provide a cost contribution for the Town to undertake the installation of trees within the street verge.

25. The cost-contribution previously approved as a condition of approval (DAP/19/01631) for this site supported the planting of three (3) x 100 litre trees (being 'large trees' rather than 'medium trees'). For a street verge environment, three (3) larger trees are considered to be better suited (less likely to be damaged) and likely to result in a better streetscape outcome than the four (4) x 30L 'medium trees' sought under the policy.

Element	Permissibility	Recommendation
Signage	*-Insufficient level of detail provided to assess compliance-*	Address via conditions of approval

Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The proposed development is aligned with facilitating commerce and local employment

Environment	
Strategic outcome	Intended public value outcome or impact

EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The proposed development is considered to be a good urban design outcome for the location and positively contributes to the streetscape character

Engagement

Internal engagement	
Stakeholder	Comments
Building Services	No objection, subject to conditions.
Environmental Health	No objection, subject to conditions.
Parks Operations	No objection, subject to conditions.
Street Improvement	No objection, subject to conditions.
Project Management	No objection.
Design Review Panel	Support (See Attachment 7) – discussed further in the Analysis section of this report

External engagement	
Stakeholders	Owners and occupiers of surrounding properties
Period of engagement	Time period that engagement was undertaken, including dates.
Level of engagement	2. Consult
Methods of engagement	Written submissions and Your Thoughts (the Town's online engagement tool)
Advertising	Advertising of the proposal comprised of letters being sent to owners and occupiers of surrounding properties (within a 100m radius) and a notice being displayed online.
Submission summary	Four (4) submissions have been received, three (3) opposing the proposal and one (1) in support. (Note – one of the submissions described itself as 'neither support nor object'. The content of the submission, however, was considered to convey objection)
Key findings	The three (3) objections received broadly contend that the proposed development would have an adverse impact of the on the availability of street parking, thereby impacting nearby residents and businesses. One (1) submission in support of the development contends that the proposal is a

	good outcome for the area, that the required parking is excessive and that on-street parking and walkability of the area provides sufficient grounds for the variation to be justified.

Risk management considerations

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.					
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	The applicant has a right of review to the State Administrative Tribunal against conditions of approval or a refusal	Minor	Possible	Medium	Low	Ensure that Council consider the application on its merits taking into account relevant planning considerations
Reputation	Negative public perception towards the Town for not enforcing its Local Planning Policy (parking) requirements	Insignificant	Possible	Low	Low	Accept and review policy parking requirements
Service delivery	Not applicable.				Medium	

Financial implications

Current budget impact	**Should the applicant be aggrieved by the Council's decision they have a right of review to the State Administrative Tribunal. 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.**

Future budget impact	Not applicable.

Analysis

Parking

26. Office Land uses attract a far lesser parking requirement (per square metre) under LPP23. The previous iterations of plans, notwithstanding design features such as a loading dock and concertina door/windows (typically associated with Shop and Café land uses respectively), depicts all tenancies as being 'Office' land uses (see Attachment 3). The applicant and their planning consultant are aware of an approach under which they would seek approval for a much lesser carparking shortfall. If approved, they would be able to (following construction) implement several of the other land uses they desire (shop and café) without the need for development approval in accordance with the provision of Local Planning Policy 41 – *Exemption Policy for Specified Changes of Use and Activities Carried out from Existing Buildings* and the Town's proposed amended Local Planning Policy 32. A comparable carparking shortfall could conceivably result via an alternate approval pathway.

27. Town Officers and Design Review Panel members dissuaded the applicant from employing the above described tactics in pursuing this development application. Instead, it was suggested that the proposed variation to LPP23 should be discussed with Council in a more forthright and transparent manner.

28. As noted above, Design Review Panel members have conveyed in previous meetings that the mix of land uses currently proposed brings a greater degree of activation to the street (particularly the corner café) and contributes to a better urban design outcome than an entirely 'Office' development. As stated above, a purely Office development would require 15 bays under the Town's Parking Policy (being a 5 bay shortfall). On the matter of carparking provision, the Design Review Panel has expressed that it is a planning issue rather than a design issue. One member is noted as commenting in previous meetings, however, that parking policies typically *"come with a suburban mentality. Their parking requirements create shopping centres. This is not a shopping centre. It is a main street"* (paraphrased).

29. The 'bays required' number presented listed in the Compliance Assessment section of this report (59) is the output of a simple formula in Local Planning Policy 23 rather than being a precise science. The number (a) might not accurately reflect/predict actual demand for carparking generated by the development, and (b) is subject to the assumptions about the development. Altering a few variables can substantially change the figure arrived at. For the purposes of consultation, the above listed figure was used as it was a conservative (higher) figure, and that any further refinements to the floor plans proposed wouldn't inadvertently result in an increase to the carparking shortfall proposed.

30. In relation to 'assumptions' in the above-mentioned car parking calculation, the proportion of retail floor area to storeroom in each shop influences the 'bays required' figure arrived at. It is noted that if the indicative 'storage' areas for tenancy 1 and 2 are accepted at face value as depicted on Plan A202 (See attachment 2) then the demand for parking is calculated as instead being 51 bays rather than 59 overall. The grey/white areas toned on this plan, however, does not reflect a physical barrier separating the customer floor area from the storage area, and indeed, wouldn't be visually evident in the building once constructed. The total demand of 59 bays, as assessed under the policy, stems from an assumption that a greater proportion of these tenancies will be accessible 'retail floor area'. In the absence of detailed floor plans that depict the internal configuration of each shop tenancy, or a wall that segregates the storeroom area from the retail floor area, such assumptions have an impact on the figure arrived at.

31. In relation to 'variables' in the above-mentioned car parking calculation, it is also noted that the subject site is located on the threshold of a policy area (Local Planning Policy 30 - *Car Parking Standards for*

Developments along Albany Highway). If the proposal were located on the opposite side of the street (either Temple Street or Albany Highway) the extent of car parking required for each given shop proposed would reduce by half. While thresholds to policy areas and/or zoning is necessary, it would be difficult to assert that such a substantial concession to parking requirements is warranted for one side of the street but that no flexibility to carparking requirements should be afforded to the other.

32. It is noted that one of the four submissions received (in support of the development) raises the question of how practical or realistic it is for developments to provide the number of car bays sought under LPP23. Such comments align with the 'current and emerging trends' identified in the WALGA Local Government Parking Guideline, published in December 2020, which generally point towards a liberalisation of parking requirements (for private development).

33. It could be argued that rigid adherence to the parking standards outlined within LPP23 could prevent projects from being commercially viable, discouraging local development and investment. Such an outcome would be in tension with Strategic Community Plan objectives such as "*EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship*." and the objectives of LPP17 which seeks "*to create a comfortable pedestrian environment within visually attractive, interesting and welcoming streetscapes*"

34. While the car parking ratios specifies within LPP23 are proposed to be varied, the Town is still ultimately satisfied that the objectives of the policy are achieved – namely that there is "*adequate provision of parking for various services, facilities and residential developments"* and that "*environmental and amenity objectives of the Town Planning Scheme*" are not prejudiced as a result of the level of parking proposed. The key justifications that support this position relate to the site having good access to public transport, the availability of on-street parking and infrastructure that supports non-vehicular modes of transport, which is in turn backed up by the proposed provision of bike racks and end-of-trip facilities.

35. It is noted that the original building(s) on these lots, prior to demolition taking place in mid-2019 (see Attachment 8), appears to have provided a comparable level of parking accessible from the ROW to support a comparable commercial building floor area/footprint. This development could be seen as continuing an existing 'main street' format of commercial tenancies and associated carparking provision.

36. Furthermore, support for the development and the parking provision is provided on the basis that if the development were to be approved as Offices, then upon completion of the building, all tenancies could be converted to the proposed other uses of Shop and/or Restaurant/Cafe without needing development approval and regardless of the parking impacts.

Relevant documents

Town of Victoria Park Town Planning Scheme No. 1 - https://www.victoriapark.wa.gov.au/Build-anddevelop/Planning/Policy-regulation-and-legislation#section-2

Local Planning Policy 17 – Street Frontage Design Guidelines for District Centres and Commercial Areas Along Albany Highway; https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 23 – Parking Policy - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 26 – Boundary Walls - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 37 – Community Consultation on Planning Proposals - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 38 – Signs; - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 39 – Tree Planting and retention; - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

The WALGA Local Government Parking Guideline - https://walga.asn.au/WalgaWebsite/media/WALGA_Media/Documents/LG_Car-Parking-Guideline.pdf

COUNCIL RESOLUTION (33/2021):	

Moved: Cr Jesvin Karimi **Seconded:** Cr Wilfred Hendriks

That Council:

1. Approves the application for Development Approval (DA ref: 5.2020.452.1) submitted by Harden Jones Architects for a commercial building consisting of two shops, an office and a cafe at 467 – 493 (Lots 1-4) Albany Highway, Victoria Park, as indicated in the documents in Attachment 2, 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:
    1.1. The development, once commenced, is to be carried out in accordance with the approved plans, date stamped approved 16 March 2021 at all times, unless otherwise authorised by the Town.
    1.2. Prior to lodging an application for a building permit, either (i) Lots 1, 2, 3 and 4 are to be amalgamated into a single lot on a Certificate of Title; or (ii) the owner entering into a legal agreement with the Town prepared by the Town's Solicitors at the owner's cost agreeing to complete the amalgamation of Lots 1, 2, 3 and 4 into a single lot within 12 months of the issue of a building permit.
    1.3. Prior to lodging an application for a building permit, the applicant must submit details of a window (or windows) to Tenancy 4 that afford line-of-sight southward for the purposes of passive surveillance down ROW41 to the satisfaction of the Town. The development shall be constructed in accordance with the approved details and thereafter maintained.
    1.4. Prior to lodging an application for a building permit, the applicant must submit details demonstrating the provision of a universal access car parking bay within the property boundary to the satisfaction of the Town. The development shall be constructed in accordance with the approved details and thereafter maintained.
    1.5. Prior to the submission of an application for a building permit, the applicant/owner is to contribute a sum of $18,082.14 to the Town for the cost of (i) purchasing, installing and maintaining (for a period of three years) three (3) large street trees located within the verge area, in a location approved by the Town; and (ii) associated underground service detection works.
    1.6. Prior to the submission of an application for a building permit the applicant must submit and have approved by the Town, awning design details that demonstrate sufficient canopy growth space is provided for the three (3) new street trees required by condition 1.5 (See related advice note).
    1.7. Prior to the submission of an application for a building permit a signage strategy for the site addressing the objectives of Local Planning Policy 38 - Signs is required to be submitted to and approved in writing by the Town. Signage subsequently installed to the building is to be accordance with the approved strategy unless otherwise approved by the Town in writing.
    1.8. Prior to lodging an application for a building permit, the applicant must submit and have approved by the Town, and thereafter implement to the satisfaction of the Town, a construction management plan addressing the following matters:
        1.8.1. How materials and equipment will be delivered and removed from the site;
        1.8.2. How materials and equipment will be stored on the site;
        1.8.3. Parking arrangements for contractors;
        1.8.4. Construction waste disposal strategy and location of waste disposal bins;

1.8.5. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;
1.8.6. How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works;
1.8.7. A dilapidation report detailing the state of footpaths, Town assets and public utilities within the road reserve in the vicinity of the site. This report will be used to ensure that any and all damage sustained to Footpaths, Town assets and public utilities located within the road reserve during construction are reinstated at the applicant's expense to Town or relevant service provider's specifications and requirements; and
1.8.8. Other matters likely to impact on the surrounding properties.

1.9. Prior to lodging an application for a building permit, all plant equipment, air conditioning units, hot water systems, water storage tanks, service meters, bin storage areas and clothes drying facilities must be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street. Design plans for the location, materials and construction for screening of any proposed external building plant must be submitted to and approved by the Town.
1.10. Complete details of the proposed external colours, finishes and materials to be used in the construction of the buildings are to be provided to the satisfaction of the Town in consultation with its Design Review Panel prior to submission of an application for building permit. The development shall be constructed in accordance with the approved details and shall be thereafter maintained (See related advice note).
1.11. Prior to the submission of an application for a building permit a Waste Management Plan is required to be submitted to and approved in writing by the Town. The development shall be constructed and operated in accordance with the approved details and@ thereafter maintained (See related advice note).
1.12. Prior to lodging an application for a building permit, a landscaping plan detailing size, location and type of planting to be provided to the satisfaction of the Town (See related advice note).
1.13. Prior to lodging an application for a building permit, the applicant is to submit further details of the proposed photovoltaic system for the Town's approval, with the approved system being implemented prior to occupation of the building.
1.14. Prior to lodging an application for a building permit, stormwater disposal plans, details and calculations must be submitted for approval by the Town and thereafter implemented, constructed and maintained to the satisfaction of the Town.
1.15. The boundary wall on the common boundary with 495-513 Albany Highway to be reduced in height such that it is no higher than the abutting boundary wall located on 495-513 Albany Highway unless otherwise approved by the Town in writing.
1.16. Prior to the occupation or the strata-titling of the building(s), whichever occurs first, unless otherwise approved in writing by the Town, any external surface finish of the boundary wall(s) visible from a street or adjoining properties must be finished to the same standard as the rest of the development to the satisfaction of the Town.
1.17. All building works to be carried out under this development approval, with the exception of awnings, are required to be contained within the boundaries of the subject lot.
1.18. A zero lot gutter to be provided for the boundary wall(s) unless otherwise approved in writing by the Town.
1.19. All glazing to street frontages is to be provided with clear, non-tinted glazing and shall not be obscured by alternative window treatments, signage or internal shelves, to the satisfaction of the Town.

1.20. External security screening to the development does not form part of this Development Approval. A separate development application is to be submitted for any security screening proposed.

Advice notes:

AN1 To avoid delays in the issuing of a building permit, the applicant should commence the subdivision/amalgamation procedure without delay. A licensed land surveyor should be engaged for this purpose.

AN2 The Town will permit the Owner to defer compliance with condition for amalgamation, provided that the Owner enters into a deed of agreement with the Town prepared by the Town's solicitors at the Owner's cost agreeing to complete the amalgamation within 12 months of the issue of the building permit. The agreement shall require the registration of an absolute caveat on the title to the subject land, until such time as the amalgamation has been completed to the Town's satisfaction.

AN3 In regards to the requirement for all car parking bays to be designed in accordance with AS2890.1 and AS2890.6, please be advised that a universal access bay is likely to be required to ensure that the development satisfies Disability Discrimination Act requirements.

AN4 It is recommended that the applicant arrange for the payment of the street-tree cost contribution as soon as practicable. This will allow the Town's Street Improvement and Parks teams to arrange for prospective street tree locations identified by underground service detection works to be verified via digging/'potholing' within the street verge. Such verification will provide certainty in relation to street trees and canopy/awning design.

AN5 The applicant/owner should refer to the Requirements of Other Council Business Units, enclosed with this development approval, which are relevant to the submission of a building permit and/or the carrying out of the development for which this approval is granted. This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of Council.

AN6 Plans are to be assessed by a practicing qualified disability Access Consultant who is an accredited member of the Association of Consultants in Access, Australia Inc (ACAA) to confirm compliance with the Disability (Access to Premises – Building) Standards, Building Code of Australia and relevant Australian Standards. A copy of the certified plans is to be provided as part of the building permit application.

AN7 The Town's Design Review Panel has noted that in some regards the proposal is missing the urban *"grain, detail, tiling, trims etc at the pedestrian level."*. The condition for additional information regarding colours, materials and finishes provides scope for this aspect of the design to be refined as part of the building permit stage of the overall process.

AN8 It is noted that a thicker awning/canopy would (in addition to providing structural depth and space for drainage and gutters) provide signage opportunities for the canopy edge. Is recommended that the condition regarding details of signage be considered in conjunction with the condition regarding awning design details

AN9 In relation to the Waste Management Plan to be provided the Town expects that the plan shall include/specify details of the following

- the methods, facilities and management measures to be put in place for the storage, collection and disposal/collection of waste and rubbish generated by the development.

- bin-presentation pad size and location, the total number of bins to be presented, and demonstrate that the collection avoids potential conflict with/damage to street trees or other assets within the verge.
- bin collection frequency and collection arrangements

The waste management details are expected to, overall, demonstrate how this aspect of the development will function while minimizing its amenity impact to the public realm.

AN10 In relation to the condition requiring the provision of landscaping, it is requested that the applicant investigate and consider the suggestion made by the Town's Design Review Panel, that the triangular space between bays 12 and 13 is converted to landscaping. This may be dependent on minor alterations to the canopy and/or low-light species selection.

AN11 A Free Trade Area permit allows a portion of the footpath, at the front of the premises, to be used for alfresco dining or the display of goods. For further information and to download a free trade area permit application form, please refer to the Town's website.

2. Requests the Chief Executive Officer to advise the Council's decision to those persons who lodged a submission on the application.

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

12.2 Draft Amended Local Planning Policy 2 'Home-based Businesses'

Location	Town-wide
Reporting officer	Leigh Parker
Responsible officer	Robert Cruickshank
Voting requirement	Simple majority
Attachments	1. Existing LPP 2 'Home Occupation' [**12.2.1** - 5 pages] 2. Draft Amended LPP 2 'Home-based Businesses' [**12.2.2** - 8 pages]

Recommendation

That Council:

1. Consents to the advertising of draft amended Local Planning Policy 2 'Home-based Businesses' (as contained within Attachment 1) for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Requests the Chief Executive Officer to provide a further report to Council summarising and responding to any submission received during the public advertising period along with a recommendation on whether to adopt draft amended Local Planning Policy 2 'Home-based Businesses' with or without modifications.

Purpose

To consent to public advertising of draft amended Local Planning Policy 2 'Home-based Businesses' (LPP 2), which has been renamed and revised to reflect recent amendments to Town Planning Scheme No. 1 and State Government legislation.

In brief

- Existing LPP 2 'Home Occupation' has been revised and broadened in scope to ensure it is consistent with recently gazetted changes to the *Planning and Development (Local Planning Schemes) Regulations 2015* as well as recent amendments to the Town's local planning scheme.
- The revised scope, objectives and development standards seek to encourage small scale, unobtrusive home-based businesses that do not unduly impact the amenity of surrounding residents or properties by way of traffic, parking, noise or other potential impacts.
- It is recommended that draft amended LPP 2 be advertised for public comment.

Background

0. Existing LPP 2 'Home Occupation' was last amended in June 2019, following its review by the Urban Planning service area, as detailed in the Ordinary Council Meeting Minutes of 16 April and 18 June 2019.
1. Amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted in December 2020 with the stated goals of streamlining development assessment processes, reducing unnecessary 'red tape' and helping to support the State's economic recovery.
2. The amendments to the Regulations are broad in scope, affecting the administration and processing of development applications, including their, vetting, assessment and advertising processes, as well as significantly expanding the range of works and land uses exempt from the requirement for development approval.

3. The majority of changes to the Regulations commence operation as of 15 February 2021, which has left little time for local governments to adapt their administrative processes and amend their local planning frameworks, particularly given the timing of their introduction over the Christmas/New Year holiday period and as many of the changes require consent by formal Council resolution and/or public advertising to occur.
4. In respect to LPP 2, the amended Regulations have altered the circumstances in which development approval is required from the Town of Victoria Park to carry out a home-based business activity, depending on the zone in which it is located and the permissibility of the particular land use as listed within the Zoning Table of the Scheme.
5. Amendments 80 and 84 to the Town of Victoria Park Town Planning Scheme No. 1 (the Scheme) have resulted in the addition of new and amended land use definitions being inserted into the Scheme, including the uses of Home Store and Home Business, which are currently not addressed by LPP 2.
6. In view of the changes to both the State Planning Framework through amendments to the Regulations, and the local planning framework through amendments to the Scheme, the review and amendment of existing LPP 2 has been completed.
7. The review and amendment of LPP 2 reflects one of at least four local planning policies that require amendment or revocation as a result of the amended Regulations.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Community consultation and public advertising occurring in accordance with State legislative requirements and LPP 37 'Community Consultation on Planning Proposals'.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The review of the Town's LPPs to ensure they remain relevant, effective and consistent with current legislative requirements and the State Planning Framework.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The development of LPPs that facilitate local employment and other economic outcomes while balancing amenity impacts and land use compatibility issues with surrounding residential uses.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The development of LPPs that facilitate diverse housing and employment outcomes, including working from home, while minimising the potential for adverse amenity impacts.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	The draft revised policy has been distributed to Place Planning officers for internal review and comment. The reporting officer (who undertakes duties across both the Place Planning and Urban Planning program areas) does not expect any significant internal feedback given the administrative nature and minor scale of the changes proposed to the existing policy, which will have minimal (if any) additional impacts from a place perspective. Notwithstanding, the opportunity to consider and incorporate any further internal officer comments can be undertaken during the community consultation period.
Urban Planning	Urban Planning officers have reviewed the draft policy and provided feedback, which has informed the provisions of the draft revised policy. The opportunity to consider and incorporate any further internal officer comments can be undertaken during the community consultation period.

Legal compliance

Planning and Development (Local Planning Schemes) Regulations 2015

8. The adoption or amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, including:
   - Publication of a notice in accordance with deemed clause 87;
   - Community consultation for a period of not less than 21 days after the day on which the notice is first published; and
   - Consideration of public submissions and a Council resolution to proceed with the new or amended policy with or without modifications, or not to proceed.

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

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	Low	N/A
Environmental	Nil	Nil	Nil	Nil	Medium	N/A
Health and safety	Nil	Nil	Nil	Nil	Low	N/A
Infrastructure/	Nil	Nil	Nil	Nil	Medium	N/A

ICT systems/ utilities						
Legislative compliance and Reputation	Continued application of existing policy that does not provide adequate policy guidance in relation to all home-based business activities.	Low	Likely	Medium	Low	Consent to public advertising of amended LPP 2, which mitigates this risk.
	Continued application of existing policy which contains inconsistent or outdated provisions that do not reflect the current Scheme or State legislative requirements.	Low	Likely	Medium	Low	Consent to public advertising of amended LPP 2, which mitigates this risk.
Service delivery	Nil	Nil	Nil	Nil	Medium	N/A

Financial implications

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

Analysis

10. A review of existing LPP 2 'Home Occupation' (contained in Attachment 2) has been completed by Council officers. This review has considered:

    (a) the effectiveness of the current policy including any issues of interpretation, application, gaps or deficiencies;
    (b) similar policies of other local governments;
    (c) alignment with relevant State legislation, policy and/or guidelines;
    (d) greater clarity in the objectives of the policy; and
    (e) improving the presentation and ease of use (for both the public and Council officers) of the policy.

11. The major issues identified during the review relate to:

    (a) the policy's presently limited scope, which does not reflect the complete range of defined land uses for various home-based business types under the Scheme, as introduced through Amendments 80 and 83;

    (b) the superseded guidance in relation to the requirement for development approval of home-based business activities, which does not reflect the abovementioned Scheme amendments or recent changes to the Regulations; and

    (c) the consequential lack of any policy guidance or development standards in relation to Home Stores and Home Businesses, which of all the home-based business land uses, have the greatest

potential to result in adverse amenity impacts by way of noise, vehicular traffic, car parking and other impacts.

12. The review has also noted the prior review of LPP 2 in late 2018 and early 2019, which proposed the potential preparation of a separate, stand-alone policy for Home Stores (inserted into the Scheme by Amendment 80), given their potential for significantly greater impacts than those of a Home Occupation activity. However, since this time Amendment 84 has also been gazetted, resulting in the introduction of the additional land use of Home Business.
13. The review of the full range of land use definitions and their permissibilities, including where they are exempt from requiring development approval, has concluded that a single policy applying to all home-based business activities is the simplest and most straightforward approach, and that policy guidance specific to each use where required, can be adequately accommodated within a single policy.
14. In view of the above, existing LPP 2 'Home Occupation' has been amended as follows:
    (a) Renaming of the policy to LPP 2 'Home-based Businesses' and broadening its scope to deal with all home-based business types under the scheme, including Home Office, Home Occupation, Home Business and Home Store, as well as those business activities which fall outside the Scheme definition of any of these land uses and must be considered as an Unlisted Use;
    (b) Expanding the range of definitions to capture all of the abovementioned land uses, and outlining the specific development approval requirements for each (where necessary), taking into account the changes introduced by the amended Regulations;
    (c) Inserting a general definition of 'home-based business' to enable the policy to set out provisions applicable to all home-based activities as well as those specific to defined land uses/sub-types;
    (d) Inserting provisions related to business size/area, maximum employee number and dwelling type from which home-based business activities may occur (where development approval is required), which seek to ensure their compatibility with surrounding residential uses and minimise the potential for adverse amenity impacts; and
    (e) Allowing for variations to certain development standards for Home Stores, where they are operating from a building (or portion of) that has historically been used as a delicatessan or similar retail use.
15. The amended policy provisions seek to promote home-based business activities, self-employment and contemporary hybridised work patterns, that have become increasingly attractive with improvements to technology as well as the significant work pattern alterations necessitated at various time during the continuing COVID-19 pandemic.
16. In doing so, the policy also seeks to ensure the amenity of surrounding properties, particularly within predominantly residential areas, in line with what are considered to be reasonable community expectations of what a home-based business may entail, noting that such activities must be carried out from an existing dwelling or property occupied primarily for residential purposes.
17. The proposed changes to LPP 2 are considered to appropriately address relevant amenity considerations that must be considered by the Town as part its determination of applications for development approval for home-based business activities. The amended policy will also serve as a single, comprehensive policy instrument that is reflective of the current local and State Government planning frameworks.
18. In view of the above, it is recommended that Council consent to public advertising of draft amended LPP 2 (as contained in Attachment 1). A further report will be presented to Council in the future following the conclusion of the public advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the amended policy (in its current form or in a further modified form).

Relevant documents

Not applicable.

COUNCIL RESOLUTION (34/2021):	

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

That Council:

1. Consents to the advertising of draft amended Local Planning Policy 2 'Home-based Businesses' (as contained within Attachment 1) for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Requests the Chief Executive Officer to provide a further report to Council summarising and responding to any submission received during the public advertising period along with a recommendation on whether to adopt draft amended Local Planning Policy 2 'Home-based Businesses' with or without modifications.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

12.3 Draft Amended Local Planning Policy 32 and Review of Local Planning Policy 41

Location	Town-wide
Reporting officer	Leigh Parker
Responsible officer	Robert Cruickshank
Voting requirement	Simple majority
Attachments	1. Existing LPP 32 'Exemptions from Development Approval' [**12.3.1** - 8 pages] 2. LPP 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' [**12.3.2** - 7 pages] 3. PLNG10 'Transitional Use Policy' [**12.3.3** - 1 page] 4. Amended LPP 32 'Exemptions from Development Approval' [**12.3.4** - 22 pages]

Recommendation

That Council:

1. Revokes Local Planning Policy 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' (LPP 41) (as contained within Attachment 3).
2. Adopts amended Local Planning Policy 32 'Exemptions from Development Approval' (LPP 32) (as contained within Attachment 1).
3. Requests the CEO to arrange for publication of notice of the adoption of amended LPP 32 and the revocation of LPP 41 in accordance with deemed clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Purpose

To consider the recommended adoption of amended LPP 32 and revocation of LPP 41, following the review and consolidation of their provisions into a single policy and their revision to reflect recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

In brief

- Existing LPP 32 has been substantially amended to reflect recently gazetted changes to the Regulations.
- A review of LPP 41 has concluded that the policy can be revoked following these changes, with the majority of its provisions now superseded/duplicated and those which remain valuable able to be consolidated within amended LPP 32.
- In view of the amendments to the Regulations, it is no longer considered appropriate for the provisions contained within administrative Policy 451 'Transitional Use' to be incorporated into either LPP 41 (which is recommended to be revoked) or draft amended LPP 32, as all proposals made in accordance with the provisions of Policy 451 require development approval, which is not appropriate to sit within an exemption policy.
- The recommended amendment to LPP 32 reflects the exemptions from development approval legislated by the Regulations, as well as those that otherwise exist under existing LPPs 32 and 41, and

so are considered administrative and minor in nature. Accordingly, public advertising of the amendment is not required.

- It is recommended that the Council adopt amended LPP 32 and revoke LPP 41, in accordance with the Regulations.

Background

1. Existing LPP 32 'Exemptions from Development Approval' was adopted in March 2012 and was last amended following the review and repeal of the Town's former administrative Policy 201 'Canvas Awnings', as detailed in the Minutes of the Ordinary Council Meeting (OCM) held on 15 September 2020.
2. The review of Council's administrative Policy 451 'Transitional Use' was also considered at the 15 September 2020 OCM, and concluded that its provisions should more appropriately sit within a local planning policy, with LPP 41 being considered as an appropriate existing policy for these to sit within, given its similar objectives to support economic activity and activation of the public realm.
3. Existing LPP 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' was adopted at the OCM held on 21 April 2020, for a 12 month trial period. The policy exempts a range of land uses from the requirement for development approval within the Albany Highway Precinct and other Local Centre zones within the Town.
4. LPP 41 was developed and adopted by the Town further to its involvement as a member of the Inner-City Council Planning Working Group (the Town and the Cities of Perth, Subiaco, Vincent, South Perth and Fremantle) that were selected by the Department of Planning, Lands and Heritage (DPLH) to develop and test a framework for the exemption of a range of land uses in activity centres, to streamline approval processes and support economic development. The adoption of the Town's policy also coincided with the early stages of the COVID-19 pandemic, with its final adopted version incorporating the Minister for Planning's Notice (of exemption) issued on 8 April 2020 under the *Planning and Development Act 2015*, so that it could serve as an integrated land use exemption policy in support of the local business community as a key policy response of the Town's COVID-19 recovery efforts (it is identified in the Town's Covid-19 Action Plan).
5. The Town's LPP 41 was seen as progressive in nature, with DPLH basing its 'model' change of use exemption policy for local governments upon the format and provisions contained with the Town's LPP 41.
6. DPLH, as part of its continued contribution to State Government measures to support economic recovery from the COVID-19 pandemic, has developed a suite of major changes to the State Planning Framework, which have implications at State and local government level, across all scales of development. This has included amendments to the Regulations that were recently gazetted by the State Government on 18 December 2020, with the stated goals of streamlining development assessment processes, reducing unnecessary 'red tape' and helping to support the State's economic recovery.
7. The amendments to the Regulations are broad in scope, affecting the administration and processing of development applications, including their vetting, assessment and public advertising processes, as well as significantly expanding the range of works and land uses exempt from the requirement for development approval.
8. The majority of changes to the Regulations commence operation as of 15 February 2021, which has left little time for local governments to adapt their administrative processes and amend their local planning frameworks, particularly given the timing of their introduction over the Christmas/New Year holiday

period and as many of the changes require consent by formal Council resolution and/or public advertising to occur.

9. The Amendments to the Regulations effectively mandate the land use exemptions listed within the DPLH's model change of use exemption policy, as well as an expanded range of works exemptions, under all local planning schemes in the Perth Metropolitan and Peel Regions.

10. The review of LPP 32 and LPP 41 reflects two of at least four local planning policies that require consequential amendment or revocation as a result of the amended Regulations.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Community consultation and public advertising occurring in accordance with State legislative requirements and LPP 37 'Community Consultation on Planning Proposals'.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The review of the Town's LPPs to ensure they remain relevant, effective and consistent with current legislative requirements and the State Planning Framework.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The development of LPPs that promote the economic success and vitality of the Town's activity centres and commercial areas, while balancing amenity impacts and land use compatibility issues, particularly with surrounding residential uses.
EC02 – A clean, safe and accessible place to visit.	The development of policies that encourage and incentivise improved access and facilities for people with disabilities, to promote increased opportunities for social and economic participation, employment and independence.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The development of LPPs that promote an activated and vibrant public realm in the Town's activity centres and commercial areas, and reduce the regulatory burden of the planning framework where appropriate and practical to do so.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	The reporting officer, who undertakes duties across both the Place Planning and Urban Planning program areas, does not consider the proposed policy changes to have any appreciable impacts from a place perspective, in view of their administrative nature to reflect the legislated exemptions of the amended Regulations, and as they otherwise maintain the range of exemptions of existing LPPs 32 and 41.
Urban Planning	Urban Planning officers have reviewed the draft policy and provided feedback, which has informed the provisions of the draft revised policy.

Legal compliance

Planning and Development (Local Planning Schemes) Regulations 2015

11. The adoption or amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015,* including the publication of a notice in accordance with deemed clause 87.
12. In accordance with deemed clause 5(2), a local government may amend a local planning policy without publicly advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.
13. As per deemed clause 6(b), the revocation of an existing local planning policy takes effect upon publication of a notice by the local government in accordance with deemed clause 87.

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	Low	N/A
Environmental	Nil	Nil	Nil	Nil	Medium	N/A
Health and safety	Nil	Nil	Nil	Nil	Low	N/A
Infrastructure/ ICT systems/ utilities	Nil	Nil	Nil	Nil	Medium	N/A
Legislative compliance and	Continued application of existing policy that does not provide adequate	Low	Likely	Medium	Low	Consent to public advertising of

Reputation	policy guidance (for the public and internal staff) in relation to the full range of works and land use development approval exemptions that exist, resulting in confusion, administrative errors, and provision of incomplete or incorrect advice.					amended LPP 32 and the revocation of LPP 41 which mitigates this risk.
	Continued application of existing policy which contains inconsistent or outdated provisions that do not reflect current legislative requirements.	Low	Likely	Medium	Low	Consent to public advertising of amended LPP 32 and the revocation of LPP 41 which mitigates this risk.
Service delivery	Nil	Nil	Nil	Nil	Medium	N/A

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	The additional development approval exemptions listed within amended LPP 32, which have been introduced as a result of the amended Regulations, will result in reduced development application fees being received by the Town. It is estimated that fee intake will reduce by approximately $2000 within a 12 month period as a result of the new exemptions which do not already exist under LPPs 32 and 41. It is noted that this amount is in addition to the estimated $4000 per year reduction in development application fees for change of use applications that has already occurred since the adoption of LPP 41 in April 2020, based upon the number of exemption of verification requests received to date in accordance with LPP 41, and the number of change of use applications received in previous years. This is a conservative estimate, as there may be an unknown number of exempt changes of use which have occurred that the Town has not been informed of. There will also be increased administrative costs in terms of staff time and resources used to administer the amended policy and provide guidance to the public when receiving or responding to enquiries to confirm if a proposal is exempt. However, some of these administrative costs may be offset by the recommended revocation of LPP 41, which can no longer require change of use proponents to obtain written verification of an exemption from development

	approval for a change of use, as these provisions have now been superseded, and are not required, by the amended Regulations.

Analysis

14. A review of existing LPP 32 'Exemptions from Development Approval' (as contained in Attachment 2) and LPP 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' (as contained in Attachment 3) has been completed by Council officers. This review has considered:
    (a) the effectiveness of the current policy including any issues of interpretation, application, gaps or deficiencies;
    (b) like policies of other local governments;
    (c) alignment with relevant State legislation, policy and/or guidelines;
    (d) greater clarity in the objectives of the policies; and
    (e) improving the presentation and ease of use (for both the public and Council officers) of the policies.
15. The major issues identified during the review relate to:
    (a) the now superseded policy guidance provided by LPP 32 and LPP 41 in relation to the requirement for development approval for a wide range of works and land uses introduced through recent amendments to the Regulations;
    (b) the need to provide clarity and consistency in terms of the conditions and specific guidance that is provided in relation to the differing circumstances where exemptions from development approval may apply. This is particularly important given the large number of exemptions which now exist across multiple planning instruments, including the Regulations, the Scheme, local planning policies and local development plans;
    (c) the exemptions listed under the amended Regulations lack precision and clarity as to their application within the Town as they have been drafted in a generalised manner for incorporation under the local planning schemes of all local governments in the Perth Metropolitan and Peel regions; and
    (d) the significant risk posed by the amended Regulations if not translated in a precise, consistent manner via a local planning policy, potentially leading to:
        I. confusion and lack of clarity amongst members of the public;
        II. inconsistent or incorrect advice being provided by staff to members of the public due to confusion, differences of opinion or interpretation; and
        III. substantial administrative and staff resources that may be required to address administrative errors, including the refund and withdrawal of unneccesary development applications for exempt developments, and additional compliance action to follow up unauthorised developments retrospectively, that should have been subject to the requirement for development approval before being carried out.
16. In view of the above, the review of existing LPP 32 and LPP 41, has concluded that the incorporation of all works and land use exemptions from development approval should be captured within one consolidated local planning policy to provide a single point of reference for the Town's staff and members of the public.
17. Having regard to the above, existing LPP 32 has been amended to:

- Incorporate the exemptions introduced by the amended Regulations, specific to their application in accordance with the Town's local planning scheme and other relevant planning instruments (i.e. specific zones, Precincts, local development plans etc.);
- Maintain the existing range of exemptions granted by existing LPP 32 that are not affected by the amended Regulations, either as separate stand-alone exemptions or via integration with several of the exemptions legislated by the amended Regulations; and
- Incorporate the exemptions from LPP 41 which remain of value and have not been superseded by the amended Regulations, including those relating to provision of universal/accessible car bays and the temporary use of food premises as Fast Food Outlets during a State Government imposed lockdown (such as has occurred at various stages of the COVID-19 pandemic).

18. As the recommended changes to LPP 32 capture and consolidate the provisions of LPP 41, it is recommended that LPP 41 be revoked by Council.
19. The amendment of LPP 32 has followed the table format and style of exemptions listed for works (Table 1) and land uses (Table 2) by the amended Regulations, with additional Town-specific guidance provided, to ensure compliance and awareness with relevant conditions, development standards or other requirements, and minimise the risk of works or changes of use being carried out without other necessary approvals. The exemptions listed within Tables 1 and 2 have also been modified from their general zoning and terminology to reflect their precise application within the Town of Victoria Park in accordance with the zoning, precincts and land use table of the Town's local planning scheme, and other relevant planning instruments within the Town's local planning framework.
20. The policy review and recommended revocation of LPP 41 has also noted the prior review of administrative Policy 451 'Transitional Use' (as contained in Attachment 4), as detailed in the Minutes of the OCM held on 15 September 2020 (refer to Background above).
21. While the review of Policy 451 noted the similarity of its objectives to those of LPP 41, it is no longer considered appropriate for its provisions to sit within LPP 41 in light of the amended Regulations and its recommended revocation and consolidation under amended LPP 32. Additionally, any change of use proposals that may be considered under the provisions of Policy 451 require development approval from the Town in all instances, so their inclusion within an exemption policy would be at odds with their intended purpose and function.
22. It is still considered appropriate that the provisions of Policy 451 be incorporated within a local planning policy, adopted under the Town's local planning scheme, rather than as an administrative policy of Council. However, further review is necessary to determine the appropriate existing or new local planning policy that's its provisions should be incorporated within before Policy 451 can be repealed.
23. Amended LPP 32 has been drafted to provide clarity and consistency in the interpretation and application of the exemptions legislated by the Regulations by Council officers who will be administering the policy and providing advice and confirmation of exemptions from development approval to members of the public, local businesses and others within the development industry. They will also minimise the potential for confusion or misinterpretation by these external stakeholders who will be able to utilise the policy to understand the full range of works and changes of land use that are exempt from the requirement for development approval within the Town.
24. Advice received from senior DPLH officers has confirmed that it is reasonable for local governments to consider changes to existing local planning policies to bring them into consistency with the amended Regulations as minor amendments, that can be adopted by Council without the requirement to undertake public advertising. This is in view of their administrative nature and as the changes result from legislated changes which will commence operation as of 15 February 2021 across all local

governments within the Perth Metropolitan and Peel Regions, irrespective of their local planning frameworks.

25. Amended LPP 32 will serve as a single, comprehensive policy instrument that is reflective of the current local and State Government planning frameworks with respect to the range of works and changes of land use that are exempt from development approval within the Town.

26. In view of the above, it is recommended that Council adopt amended LPP 32 'Exemptions from Development Approval' (as contained in Attachment 1) and revoke LPP 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' (as contained within Attachment 3), in accordance with deemed clauses 5 and 6 of the Regulations.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (35/2021):	

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

That Council:

1. Revokes Local Planning Policy 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' (LPP 41) (as contained within Attachment 3).
2. Adopts amended Local Planning Policy 32 'Exemptions from Development Approval' (LPP 32) (as contained within Attachment 1).
3. Requests the CEO to arrange for publication of notice of the adoption of amended LPP 32 and the revocation of LPP 41 in accordance with deemed clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

12.4 Investigation of lockers for people living with homelessness

Location	Town-wide
Reporting officer	Anastasia Brooks
Responsible officer	Paul Gravett
Voting requirement	Simple majority
Attachments	1. Engagement Report - Public Lockers [**12.4.1** - 8 pages]

Recommendation

That Council:

1. Notes community consultation feedback regarding the provision of public lockers, or alternate storage spaces, for people who are sleeping rough in the Town.
2. Requests the Mayor to write to the newly elected members of State Government, advocating for additional funding for assertive outreach services in order to engage rough sleepers living in the Town.

Purpose

To provide Council with the findings of the community consultation conducted on the provision of public lockers, or alternative storage spaces, for people who are sleeping rough in the Town.

In brief

- The Town consulted with the community to understand the level of support for the Town being involved in the installation and maintenance of public lockers or alternative storage spaces. The consultation took place between 23 November – 6 December 2020 and 118 submissions were received.
- The consultation findings suggest a general level of community support for public lockers or alternative storage spaces. However, support decreased significantly for people living or operating a business within 250 metres of the identified locations, and strong confidence was not demonstrated in the Town to lead such an initiative.
- Given the findings of the initial investigation and the results of the subsequent community engagement, the Town is best placed to provide advice and support to community organisations to provide public lockers or alternative storage solutions in the Town. A service provider-operated program allows rough sleepers to seek additional information and support to end their homelessness.
- The Town acknowledges there is a lack of assertive outreach providers servicing the Town, limiting options for rough sleepers to access support to exit homelessness. As such, and in light of the March 2021 State Government Election, the Town recommends writing to the newly elected members of State Government, advocating for additional funding for assertive outreach services in order to capture rough sleepers living in the Town.

Background

1. At the 21 July Ordinary Council Meeting, Council resolved:

   That the Chief Executive Officer investigates the provision of public lockers, or alternative storage spaces, for people living with homelessness in the Town, including but not limited to the possible locations, costs and any security arrangements;

Requests that the Chief Executive Officer presents a further report back to Council on the results of the investigation conducted, in line with point 1 above, by its September 2020 Ordinary Council Meeting.

2. The Town investigated the feasibility of installing public lockers or alternative storage spaces in the Town, possible locations, security arrangements and costs between July – September 2020.
3. The Town's preliminary investigations outlined in the 15 September 2020 Ordinary Council report included internal engagement with Street Operations, Ranger Services, Library Services, Strategic Assets, Community Development, and Leisure Facilities. The preliminary investigations also included feedback and information gathering from Kensington Police, City of Bunbury, City of Perth, City of Adelaide, City of Sydney, City of Melbourne, The Haven, Uniting WA, Ruah Community Services, Oz Lockers, Baggage Storage, a lived experience advisor, RooForce Facility Services, as well as several international experiences. Overall, the preliminary investigations identified several concerns with the provision of public lockers. These included, but are not limited to:
    - Public lockers becoming a focal meeting place for vulnerable people, and that strategies would need to be considered to address any arising issues.
    - Concerns with how the lockers would be managed including the cost of managing, maintaining and cleaning, and the legal and ethical concerns of impounding or disposing of items if storage users had not returned in some time.
    - Although providing lockers provides an opportunity for the Town to minimise the stress associated with living without a home, the initiative does not in itself contribute to ending homelessness.
    - International experiences identified the most successful storage programs were operating by services providers which included an element of 'checking in' with users. These programs not only provided storage, but linked users to pathways out of homelessness.
4. This preliminary investigation also identified a number of potential options should the Town choose to progress a lockers or storage initiative. However, broad community consultation had not been undertaken to ascertain community support for a storage initiative, or the three locations that had been identified - outside of the Hubert Street Car Park, outside of the Victoria Park Library and outside of the Haven.
5. At the 15 September Ordinary Council Meeting, it was resolved that Council:
    Notes the preliminary results of the initial investigation into the provision of public lockers, or alternative storage spaces, for people living with homelessness in the Town.
    Requests the Chief Executive Officer to conduct community consultation about installing public lockers or alternative storage spaces in the Town.
    Requests the Chief Executive Officer to present a report back to Council at the March 2021 Ordinary Council Meeting with findings of the community consultation.
6. The Town engaged with the broader community between 23 November – 6 December 2020. The engagement aimed to understand whether the community was supportive of the Town being involved in the installation and maintenance of public lockers or alternative storage spaces. The results of the community engagement are contained in this report.
7. In December 2020 the Town also received the Street Count Report from the City of Perth, detailing the final number and locations of rough sleepers counted by Town staff on Tuesday 27 October 2020. The Street Count is an initiative led by the City of Perth and joined by other metro LGAs. The purpose of the Street Count is to collect reliable, current data on how many people are sleeping rough in the Town and more broadly in the Inner City Region. A total of 8 people were counted in the Town during the October 2020 Street Count.

Strategic alignment

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	A service provider-operated storage program allows rough sleepers to seek additional information and support to assist in ending homelessness.

Engagement

Internal engagement	
Stakeholder	Comments
Urban Planning	Advice sought on requirement for an application for development approval if lockers installed at the Haven.

External engagement	
Stakeholders	Residents, property owners, representatives from businesses and community organisations.
Period of engagement	Monday 23 November – Sunday 6 December 2020
Level of engagement	2. Consult
Methods of engagement	• Online and in-person Q&A information sessions • Online and hard copy feedback surveys
Advertising	• Letters to residents and property owners located within close proximity of the identified locker locations • Email to businesses and community organisations located within close proximity of the identified locker locations • Southern Gazette advertisement • VIBE e-newsletter • Your Thoughts web page • Sounding Board email • Email to previous participants of the homelessness policy review consultation • Facebook posts – two organic, one paid advertisement
Submission summary	118 submissions
Key findings	**Total survey responses**

Response	# participants	% participants
I support	74 participants	63%

I support, but have some concerns	19 participants	16%
I do not support	25 participants	21%

Responses from participants living within 250m of the identified locations

Response	# participants	% participants
I support	6 participants	19%
I support, but have some concerns	8 participants	26%
I do not support	17 participants	55%

Responses from business representatives operating within 250m of the identified locations

Response	# participants	% participants
I support	1 participant	17%
I support, but have some concerns	3 participants	50%
I do not support	2 participants	33%

Note, no community organisations within 250 metres of the identified locations took part in the consultation.

Additional feedback is presented in the attached Engagement Report.

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Additional rubbish and litter in public locker areas, resulting in	Minor	Almost certain	Medium	Low	AVOID Town delivered public lockers not recommended

	excessive cleaning costs					
	Town installing infrastructure on private property, resulting in requests from other property owners for same level of service	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
	Town management of public lockers, including impounding and disposal of belongings left for extensive periods or dumped, resulting in additional staffing workload	Minor	Almost Certain	Medium	Low	AVOID Town delivered public lockers not recommended
	Vandalism to public lockers, resulting in high maintenance costs	Minor	Likely	Medium	Low	AVOID Town delivered public lockers not recommended
Environmental	Additional rubbish and litter in public locker areas, resulting in pollution to the environment	Insignificant	Almost certain	Medium	Medium	AVOID Town delivered public lockers not recommended
Reputation	Town installing infrastructure on private property, resulting in claims of 'favouritism'	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
	Public lockers, without a connection to service providers, do not provide a solution to homelessness	Minor	Almost Certain	Medium	Low	AVOID Town delivered public lockers not recommended
	Community backlash due to lack of strong	Moderate	Likely	High	Low	AVOID Town delivered public

	support demonstrated for the Town to deliver public lockers					lockers not recommended
	Public lockers do not meet the needs of and/or are not used by rough sleepers	Insignificant	Moderate	Low	Low	AVOID Town delivered public lockers not recommended
	Public lockers are over-subscribed, users become possessive and/or some rough sleepers are not able to access a locker, resulting in damage to relationship with the Town	Minor	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
Legislative compliance	Town management of public lockers, including impounding and disposal of belongings left for extensive periods or dumped, implemented without regulative authority	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
Health and safety	Public lockers used for storage or drop-off of illicit substances, resulting in health or safety risks to locker users of members of the public	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
	Anti-social behavior at public locker location, resulting in health or safety risks to locker users or	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended

	members of the public
Infrastructure / ICT systems/ utilities	Not applicable.
Service delivery	Not applicable.

Financial implications

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

Analysis

8. The Town undertook a period of community consultation between 23 November – 6 December 2020. The community was asked their thoughts around the Town's role in a lockers or storage initiative, whether they supported the Town installing public lockers or alternative storage spaces in the Town, and whether they supported any/all of the locations identified in the initial investigation.

Role of the Town

9. As public lockers and alternative storage spaces are a relatively new phenomenon in communities, participants were asked to comment on what should be the role of local government. Key themes included:
    - To provide lockers, or to provide and maintain lockers (20% - 24 participants)
    - To support the initiative (role not defined) – including champion, support, investigate, facilitate (19% - 23 participants)
    - To play no role (15% - 18 participants)
    - To maintain the safety of the location (13% - 15 participants)
    - To fund the initiative – including purchasing, or funding organisations (8% - 9 participants)
    - To support community organisations to deliver the initiative (7% - 8 participants)
10. The consultation findings suggest a general level of community support for lockers or alternative storage spaces. However, if a local government was involved, participants demonstrated a preference for the local government to fund, facilitate or support a community organisation to deliver the initiative (34% - 40 participants), rather than taking sole responsibility (20% - 24 participants). These findings are in alignment with Policy 113 Homelessness – The Town's role, whereby building the capacity of community organisations to meet local needs is a key policy commitment.

Support for a local initiative

11. Consultation participants were subsequently asked whether they support the Town installing public lockers or alternative storage spaces. Of the 118 participants who took part in the consultation, 63% (74 participants) were supportive, 16% (19 participants) were supportive, but had some concerns, and 21% (25 participants) were not supportive.

12. Comments from participants who were not supportive of a storage initiative, or were supportive, but had some concerns picked up on some of the key risks identified by the Town in the initial investigation. Comments included:

    - Concern for the ongoing security and maintenance of the lockers
    - Concern for increase in litter and dumping
    - That the initiative appears short term, and does not assist rough sleepers into housing and out of homelessness
    - Supportive of the idea, but not the locations identified
    - Concern for an increase in anti-social behaviour and/or criminal activity in the area

Support for the locations

13. Participants were asked to select which of the three locations identified in the initial investigation, if any, they supported the installation of public lockers or alternative storage solutions:

Response	# participants
None of the locations	24 participants
Outside of the Hubert St Car Park toilet block	48 participants
Outside of the Library, adjacent John Macmillan Park	59 participants
Outside of the Haven in East Victoria Park	78 participants

14. None of the locations were without participants demonstrating some level of concern. In addition to these concerns, there was a significant decrease of support for public lockers or alternative storage spaces for people living or operating a business within 250 metres of the identified locations.

15. The Hubert Street Car Park was supported by 15% (2 participants) located within 250 metres of the location, 31% (4 participants) supported with some concerns, and 54% (7 participants) did not support the location. Participants identified existing anti-social behaviour in the area and a lack of onsite services affecting the suitability of the location for installing public lockers or alternative storage spaces.

16. The Library was supported by 17% (1 participant) located in close proximity to the location. For the remaining, 50% (3 participants) supported with some concerns, and 33% (2 participants) did not support the Library location. Participants expressed concern for the safety of women and children who use the Library, due to the heightened risk of rough sleepers experiencing mental health issues or alcohol/drug abuse.

17. The Haven, although receiving the highest level of support from all consultation participants - 78 of the total 118 participants indicated support, 70% (7 participants) located within 250 metres of the Haven

were not supportive. Of the remaining participants, 20% (2 participants) supported, and 10% (1 participant) supported with some concerns. Participants in close proximity to the Haven detailed their experiences with existing anti-social behaviour in the area. Locating lockers or alternative storage solutions in residential areas was also raised as a concern by a number of consultation participants.

Next Steps

18. The findings of the initial investigation into the provision of public lockers or alternative storage spaces in the Town indicated that:
    - Although providing lockers provides an opportunity for the Town to minimise the stress associated with living without a home, the initiative does not in itself contribute to ending homelessness, and
    - International experiences identified the most successful storage programs were operating by services providers which included an element of 'checking in' with users. These programs not only provided storage, but linked users to pathways out of homelessness.
19. Given the initial investigation findings and the results of the community engagement, whereby a preference was demonstrated for the Town to work with community organisations rather than to lead a storage initiative, the Town is best placed to provide advice and support to community organisations to take the lead in providing public lockers or alternative storage solutions for rough sleepers in the Town.
20. The Town is committed to continuing to deliver actions that contribute to ending homelessness, contained within the Homelessness Policy Implementation Plan 2020-2023. However, the Town acknowledges that assertive outreach services are concentrated in the Perth CBD, restricting local rough sleepers from accessing support to end their homelessness. As such, and in light of the March 2021 State Government Election, the Town recommends writing to the newly elected members of State Government, advocating for additional funding for assertive outreach services to capture rough sleepers living in the Town.
21. The Town does not oppose service provider operation of public lockers or alternative storage solutions for rough sleepers. The Town will encourage any interested service providers to seek funding through the Community Funding Program to operate a storage initiative, with any application received assessed on its merits. Further, should the Haven choose to pursue external public lockers an application for development approval will not be required.

Relevant documents

Policy 113 Homelessness – The Town's role

Homelessness Policy Implementation Plan July 2020 – June 2023

15 September 2020 Ordinary Council Meeting Minutes

AMENDMENT:	

Moved: Cr Ronhhda Potter **Seconder:** Cr Luana Lisandro

That the following points be added to the officer's recommendation:

3. Requests the Chief Executive Officer present a Concept Forum to Elected Members in July 2021 addressing the following:

Ways in which the Town can support a Community Organisation to provide lockers or alternative storage spaces for people living with homelessness, including but not limited to, funding opportunities, budget implications, and ongoing maintenance.

4. Requests a report be presented back to September 2021 Ordinary Council Meeting.

LOST (3 - 6)

For: Cr Vicki Potter, Cr Ronhhda Potter, Cr Luana Lisandro

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

Reason:
Considering the complex nature of this original motion I believe bringing this to a concept forum will allow staff and Elected Members to explore the various ways in which we may be able to support a local community organisation in providing these lockers. Budget implications, safety, security and what the ongoing role the Town would play if these lockers were to become a part of the Town.

I would also like to add to that noting some concerns that were raised by a member of the gallery and again address that bringing this item to a concept forum will allow us to look into these issues.

COUNCIL RESOLUTION (36/2021):	

Moved: Cr Ronhhda Potter **Seconded:** Cr Vicki Potter

That Council:

1. Notes community consultation feedback regarding the provision of public lockers, or alternate storage spaces, for people who are sleeping rough in the Town.
2. Requests the Mayor to write to the newly elected members of State Government, advocating for additional funding for assertive outreach services in order to engage rough sleepers living in the Town.

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

12.5 Operating Subsidies 2020-2021 Round Two

Location	Town-wide
Reporting officer	Katie Schubert
Responsible officer	Paul Gravett
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council award three-year operating subsidies, commencing 1 July 2021, to:

a) Victoria Park Centre for the Arts for $104,000 per year

b) Victoria Park Community Centre for $85,000 per year

Purpose

To provide Council with oversight of the Town's three-year operating subsidy applications and assessments for Council endorsement.

In brief

- Operating subsidies are made available to support the ongoing operating capacity of the Town's service providers to deliver a range of programs, services, events, and partnerships, that align with the Town's strategic outcomes to enhance the quality of life of the community.
- At the 17 November 2020 Ordinary Council Meeting, Council requested for Victoria Park Community Centre and the Victoria Park Centre for the Arts be invited to submit new applications for an operating subsidy.
- Applications for Victoria Park Community Centre and Victoria Park Centre for the Arts were open from 5 January 2021 and closed on 3 February 2021.
- In review of applications by the assessment panel, the two applications sufficiently met the outlined criteria and subsequently have been recommended for Council endorsement with a total funding request of $189,000 per annum, for the next three years.

Background

1. The Town recognises that community health and wellbeing is influenced by numerous factors, including social connectedness, a sense of belonging, a place where people have meaningful and accessible opportunities to participate in the arts, culture, education and to celebrate heritage.
2. As the tier of government closest to the community, local government plays a significant role in shaping and supporting the overall health and wellbeing of the community. This is achieved through a collective impact approach of working in collaboration with the local community, service providers and stakeholders.
3. Operating subsidies are to support the ongoing operating capacity of the Town's service providers to deliver a range of programs, services, events, and partnerships, which enhance the quality of life of the community.

4. At the 17 November 2020 OCM in response to Operating Subsidy application submitted for consideration, the following alternate Council resolution was made:

That Council:

1. *Approves a further extension of the operating subsidy for Connect Victoria Park in the sum of $50,000 from 1 January 2021 to 30 June 2021;*
2. *Approves an operating subsidy for Connect Victoria Park in the sum of $75,000 to commence on 1 July 2021 for three years;*
3. *Declines to award an operating subsidy of $6,000 to The Haven;*
4. *Approves a community grant of $1,000 to The Haven for the provision of a Christmas lunch people for 2020;*
5. *Approves a community grant of $5,000 to The Haven for the provision of regular meals for people in need.*
6. *Requests the Chief Executive Officer to invite the Victoria Park Community Centre and the Victoria Park Centre for the Arts to submit new applications for an operating subsidy to commence on 1 July 2021 for three years in accordance within the following timetable:*
    a. *applications to be called for in January 2021;*
    b. *applications to be assessed by the Town's community funding assessment panel in February 2021;*
7. *Requests the Chief Executive Officer to present a further report back to Council in March 2021 with the recommendations on any applications received from the Victoria Park Community Centre and the Victoria Park Centre for the Arts;*
8. *8. Requests the Chief Executive Officer to commence a review Policy 114 – Community Funding in December 2020, beginning with a concept forum for elected members in December 2020;*
9. *9. Requests the Chief Executive Officer to bring a report on the review of Policy 114 to the Policy Committee by no later than February 2021.*

5. The Town currently provides operating subsidies to the following groups:

Organisation	Amount	Timeframe
Harold Hawthorne Community Centre	• 3-year operating subsidy • $132,328 + Perth CPI annually • Peppercorn lease - $222,000 annually • Financial assistance to contribute to the employment costs of the Centre to deliver programs to community.	Contract end 30 June 2022
Vic Park Centre for the Arts	• 2-year operating subsidy • $111,200 + Perth CPI annually • Peppercorn lease - $30,000 annually • Financial assistance to contribute to the employment costs of the Centre of the Arts Director to deliver programs to community.	Contract end 30 June 2021
Connect Vic Park	• 3-year operating subsidy • Contract extension endorsed Nov 2020 • Financial assistance contributing to staffing costs and direct program delivery for the wider community. • $50,000 to 30 June 2021	Contract end 30 June 2024

	• $75,000 1 July 2021 to 30 June 2024

6. Prior to this operating subsidy round opening on 5 January 2021, Impact Seed (an organisation specialising in social entrepreneurship and social impact measurement) were commissioned by the Town to work with both organisations to enhance their capacity to address application criteria. This included support towards the development of a Theory of Change and Program Logic Model, how to capture data, how to use data, and how to address the Operating Subsidy application criteria. This assistance was aimed to strengthen the funding application of each group as well as their longer-term effectiveness / sustainability.
7. Impact Seed were commissioned to provide up to 8 hours of support and development with each organisation. The final invoice for training is yet to be provided, however $2,400 was set aside for these purposes.

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.	Provision of agile appropriately managed funding that provides an opportunity for community organisations to respond to community need.

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	Through provision of funding community organisations will have the capacity to ensure community remain connected and engaged on topics that are of importance to them.
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	Provision for funding programs that ensure community could remain engaged, with access to arts culture and education.

Engagement

Internal engagement	
Panel	Review and evaluation of applications
Governance	Advice relating to publicly advertising successful applicants. Consultation on Policy 114 Community Funding. Advice relating to type/level of detail for community/Council consideration.

External engagement	
Stakeholders	Victoria Park Centre for the Arts and Victoria Park Community Centre were engaged to better understand issues with the previous application process, and to provide feedback regarding the refined criteria for this round.
Period of engagement	December 2020 – February 2021.
Level of engagement	Consult
Methods of engagement	Email, phone
Advertising	Nil
Submission summary	Two Applications were submitted to the Town for evaluation.
Key findings	Two operating subsidy application submissions met the Town's criteria and are recommended for endorsement.

Legal compliance

Not applicable

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Service providers not delivering outlined support to community.	Moderate	Unlikely	High	Low	TREAT by ensuring fair and equitable application process guided by Policy 114 Community Funding. Continue to work in partnership with service providers in relation the operating subsidy and social outcomes measurements.
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	

Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Service providers not meeting agreed legislative requirements.	Moderate	Unlikely	High	Low	TREAT – by sighting relevant documentation within the application process and including within contractual agreement.
Reputation	Negative public perception towards the Town should applications not be funded	Moderate	Unlikely	High	Low	TREAT by transparent approval process. Managed by online funding platform and Council endorsement. Town funding panels. Ensure fair and equitable application process guided by Policy 114 Community Funding.
Service delivery	Not applicable				Medium	

Financial implications

Current budget impact	Not applicable.
Future budget impact	Endorsement of this recommendation requires a three-year operational subsidy commitment in future budgets, starting 1 July 2021. Victoria Park Centre for the Arts = $104,000 per annum x 3 years Victoria Park Community Centre = $85,000 per annum x 3 years = $189,000 ex GST x 3 years = $567,000 ex GST total (2021/22 - 2023/24) To include provision for the addition of Perth CPI annually. Current supported operating subsidies with future budget implications include: • Harold Hawthorne Community Centre = $132,328 x 1 year (ending 30 June 2022) • Connect Vic Park = $75,000 x 3 years (ending 30 June 2024)

	Total estimated commitment for 2021/22 = $396,328 ex GST inclusive of current and recommended operating subsidies.

Analysis

8. Applications for Victoria Park Community Centre and Victoria Park Centre for the Arts were open from 5 January 2021 and closed on 3 February 2021.
9. Additional relevant and reasonable application questions were received by both organisations during the application process. These questions were dealt with and answered by the Grants Officer with support from the Manager Community, when needed. The internal assessment panel were not involved in any of the responses and did not assist with any of the inquiries.
10. The Town received operational subsidy application submissions from both organisations with a total request of $189,000 ex GST.
11. The application requires the completion of four parts:
    a) Eligibility
    b) Application Details (organisation, auspice arrangements etc);
    c) Project details; and
    d) Assessment Criteria as outlined in the table below.
12. The Operating Subsidy application form was aligned with the Town's Strategic Community Plan outcomes and consisted of four questions with a maximum score of five points per question. With four panel members scoring across the four assessment criteria with a maximum score of 80 available per application. Final weighted score for the complete application was out of 100%.

Updated content in assessment criteria questions from 2020 to 2021 rounds can be seen below in italics.

Assessment Criteria Questions	**Weighting per question per panel member**
Question 1 - Demonstrated evidence-based need (25% weighting) • Are you addressing a service gap in the community? If so, how can you demonstrate this? How is your service unique? • How many people (approximately) will benefit from your service *within a 12-month period?* • Have you considered or undertaken human centre-design and development evaluation? *If so, what did this tell you?* • Are there secondary data sets to support the need for your service in the local community? *https://profile.id.com/au/victoria-park; State and Federal Government; Australia Early Development Census (AEDC), Health and Wellbeing indicators; Industry specific research/modelling;*	Total score available is five per panel member = 20 points total

• Is your service a duplication of a service that already exists in the community? *If so, in what ways?* • *If it is a duplication, please outline how your service addresses a specific priority need/opportunity not being met by others.*	
Question 2 - Alignment to the Town's Strategic Community Plan (25% weighting) In this section identify the top three outcomes of the Town's Strategic Community Plan your service will deliver upon. https://www.victoriapark.wa.gov.au/About-Council/Council-documents/Integrated-planning-and-reporting-framework/Strategic-Community-Plan • How will these outcomes be achieved and what evidence do you have to prove that you can achieve these outcomes? • *Have you created a Theory of Change and Program Logic to help you demonstrate an alignment to the Town's Strategic Outcomes? If so, please provide as an attachment.* • Do you have a monitoring, evaluation and outcome measurement framework/process in place? If so, provide details as to how you will collect data for the Annual Outcome Report. • *Can you provide evidence of past outcomes achieved at an individual and/or community level, and how they were measured?* • *Can you provide evidence of the skill set, capabilities and capacity of staff to measure outcomes?*	Total score available is five per panel member = 20 points total
Question 3 -Value for money (25% weighting) In this section explain how you will deliver value for money • *What do you specifically aim to deliver as a result of receiving an operating subsidy? Or what will you have capacity to deliver due to receiving an operating subsidy that you would not normally be able to?* • *Have you calculated the cost per participant for your service (total service cost divided by number of people accessing your offering/services? If so, please provide.* • If you are seeking funds to cover salaries, have you provided examples of similar positions, an average wage for such positions and an explanation of why the role/salary is required? • *Is the initiative/service located within the Town? Yes/No* • *Is the initiative/service free for the community? Yes/No* • *If you charge a fee, how does this compare to other like services?* • If you are seeking funds for an ongoing program, provide examples of similar programs and operational costs. • *You may also like to consider including the number of volunteer hours engaged in your service over the previous 12-month period.*	Total score available is five per panel member = 20 points total
Question 4 - Governance (25% weighting)	Total score available is five per panel

In this section provide details of the governance structures the organisation has in place. Give consideration to: • Details of the Board of Management structure *and core areas of experience/expertise* • Staff skills, experience and capabilities *in delivering proposed activities outline within the Operating Subsidy.* • Details of risk mitigation strategies, *including meeting Covid19 requirements.* • *Attaching Strategic Plan* • *Attaching financials for previous two years*	member = 20 points total
Total weighting for four questions = 100%	Total score available = 80 points

13. The Town's internal assessment panel consisted of four Town officers:
    1.1. Chief Community Planner
    1.2. A/Coordinator Community Development
    1.3. Communications Advisor – Stakeholder Relations
    1.4. Coordinator Urban Planning
14. Applications were assessed individually utilising a defined assessment matrix with descriptions and rating scale to guide the assessor with appropriate scoring. Then applications were reviewed within a formal panel meeting in line with Policy 114 Community Funding and the criteria outlined for the Town's Operating Subsidy funding program. On average, it took the Community Funding Assessment Panel members between one to two hours per application to assess individually with a one-hour panel meeting.
15. Funding requested and panel scoring are outlined in the table below:

Applicant	Funding requested What will the operating subsidy be used for?	Panel score total (out of 80)	Requested funding
Victoria Park Community Centre (VPCC)	Operating subsidy will provide financial assistance for the following: • Manager – 15 hours a week • Project Officer - 25 hours a week that specialises in CaLD, Youth and/or Men. • Superannuation of the above wages of 9.5.% contribution • Project Funding • Culture Counts subscription	64	$85,000

	The operating subsidy will support VPCC to deliver programs, support and services to the local community. The programs will be aimed at 25-65 year olds. Examples of these programs include No Light No Lycra (dancing group), Awkwardstra Community Orchestra, Narcotics Anonymous, Hatha Yoga, Activate Mental Health Board Games, Vic Park Sewcialist sewing group, Making noise with Sam Newman (music production event), Mental Health Check for Parents, Learn to Podcast Seminar, Slow Fashion Skill Share, Keeping chooks – skillshare, Breadmaking workshops and Indoor plant care workshops. VPCC expect to deliver: • Room-hire 52 weeks per year • An increase in centre users from 15,000 per year to 18,000 per year by the end of the funding period. • No less than 12 community-building events per year, all of which will align to S1, S3 or S4 • Below market rate venue hires for at-risk groups such as Narcotics Anonymous, Sisters of Hope (domestic violence support group) and Saint Mary's Outreach service (community meal and allied health). • Results-based accountability outcomes assessment. • Sustainable programming at the centre • Business development to be a sustainable organisation past the funding period. • 350 people using the service weekly by the end of the funding period • 680 bookings for the use of space per year by the end of the funding period • 680 unique Children users in playgroups by the end of the funding period • 19 regular community groups by the end of the funding period • 2071 hours of booked time at the Centre by the end of the funding period		
Victoria Park Centre for the Arts (VPCA)	The operating subsidy will provide a stable funding source to support VPCA's core operating costs. Specifically, the funds will be used to subsidise the Centre's payroll budget and operating expenses (such as utilities and administrative costs etc). The operating subsidy will allow the VPCA to keep the Centre functioning, and to continue employing a part-time professional team comprising the arts manager, administrator, communications officer, community coordinator, and a casual cleaner. The Town's Operating	68	$104,000

Subsidy will be used to fund three of these positions and a financial assistant (4 hours per week).

VPCA outlined their goals and priorities for the next three years in their Strategic Plan 2020-2023. In particular VPCA's community reach is expected to increase over the next three years, as shown below:

Measure	2020	2021	2022	2023
Membership	124	130	140	150
Art workshops / sessions	591	670	690	700
# of workshop participants	4740	5374	5520	5600
Gallery exhibitions	15	33	33	33
Visitors to gallery and events	7479	8000	8200	8400
# of artists / exhibitors / facilitators	142	275	300	325

VPCA's particular focus for the next three years is to expand provision for diverse artists and audiences, as follows:

- Increase gallery exhibitions from 20 in 2020 to 33 in 2021, through more frequent shows and using the Mini-Gallery
- Extend the Create Connect music and art workshops for people with disabilities
- More engagement with youth, local schools and broader community
- A new focus on environmental art projects including building a partnership with the Friends of Jirdarup Bushland, local environmental assets and developing links with local community groups and state level funding initiatives.
- Multicultural art and music projects, developing links with United in Diversity, Roots TV and other new initiatives.

16. The application for Victoria Park Community Centre has been assessed by a panel of four assessors and the total scores for each criterion are outline in the below table:

Essential Assessment Criteria	Score (out of 20)

Q1. Demonstrated evidence-based need	18
Q2. Alignment to the Town's Strategic Community Plan	15
Q3. Value for money	15
Q4. Governance	16
Cumulative totals of assessment score	64 out of 80

Assessment Panel Comments:

- Greatly improved application with clear deliverables. Attachments are very clear and provide evidence.
- The revised application provides improved details of how the operating subsidy is proposed to be used. It is recommended that future applications include benchmarking against similar organisations in the Perth metropolitan area.
- Application was well-written with sufficient details in the body and attachments to support the application.

17. The application for Victoria Park Centre for the Arts has been assessed by a panel of four assessors and the total scores for each criterion are outline in the below table:

Essential Assessment Criteria	Score (out of 20)
Q1. Demonstrated evidence-based need	17
Q2. Alignment to the Town's Strategic Community Plan	18
Q3. Value for money	17
Q4. Governance	16
Cumulative totals of assessment score	68 out of 80

Assessment Panel Comments:

18. Significantly improved application with clear deliverables. Attachments provide clear evidence and annual report was excellent.
19. Overall, a well-written application clearly outlining what Victoria Park Centre for the Arts has achieved, their strategic direction and how it plans to use the proposed operating subsidy. This revised application is strengthened by its considered use of evidence-based data to demonstrate the need for the service within the community and its value for money.
20. Overall, application was well-thought-out and put together. Strong evidence and statistics provided to support the need for the service in the Town.

21. In review of applications by the panel, the two applications sufficiently met the outlined criteria and subsequently have been recommended for Council endorsement with a total funding request of $189,000 per annum, for the next three years.

Relevant documents

Policy 114 Community Funding

COUNCIL RESOLUTION (37/2021):	

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

That Council award three-year operating subsidies, commencing 1 July 2021, to:

a) Victoria Park Centre for the Arts for $104,000 per year

b) Victoria Park Community Centre for $85,000 per year

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

12.6 Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants Application: Harold Rossiter Park

Location	East Victoria Park
Reporting officer	Tim Cronin
Responsible officer	Paul Gravett
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council:

1. Approves submission of a $50,000 grant application to the Department of Local Government, Sport and Cultural Industries (DLGSC) through the Community Sport and Recreation Facilities Fund (CSRFF) for modifications to Harold Rossiter Park change rooms.
2. Approves the receipt of CSRFF grant funding up to $50,000, should the grant application be successful.

Purpose

To seek Council approval for the Town to submit a Community Sport and Recreation Facilities Fund (CSRFF) grant application for $50,000 to DLGSC by 31 March 2021 and to accept grant funding of up to $50,000 should the Town's application be successful.

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's five-year capital works program lists Harold Rossiter Park clubroom for renewal in 2021/2022 and it is proposed a budget of $150,000 will allow for necessary upgrades to the amenities that encourage and support the participation of females in sport.
- The Town has completed similar works at other sporting facilities over the last two financial years, namely Raphael Park and Higgins Park Club rooms.

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. Funding is for projects between $7,500 to $300,000. Minimum grant is $2,500 and maximum grant is $100,000. Up to $1 million is available in the total pool this round.

3. $500,000 is notionally allocated each round out of the annual $12million available to projects that improve the useability of facilities for female participants. Projects that address this issue, such as the upgrade of change rooms to cater for females including lockable, individual showers and more toilet cubicles in lieu of urinals, are a priority. Facility audits will also be considered for funding so that a future project can be appropriately scoped and designed.
4. Other examples of CSRFF Small Grant projects include new sports courts, cricket nets, small floodlighting projects, sports storage and change room refurbishments.
5. Where a local government is the applicant, it must fund two thirds of the total project cost, with the State contributing up to one third.
6. The CSRFF program operates on a reimbursement system. Grantees, in this case the Town, are required to demonstrate that they have expended the funds equivalent to the full cost of project before CSRFF grant funds will be paid in full.
7. Through consultation and site visits with the Curtin Victoria Park Cricket Club and Victoria Park Soccer Club it was identified that upgrades to the shower and toilet facilities at Harold Rossiter Park are required as they are in poor condition and do not comply with contemporary / industry standards (ie currently open plan, as per traditional male change rooms).
8. The shower and toilet facilities will be upgraded to unisex facilities. This will include removal of urinals and replacement with cubicles, and the partition of showers, inclusive of lockable shower doors.
9. It is anticipated that the modifications will encourage female participation and retention in sport and will demonstrate the Town's commitment to equality in service provision.

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.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	Clubs will be engaged, consulted and provide input into the project.

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.	Renewing 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 contemporary changeroom and bathroom facilities which provide privacy for all.

Engagement

Internal engagement	
Stakeholder	Comments
Coordinator Strategic Assets and Community Development	Relevant officers have met regularly to discuss capital works requirements and to identify appropriate changeroom solutions.
Strategic Assets Advisory Group (SAAG)	Provides expertise, direction and advice into the make up and prioritisation of the Town's capital works program.

External engagement	
Stakeholders	Site meetings with Curtin Victoria Park Cricket Club and Victoria Park Soccer Club to discuss potential upgrades to change rooms at Harold Rossiter Park.
Period of engagement	December 2020 to present.
Level of engagement	3. Involve
Methods of engagement	Site visits, inspections, meetings, phone calls and written correspondence.
Advertising	Email direct to impacted seasonal user.
Submission summary	Clubs were supportive of the changeroom upgrades to accommodate male and female teams, in line with industry standards.
Key findings	Areas requiring upgrade were subsequently identified, scoped and priced.

Other engagement	
Stakeholder	Comments
Department of Local Government, Sport and Cultural Industries	Officers have discussed the proposed grant submission with DLGSC when requesting the CSRFF application form. It is likely that a site meeting will take place with DLGSC in the near future.

Legal compliance

Building Code of Australia

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	Construction costs exceed estimates.	Minor	Possible	Medium	Low	ACCEPT - Indicative quote has been received and within budget allocation. However, if justified and unforeseen incidentals arise, Town would be required to cover the cost.
Environmental	Not Applicable				Medium	
Health and Safety	Not Applicable				Low	
Infrastructure / ICT Systems / Utilities	No Applicable				Medium	
Legislative Compliance	Town unable to complete the projects within outlined project timeline.	Moderate	Possible	Medium	Low	TREAT - A project management plan will be prepared to ensure project delivery within allocated timeframes.
Reputational	Required changeroom closure for works.	Moderate	Possible	Medium	Low	TREAT - Ensure a comprehensive communication plan for both internal and external stakeholders and the community.
Service Delivery	Not Applicable				Medium	

Financial implications

Current budget impact	There is no budget impact in the current financial year, as works are proposed to occur in the 2021/22 financial year.
Future budget impact	As part of the Town's Annual Capital Works budget process, funds are requested each year to complete proposed priority works. There would be a requirement to budget $150,000 within the 2021/2022 financial year to complete the recommended project. If successful, grant income of $50,000 will offset the total project cost. Prior to annual budget considerations estimated quotes will be sought to provide a more accurate budget estimate for the scope of works required. Whole of life costs associated with maintenance and cleaning of renewed / upgraded facilities are already accounted for in respective facility maintenance budgets, which are also a consideration by Council in the annual budget process. The maintenance and operating costs of this facility will not have a material impact as a result of doing the renewal/upgrade works to the change rooms.

Analysis

10. There is evidenced based need to upgrade the change room facilities at Harold Rossiter Park to contemporary / industry standards as set by the DLGSC.
11. The Town will be required to fund the capital works upgrade, with reimbursement of $50,000 through CSRFF should the grant application be successful.
12. Should the CSRFF grant be unsuccessful, the Town will be required to fund the full capital works costs estimated at $150,000.
13. Works will not commence until the 2021/2022 financial year.
14. A comprehensive capital works project plan will be implemented to ensure the project is managed and delivered successfully.
15. Town officers will continue to refine its approach to engaging local clubs and understanding priority sport and recreation facility needs that may align with CSRFF criteria, and the Town's capital works program in an effort to maximise potential cost sharing / resource leveraging opportunities into the future.

Relevant documents

Not applicable.

Further considerations

16. A verbal quote has been received from a registered builder for $150,000 to complete the upgrade of all three changerooms. As a result of the quote, the following changes have been made to the original Ordinary Council Meeting report:

    - The original proposed budgeted amount of $120,000 in the Town's five-year capital works program will be increased to $150,000.

    - The requested amount of $40,000 of grant funding will be increased to $50,000.

17. Due to the estimated cost value to complete the works, a formal Request for Quotation process will be undertaken to ensure alignment with the Town's Procurement Policy.

COUNCIL RESOLUTION (38/2021):	

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

That Council:

1. Approves submission of a $50,000 grant application to the Department of Local Government, Sport and Cultural Industries (DLGSC) through the Community Sport and Recreation Facilities Fund (CSRFF) for modifications to Harold Rossiter Park change rooms.
2. Approves the receipt of CSRFF grant funding up to $50,000, should the grant application be successful.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

12.7 Final Adoption of Local Planning Policy 40 Burswood Station East Precinct

Location	Burswood
Reporting officer	Carly Pidco
Responsible officer	David Doy
Voting requirement	Absolute majority
Attachments	1. Summary of Your Thoughts Survey - Burswood Station East Local Planning Framework [**12.7.1** - 5 pages] 2. Draft Local Planning Policy 40 Burswood Station East Precinct Design Guidelines and Public Realm Improvements [**12.7.2** - 64 pages] 3. Local Planning Policy 35 Policy Relating to Development in Burswood Station East [**12.7.3** - 1 page]

Recommendation

That Council:

1. Revokes Local Planning Policy 35 'Policy Relating to Development in Burswood Station East', in accordance with clause 6 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, and subject to the gazettal of Amendment No. 82 to the Town of Victoria Park Town Planning Scheme No. 1.
2. Adopts Local Planning Policy 40 'Burswood Station East Precinct Design Guidelines and Public Realm Improvements', in accordance with clause 4(3) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, and subject to the gazettal of Amendment No. 82 to the Town of Victoria Park Town Planning Scheme No. 1.

Purpose

The purpose of this report is to obtain Council approval for adoption of the final component of the draft Burswood Station East local planning framework, being Draft Local Planning Policy 40 Burswood Station East Precinct, and complementary revocation of Local Planning Policy 35 Policy Relating to Development in Burswood Station East.

In brief

- Burswood Station East is a prime growth opportunity within the Town of Victoria Park local government area. The precinct is identified for mixed-use, transit-oriented development in the Burswood Peninsula District Structure Plan and the Town's draft Local Planning Strategy. At its meeting of 15 December 2020, the Council resolved to support final adoption of Scheme Amendment 82, which is intended to facilitate this development transition.
- Alongside Scheme Amendment 82, the Town has been progressing Draft Local Planning Policy 40 ("Draft LPP 40"), which provides specific design guidance for development in Burswood Station East. Draft LPP 40 was advertised concurrently with Scheme Amendment 82 from 8 July to 7 September 2020. The advertising period yielded 28 survey responses and 6 written submissions from the community, as well as written submissions from City of Belmont, Main Roads WA, Public Transport Authority and Water Corporation. The draft framework was also reviewed by the Town's Design Review Panel.

- Several amendments have been made to Draft Local Planning Policy 40 in response to submissions received. These modifications have been workshopped internally with development services, finance and operations. The amended Draft LPP 40 is now presented to Council for final approval. Alongside approval of Draft LPP 40, it is recommended that the existing Local Planning Policy 35 ("LPP 35") for BSE (which was adopted to prevent proposals that might prejudice future development of Burswood Station East until such time as the local planning framework is updated) be revoked.
- Draft LPP 40 has been drafted to complement Scheme Amendment 82, which will not come into effect until it is published in the Government Gazette following approval from the Minister for Planning, Lands and Heritage. It is recommended that Council approve the adoption of Draft LPP 40 and revocation of LPP 35 subject to gazettal of Scheme Amendment 82, so that the complete local planning framework will come into effect at the same time.

Background

1. The BSE Precinct is currently zoned "Office/Residential" under TPS1 with a general development standard of maximum 15m building height and 2.0 plot ratio. It is also subject to Local Planning Policy 35 Policy Relating to Development in Burswood East ("LPP 35"). This policy states that Council will not support development applications that might prejudice future development in Burswood Station East until such time as a new local planning framework is in place.
2. At its meeting of 21 May 2019, the Council resolved to initiate Scheme Amendment 82 to TPS 1. The Scheme Amendment retains the current Office/Residential zoning but proposes amendments to the Precinct Plan for the BSE Precinct (Precinct Plan P2 Burswood Precinct Sheet A) to facilitate future redevelopment of the area.
3. At its meeting of 18 February 2020, the Council resolved to endorse Draft Local Planning Policy 40 Burswood Station East Precinct Design Guidelines and Public Realm Improvements ("LPP 40") for public advertising. Advertising of the Draft LPP 40 was slightly delayed from intended timeframes due to the onset of the COVID-19 pandemic and its impact on communications and engagement.
4. Draft LPP40 (as advertised) comprised the following major parts:
   a) Development objectives;
   b) Policy requirements for built form design ('design guidelines');
   c) Development incentives for community benefit;
   d) Public Realm Fund (a funding mechanism for landowners to contribute to the cost of public realm upgrades); and
   e) Public Open Space.

0. Scheme Amendment 82 and Draft LPP 40 were advertised for public comment from 8 July 2020 to 7 September 2020, in accordance with the advertising requirement for a complex Scheme Amendment in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

1. Following minor modifications in response to advertising, Scheme Amendment 82 was supported by Council for final approval at its meeting of 15 December 2020. The Amendment must now be approved by the Minister for Planning, Lands and Heritage and gazetted before taking effect.
2. Draft LPP 40 has also undergone modifications in response to advertising. While these modifications are substantial, their impact is to simplify the LPP (not change its intent) and further public advertising has not been undertaken.

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.	Draft LPP 40 takes a people-focused, 'design-first' approach, with an emphasis on private development achieving excellent outcomes where it interacts with the public realm. This cumulatively contributes to safe, activated and interesting streetscapes for people.
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	Draft LPP 40 recognises the importance of people-focused streets for successful community design. Requiring private development to contribute to the amenity of adjacent streets will ultimately improve the quality of the walking and active transport environment.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Draft LPP 40 includes flexible mechanisms to encourage high-quality landscaping landscaping and rooftop greening in private developments.
EN07 - Increased vegetation and tree canopy.	Draft LPP 40 incudes green roof landscaping as an optional Development Incentive for Community Benefit, encouraging developers to contribute to increased vegetation and tree canopy.

Engagement

Stakeholder	Comments
Urban Planning	Written comments were received. A meeting was held with several statutory and strategic planners to discuss the Public Realm Fund and advertising response, and proposed modifications to planning controls in response to external comments. The meeting concluded: • The Public Realm fund was generally supported as a fair approach to sharing costs. The estimated cost per development was considered reasonable. • There were some concerns about how the Public Realm Fund requirements would be applied in a JDAP or SAT environment. • An alternative model of a "% for Public Realm" based on development value was raised, however, this was not considered a better option in view of the "need and nexus" principle and potential for greatly higher contribution costs. • Proposed modifications to the Scheme Amendment and Development Incentives provisions were supported. Urban planning also undertook a further review of the Draft LPP40 after it was modified in response to advertising.
Finance	A meeting was held to discuss the Public Realm Fund and public advertising response. The meeting concluded that the public realm fund could be administered by the Town but would require additional processes. The cost of the works, while not insignificant, are within the Town's capability to borrow or budget over several years subject to further Long Term Financial

	Planning and ultimately Council approval. These options were considered favourable as they remove the uncertainty of timing for funding. It was also acknowledged that early investment by the Town would have positive impact for development uptake and by extension a possible positive impact on revenue to the Town.
Operations	A meeting was held and concluded that: • Mixed views on whether the Public Realm Fund was a fair approach and whether it would impact development uptake. • Strong views that timing was the greatest risk to successful implementation of the Public Realm Fund. The uncertainty of timing for receipt and expenditure of funds was considered a major risk for both the Town and land owners that might contribute to it. • Concern for the risk of a funding shortfall in the Public Realm Fund and how that would impact delivery of the works.
Design Review Panel	The Draft LPP 40 was considered by the Town's Design Review Panel. Key feedback included: • Supportive of the general intent of Draft LPP 40 and its design objectives. Consider the parking ratio appropriate to a Transit Oriented Development. Support the Development Incentive criteria being very specific. • DRP members felt that the Draft LPP 40 was overly complicated, primarily due to the need to acknowledge both Volume 1 and Volume 2 of the Residential Design Codes. This is unavoidable given the overarching land use permissibilities in this precinct. • Tiered approach to Development Incentives was considered overly complicated and possibly too onerous in view of fragmented lot ownership. This has been simplified in the modified Draft LPP 40. • Mixed responses to the calculation methodology of the Public Realm Fund but supportive of its general cost-sharing principles.

External engagement	
Stakeholders	Land owners and occupiers within the Burswood Station East precinct. Public authorities considered likely to be affected by the Draft LPP.
Period of engagement	8 July 2020 to 7 September 2020
Level of engagement	2. Consult
Methods of engagement	Written submissions and YourThoughts (the Town's online engagement tool). An informal online meeting with industry professionals was also held to discuss the proposed Public Realm Fund in Draft LPP 40.
Advertising	Notices published in the Southern Gazette. Documents displayed at the Town's administration building and public library. Direct mailout to land

	owners, occupants and public authorities. Advertisements on the Town's YourThoughts platform, main website and Facebook page.
Submission summary	7 written submissions were received, 6 in support and 1 neutral. These submissions primarily focuses on Scheme Amendment 82. 4 written submissions from public authorities were received, 3 in support and 1 neutral. 28 responses to a YourThoughts survey were received.
Key findings	Responses were generally supportive of Draft LPP 40 overall. Survey respondents gave the widest variety of views in relation to matters addressed by Draft LPP 40, however, recurring themes were a desire for the Burswood Station to be upgraded and agreement that public realm improvements are important for the precinct's future (refer to Attachment 1).

Legal compliance

Division 2 – Local Planning Policies, Schedule 2 Deemed provisions for local planning schemes, *Planning and Development (Local Planning Schemes) 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
Financial	Conditions of approval requiring Public Open Space contributions are not applied or upheld in an appeal setting.	Major	Unlikely	Medium	Low	TREAT risk by Advocating to DPLH in decision making and progressing POSS contributions implementation policy.
Financial	Minister does not support release of Public Open Space contributions for upgrade works.	Major	Rare	Low	Low	TREAT risk through advocacy and preparing robust works and expenditure plans prior to seeking release of funds.
Environmental	Not applicable					
Health & Safety	Not applicable					

Infrastructure / ICT Systems / Utilities	Not applicable					
Legislative Compliance	Not applicable					
Reputation	Negative public and/or media perception if Public Open Space contributions are not managed effectively.	Moderate	Possible	Medium	Low	TREAT the risk by proactively identifying projects and planning for expenditure. TREAT the risk by including communications strategy in these processes.
Service Delivery	Landowners and developers find "Street Interface Typology" approach unfamiliar and difficult to use	Moderate	Possible	Medium	Medium	TREAT risk by ensuring staff are familiarised with policy and able to give clear advice. TREAT the risk by providing information on Town website.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	If adopted as presented, Draft LPP 40 will impact future budgets by: • Bearing responsibility for management of funds that might be received through Public Open Space contributions. • Confirming the expectation that the Town will fund streetscape public realm upgrades within the Burswood Station East Precinct, with estimated value in excess of $8.1 million. These works can occur in stages over several years. • Naturally increase the rates base of the Town as the precinct accommodates growth and new residents to the Town. These future budget impacts are being accounted for in the review of the Town's Long Term Financial Plan.

Analysis

Development Incentives for Community Benefit

3. State Planning Policy 7.3 Residential Design Codes, Volume 2 establishes a framework for development to achieve additional intensity in exchange for providing a community benefit above the usual standard. The parameters for these "Development Incentives for Community Benefit" are established within the local planning framework based upon local needs and character.
4. In BSE, the Burswood Peninsula District Structure Plan contemplates 4,500 dwellings for the precinct. A simple mathematical model has been prepared utilising the absolute minimum standards for apartment yield in Residential Design Codes Volume 2 (a highly conservative approach). Using this model, the planning framework is capable of yielding a maximum of approximately 3,200 dwellings using the baseline standards of 6 storeys and 2.0 plot ratio. The mathematical model does not account for nuances that will impact design and ultimate yield such as building articulation, variations in apartment size or mix, irregular lot shapes, or setbacks for visual privacy. Therefore, the model is considered to provide the theoretical upper limit to potential yield and actual yield using the baseline proposed in the Scheme Amendment will not approach the capacity for the area determined in the Burswood Peninsula District Structure Plan. The Development Incentives for Community Benefit provisions of draft LPP 40 attempt to bridge this gap.
5. In earlier decision-making, the Town has supported additional development intensity in BSE in association with design excellence using Clause 29 of TPS1 which provides a general discretion to vary development standards of the Scheme. The provisions within Draft LPP 40 provide greater clarity for developers and assessors as to how discretion should be used in this scenario. Following the advertising process, several modifications to the Development Incentives for Community Benefit provisions are proposed. These are outlined in the table below, including justification for the broad incentive concept and any modifications made in response to the advertising period.

Advertised Development Incentive (paraphrased)	Proposed Modification	Justification for Inclusion of this Development Incentive
A) The development site area has an area of at least 1,800m2; and	None (retain)	The additional plot ratio and building height should be considered for sites which have sufficient development potential to achieve a meaningful community benefit outcome and excellent design outcome.
B) A Design Statement demonstrating that the development achieves excellent design outcomes in accordance with State Planning Policy 7.0 Design of the Built Environment is provided, to the satisfaction of the Town on advice from the Design Review Panel; and	Modify to read: "The development achieves excellent design outcomes (in accordance with State Planning Policy 7.0 Design of the Built Environment) to the satisfaction of the Town, on advice from the Design Review Panel" I get	The wording of this provision has been modified following public advertising to improve readability, however, the underlying concept remains unchanged. Design excellence is an important principle of SPP7.0 and SPP7.3. The modification provides greater consistency with the standard implementation of SPP7.0 through the development application process. The Town will investigate preparing a Management Practice to provide

		further guidance on how design excellence will be assessed through the development application process.
C) The proposed plot ratio and proposed building height do not exceed the absolute maximums expressed in Table Two (below); and	Modify to read: "c) the plot ratio does not exceed an absolute maximum of 6.0 and the development height does not exceed an absolute maximum of 22 storeys; and"	This provision as advertised included a 'tiered approach', where bonus height and plot ratio are scaled to lot size (expressed in Table Two). The advertising process yielded two major critiques. These are: 1) The tiered approach is overly complicated for little additional benefit. It would be easier for the community to understand, and for the Town to implement, if there is a simple baseline development standard and bonus development standard; and 2) The tiered approach may return vastly different development intensity outcomes on neighbouring lots, which could create a disjointed streetscape and undermine the continuous frontage design intent. These positions are considered valid and there is likely to be limited practical benefit for development outcomes in scaling the provisions. It is recommended that the provision be modified to remove scaling by lot size.
D) The proposal incorporates on-site waste collection facility/s and servicing arrangements, with no individual bins to be placed on the verge for collection from the street; and	None (retain)	The requirement is intended to prevent individual rubbish bins from crowding the street, where they can become an eyesore and hazard to pedestrians and vehicles. The large bin storage areas required for a more intense development should also be carefully designed to minimise undue impact on amenity.
E) Provide at least one of the benefits listed below:		
i. Exceptional activation of a laneway (0.5 to 1.0 bonus plot ratio, depending on lot size)	Modify - It is recommended that the maximum achievable bonus plot ratio be modified to 2.0	Current laneway environments in BSE are poor. Surveys completed during public advertising consistently identified laneways as needing improvement. A substantial intensification of development has

			the potential to further reduce the amenity of laneways if building facades and car parking are not intentionally designed with this in mind. Higher intensity developments should be encouraged to contribute to the improvement of laneway environments. The proposed bonus plot ratio is also commensurate with the additional public art.
ii.	Provision of a landscaped public space adjacent to the truncation (0.5 bonus plot ratio)	None (retain)	No specific public comment received. These micro-parks are intended to contribute both to the amenity of the BSE public realm and provide complimentary public open space for future residents.
iii.	6 Star Design rating under the Green Star program or equivalent (1.0 bonus plot ratio)	None (retain)	The 6 Star Design rating originates from early project consultation where environmental sustainability was identified as an important aspiration for the precinct.
iv.	Rooftop greening	Modify - It is recommended that the maximum achievable bonus plot ratio be modified to 2.0	Rooftop greening can provide passive recreation opportunities for residents in an area with constrained local public open space. It can also contribute to the general amenity and visual appeal of developments. The recommended increase to bonus plot ratio reflects the importance of rooftop greening in offsetting potential environmental and amenity impacts of larger scale development.
v.	Additional proportional contribution to the Public Realm Fund	Remove	It is recommended that the Public Realm Fund be removed (see below) and this provision is therefore no longer required.

6. Several of the modifications above change the contemplated bonus plot ratio for each development incentive. This is in part due to the removal of the tiered incentives structure. Also, feedback received during consultation processes suggested that the burden of some incentives was too high to justify the bonus provided. The framework has been restructured to give greater weight to those most important community benefits to achieve and encourage robust design responses.

The Public Realm Fund

7. The Public Realm Fund provisions largely received positive feedback during the public advertising process. Developers and the community were generally supportive of the principles behind the Public Realm Fund, and the need for the street environments in BSE to be upgraded. Concerns have been

raised however regarding the timing and certainty of works. The Public Realm Fund as advertised relies upon high-level cost estimates which are vulnerable to fluctuations. Further, the highly fragmented lot ownership in BSE means that redevelopment will follow an incremental process over the broad timeframes of different landowners. This creates uncertainty for developers who contribute early in the process, and then have no surety that their contributions will have a practical impact in the short-term, and for the Town as there is no reliable method of predicting future funding for project delivery. While these risks were first identified during the risk workshop held in 2019, they have been unpacked further through the public advertising process and in the current context are considered unacceptable. It is therefore recommended that the Public Realm Fund be removed from draft LPP 40.

8. Removal of the Public Realm Fund does not remove the urgent need for public realm upgrades in BSE. However, these can now be contemplated in an environment of low borrowing costs and substantial stimulus spending opportunities. It is recommended that the Town further investigate these options to secure funding for the upgrades and provide a more controlled and certain funding stream for ongoing works planning. It is also noted – as presented previously to Council at a Concept Forum – that investment in the precinct by the Town can be a stimulus in turn for private investment. As development progresses, the Town will see returns in the form of a safer, more cohesive community; greater usage of Town infrastructure and assets by the increased population; and increased rates revenue from an increased number of dwellings.

Public Open Space Contributions

9. The public open space provisions in draft LPP 40 provide that the Town will request contributions to public open space in accordance with the State Government's Development Control Policy 2.3 Public Open Space in Residential Areas ("DC 2.3"). The standard contribution is for 10% of land to be ceded for Public Open Space or an equivalent cash-in-lieu contribution. The advertised draft LPP 40 included a provision for the Town to request less than 10% for cash-in-lieu contributions, based on the identified public open space project to be delivered by the Town (Stiles-Griffiths Reserve) and a desire to keep the cumulative burden of contributions reasonable. The DPLH has informally flagged concern about this approach, with the preference being to utilise the standard 10% contribution in DC 2.3. It is recommended that the public open space provisions of draft LPP 40 be modified to reference the standard 10% contribution requirement only for the following reasons:
    - This provides a more consistent and certain approach for the community.
    - It reflects the overarching DC2.3 provisions and likely DPLH treatment of public open space in an assessment scenario.
    - Removal of the Public Realm Fund can in part balance out utilising the standard contribution.
10. It is noted that the Town will need to manage any funds received closely and ensure that these are reinvested into appropriate public open space projects in a timely manner. This can be achieved through sound project management of the proposed upgrades to Burswood Station East.

Front Setbacks and Noise Attenuation

11. Burswood Station East is bounded by major transport corridors and future development will be required to address the impacts of noise on occupants in accordance with State Planning Policy 5.4. The impact of noise increases with proximity and there is potential that the standards of State Planning Policy 5.4 might only be met through separation. It is recommended that a provision in draft LPP 40 be added to allow for this eventuality while retaining alternative strategies as a preference to setback modifications. The additional recommended provision is as follows:

AO5.3.3 Setbacks greater than those stated in AO5.3.2 are considered where necessary to meet the requirements of State Planning Policy 5.4 Road and Rail Noise, provided that:

a) the building incorporates articulation and variation in street setbacks;

b) the setback area and building facade are designed to meet the streetscape interface typology objectives and have a positive impact on the street environment; and

c) the application is supported by a report from a suitably qualified acoustic consultant demonstrating that appropriate design measures to mitigate noise impacts has been taken and the proposed setbacks are unavoidable and necessary.

General Modifications for Readability

12. A number of minor modifications are also recommended to generally improve the readability of the policy document. These are detailed in the table below.

Draft LPP 40 Reference	Proposed Modification	Justification
2.3 Definitions	Add new definition for "R-Codes"	Provide clarity on the meaning of this common abbreviated term.
Part 3 How to Use This Policy	New section "3.2 Retention and Replacement of R-Codes Acceptable Outcomes" added on page 10.	Provides guidance on how to interpret the "Relationship to SPP7.3" tables that preface each design element throughout Part 5 of LPP40.
5.1 Applicable Standards and Requirements, subclauses 5.1.1 to 5.1.3	Consolidate and shorten existing 5.1.1 to 5.1.3 to improve readability.	Improve readability. There is no change to the intent of the provisions.
5.1 Applicable Standards and Requirements	Insert a new clause 5.1.3 as follows "Where an Acceptable Outcome in this Policy refers to a provision from the R-Codes Volume 2, all development types including those not generally subject to the R-Codes Volume 2 (Single Dwellings, Grouped Dwellings and Non-Residential Development) shall be assessed as if those specified provisions applied".	This clause provides overarching clarification for the interpretation of references to the R-Codes Volume 2 throughout the document. Including this clause negates the need to repeat references to all of these development types in more specific parts of LPP40. The new clause 5.3.1 is designed to aid interpretation and does not change the intent of LPP40.
5.2	Text and tables rearranged over an extra page (no change to content)	Improve readability. There is no change to the intent of the provisions.
5.2.1	Add additional text: "b. development in excess of 6 stories in height is approved…"	Improve readability. There is no change to the intent of the provision.
5.3.1	Relocate 5.3.1 to 5.3.4 and renumber all affected provisions.	Improve readability. The proposed modification directly links

	Reword 5.3.1 to read "5.3.4 Where a street setback area is provided, the setback area is to be landscaped to a high standard to support the Streetscape Interface Typology objectives in Part 4".	landscaping requirements with the overarching desired streetscape outcomes.
Figures 3A to 3D	Captions updated to address labelling error.	Improve readability. There is no change to the intent of the provisions.
5.4.1	Remove references to "all other development, including Single Dwellings, Grouped Dwellings and Non-Residential Development"	This text is superfluous with the introduction of subclause 5.1.3 described above. There is no change to the intent of the provisions.
5.6.1	Reorder and renumber all subclauses	Improve readability through arranging subclauses in a progression. There is no change to the intent of the provisions.
5.6.2a, 5.6.2b, 5.6.2c and 5.6.2d	Insert "In addition to AO5.6.1…" at the beginning of each	Improve readability through clarifying that both clauses are applicable. There is no change to the intent of the provisions.
5.6.2a(ii) "Development fronting Urban Avenues includes awnings that:"	Modify provision to read "Development fronting Urban Avenues includes continuous awnings that:"	Insertion of the word "continuous" conveys that awnings should comprise a major feature of the façade design, and should be designed to complement the general continuous frontage aesthetic and as well as provide weather protection for pedestrians.
5.6.2a(iv), 5.6.2b(ii) and 5.6.2c(ii) "Car parking areas are to be sleeved or located below ground level…"	Modify all provisions to read "Car parking areas are to be sleeved with active uses or located below ground level…"	Insertion of the words "with active uses" clarifies the intention of the word "sleeved" in these provisions.
5.6.2	Replace all instances of the term "parapet wall" with the term "boundary wall".	Consistency with terminology used in the R-Codes and Local Planning Policy 26. There is no change to the intent of the provision.
5.6.2d(iv) "No more than one vehicle access point per frontage servicing a development, unless required for infrastructure servicing or emergency management."	Relocate (advertised) clause AO5.7.2 to become clause AO5.6.2d(iv).	This Acceptable Outcome was previously included in Part 7 Laneway Design Areas. This created some uncertainty as to whether the provision applied only to sites within a Laneway Design Area or to all development fronting laneways. The relocation of the provision removes this uncertainty.

5.7	Reorder and renumber all subclauses	Improve readability through arranging subclauses in a progression. There is no change to the intent of the provisions.
5.7.1 and 5.7.2	Insert a new subclause in each that reads: "Limits vehicle access points to a maximum of one access point per site;"	This provides clarity following the relocation of AO5.7.2 to become clause AO5.6.2d(iv) as described above.
5.7.4	Insert a new clause 5.7.4 that reads: "AO5.7.4Where a site is to be developed in accordance with a Local Development Plan under this part: a. in the case of Transitional Development, the Local Government may approve the development in the absence of a Local Development Plan where the development does not prejudice the future character or utility of the Laneway, or attainment of the specific outcomes in AO5.7.1 and AO5.7.2; or b. in the case of all other development, consistency with a Local Development Plan that has been approved by the Local Government shall be demonstrated at the time of lodging a Development Application.	The new clause provides clarity on when in the development process the required Local Development Plans should be prepared.
5.7, Figure 4	Reword caption to read "Laneway Design Areas for the Burswood Station East Precinct"	Improves clarity and readability. There is no change to the intent.
5.9.3b "create any additional unacceptable amenity impacts;"	Reword to read "create any additional unacceptable amenity impacts such as excessive noise, odour, heavy vehicle movements or overshadowing"	Provides more specific guidance on the unacceptable impacts inconsistent with the future character of the precinct.
6.1.3 "The Town may also, at its discretion, approve development with additional Building Height and/or Plot Ratio that exceeds the base standards or requirements in the TPS 1 Precinct Plan and Part 5 of this Local Planning Policy and exceeds any additional Plot Ratio	Reword text to read "The Town may also, at its discretion, approve development with Building Height or Plot Ratio that exceeds the base standards or requirements in the TPS 1 Precinct Plan and this Local Planning Policy so long as such variation does not exceed the	Removes excess wordage to improve readability.

above the base standards or requirements as provided by clause 6.1.2 of this Local Planning Policy, so long as such variation does not exceed the absolute maximums set out in Table Two, where:"	absolute maximums set out in Table Two, where:"	
7.1.1	Insert text "Western Australian Planning Commission's" before text "Development Control Policy 2.3…"	Improves clarity through differentiating between State and Town policies.

Local Planning Policy 35 Policy Relating to Development in Burswood Station East

13. Local Planning Policy 35 ("LPP 35") was adopted to guide Council's decision making until such time as a robust local planning framework for the BSE Precinct is adopted. It states that Council will not support substantial applications for development until that time. Amendment 82 and draft LPP 40 meet the intent of LPP 35 for a detailed local planning framework (which is expressed in LPP 35 as a local structure plan, but as addressed in the Amendment Report for Amendment 82 this is not considered required). Therefore it is recommended that LPP 35 be revoked upon commencement of draft LPP 40 and gazettal of Amendment 82.

Timing of Draft LPP 40 Approval

14. Scheme Amendment 82, draft LPP 40 and the revocation of LPP 35 provide comprehensive guidance for future development of the Burswood Station East precinct in keeping with the vision for the area and Office/Residential zoning. These changes to the Town's planning framework will facilitate a more intense form of a development with high-quality built form and public realm aspirations fitting of a transit-oriented development.
15. While the provisions of Draft LPP 40 can largely operate under the current TPS1 zoning, it is intended to complement Scheme Amendment 82. In the interests of orderly and proper planning, it is appropriate for Draft LPP 40 to become operational (and LPP 35 to be formally revoked) once Scheme Amendment 82 comes into effect. Accordingly, it is recommended that formal notice of adopting Draft LPP 40 and revoking LPP 35 be executed once Scheme Amendment 82 is gazetted.

Relevant documents

Local Planning Policy 35 Policy Relating to Development in Burswood Station East

State Planning Policy 7.3 Residential Design Codes – Volume 1

State Planning Policy 7.3 Residential Design Codes – Volume 2

State Planning Policy 5.4 Road and Rail Noise

Town of Victoria Park Public Open Space Strategy

Development Control Policy 2.3 Public Open Space in Residential Areas

COUNCIL RESOLUTION (39/2021):	

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

That Council:

1. Revokes Local Planning Policy 35 'Policy Relating to Development in Burswood Station East', in accordance with clause 6 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, and subject to the gazettal of Amendment No. 82 to the Town of Victoria Park Town Planning Scheme No. 1.
2. Adopts Local Planning Policy 40 'Burswood Station East Precinct Design Guidelines and Public Realm Improvements', in accordance with clause 4(3) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, and subject to the gazettal of Amendment No. 82 to the Town of Victoria Park Town Planning Scheme No. 1.

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

12.8 Covid-19 Economic Impact and Opportunities Assessment

Location	Town-wide
Reporting officer	Lisa Tidy
Responsible officer	David Doy
Voting requirement	Simple majority
Attachments	1. Economic Impact and Opportunities Assessment [**12.8.1** - 50 pages]

Recommendation
That Council notes the COVID-19 Economic Impact and Opportunities Assessment.

Purpose

To note the final COVID -19 Economic Impact and Opportunities Assessment.

In brief

- In response to the COVID-19 pandemic, FAR Lane was engaged as a consultant to prepare a COVID-19 Economic Impact and Opportunities Assessment (EIOA).
- The EIOA analyses the impact of COVID-19 on the local economy and business community, as well as providing key themes and recommended initiatives and projects the Town can engage in.
- Three industry roundtables were undertaken as part of the process, as well as engagement with other key stakeholders. Feedback from these sessions informed the creation of the final EIOA.

Background

1. On 15 March 2020, a state of emergency was declared for Western Australia in response to the pandemic caused by COVID-19. This resulted in significant changes to the local economy, including social distancing measures and bans on large gatherings, resulting in hospitality businesses only being able to operate under a takeaway or delivery method, and many businesses having to adapt to the new measures.
2. As restrictions eased, and businesses begun to return to trade under a 'new normal', it became obvious there was a need to better understand the impact COVID-19 had on the local economy, as well as opportunities that the Town could seize to support the business community.
3. Council resolved to adopt a COVID-19 Response Strategy (Restart VicPark Strategy) and establish a COVID-19 Response Working Group at the 21 May 2020 Ordinary Council Meeting (OCM). The Restart Vic Park Strategy also included a COVID-19 Action Plan (CAP) which was approved at the 18 August 2020 OCM. The CAP includes an action to prepare an EIOA.
4. The EIOA provides guidance that identifies targeted projects and processes appropriate for local government that can help local business as they recover from the COVID-19 pandemic. This guidance is appropriate to us for both the Town Administration as well as Elected Members.

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 local business community were engaged throughout the process, and their feedback was used to inform the final report.
CL03 - Well thought out and managed projects that are delivered successfully.	The project was delivered on time and within budget.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	Businesses were engaged as part of the process and received ongoing communication.

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 final report outlines several key themes and initiatives the Town can undertake to work with, and support, the local business community.

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	Local businesses that took part in the industry roundtables had their feedback heard and fed into the final report.

Engagement

Internal engagement	
Place Planning	Place Leaders were engaged throughout the process through several workshops. Place Leaders also attended the external business workshops.
Communications	Key staff in the Communications team were part of relevant internal workshops.
COVID-19 Response Working Group	The EIOA and its recommendations were presented to the COVID-19 Response Working Group
Selected Staff	A briefing meeting between selected staff from across the entire organisation was held to discuss the EIOA and its recommendations.

External engagement	
Stakeholders	Business owners, community members
Period of engagement	Throughout October- industry roundtables were held on: • 14 October • 16 October • 22 October There were also a number of one on one meetings held throughout October and the start of November.

Level of engagement	3. Involve
Methods of engagement	Three industry roundtables were held with a number of representatives across different industries. Other stakeholders were engaged with one on one.
Advertising	Emails were sent to businesses from key industries.
Submission summary	n/a
Key findings	Please see the *Appendix 1 - Town of Victoria Park COVID-19 Impacts and Opportunities Industry Roundtables - Workshop Summary* within the Economic Impact and Opportunities Assessment for key findings.

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	Additional budget may be required in the future to deliver some of the initiatives within the report, however funding will be requested through the usual budget process on a case by case basis.

Analysis

5. FAR Lane was engaged to prepare a COVID-19 EIOA, as well as engage with the local business community through a number of industry roundtables.
6. Three industry roundtables were held with a total of 24 businesses contributing to them. A number of other key stakeholders were engaged with also (ie Support our Strip and Vic Park Collective).
7. A number of internal workshops were also held with key areas, with the final report presented to a broad range of staff.
8. The final EIOA is contained in Attachment 1 and presents:
    a) An analysis of the impact of COVID-19 on the local economy and key industries.
    b) A summary of the engagement undertaken throughout the process.
    c) A SWOT analysis.
    d) Key converging themes due to the data analysis and engagement.
    e) Potential local government initiatives and projects.
9. The EIOA is a key informing document in the development and prioritisation of key projects, services and procedural improvements in the Town and is a useful guide for Elected Members and Town Staff when making decisions that impact the recovery of the Town's local economy.
10. It is recommended that the EIOA is noted by Council, in particular the potential local government initiatives and projects which may inform the Town's future program of work.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (40/2021):	
Moved: Cr Claire Anderson	**Seconded:** Cr Vicki Potter

That Council notes the COVID-19 Economic Impact and Opportunities Assessment.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

12.9 Urban Forest Strategy Implementation Working Group Terms of Reference 2021-2022

Location	Town-wide
Reporting officer	Pierre Quesnel
Responsible officer	David Doy
Voting requirement	Simple majority
Attachments	1. DRAFT Terms of Reference - UFS IWG [**12.9.1** - 3 pages]

Recommendation

That Council endorses the terms of reference for the Urban Forest Strategy Implementation Working Group contained in Attachment 1.

Purpose

To endorse the Terms of Reference for the Urban Forest Strategy Implementation Working Group (UFSIWG) as included in attachment 1.

In brief

- On 18 January 2021 the UFSIWG met for the first time with the newly appointed members.
- During this first meeting a Draft Terms of Reference was reviewed by the group with several amendments recommended.
- Following circulation to the group of the amended version consensus was reached that the attached Terms of Reference should go to the March OCM for final endorsement.

Background

1. The UFSIWG is not a decision-making body. It collaborates with Town staff and suggest ideas and techniques, however its main role is the provision of advice and recommendations on various proposals which helps inform operational decisions by staff.
2. The UFSIWG was formed in December 2019 with the members developing a Terms of Reference that prescribed a 12-month term for the group.
3. The group has collaborated with Town staff and provided valuable advice and recommendations on a wide range of UFS implementation activities and processes throughout 2020.
4. At the 19 May 2020 OCM, Council adopted Policy 101 Governance of Council Advisory Groups and adopted a motion that Council ratify the appointment of the members of the UFSIWG and the Terms of Reference of the UFSIWG until the end of their term on 31 December 2020.
5. At the 20 October 2020 Council resolved to establish a UFSIWG, and requests that the Chief Executive Officer presents a further report by December 2020 back to Council with a recommendation on community member appointments in line with the selection criteria and process endorsed at that OCM.
6. At the 15 December OCM Council appointed the membership of the UFSIWG following an expression of interest process.
7. On 18 January 2021 the UFSIWG met for the first time with the newly appointed members.

8. During this first meeting a Draft Terms of Reference was reviewed by the group with several amendments made. Following circulation to the group of the amended version consensus was reached that the attached Terms of Reference should go to the March OCM for final endorsement.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The UFSIWG has been a valuable contributor of recommendations and advice that have enabled successful first year of implementation actions and processes.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	The Terms of Reference clarifies the roles, responsibilities and expectations of the members of the group. An appropriate Terms of Reference will ensure the experience of the community members within the group will be a positive one.
CL09 - Appropriate devolution of decision-making and service provision to an empowered community.	The group has built upon the community knowledge base and drawn from local knowledge to guide urban greening in the Town. This has allowed community leaders in this field a direct and meaningful role in guiding the direction and methods employed by the Town.

Environment	
Strategic outcome	Intended public value outcome or impact
EN07 - Increased vegetation and tree canopy.	The group has improved the outcomes of Urban Forest implementation activities that have led to increases in the amount of additional canopy delivered and in the expansion of vegetated areas through Town.

Engagement

Internal engagement	
Stakeholder	Comments
Governance	Advice provided on the terms of reference and impact of Policy 101 Governance of Council Advisory and Working Groups.

External engagement	
Stakeholders	Urban Forest Strategy Implementation Working Group members

Period of engagement	n/a
Level of engagement	4. Collaborate.
Methods of engagement	The draft terms of reference were included in the meeting agenda for the group's 18 January meeting. This draft was reviewed by members prior to the meeting and the collaboratively reviewed during the meeting. An amended version was circulated and consensus reached on the final version.
Advertising	n/a
Submission summary	n/a
Key findings	Several amendments were made.

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 endorsing the terms of reference means the group will lack clarity around member roles, responsibilities and expectations reflecting poorly on the Town's ability to collaboratively work with its community.				Low	TREAT risk by adopting an appropriate terms of reference which provides strong guidance for the successful operation of the group.
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

9. The first year of the UFSIWG has been highly successful and issue free. Town staff have appreciated the collaborative manner in which the group has functioned and have valued recommendations from the community members.
10. The UFSIWG is one of the approaches that contributes to the Town's Urban Forest Strategy being viewed as best practice in community led urban greening as evidenced by the recent state and nation wide media exposure it has received.
11. The following significant changes to the previous terms of reference were made following a collaborative review by Town Officers and members of the UFSIWG:
    (a) The duration of the term of the group will be 24 months (the 24-month term will be completed at the end of the 2022 calendar year).
    (b) That the appointed 6 community members and 3 elected members are voting members of the group. The following officers are to be appointed to the group by the CEO as non-voting members:
        (i) Chief Community Planner;
        (ii) Manager Place Planning;
        (iii) Manager Infrastructure Operations;
        (iv) Place Leader Urban Forest; and
        (v) Parks Technical Officer.
    (c) The addition of the following role: *"Act as an Urban Forest Community Ambassador through active sharing and promotion of Urban Forest news and activities and participating in leadership opportunities for implementation, education or planting projects."*
    (d) That a quorum shall be 4 (four) voting members and must comprise at least 2 community members.
    (e) That meeting notes will be published on the Town's website.
12. It is recommended that Council endorses the UFSIWG Terms of Reference.

Relevant documents

Policy 101 Governance of Council Advisory Groups

AMENDMENT:	

Moved: Cr Brian Oliver **Seconder:** Cr Claire Anderson

The recommendation be amended to remove the full stop and the following words added at the end of the recommendation to read:
with the deletion of the following dot points under part 8 of Attachment 1:
Dot point 2
Dot Point 3
Dot Point 6
Dot Point 7; and
Dot Point 9

CARRIED (7 - 2)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife

Against: Cr Ronhhda Potter, Cr Jesvin Karimi

Reason:
I believe that dot point 2 should be deleted as the first part of this dot point is addresses in dot point 5 of section 8, which deals with monitoring the Town's progress towards attaining the UFS' goals of 20% canopy coverage.

Regarding the second part of dot point 2, considering the Working group has no delegated authority, I don't think it is appropriate for the working group to have in its role "adherence to timelines". If there are any concerns or issues with the timeliness or otherwise of the IAP, I believe this should be dealt with administratively and not by working group members.

I believe dot point 3 and 7 are a repetition of dot point 4, and for clarity, dot point 4 is a more high order role of the working group.

With regards to dot point 6, as the ToR's purpose and objective states that the working group will provide advice and recommendations on the planning and delivery of UFS initiatives, I think the wording of dot point 6 is a blurring of the lines in how the group could be directing or influencing operational or management plans, which I believe are outside of the purpose of the Working Group.

And finally, given questions and responses provided to EMs regarding dot point 9 and working group members acting as Urban Forest Community Ambassadors, I am also proposing the deletion of dot point 9 as this is a further example in my view of the role of this group expanding beyond the outlined purpose and objectives of the draft ToR.

With the above said, my proposed amendment to section 8 of the working group's ToR is not about diminishing the role of the working group, rather ensuring the group remains focused on providing advice and recommendations to the Town in the planning of our UFS initiatives. Should these amendments not be supported, I would then request that this Council reconsider the purpose and objectives of the ToR so that the role of the group properly reflects its overarching principles.

COUNCIL RESOLUTION (41/2021):	

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

That Council endorses the terms of reference for the Urban Forest Strategy Implementation Working Group contained in Attachment 1 with the deletion of the following dot points under part 8 of Attachment 1:
Dot point 2
Dot Point 3
Dot Point 6
Dot Point 7; and
Dot Point 9

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

13 Chief Operations Officer reports

13.1 TVP/20/07 Turf Mowing and Maintenance Works

Location	Town-wide
Reporting officer	Gregor Wilson
Responsible officer	Nicole Annson
Voting requirement	Simple majority
Attachments	1. 2021-02-16 - Probity Certificate - Town of Victoria Park - TV P-20-07 [**13.1.1** - 2 pages] 2. CONFIDENTIAL REDACTED - TV P 20-07 Evaluation Report [**13.1.2** - 55 pages]

Recommendation

That Council awards the contract associated with TVP/20/07 Turf Mowing and Maintenance Works to LLS Aust Pty Ltd trading as Lochness Unit Trust (ABN 69 516 567 693) for the maintenance of turf areas and other works, with the terms and conditions as outlined in the contract.

Purpose

To seek Council approval to appoint a preferred contractor to carry out Turf Mowing and Maintenance Works as the value of the tender exceeds $250,000. It is estimated that the contract will cost in the order of $1,221,170 (excluding GST) over the maximum term of the contract.

In brief

- TVP/20/07 was advertised in the West Australian newspaper on Wednesday 28 October 2020 and released via the tenderlink Portal on the same day.
- The tender submission deadline closed at 2pm on 12 November 2020.
- Suppliers were requested to provide a schedule of rates for mowing, garden maintenance and turf renovations.
- This item's approved municipal funding allocation comes out of various parks budgets and is estimated as $350,000 - $450,000 per annum. The contract is for three years with the option of two further 12-month extensions.
- Ten submissions were received. All were deemed compliant.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by LLS Aust Pty Ltd trading as Lochness Unit Trust and enters into a contract to carry out the required works.

Background

22. The Town of Victoria Park has over 92 hectares of irrigated public open space.
23. The Town maintains drainage sumps, main arterial road verges, and two industrial areas in addition to parkland areas.

24. While the Town staff carry out some tractor mowing of active playing surfaces and hand mowing of selected small parks, the majority of mowing within the Town is carried out under contact as the Town is not resourced to do so in house.
25. The tender Scope of Works covers mowing of reserves, verges and sumps, turf renovations and garden bed maintenance. This can include weed control, minor pruning, reactive works and litter removal.
26. Turf renovation work relates to specialized maintenance of our turf playing surfaces and can include coring, vertimowing, vertidraining, sweeping, turfing and foliar application of fertilizers or wetting agents.

Compliance criteria

27. Tender submissions must comply with the advice provided under the compliance criteria, as indicated in section 5.2.1 of the tender documents.
28. The Town's Senior Procurement Officers assessed all submission for compliance against the compliance criteria set out in section 5.2.1 of the tender documents.
29. All submissions were deemed compliant.

Evaluation process

30. The evaluation was conducted as per the Evaluation Plan that was prepared and endorsed by the Evaluation Team before commencing the evaluation.
31. Tenders were assessed against the following Qualitative criteria:

Relevant experience i). Provide details of similar work undertaken ii). Provide scope of the Tenderer's involvement including details of outcomes. iii). Provide details of issues that arose during the project and how these were managed. iv). Demonstrate competency and proven track record of achieving outcomes. v). Project reference sheet.	Weighting 30%
Methodology, key issues and risks i). Proposed methodology for this project to be completed on time and within budget. ii). Evidence of successful results. iii) Ability to provide a high level of: - Site management - Finish - Practices regarding industrial relations - Practices regarding environmental protection - Practices providing a safe working environment. iv). Understanding of the required service by identifying the key issues and risk associated with delivering the project.	Weighting 20%
Occupational Health and Safety Capability Tenderers must address the following information in an attachment and label it "Occupational Health and Safety": Your response must include consideration of (but is not necessarily limited to):	Weighting 10%

i). Prepare detailed 'Safe Work Method Statements' that are relevant to the services and facilities detailed in the scope of work. ii). Complete and return the Contractor's Occupational Safety and Health Management System Questionnaire. iii). Complete and return the Tenderer's Safety Record schedule.	
Price Tenderers to provide Schedule of Rates and complete Pricing Schedule provided in Part 5 of tender document.	Weighting 40%

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 process ensures integrity in the appointment of contracts for maintaining Town assets.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Programmed maintenance of the Towns Public Open Space ensures an aesthetically pleasing and clean area for the public 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.	Regular mowing and garden maintenance of Public Open Space ensures they are kept to an acceptable standard.

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Parks staff	Provide feedback on tender document and current practices.
Clubs Development Officer	Feedback on park standards relating to sporting clubs and level of service

Legal compliance

Section 3.57 of the Local Government Act 1995

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Failure to have a transparent, credible process for employing a contractor	Moderate	Almost certain	High	Low	TREAT risk by awarding a contract with clear scope objectives, service level agreement and KPIs to ensure POS and verges are maintained to agreed standards.
Environmental	Failure to maintain parks resulting in the spread of weeds	Moderate	Likely	High	Medium	TREAT risk by adopting a regular maintenance regime
Health and safety	Failure to maintain parks to safe standard resulting in potential injury	Moderate	Possible	Medium	Low	TREAT risk by adopting a regular maintenance regime
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not applicable				Low	
Service delivery	Failure to maintain parks due to lack of resources	Moderate	Likely	High	Medium	TREAT risk by awarding this contract to the recommended contractor

Financial implications

Current budget impact	Council Delegation 1.1.16 – Limits on Delegations to CEO requires all tenders exceeding $250,000 to be by Council determination. Sufficient funds exist within the annual budget to address this recommendation.

Future budget impact	Funds relating to this tender will be included in future maintenance budgets.

Relevant documents

Council Policy 301 Purchasing

Analysis

32. Due to the value of the tender being over $1,000,000, an external probity advisor was formally engaged to provide probity oversight and compliance with relevant legislation and Town's Procurement policy requirements. A probity certificate is provided in attachment. The detailed evaluation report is also provided as a confidential attachment.
33. The assessment of the submissions was formally undertaken by a panel that included:
    a) Reserves and Capital Works Supervisor
    b) Manager Infrastructure Operations
    c) Finance Manager
34. The Town received a total of ten submissions, and all were deemed compliant.
35. An evaluation of submissions against the qualitative criteria and was conducted as per the Evaluation Plan.
36. Price assessment was carried out using quantity estimates multiplied by the schedule of rates the tenderers provided, to provide a total to be used for the price weighting.
37. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings shown below with 1 as the highest score (Included are the Top 3 rankings only).

Company	Ranking
LLS Australia trading as Lochness Unit Trust	**1**
LD Total	3
Turfmaster Facility Management	2

38. Therefore, it is recommended LLS Aust Pty Ltd trading as Lochness Unit Trust be awarded the contract as it is considered the most advantageous for the Town.

COUNCIL RESOLUTION (42/2021):	

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

That Council awards the contract associated with TVP/20/07 Turf Mowing and Maintenance Works to LLS Aust Pty Ltd trading as Lochness Unit Trust (ABN 69 516 567 693) for the maintenance of turf areas and other works, with the terms and conditions as outlined in the contract.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

14 Chief Financial Officer reports

14.1 Schedule of Accounts for January 2021

Location	Town-wide
Reporting officer	Bonnie Hutchins
Responsible officer	Stuart Billingham
Voting requirement	Simple majority
Attachments	1. Payment Summary Listing - January 2021 [**14.1.1** - 7 pages]

Recommendation

That Council:

1. Confirms the accounts for 31 January 2021, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Confirms the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

Purpose

To present the payments made from the municipal fund and the trust fund for the month ended 31 January 2021.

In brief

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

Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the Local Government (Financial Management) Regulations 1996.
2. Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment is to be noted on a list compiled for each month showing:
   (a) the payee's name
   (b) the amount of the payment
   (c) the date of the payment
   (d) sufficient information to identify the transaction
3. That payment list should then be presented at the next Ordinary Meeting of the Council, following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.
4. The payment list and the associated report was previously presented to the Finance and Audit Committee. Given this Committee's scope has changed to focus more on the audit function, the payment listings will be forwarded to the Elected Members ahead of time. Any questions received prior

to the finalisation of the report will be included along with the responses within the Schedule of Accounts report for that month.

5. The list of accounts paid in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996 is contained within the attachment and is summarised below.

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn	608817 - 608826	4,487
Creditors – EFT Payments		2,555,604
Payroll		1,613,375
Bank Fees		8,456
Corporate MasterCard		7,026
		4,188,948

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The presentation of the payment listing to Council is a requirement of Regulation 13 of Local Government (Financial Management) Regulation 1996.

Legal compliance

Section 6.10(d) of the Local Government Act 1995
Regulation 13 of the Local Government (Financial Management) Regulation 1996

Risk management consideration

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

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

Financial implications

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

Analysis

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

Relevant documents

Procurement Policy

COUNCIL RESOLUTION (43/2021):	

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

That Council:

1. Confirms the accounts for 31 January 2021, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Confirms the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

14.2 Financial Statement for month ending January 2021

Location	Town-wide
Reporting officer	Bonnie Hutchins
Responsible officer	Stuart Billingham
Voting requirement	Simple majority
Attachments	1. Financial Statements for the month ending January 2021 [**14.2.1** - 37 pages]

Recommendation

That Council:

1. Accepts the Financial Activity Statement Report – 31 January 2021 as attached.
2. Notes that the Town's final opening financial position (1 July 2020) is subject to final audit.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 31 January 2021.

In brief

- The financial activity statement report is presented for the month ending 31 January 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 several 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 31 January 2021.

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:

   (a) 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.

   (b) 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:

   (a) Period variation
   Relates specifically to the value of the variance between the budget and actual figures for the period of the report.

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

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

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	To make available timely and relevant information on the financial position and performance of the Town so that Council and public can make informed decisions for the future.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Engagement

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

Legal compliance

Regulation 34 of the Local Government (Financial Management) Regulations 1996

Risk management consideration

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

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

Financial implications

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

Analysis

4. The Financial Activity Statement Report – 31 January 2021 complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that the Financial Activity Statement Report – 31 January 2021 be accepted.

Relevant documents

Not applicable.

COUNCIL RESOLUTION (44/2021):	

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

That Council:

1. Accepts the Financial Activity Statement Report – 31 January 2021 as attached.
2. Notes that the Town's final opening financial position (1 July 2020) is subject to final audit.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

14.3 Adoption of Vehicle Management Local Law 2021

Location	Town-wide
Reporting officer	Lisa Manser
Responsible officer	Luke Ellis
Voting requirement	Absolute majority
Attachments	1. Vehicle Management Local Law 2021 [**14.3.1** - 36 pages] 2. Vehicle Management Local Law Public Submissions [**14.3.2** - 3 pages]

Recommendation

That Council:

1. Considers the submissions received in relation to the proposed *Vehicle Management Local Law 2020*.
2. Makes the *Town of Victoria Park Vehicle Management Local Law 2021* as at attachment 1 in accordance with section 3.12 of the *Local Government Act 1995*.
3. Refers further consideration of local laws related to prevention of parking on verges to the September 2021 concept forum.

Purpose and effect

The purpose of this local law is to provide for the regulation, control and management of parking and vehicles within the local government.

The effect of this local law is to regulate parking and vehicles, including where they may stop or park, requiring tickets for parking in certain locations and preventing certain types of vehicles from being in certain locations.

Purpose

To consider submissions received in relation to the proposed *Vehicle Management Local Law 2020* and make the *Vehicle Management Local Law 2021*.

In brief

- As required by law, consultation commenced on the proposed *Vehicle Management Local Law 2020* on 1 October 2020 and closed on 21 November 2020.
- It is recommended the *Vehicle Management Local Law 2021* be made with minor amendments.

Background

0. Council at its meeting on 18 February 2020 resolved that a review of the *Town of Victoria Park Parking and Parking Facilities Local Law 2008* be conducted. As a result of this review, Council at its meeting on 15 September 2020 resolved to give notice of its proposed *Vehicle Management Local Law 2020*.
1. The Town of Victoria Park as a local government is responsible for the management of 196km of roads. This management does not just include maintenance but also the management of use of these roads, in the context of state laws. As part of this role, local governments make local laws to manage vehicles, including where they may park and stop. Through these laws local governments often adopt aspects of

the *Road Traffic Code 2000*. By adopting these local laws, it means that the Town can enforce these laws through its Parking Officers and Rangers. This frees up the WA Police to focus on other more serious criminal matters.

2. The Town of Victoria Park in the *Parking and Parking Facilities Local Law 2008* has implemented a large number of these controls. A significant amendment exercise through the *Parking and Parking Facilities Amendment (General) Local Law 2013* was undertaken in 2013 in order to implement paid parking within the local law.

3. Since 2008 and the 2013 amendments, transport methods have evolved including the introduction of ride share services and a significant increase in on demand food delivery. These are recognised in changes to state legislation in the *Transport (Road Passenger Services) Bill 2018*. Amendments are also proposed to laws in respect of wheel clamping, impounding and towing of vehicles through the department of transport.

4. Technology is also evolving in the parking space. In 2019 the Town introduced pay by app parking and in 2020 has introduced digital permits. In the coming financial year, the Town will be undertaking the review of the Integrated Movement Network Strategy and Parking Management Plan which will set out the Town's policy approach that the local law will implement.

5. In developing any replacement local law the focus was on the below core objectives:
   (a) A functional local law that matches the nature of the Town as an inner-city suburban local government and its parking infrastructure;
   (b) Consideration and avoidance of any conflicts with the Road Traffic Amendment (Immobilisation, Towing and Detention of Vehicles) Bill 2020.
   (c) A simple local law that is easy to read and understand for the public; and
   (d) A consistent local law that avoids repetition and duplication of clauses and laws.

6. The local law is divided into five key parts:
   (a) Part 2 – General laws of parking and stopping
   (b) Part 3 – Stopping Zones
   (c) Part 4 – Parking Zones
   (d) Part 5 – Paid Parking
   (e) Part 6 – Parking Permits

7. Each of these parts sets out a core aspect of the law and the different ways the Town manages vehicles.

8. Information regarding the law parts can be found in the report of the 15 September 2020 Ordinary Council Meeting.

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.	Identifying that a law requires replacement demonstrates sound and accountable governance.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Concluding the review of the parking local law fulfils a legislative responsibility.

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.	Updating the parking local law ensures the Town can better support local business in ensuring bay turnover.

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 vehicle management local law will help improve the Town's transport network.

Engagement

Internal engagement	
Stakeholder	Comments
Parking and Rangers	Parking Officers and Rangers were engaged in the process of review for the local law and their feedback was incorporated into the draft.
Street Improvement	No objections were received.
Place Planning	No objections were received.
Urban Planning	Urban planning has no concerns in relation to the proposed law.

External engagement	
Stakeholders	All community members
Period of engagement	1 October 2020 to 21 November 2020
Level of engagement	2. Consult
Methods of engagement	Your thoughts and written submissions
Advertising	Southern Gazette Social Media Website Public notice boards Your thoughts monthly email
Submission summary	4 submissions were received, all supporting the local law as provided at attachment 2.
Key findings	Of the submissions received:

	• Two submissions sought specific parking changes which form part of how the law is administered but not a change to the law itself. • One supported the law unconditionally. • One proposed a significant change to the law which requires further separate consideration.

Other engagement	
Stakeholder	Comments
Department of Local Government, Sport and Cultural Industries	The department provided a submission containing some brief comments regarding the proposed law, however no substantive amendments.
Cornerstone Legal	The Town engaged Cornerstone Legal to provide advice in relation to the proposed law.

Legal compliance

Section 3.12 of the *Local Government Act 1995*

Road Traffic Code 2000

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	The Town fails to conclude the review of the local law.	Moderate	Unlikely	Medium	Low	Treat by resolving the review of local law.
Reputation	The Town's local law is perceived as outdated.	Moderate	Likely	High	Low	Treat by replacing the local law.

Service delivery	Not applicable.	Medium

Financial implications

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

Analysis

9. In accordance with section 3.12 of the Local Government Act 1995, prior to making any local law, the Town was required to give local public notice of the draft law and receive submissions from the public for at least six weeks. In total, the submissions period was open for 52 days. In that period 4 submissions from the public were received. In addition, a submission was received from the Department of Local Government, Sport, and Cultural Industries.
10. The department's submission provided for technical amendments to the local law, particularly inserting the words 'by resolution' into the law where it relates to establishing parking restrictions.
11. One submission from a member of the public proposed a significant change, which would be the prohibition on parking on a verge. The argument they provided in the view of the Town had merit, however, an amendment of this nature would be a significant amendment to the law. Under the Act, this would require readvertising of the law. It should also receive appropriate consideration in relation to the effect it would have on the availability of parking throughout the Town.
12. It is proposed to consider this more thoroughly through discussion and workshop at a future concept forum. If Council were to proceed, an amendment local law could be made to introduce this law.

Relevant documents

Not applicable.

Further considerations

At the March ABF, members of Council sought further information on a number of items noted within the proposed local law, which have been provided below:

1. Trailer and caravan parking is addressed in a number of sections within the proposed local law.
   (a) In relation to verges, section 25(1)c, *A person shall not stop or park a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle*
      (i) A property crossover is considered a part of the verge.
      (ii) To improve the readability a minor change to the definition of a verge has been made on page 9 of the proposed local law, this is considered a minor technical amendment and no further consultation is required.
      (iii) The verge definition has been amended to '*verge has the same meaning as nature strip as given in the Road Traffic Code*' which has been listed in the Legal Compliance section of this report.
      (iv) The Road Traffic Code 2000 provides the following definition; *nature strip means an area between a carriageway and the front boundary of adjacent land, but does not include a path.*

(b) In relation to thoroughfares or parking facilities, section 32(C), *A person shall not park or stop a vehicle if that vehicle is a trailer or a caravan unattached to a motor vehicle*

(c) In relation to paid parking areas, section 69, *Regardless of the number of parking spaces taken up by a vehicle, only one payment is required for the vehicle. For example: If a person parks a car with a trailer across two parking space then they are required to only make one payment*

2. Motorcycle parking is addressed within Section 58, *A person shall not stop or park a motorcycle in a parking zone unless it is wholly within a parking space marked with the symbol "M/C" or otherwise designated as being set aside for the parking of motorcycles.*

13. Section 17(b) applies if parking spaces were available in the middle of the road (carriageway) and angle parking signs or similar signs indicating how to park are not in place, then the driver must park their vehicle at approximately right angle to the centre of the road.

COUNCIL RESOLUTION (45/2021):	

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

That Council:

1. Considers the submissions received in relation to the proposed *Vehicle Management Local Law 2020*.
2. Makes the *Town of Victoria Park Vehicle Management Local Law 2021* as at attachment 1 in accordance with section 3.12 of the *Local Government Act 1995*.
3. Refers further consideration of local laws related to prevention of parking on verges to the September 2021 concept forum.

Purpose and effect

The purpose of this local law is to provide for the regulation, control and management of parking and vehicles within the local government.

The effect of this local law is to regulate parking and vehicles, including where they may stop or park, requiring tickets for parking in certain locations and preventing certain types of vehicles from being in certain locations.

CARRIED (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

15 Committee Reports

15.1 Compliance Audit Return 2020

Location	Victoria Park
Reporting officer	Bana Brajanovic
Responsible officer	Anthony Vuleta
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Audit and Risk Committee:

That Council:

1. Adopts the Compliance Audit Return for the period of 1 January 2020 to 31 December 2020, as shown in attachment 1.
2. Authorises the Mayor and Chief Executive Officer to jointly certify the Compliance Audit Return and submit it to the Department of Local Government, Sports and Cultural Industries by 31 March 2021.

Purpose

To present the response to the 2020 Compliance Audit Return (CAR) for review by the Audit and Risk Committee and Council endorsement, and to refer the Town's responses to the Department of Local Government, Sport and Cultural Industries.

In brief

- Regulation 14 of the Local Government (Audit) Regulations 1996 (Regulations) requires that a Compliance Audit Return be completed and submitted to the Department of Local Government by 31 March 2021.
- Regulation 15 of the Local Government (Audit) Regulations 1996 (Regulations) requires a joint certification to be completed by the Mayor and Chief Executive Officer and the document to be forwarded to the Department of Local Government, Sport and Cultural Industries through 'SmartHub'.
- The Town remains compliant of the Local Government Compliance Audit for 2020 calendar year.

Background

1. In accordance with Regulation 14 of the Local Government (Audit) Regulations 1996, the Town is required to carry out an annual audit of statutory compliance in the form determined by the Department of Local Government, Sport and Cultural Industries.
2. The 2020 Compliance Audit Return deals with the period 1 January 2020 to 31 December 2020 and focuses on those areas considered high risk in accordance with the *Local Government Act 1995* and associated regulations.

3. The Regulations require that the CAR be presented to Council for adoption following review of its Audit and Risk Committee. Once adopted, the CAR is to be certified by both the Mayor and Chief Executive Officer before it is submitted to the Department of Local Government and Communities by 31 March 2021 through SmartHub.
4. The CAR covers a range of matters that require actions to be completed by local governments in performing their functions to maintain legislative compliance with the Act.
5. The CAR requires that responsible officers respond to the audit questions, whether the Town was compliant of required actions, by answering yes, no or n/a.
6. Local governments are required to provide feedback or comments on areas of non-compliance. This assists the Department in better understanding any problems or issues that have resulted in a local government's inability to achieve full compliance in a particular area.
7. The following table summarises the Town's performance in each of the relevant categories, along with a comparison between the 2019 and 2020 CARs.
8. The Town remains 98% compliant for the 2020 Compliance Audit Return.

Category	2019 Audit Questions	Compliance Rating	2020 Audit Questions	Compliance Rating
Commercial Enterprises by Local Governments	5	100%	5	100%
Delegation of Power / Duty	13	100%	13	100%
Disclosure of Interest	19	100%	21	100%
Disposal of Property	2	100%	2	100%
Elections	2	100%	3	100%
Finance	14	100%	11	82%
Integrated Planning & Reporting	7	100%	3	100%
Local Government Employees	5	100%	6	100%
Official Conduct	6	100%	4	100%
Tenders for Providing Goods and Services	27	100%	24	100%
Optional questions	4	75%	10	100%
TOTAL	104	99.03%	102	98.36%

Table 1 – Town's performance in each of the relevant categories, with a comparison between the 2019 and 2020 CARs

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	As the completion of a Compliance Audit Return is statutory under the Act, it is important that this review be submitted to the Department of Local Government by 31 March.

Engagement

Internal engagement	
Stakeholder	Comments
Governance and Strategy	Provided responses under the following sections: commercial enterprises by local governments, delegations, disclosures, election, integrated planning and reporting, official conduct and optional questions.
People and Culture	Provided responses under the following sections: integrated planning and reporting and local government employees.
Financial Services	Provided responses under the following sections: finance, integrated planning and reporting, tenders and optional questions.
Operations	Provided a response under the following section: disposal of property.
Business Services	Provided a response under the following section: commercial enterprises by local governments.
Property and Leasing	Provided responses under the following sections: commercial enterprises by local governments and disposal of property.

Legal compliance

Regulations 14 and 15 of the Local Government (Audit) Regulations 1996.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	N/A					

Environmental	N/A					
Health and safety	N/A					
Infrastructure/ ICT systems/ utilities	N/A					
Legislative compliance	Not completing the Compliance Audit Return will result in non-compliance with the Town's statutory reporting obligations.	Moderate	Likely	High	Low	The submission of the attached Compliance Audit Return to the Department of Local Government by 31 March 2021.
Reputation	N/A					
Service delivery	N/A					

Financial implications

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

Analysis

0. The 2020 Compliance Audit Return contains the following compliance categories:
    - Commercial Enterprises by Local Governments
    - Delegation of Power/Duty
    - Disclosure of Interest
    - Disposal of Property
    - Finance
    - Integrated Planning and Reporting
    - Local Government Employees
    - Official Conduct
    - Tenders for Providing Goods and Services; and
    - Optional Questions.
1. In completing the CAR, relevant officers were required to provide responses to the questions identified as part of their responsibilities. While the survey presented by the Department does not require

inclusion of evidentiary information, the Town has made it a requirement that the responses provided by officers are evidenced by either a comment, or where applicable, citing references to relevant internal and external documents under the 'Comments' section of Attachment 1.

2. The Town has identified two area of non-compliance due to the Town not receiving audit reports from the Office of Auditor General.

Compliance Area	Compliant	Non-Complaint	Opportunity for Improvement
Commercial Enterprises by Local Governments	5		
Delegation of Power/Duty	13		
Disclosure of Interest	21		
Disposal of Property	2		
Elections	3		
Finance	9	2	The Town will continue to work closely with Office of the Auditor General. Due to COVID-19 last year some schedules have been moved.
Integrated Planning and Reporting	3		
Local Government Employees	6		
Official Conduct	4		
Tenders for Providing Goods and Services	24		
Optional Questions	10		

Table 2 – Town of Victoria Park Compliance Audit Return Result Summary

3. Two non-compliance areas were identified in this year's CAR and are as follows:
   - LG Act s7.9(1) - The auditor's report for the financial year ended 30 June 2020 was not received by the Town by 31 December 2020 because the Office of the Auditor General is still completing audit tasks.

- Audit Reg 10(1) - The auditor's report for the financial year ending 30 June has not yet been received by the Town. The auditor's report will be presented within 30 days of completion of the audit once it is received by the Town.

4. The Town responded as Not Applicable (N/A) to questions 6, 7, 8 and 9 under the attachment "Finance" section questions because the final audit report was not available at time of filling in this Compliance Audit Return. The Town will fulfill these requirements when it receives the audit report from the Office of the Audit General.

Relevant documents

Not applicable.

Further consideration

5. At the Audit and Risk Committee meeting held on 22 February 2021, the date of Council accepted the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures was sought. This review was accepted by Council at its meeting of 21 July 2020 – item 15.2.

6. In addition, clarification was sought in relation to the appointment of the Auditor. Following changes to the Local Government Act 1995, the Town no longer has the power to appoint the Auditor. Under the Act, the Office of the Auditor General is the Town's Auditor. The OAG has appointed KPMG to conduct the Audit. The comments have been updated in the CAR.

COUNCIL RESOLUTION (46/2021):	

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

That Council:

1. Adopts the Compliance Audit Return for the period of 1 January 2020 to 31 December 2020, as shown in attachment 1.

2. Authorises the Mayor and Chief Executive Officer to jointly certify the Compliance Audit Return and submit it to the Department of Local Government, Sports and Cultural Industries by 31 March 2021.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

15.2 Update on Outstanding Actions from Reg 17 Review

Location	Town-wide
Reporting officer	Bana Brajanovic
Responsible officer	Anthony Vuleta
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Audit and Risk Committee:

That Council:

1. Receives the update on actions resulting from the Chief Executive Officer's review of systems and procedures relating to legislative compliance, internal controls, and risk management, in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.
2. Requests that the Chief Executive Officer provides a further report to the Audit and Risk Committee on the progress of recommended further actions by December 2021.

Purpose

To present the progress of further actions identified from the Chief Executive Officer (CEO)'s review of systems and procedures relating to legislative compliance, internal controls, and risk management, in accordance with regulation 17 of the Local Government (Audit) Regulations 1996 (the Regulations).

In brief

- Regulation 17 of the Regulations requires the CEO to conduct a review of systems and procedures relating to legislative compliance, risk management and internal controls on a triennial basis.
- To ensure that a thorough review is conducted, each area was reviewed and reported on individually to the Audit Committee in 2019.
- As a result of the reviews conducted, a total of 24 opportunities for improvement were identified across the three areas of review.
- As resolved by Council, an update on the outstanding actions are presented to the Audit and Risk Committee.

Background

1. In 2013, regulation 17 of the Regulations were amended to include a requirement for the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal controls, and legislative compliance on a biennial basis. In 2018, regulation 17 was amended to change the frequency of the review requirement from biennial to triennial.
2. In accordance with regulation 16 of the Regulations, a local government's audit committee is responsible for reviewing the CEO's report, before providing a copy of the report and the results of its

review to Council. In 2019, the Audit Committee received three separate reports for their consideration, relating to risk management, internal controls, and legislative compliance.

3. Upon receiving the results of the review, Council resolved, at its meetings held on 16 April 2019, 17 September 2019, and 17 December 2019, to request that the Chief Executive Officer provide updates to the Audit Committee on the progress of the opportunities for improvement actions identified as part of the reviews. Further to this at its meeting held on 20 October 2020 Council resolved to requests that the Chief Executive Officer provides a further report to the Audit and Risk Committee on the progress of recommended further actions by March 2021.
4. As many actions are already underway, the Town has sought to provide an update on all identified actions, rather than presenting a separate report for each individual area of review.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The Town has a responsibility to ensure that its systems and processes relating to legislative compliance, internal controls and risk management are appropriate and in line with industry best practice.

Engagement

Internal engagement	
Corporate Services	Supplied response to 1.5 and 3.5
Human Resources	Supplied response to 1.3 and 2.2

Legal compliance

Section 17 of the Local Government (Audit) Regulations 1996.

Risk management consideration

Risk impact category	**Risk event description**	**Consequence rating**	**Likelihood rating**	**Overall risk level score**	**Council's risk appetite**	**Risk treatment option and rationale for actions**
Financial	N/A					
Environmental	N/A					
Health and safety	N/A					
Infrastructure/ ICT systems/ utilities	N/A					

Legislative compliance	The Town's current systems relating to internal controls not meeting requirements	Minor	Possible	Medium	Low	Treat risk by proactively improving Processes relating to legislative compliance, Internal controls, and risk management as identified by the review.
Reputation	The Town will face Reputational damage if a lack of appropriate internal controls results in a breach of the Local Government Act 1995, and other relevant legislation	Moderate	Possible	Medium	Low	Treat risk by completing the actions as a result of this review. and Ensure that internal controls, as outlined in The Guidelines, meets best practice standard.
Service delivery	N/A					

Financial implications

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

Analysis

5. There are currently 24 opportunities for improvement identified as a result of the CEO's review of systems and processes relating to legislative compliance, internal controls, and risk management. The status of these actions is summarised below:

Review area	Total actions	No. not started	No. in progress	No. completed
Legislative Compliance	11	0	2	9
Internal Controls	7	0	1	6
Risk Management	6	0	0	6

6. Actions completed or updated since the last report was presented to the Audit and Risk Committee in September 2020 are summarised in the table below:

Review area	Reference Number	Required Action	Status Change	Summary
Internal Controls	2.1	Ensure consistency in the drafting and keeping of procedures and/ management practices using the Town's Record Management System	Complete	The Town has developed a Management Practice which outlines how Management Practices are to be developed, reviewed, and recorded.
Internal Controls	2.4	Establish a review process for procedures and/or management practices	Complete	See response to 2.1.
Internal Controls	2.5	Establish and implement a regular internal audit program.	Complete	An Internal Audit Program was developed and presented to the Audit & Risk Committee in June 2020 and adopted by Council at the July 2020 OCM.
Risk Management	3.2	Review and update operational and strategic risk registers	Complete	The reviewed Strategic Risk Register has been endorsed by Council at its 18 February 2020 meeting. A corporate-wide operational risk has been conducted in October 2020 with a new operational risk register has been established as an output.
Risk Management	3.4	Present regular risk reports to the Audit Committee, in line with its Terms of Reference, and the reviewed Risk Management Framework	Complete	The CEO will continue to conduct biannual strategic risk reviews and present them to the Audit and Risk Committee as per Council resolution and in line with Terms of Reference.
Risk Management	3.6	Implementing an ongoing monitoring and reporting program for both operational and strategic risks, inclusive of risks relating to fraud and misconduct	Complete	An ongoing monitoring and reporting program for both operational and strategic risks has been developed through: Risk Policy; Risk Framework; Risk Management Practice.

7. Actions to be completed and presented to a future Audit and Risk Committee summarised in the table below:

Review area	Reference Number	Required Action	Status	Summary
Legislative Compliance	1.3	Development of a policy and/or procedure for complaints relating to elected members.	In progress	A policy for the management of complaints relating to Elected Members in matters relating to breaches of the Town's Code of Conduct (Division 3) is being developed. This action should be completed before May 2021.
Legislative Compliance	1.7	Ensure the internal audit program is appropriately resourced.	In progress	The Town is going to outsource the internal audit service. This action will be completed by April 2021.
Internal Controls	2.3	Ensure that all 'policy statements' and procedures' are appropriately captured, in line with before the next CEO's review on systems and processes relating to internal controls, which will be due in 2022	In progress	Several outdated policies have been reviewed and the review program is ongoing and should result in every policy having been individually reviewed by 30 June 2022.

8. The full report on each action, inclusive of officer comments, are attached to this report as Attachment 1.

Relevant documents

A Guide to Local Government Auditing Reforms (DLGSC)

Local Government Operational Guidelines No. 9 – Audit in Local Government (DLGSC)

COUNCIL RESOLUTION (47/2021):

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

That Council:

1. Receives the update on actions resulting from the Chief Executive Officer's review of systems and procedures relating to legislative compliance, internal controls, and risk management, in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.
2. Requests that the Chief Executive Officer provides a further report to the Audit and Risk Committee on the progress of recommended further actions by December 2021.

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

16 Applications for leave of absence

Nil.

17 Motion of which previous notice has been given

Nil.

18 Questions from members without notice

18.1 Response to previous questions from members without notice taken on notice at Agenda Briefing Forum on 2 March 2021

Deputy Mayor Bronwyn Ife

1. *When will the trial for the noise-attenuating backboards in Lathlain end?*

The trial was guided as 12 months from the installation of the galvanised steel mesh backboard but will only continue until a compliant "lesser noise" resilient backboard material is determined.

The test backboard material is anecdotally less noisy than the original marine ply backboards but not "quiet".

FRP (fibre-reinforced plastic) UV protected open mesh backboard material is being prepared for installation and review.

An acoustic test has not been performed and is not intended to be done until the FRP material is installed.

2. *If successful, can these be installed in all parks in the Town?*

The back board testing is a case specific exercise to achieve noise regulation compliance. It is not intended to install in all parks in the Town. It may be considered on a case by case basis where backboard use was not noise regulation compliant.

Cr Luana Lisandro

1. *Has Council considered putting padding on the basketball poles at Zone 2X? Can it be considered?*

The Town has been investigating pole pads suitable for external use in the multiuse courts at Zone 2X.

An order has been made for the supply of pole pads for installation in Zone 2X multiuse courts.

It is anticipated they can be installed by the Town in late March 2021.

18.2 Questions from members without notice

Nil.

19 New business of an urgent nature introduced by decision of the meeting

Nil.

20 Public question time

Cr Ronhhda Potter left the chambers at 8:19pm and returned at 8.22pm.

Vince Maxwell

1. In regards to ROW 54, what have the Council exposed us to and how are you provisioning for a future potential claim?

Mayor Vernon advised that she is not in a position to answer to hypothetical questions. She is not aware of any claims and not aware of what the Minister wrote to Mr Maxwell about.

2. In regards to the printing job, were the written quotes obtained as by required by the Council's policy and were any of those quotes obtained based within the Town of Victoria Park?

The A/Chief Executive Officer advised that three written quotes were received and took the second part on notice.

3. In regards to the cost of 16 additional staff in the Workforce Plan, it was passed using an en bloc vote. As it appears that you don't know how much this will cost, does this mean that the Council made this decision without fully understanding the implications and the cost to us ratepayers for years to come?

Mayor Vernon advised no.

Sam Zammit

1. Are you going to answer Mr Maxwell's question?

Mayor advised that she has already answered it.

2. Does the Town intend to create another safety committee?

The Chief Community Planner advised that she is not aware of any plans.

3. Can you review your policy in regards to community safety? What has the Town done in a positive manner to enrich community safety?

Mayor Vernon advised that community safety is a high priority for community surveys. Reports from WA Police have indicated that number of charges for crimes were down for the last year. The Town's Safety Officer and WA Police also hold Suburb Safety Forums and there have been around four so far. The

purpose has been to gather information for immediate concerns from smaller community groups. One example of a concern has been a lack of lighting. Council have looked at improving lights. The Mayor and the Safety Officer are meeting the Officer in Charge of Kensington Police Station.

21 Public statement time

Sam Zammit

1. Made a statement urging Council to consider re-initiating a Safety Committee.

Margot Hayes

1. Made a statement thanking Council for resolving the awarding of the operating subsidy for the Vic Park Community Centre.

John Gleeson

1. Made a statement asking Council and staff members to consider relocating the state and Australian flags closer to the highway.

Vince Maxwell

1. Made a statement about his disapproval for the minimum timeframe of 15 minutes allocated for public question time.

Sam Zammit

1. Made a statement about his concerns about traffic at Higgins Park.

2. Made a statement about his disapproval for electric scooters utilising on footpaths and urged Council to work with State Government on the relevant legislation.

3. Made a statement urged Council to consider a see-through fence for the sump on Langler and Berwick Street.

22 Meeting closed to the public

22.1 Matters for which the meeting may be closed

22.1.1 CEO Mid Year Performance Review Report 2020 - 2021

PROCEDURAL MOTION

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

That Council:
1. Closes the meeting to the members of the public at 8:43pm to consider item 22.1.1, in accordance with Section 5.23(2)(a) of the *Local Government Act 1995*.
2. Permits the A/Chief Executive Officer and the meeting secretary to remain in the chamber during discussion, in accordance with clause 27(3)(a) of the *Town of Victoria Park Meeting Procedures Local Law 2019*.

CARRIED (9-0)

For: Mayor Karen Vernon, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

Against: nil

The meeting went behind closed doors at 8.43pm.

22.2 Public reading of resolutions which may be made public

The meeting was reopened to the public at 8.52pm.

Recommendation from the Chief Executive Officer Recruitment and Performance Review Committee

That this resolution, report and report attachments remain confidential under section 5.23(2) (a) of the *Local Government Act 1995*.

23 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 8.53pm.

I confirm these minutes to be true and accurate record of the proceedings of the Council/Committee.

Signed: ....

.....

Dated this: ..... Day of: 2021

TOWN OF VICTORIA PARK



Agenda Briefing Forum
Notes – 2 March 2021

WE'RE OPEN
VIC PARK

Please be advised that an Agenda Briefing Forum was held at 6.30pm on 2 March 2021 in the Council chambers, administration building at 99 Shepperton Road, Victoria Park.

Her Worship the Mayor Karen Vernon
3 March 2021

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1 About the Agenda Briefing Forum

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

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

Members of the public that are directly impacted by an item on the agenda may participate in the meeting through any of the following methods.

1. **Deputation**
   A deputation is a presentation made by a group of between two and five people affected (adversely or favourably) by a matter on the agenda. A Deputation Form must be submitted to the Town no later than 24 hours prior to the meeting and is to be approved by the Chief Executive Officer.
2. **Presentation**
   A presentation is a submission made by an individual affected (adversely or favourably) by a matter on the agenda. A Presentation Form must be submitted to the Town no later than 24 hours prior to the meeting and is to be approved by the Chief Executive Officer.

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

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

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

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

2 Opening

Mayor Karen Vernon opened the meeting at 6.30pm.

3 Acknowledgement of country

Acknowledgement of the traditional owners

Ngany yoowart Noongar yorga, ngany wadjella yorga. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

I am not a Nyungar woman, I am a non-Indigenous woman. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

There are two opportunities to ask questions and make statements at the beginning and at the end of the meeting. Each public participation time will be held for 30 minutes. Any additional time must be by agreement from the meeting and will be in five-minute increments.

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

4.5 Questions taken on notice

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

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

4.6 Other announcements

Congratulations to Fox India for winning Battle of Bands in Busselton last month. They will be performing at the Lathlain sunset celebration where we will be celebrating all of the work done in the area.

VicVision, the Town's Strategic Community Plan major review is now underway. The community are encouraged to get involved in the wide and varied options for having their say. Workshop registrations are open now and close on14 March. Surveys are open for completion for the next two months.

The Vic Park Business Awards are happening again this year. Nominations from the community are now open and close 9 March.

5 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Ronhhda Potter Cr Wilfred Hendriks Cr Luana Lisandro
Jarrah Ward	Deputy Mayor Bronwyn Ife Cr Vicki Potter Cr Brian Oliver Cr Jesvin Karimi
Chief Executive Officer	Mr Anthony Vuleta
A/Chief Operations Officer	Ms Jayde Robbins
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
Secretary	Ms Amy Noon
Public liaison	Ms Alison Podmore
Public	7

5.1 Apologies

Nil.

5.2 Approved leave of absence

Nil.

6 Declarations of interest

Declaration of financial interest

Nil.

Declaration of proximity interest

Nil.

Declaration of interest affecting impartiality

Name/Position	Cr Vicki Potter
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	Employee of an organisation that receives an operating subsidy.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	12.5 - Operating Subsidies 2020-2021 Round Two
Nature of interest	Impartiality
Extent of interest	On the board of the Harold Hawthorne Community Centre and they receive an operational subsidy.

7 Public participation time

John Gleeson, Carlisle

1. When will the Town get the rest of the money from the sale of the carpark?

Mayor Karen Vernon advised it will be received when the sale is completed. A date for completion is not known.

2. Are there any plans for the redevelopment of the property on the corner of Shepperton Road and Albany Highway?

The Acting Chief Operations Officer took the question on notice.

3. How did the Town get involved in selling the parking area to Woolworths?

Mayor Karen Vernon advised that Fabcot approached the Council with an offer and the Council considered it as is required under the *Local Government Act 1995*.

4. Why did the Town not go out to tender? Does the Town legally have to?

Mayor Karen Vernon advised that the bid was above market valuation and there is no requirement for the Town to invite tenders.

5. Made a statement about his amazement that there is no date that payment is required as it has been quite a few months.

Sam Zammit

1. Made a statement about being misquoted in the minutes of the last Ordinary Council Meeting in relation to imposing a levy on builders to fixing damage done to the Town's infrastructure.

2. How can a statement be recorded incorrectly in the minutes?

Mayor Karen Vernon advised that the minute secretary does their best to record meetings accurately. The audio recording is there to check minutes taken if needed.

3. Did the Mayor say that Tom Wright didn't do anything remarkable?

Mayor Karen Vernon advised that the quote referred to was a quote from Mr Maxwell quoting the Mayor. The Mayor did not make any such claim.

4. Did the Mayor say that the name was not gazetted at the last meeting?

Mayor Karen Vernon advised that it was said.

5. Made a statement that it was his opinion that the Mayor said it was easy to remove Tom Wright's name and he wasn't worthy of being recognised.

Mayor Karen Vernon advised that the officer report stated that the name of the park wasn't gazetted but she did not say he wasn't worthy of being recognised. Council resolved to get more information about Tom Wright from the Town so that his contributions can be properly recognised.

6. Made a statement that he believed the issue was raised at the Mindeera Advisory Group and bought to Council to name the park after a magpie.

Mayor Karen Vernon advised that the Mindeera Advisory Group has been an advisory group to Council for long time. The group were asked for input on possible Whadjuk Nyungar names and they provided names that were then submitted to Landgate. The report presented to Council included the most popular names as voted by the community through a survey.

7. Made a statement that he believed the issue goes back to the governance of the City of Perth and Council now making decisions over decisions that have already been made. Tom Wright helped start Harold Hawthorne. Council are replacing Tom Wright's name with a magpie.

Mayor Karen Vernon advised that Tom Wright is not the officially gazetted name for the park and questions about that are for the City of Perth and Council of the time. City of Perth had a practice of unofficially naming parks after sitting Councillors. For a park to be named officially it needs to be gazetted through the Geographic Names Committee and be approved. People in Town did call a portion of the new park Tom Wright Reserve and that has been recognised by Council.

8. What gives this Council the right to name the park?

Mayor Karen Vernon advised that the redevelopment of the area resulted in four lots combining into one new park. There is no longer a distinction between lots named Tom Wright Reserve and the other lots. The park is now completed and it is appropriate for it to have a name. The community gave their feedback and Council have put forward the preferred names to Landgate.

9. Is this something to do with naming parks?

Mayor Karen Vernon advised that it is proper process for naming parks and streets.

10. Made a statement about there being an uproar when a politician tried to name the Town Shepperton.

11. Did Mayor Vernon have an interest in local government back then?

Mayor Karen Vernon advised that she was not an elected member then.

12. Is Council giving an extra green waste bin?

Mayor Karen Vernon advised that it is.

13. Made a statement about an extra bin being unnecessary as items can be put in with household waste.

14. How are all of the bins going to fit for high rise units?

Mayor Karen Vernon advised that complaints about a third bin can be directed to the State Government. All Councils in Western Australian have to introduce a third bin by 2025 as it is required by law. The introduction of a new bin does not introduce more plastic. The bin will be for garden organics and will progress to include food organics in due course. People in apartments need to have their bins collected with the only differences being the size of the bins and how they are collected. The Town has the plans in hand.

15. Why would people in high rise units need a third bin?

Mayor Karen Vernon advised that they will not require a third bin but their food organic material will be sorted to a third bin.

16. Has the Town thought about educating people to recycle their green waste?

Mayor Karen Vernon advised that the Town already does and will continue to do so.

17. Does the Town have a schedule of how much it will cost different people in same street for underground power? Are pensioners entitled to a concession?

Mayor Karen Vernon advised that pensioners are entitled to a discount and that people that are entitled can put forward their claim.

The Chief Financial Officer advised that service charges were adopted for three different areas. A schedule does exist. It was adopted by Council last year and is available as part of the minutes. A copy of the schedule can be provided to Mr Zammit.

Council extended public participation time by five minutes at 6.59pm.

18. Made a statement about the lack of parking at The Park Centre and the need for more parking.

19. Has Council voted in a deputy mayor for this year?

Mayor Karen Vernon advised that Deputy Mayor Ife was elected in 2019 and remains in the position until October. Elections for deputy mayor are conducted every second year.

20. Is there a date for the AGM?

Mayor Karen Vernon advised that the is no date yet as the Town still waiting for the annual financials to be provided by the Office of the Auditor General.

Renee Parnell

1. Made a statement on behalf of the Vic Park Centre of the Arts in support of the officer recommendation for item 12.5 - Operating Subsidies 2020-2021 Round Two and gave an update on the recent work of the centre and their achievements.

Vince Maxwell

1. Has Minister Wyatt formally agreed to confiscate ROW54 to give to Woolworths?

The Acting Chief Operations Officer took the question on notice.

Council extended public participation time by five minutes at 7.05pm.

2. Is the decision for ROW54 being made by the Minister or by delegated authority by his department?

Mayor Karen Vernon advised that her understanding of the Act is that the decision is made by the Minister.

3. Has the Town received anything formal?

Mayor Karen Vernon advised that she is aware that the matter has come to the Minister's attention and it is working its way forward.

The Chief Executive Officer advised that the Town is in receipt of a letter from the department and further information can be provided.

4. What is the total amount of grants available for local businesses each year?

The Chief Community Planner took the question on notice.

5. What is the purpose of the grants?

The Chief Community Planner advised that there are two types of business grants. Large grants are up to $8,000 and are for training of staff and helping with COVID resilience. Smaller grants are up to $1,000 and are for similar purposes. Information is available on the Town's website and can be provided to Mr Maxwell.

6. Would it make more sense to provide businesses with business rather than welfare payments?

Mayor Karen Vernon advised that business grants have a place and so does supporting businesses.

7. Were three written quotes obtained for the printing job completed by Quality Press in January?

The Chief Financial Officer took the question on notice.

8. How much will the additional 16 staff included in the Workforce Plan cost the Town each year?

Mayor Karen Vernon advised that those staff may not be employed, may be in different positions or may be job share. There are too many considerations to provide a total.

The Chief Financial Officer advised that those staff are identified for the life of the Workforce Plan so it is difficult to provide totals. Each new position would be subject to budget considerations that need to be approved by Council.

9. Made a statement that as positions are identified in the Workforce Plan it shouldn't be difficult.

Mayor Karen Vernon advised that reasons why it is not possible had already been provided.

8 Presentations

Giles Harden Jones spoke in favour of the officer recommendation for item 12.1 - New commercial building at 467, 479, 487 & 493 Albany Highway and thanked staff for being helpful.

Questions and responses

Cr Wilfred Hendriks

1. Why go for commercial single-story when there are concerns about the commercial environment?

Mr Harden Jones advised that it is disappointing that the larger development is not going ahead but it couldn't be structured financially by the applicants.

Cr Luana Lisandro

1. What is the likely timeframe for commencing the development and the likely completion time?

Mr Harden Jones believed it would commenced straight away as the applicants have the money for the development.

9 Deputations

Nil.

10 Method of dealing with agenda business

Elected members indicated they had questions for the following items:

- 12.1 - New commercial building at 467, 479, 487 & 493 Albany Highway
- 12.2 - Draft Amended Local Planning Policy 2 'Home-based Businesses
- 12.4 - Investigation of lockers for people living with homelessness
- 12.6 - Community Sporting and Recreation Facilities Fun (CSRFF) - Small Grants Application: Harold Rossiter Park
- 12.9 - Urban Forest Strategy Implement Working Group Terms of Reference 2021 -2022
- 14.3 - Adoption of Vehicle Management Local Law 2021

11 Chief Executive Officer reports

Nil.

12 Chief Community Planner reports

12.1 New commercial building at 467, 479, 487 & 493 Albany Highway

Location	Victoria Park
Reporting officer	Sturt McDonald
Responsible officer	Robert Cruickshank
Voting requirement	Simple majority
Attachments	1. Attachment 1 - Aerial Photo [**12.1.1** - 1 page] 2. Attachment 2 - Current plan set [**12.1.2** - 13 pages] 3. Attachment 3 - Previous plan set [**12.1.3** - 19 pages] 4. Attachment 4 - Justification letter [**12.1.4** - 8 pages] 5. Attachment 5 - Schedule of submissions [**12.1.5** - 7 pages] 6. Attachment 6 - Site photos [**12.1.6** - 5 pages] 7. Attachment 7 - DRP comments [**12.1.7** - 4 pages] 8. Attachment 8 - Requirements of Council's Business Units [**12.1.8** - 5 pages] 9. Attachment 9 - Mid-2019 Aerial Photo [**12.1.9** - 1 page]

Landowner	Mr Ranjan Rajnikant Sheth
Applicant	Harden Jones Architects
Application date	22/10/2020
DA/BA or WAPC reference	5.2020.590.1
MRS zoning	Urban
TPS zoning	Commercial
R-Code density	N/A
TPS precinct	Precinct Plan P11 – Albany Highway Precinct
Use class	Shop, Office and Restaurant/Cafe
Use permissibility	"AA" (Discretionary), "P" (Permitted) and "P" (Permitted)
Lot area	1295m2
Right-of-way (ROW)	ROW 41
Municipal heritage inventory	N/A

Residential character study area/weatherboard precinct	N/A
Surrounding development	Surrounding properties that have frontage to Albany Highway support a variety of commercial uses including offices, motor vehicle sales premises, gyms and shops. Surrounding properties that do not have frontage to Albany Highway are predominantly residential.

Recommendation

That Council:

1. Approves the application for Development Approval (DA ref: 5.2020.452.1) submitted by Harden Jones Architects for a commercial building consisting of two shops, an office and a cafe at 467 – 493 (Lots 1-4) Albany Highway, Victoria Park, as indicated in the documents in Attachment 2, 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:
   1.1. The development, once commenced, is to be carried out in accordance with the approved plans, date stamped approved 16 March 2021 at all times, unless otherwise authorised by the Town.
   1.2. Prior to lodging an application for a building permit, either (i) Lots 1, 2, 3 and 4 are to be amalgamated into a single lot on a Certificate of Title; or (ii) the owner entering into a legal agreement with the Town prepared by the Town's Solicitors at the owner's cost agreeing to complete the amalgamation of Lots 1, 2, 3 and 4 into a single lot within 12 months of the issue of a building permit.
   1.3. Prior to lodging an application for a building permit, the applicant must submit details of a window (or windows) to Tenancy 4 that afford line-of-sight southward for the purposes of passive surveillance down ROW41 to the satisfaction of the Town. The development shall be constructed in accordance with the approved details and thereafter maintained.
   1.4. Prior to lodging an application for a building permit, the applicant must submit details demonstrating the provision of a universal access car parking bay within the property boundary to the satisfaction of the Town. The development shall be constructed in accordance with the approved details and thereafter maintained.
   1.5. Prior to the submission of an application for a building permit, the applicant/owner is to contribute a sum of $18,082.14 to the Town for the cost of (i) purchasing, installing and maintaining (for a period of three years) three (3) large street trees located within the verge area, in a location approved by the Town; and (ii) associated underground service detection works.
   1.6. Prior to the submission of an application for a building permit the applicant must submit and have approved by the Town, awning design details that demonstrate sufficient canopy growth space is provided for the three (3) new street trees required by condition 1.5 (See related advice note).
   1.7. Prior to the submission of an application for a building permit a signage strategy for the site addressing the objectives of Local Planning Policy 38 - Signs is required to be submitted to and approved in writing by the Town. Signage subsequently installed to the building is to be accordance with the approved strategy unless otherwise approved by the Town in writing.
   1.8. Prior to lodging an application for a building permit, the applicant must submit and have approved by the Town, and thereafter implement to the satisfaction of the Town, a construction management plan addressing the following matters:
      1.8.1. How materials and equipment will be delivered and removed from the site;
      1.8.2. How materials and equipment will be stored on the site;

1.8.3. Parking arrangements for contractors;
1.8.4. Construction waste disposal strategy and location of waste disposal bins;
1.8.5. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;
1.8.6. How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works;
1.8.7. A dilapidation report detailing the state of footpaths, Town assets and public utilities within the road reserve in the vicinity of the site. This report will be used to ensure that any and all damage sustained to Footpaths, Town assets and public utilities located within the road reserve during construction are reinstated at the applicant's expense to Town or relevant service provider's specifications and requirements; and
1.8.8. Other matters likely to impact on the surrounding properties.

1.9. Prior to lodging an application for a building permit, all plant equipment, air conditioning units, hot water systems, water storage tanks, service meters, bin storage areas and clothes drying facilities must be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street. Design plans for the location, materials and construction for screening of any proposed external building plant must be submitted to and approved by the Town.
1.10. Complete details of the proposed external colours, finishes and materials to be used in the construction of the buildings are to be provided to the satisfaction of the Town in consultation with its Design Review Panel prior to submission of an application for building permit. The development shall be constructed in accordance with the approved details and shall be thereafter maintained (See related advice note).
1.11. Prior to the submission of an application for a building permit a Waste Management Plan is required to be submitted to and approved in writing by the Town. The development shall be constructed and operated in accordance with the approved details and@ thereafter maintained (See related advice note).
1.12. Prior to lodging an application for a building permit, a landscaping plan detailing size, location and type of planting to be provided to the satisfaction of the Town (See related advice note).
1.13. Prior to lodging an application for a building permit, the applicant is to submit further details of the proposed photovoltaic system for the Town's approval, with the approved system being implemented prior to occupation of the building.
1.14. Prior to lodging an application for a building permit, stormwater disposal plans, details and calculations must be submitted for approval by the Town and thereafter implemented, constructed and maintained to the satisfaction of the Town.
1.15. The boundary wall on the common boundary with 495-513 Albany Highway to be reduced in height such that it is no higher than the abutting boundary wall located on 495-513 Albany Highway unless otherwise approved by the Town in writing.
1.16. Prior to the occupation or the strata-titling of the building(s), whichever occurs first, unless otherwise approved in writing by the Town, any external surface finish of the boundary wall(s) visible from a street or adjoining properties must be finished to the same standard as the rest of the development to the satisfaction of the Town.
1.17. All building works to be carried out under this development approval, with the exception of awnings, are required to be contained within the boundaries of the subject lot.
1.18. A zero lot gutter to be provided for the boundary wall(s) unless otherwise approved in writing by the Town.
1.19. All glazing to street frontages is to be provided with clear, non-tinted glazing and shall not be obscured by alternative window treatments, signage or internal shelves, to the satisfaction of the Town.

1.20. External security screening to the development does not form part of this Development Approval. A separate development application is to be submitted for any security screening proposed.

Advice notes:

AN1 To avoid delays in the issuing of a building permit, the applicant should commence the subdivision/amalgamation procedure without delay. A licensed land surveyor should be engaged for this purpose.

AN2 The Town will permit the Owner to defer compliance with condition for amalgamation, provided that the Owner enters into a deed of agreement with the Town prepared by the Town's solicitors at the Owner's cost agreeing to complete the amalgamation within 12 months of the issue of the building permit. The agreement shall require the registration of an absolute caveat on the title to the subject land, until such time as the amalgamation has been completed to the Town's satisfaction.

AN3 In regards to the requirement for all car parking bays to be designed in accordance with AS2890.1 and AS2890.6, please be advised that a universal access bay is likely to be required to ensure that the development satisfies Disability Discrimination Act requirements.

AN4 It is recommended that the applicant arrange for the payment of the street-tree cost contribution as soon as practicable. This will allow the Town's Street Improvement and Parks teams to arrange for prospective street tree locations identified by underground service detection works to be verified via digging/'potholing' within the street verge. Such verification will provide certainty in relation to street trees and canopy/awning design.

AN5 The applicant/owner should refer to the Requirements of Other Council Business Units, enclosed with this development approval, which are relevant to the submission of a building permit and/or the carrying out of the development for which this approval is granted. This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of Council.

AN6 Plans are to be assessed by a practicing qualified disability Access Consultant who is an accredited member of the Association of Consultants in Access, Australia Inc (ACAA) to confirm compliance with the Disability (Access to Premises – Building) Standards, Building Code of Australia and relevant Australian Standards. A copy of the certified plans is to be provided as part of the building permit application.

AN7 The Town's Design Review Panel has noted that in some regards the proposal is missing the urban *"grain, detail, tiling, trims etc at the pedestrian level."*. The condition for additional information regarding colours, materials and finishes provides scope for this aspect of the design to be refined as part of the building permit stage of the overall process.

AN8 It is noted that a thicker awning/canopy would (in addition to providing structural depth and space for drainage and gutters) provide signage opportunities for the canopy edge. Is recommended that the condition regarding details of signage be considered in conjunction with the condition regarding awning design details

AN9 In relation to the Waste Management Plan to be provided the Town expects that the plan shall include/specify details of the following

- the methods, facilities and management measures to be put in place for the storage, collection and disposal/collection of waste and rubbish generated by the development.

- bin-presentation pad size and location, the total number of bins to be presented, and demonstrate that the collection avoids potential conflict with/damage to street trees or other assets within the verge.
- bin collection frequency and collection arrangements

The waste management details are expected to, overall, demonstrate how this aspect of the development will function while minimizing its amenity impact to the public realm.

AN10 In relation to the condition requiring the provision of landscaping, it is requested that the applicant investigate and consider the suggestion made by the Town's Design Review Panel, that the triangular space between bays 12 and 13 is converted to landscaping. This may be dependent on minor alterations to the canopy and/or low-light species selection.

AN11 A Free Trade Area permit allows a portion of the footpath, at the front of the premises, to be used for alfresco dining or the display of goods. For further information and to download a free trade area permit application form, please refer to the Town's website.

2. Requests the Chief Executive Officer to advise the Council's decision to those persons who lodged a submission on the application.

Purpose

For Council to determine the application for development approval for the site, inclusive of a car parking shortfall of 49 on-site parking bays. While delegated authority exists for the Town to approve car parking shortfalls, the extent of the deviation from policy warrants the attention and decision making authority of Council.

In brief

- The application seeks approval for a single storey commercial building at 467-493 Albany Highway.
- This building is proposed to consist of Shop (AA – Discretionary), Office (P – Permitted) and Restaurant/Cafe (P – Permitted) land uses.
- The proposal features a substantial carparking shortfall. On balance, the Town is of a view that the proposed shortfall is justifiable for the given context and given the reasons outlined in this report.
- The application is recommended for approval, subject to conditions and advice notes.

Background

1. The subject site has street frontage to Albany Highway and Temple Street. A Right-of-Way (ROW 41) is located to the site's south western edge, with a child dental health clinic being located on the opposite side of the right-of-way. A motor vehicle sales premises abuts the site to the south east. The subject site is located within the Albany Highway commercial strip between the Victoria Park and East Victoria Park District Centres. Surrounding properties that do not have frontage to Albany Highway are predominantly residential while those that do front Albany Highway support a variety of commercial uses including offices, motor vehicle sales premises, gyms and shops. Read Park, a reserve 5000m2+ in size, is located southeast of the site on the opposite side of Albany Highway.
2. In November 2018, the Joint Development Assessment Panel (JDAP) approved a three storey mixed use development for the subject site consisting of 14 apartments an office tenancy and a shop (DAP/18/04172).

3. In early 2019 the Town was advised that the landowner did not wish to proceed with the previous Development Approval and that Harden Jones Architects (HJA) were in the process of developing a new sketch plan for the site. Following preliminary feedback by the Town's Design Review Panel (DRP), an application for Development Approval was lodged for a Four (4) Storey Mixed Use Development consisting of a Shop, a Café/Restaurant, Two Offices and 19 Multiple Dwellings. This was approved by JDAP (DAP/19/01631) 13 December 2019.

4. In mid-2020 the Town was advised by Harden Jones Architects (HJA) that, due to uncertainty regarding commercial viability, the landowner did not wish to proceed with the larger mixed-use development concepts for the subject site. Preliminary feedback began to take place in relation to a single storey commercial development concept. An application for Development Approval was subsequently submitted to the Town on 22 October 2020.

Application summary

5. The application seeks approval for a single storey commercial building at 467-493 Albany Highway.

6. This building, in its amended form, is proposed to consist of two shops, both facing Albany Highway, an Office tenancy facing Temple Street and a Café tenancy addressing the street corner. It is noted that previous iterations of this development application proposed four 'Office' tenancies, albeit with features unusual for an Office such as a 'loading dock' (See Attachment 3).

7. The applicant proposes a total of 15 on-site car bays, all accessed from ROW 41. This number of bays, however, includes tandem bays. If discounting bays that will be 'blocked in' by another car using a bay immediately behind it, only 10 bays are provided onsite.

8. In continuation of an agreement reached between the Town and the applicant in the previous JDAP approval (DAP/19/01631) a cost contribution by the applicant is proposed to facilitate the planting of three (3) street trees within the road verge (footpath). This is in lieu of providing trees within the site boundaries.

9. An awning that shelters the footpath is proposed along the building facade, wrapping around the Albany Highway frontage to Temple Street. Indicative indentations are proposed to the awning to allow space for the growth of the three (3) street trees mentioned above.

Applicants submission

10. The applicant contends that they have constructively engaged with the Town's Design Review Panel and taken on feedback provided to make a design which positively contributes to the Albany Highway streetscape.

11. The applicant engaged planning consultants to prepare a justification letter for their proposal (see Attachment 4) This was done at a stage in the development application where all four tenancies proposed were depicted as being 'Office' land uses. Accordingly, some statements made within the letter do not accurately reflect the current proposal.

12. The change of land uses proposed (ie no longer being a purely 'Office' development) does not impact arguments made by the planning consultant from a site/context analysis standpoint in favour of reduced carparking requirements. These include that the site has good access to public transport, has access to sufficient of on-street parking in the immediate vicinity and that the mix of land uses along Albany Highway Activity Centre result in these on-street parking bays being subject to reciprocal parking demand (ie, times of peak demand across businesses are likely to not coincide).

13. The applicant's planning consultant highlights that the Town was supportive of an on-site car parking shortfall of nineteen (19) bays in its assessment of the previously approved mixed use development (DAP/19/01631) on various merits including the land's access to public transport and on-street public

car parking. Given the Town's previous support for a substantial on-site car parking shortfall, it is contended that support for a carparking shortfall can be applied in this instance.

14. The applicant's planning consultant contends that the Local Planning Policy 23 is outdated and needs to be reviewed. The justification letter details policy standards of other local governments (for Office land uses) to provide context for this assertion.

Relevant planning framework

Legislation	Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2020; Schedule 2, Clause 67; Town Planning Scheme No. 1 (TPS1) Clause 29; TPS1 Precinct Plan P11 'Albany Highway Precinct'; and Metropolitan Region Scheme Text Clause 30 and Clause 32.
State Government policies, bulletins or guidelines	Policy 7.0 – Design of the Built Environment
Local planning policies	Local Planning Policy 17 – Street Frontage Design Guidelines for District Centres and Commercial Areas Along Albany Highway; Local Planning Policy 23 - Parking and Access Policy; Local Planning Policy 26 – Boundary Walls; Local Planning Policy 37 – Community Consultation on Planning Proposals; Local Planning Policy 38 – Signs; Local Planning Policy 39 – Tree Planting and retention;
Other	

General matters to be considered

TPS precinct plan statements	The following statements of intent contained within the Precinct Plan are relevant to consideration of the application. • The Statement of Intent relating to Precinct Plan P11 states the following: *"The Albany Highway Precinct will be revitalised and consolidated as a major urban/shopping commercial axis incorporating the "strip" imagery of its past development along the length of Albany Highway.* *The precinct has three retail nodes connected by general commercial areas. A wide range of uses serving both the local and regional populations shall be permitted, with emphasis on the consolidation and integration of existing uses.* *The shopping areas are to be maintained as district centres offering a wide range of retail as well as community attractions including leisure and recreation uses, public/civic uses, community and social services. Larger scale, open-air and other commercial uses considered inappropriate to a retail-based node will be encouraged to relocate in the commercial sectors of the precinct where various and colourful commercial uses will be promoted.*

	Strong and coherent urban design principles are to be implemented through the provision and maintenance of strong gateways identifying the entrance to the precinct area, distinctive edges delineating precinct boundaries, consolidated retail nodes and commercial areas linking those nodes. A cohesive and strongly identified character reflecting what already exists will be promoted in new developments. The precinct is to be enhanced as an attractive feature in the metropolitan region. The compatibility of all commercial and retail uses with residential uses within or adjacent to the precinct is to be ensured." • The *Victoria Park Shopping Area* statement in relation to this portion of the Commercial Zone states the following: *"This part of the precinct shall continue in its present capacity as a location for small to medium scale mixed general commercial and minor retail activities. Specialisation in fields of vehicle sales and household goods should be maintained and promoted as a feature of this area.* *The scale, architectural style and character of new buildings shall enhance and consolidate the commercial strip imagery of Albany Highway development. Sites shall have building set backs consistent with existing development. (in many instances these are nil), with vehicular access and car parking from the rear. Where there is to be a building set back, this area shall be landscaped unless the function is as an area of open display, such as a car yard. In these circumstances, landscaping will only be required to screen these uses from adjacent residential, and/or to enhance the overall appearance of the premises.* *Preference is for vehicular access to parking to be from side streets or a laneway, rather than across the Albany Highway footpath. Where access is to be from Albany Highway, access points will be limited in number and located to minimise possible conflict with pedestrians."*
Local planning policy objectives	The following objectives of Local Planning Policy 17 'Street Frontage Design Guidelines for District Centres and Commercial Areas Along Albany Highway' are relevant in determining the application. • To create a comfortable pedestrian environment within visually attractive, interesting and welcoming streetscapes that are representative of the locality and community, as befits these important suburban centres. • To ensure that all buildings will contribute in a positive manner to the area as a safe, secure and pleasant place to be at all times. • To conserve the variety of styles, ages and types of buildings, including shopfronts, that contribute to cultural interest, historical depth and value to the area and the streetscape. The following objectives of Local Planning Policy Local Planning Policy 23 ' Parking and Access Policy' are relevant in determining the application. • To ensure the adequate provision of parking for various services, facilities and residential developments and to efficiently manage parking supply and demand.

	• To ensure that the environmental and amenity objectives of the Town Planning Scheme, as outlined in the Scheme Text, are not prejudiced. The following objectives of Local Planning Policy Local Planning Policy 39 'Tree Planting and Retention' are relevant in determining the application. • To assist with achieving the Town of Victoria Park's objective to increase tree canopy coverage to 20% by increasing tree canopy coverage on public and private land.
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 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 height, bulk, scale, orientation and appearance of the development (n) the amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development. (s) the adequacy of – (i) the proposed means of access and egress from the site; and; (ii) arrangements for the loading, unloading, maneuvering of vehicles; (y) any submissions received on the application
Urban forest strategy	This application has the following impacts in regards to the Town's Urban Forest Strategy. • The planting of street trees (via cost contribution) will add to the Town's total extent of tree canopy; • The implementation of a cost-contribution model with the Town being responsible for implementing the works may serve as a case-study for how new commercial developments may discharge their requirements under Local Planning Policy 39, and how this is managed.

Compliance assessment

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.

Non-residential development		
Planning element	Permissibility/deemed-to-comply	Requires the discretion of the Council
Land use		X
Plot ratio	X	
Building height	X	
Street setback	X	
Side setback	X	
Car parking		X
Vehicle access	X	
Tree Planting and Retention		X
Design of frontages		X
Signs		-insufficient information provided-

Based upon the above table, the following land use requires the discretion of Council.

Element	Permissibility	Recommendation
Land use	A Shop is an 'AA' (Discretionary) land use.	Supported

15. The proposed land use is considered to be appropriate for the Albany Highway context.
16. Design Review Panel members have conveyed in previous meetings that this land use brings a greater degree of activation to the street, and (in conjunction with the corner café) contributes to a better urban design outcome than an entirely 'Office' development (see Attachment 3) which would be largely compliant in relation to car parking.

Based upon the above table, the following development standards require the discretion of Council.

Element	Requirement	Proposed	Variation
Carparking	59 bays Tenancy 1 and 2 ('Shop' uses)- 375m^2 of retail floor area, at 1 bay per 10m^2 of retail floor area: 37 Bays required	15 bays in total, but 10 compliant bays given exclusion	49 bays

	Tenancy 3 ('Café' use)- estimated 86m^2 café dining floor area, at 1 bay per 4.5m^2 of retail floor area: 19 Bays required Tenancy 4 ('Office' use)- 111m^2 of net lettable area, at 1 bay per 40m^2 of Office floor area: 3 Bays required	of tandem bays	
			Supported

17. The Town agrees with some of the arguments made by the applicant's planning consultant from a site/context analysis standpoint in favour of reduced carparking requirements these include that the site has good access to public transport, regional bike paths, local footpaths and on-street parking in the immediate vicinity. It is noteworthy that the Town was supportive of an on-site car parking shortfall in its assessment of the previously approved mixed use development (DAP/19/01631) on various merits including access the land's access to public transport and on-street public car parking.
18. The proposed development features bike racks and end-of-trip facilities to each and every tenancy proposed, thereby encouraging/facilitating staff to take active forms of transport (whether cycling or running) to and from the premises.
19. There is some merit to the assertion made by the applicant's consultant that Local Planning Policy 23 (LPP23) is outdated and needs to be reviewed. The WALGA Local Government Parking Guideline, published in December 2020, outlines current and emerging trends that *suggest* that a review of the Town's parking standards would reflect a liberalisation of parking requirements (for private development).
20. Office Land uses attract a far lesser parking requirement (per square metre) under LPP23. A previous iteration of plans depicts all tenancies as being 'Office' land uses (see Attachment 3). Based upon Office land uses having a lower car parking requirement under LPP23, a minimum of 15 bays were required for the development, being a shortfall of 5 bays. While this represented a lower parking shortfall, than the current proposal now comprising a mix of uses (Shop, Office and Restaurant/Cafe) it would not achieve as good an urban design outcome given the lesser degree of streets activation provided by Office uses. Design Review Panel members have conveyed that the revised mix of land use brings a greater degree of activation to the street and contributes to a better urban design outcome than an entirely 'Office' development.
21. The above noted 'support' for the parking variation reflects a view by Town Officers that the proposal is justified on its merits. This is discussed further in the analysis section of this report.

Element	Requirement	Proposed	Variation
Tree Planting and Retention	4 'Medium trees' on site	Cost contribution for street trees	Street trees proposed in lieu of on-site trees
			Supported

22. The above requirement stems from Local Planning Policy 39 'Tree planting and Retention' (LPP 39), which came into effect 1 July 2020. The policy states the following in relation to new non-residential development:

*"'**Medium Trees**' are to be provided at a rate of one (1) tree for every 300m² of lot area (rounded to the nearest whole number)"*

With a lot size of 1295m², 4 medium trees would be sought to be provided on site.

23. The following sub-clause within the policy, however, outlines that off-site provision of trees may be a valid and accepted alternative :

    "In instances where site constraints may prevent the planting of a tree on each lot at the above rates ((a) to (c)), the Town will consider approving the planting of the trees in an alternative location, preferably on the private property, or in some instances within the Council verge or in close proximity to the site (at the cost of the property owner)."

24. The Town has previously been supportive of on-site tree requirements (applicable under R-Codes Volume 2 'Apartments') being met through the provision of trees within the street verge directly adjacent to the site. The applicant has advised that they are supportive of the approach and condition adopted under the previously approved mixed use development (DAP/19/01631) where the applicant would provide a cost contribution for the Town to undertake the installation of trees within the street verge.

25. The cost-contribution previously approved as a condition of approval (DAP/19/01631) for this site supported the planting of three (3) x 100 litre trees (being 'large trees' rather than 'medium trees'). For a street verge environment, three (3) larger trees are considered to be better suited (less likely to be damaged) and likely to result in a better streetscape outcome than the four (4) x 30L 'medium trees' sought under the policy.

Element	Permissibility	Recommendation
Signage	*-Insufficient level of detail provided to assess compliance-*	Address via conditions of approval

Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The proposed development is aligned with facilitating commerce and local employment

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The proposed development is considered to be a good urban design outcome for the location and positively contributes to the streetscape character

Engagement

Internal engagement	
Stakeholder	Comments
Building Services	No objection, subject to conditions.
Environmental Health	No objection, subject to conditions.
Parks Operations	No objection, subject to conditions.
Street Improvement	No objection, subject to conditions.
Project Management	No objection.
Design Review Panel	Support (See Attachment 7) – discussed further in the Analysis section of this report

External engagement	
Stakeholders	Owners and occupiers of surrounding properties
Period of engagement	Time period that engagement was undertaken, including dates.
Level of engagement	2. Consult
Methods of engagement	Written submissions and Your Thoughts (the Town's online engagement tool)
Advertising	Advertising of the proposal comprised of letters being sent to owners and occupiers of surrounding properties (within a 100m radius) and a notice being displayed online.
Submission summary	Four (4) submissions have been received, three (3) opposing the proposal and one (1) in support. (Note – one of the submissions described itself as 'neither support nor object'. The content of the submission, however, was considered to convey objection)
Key findings	The three (3) objections received broadly contend that the proposed development would have an adverse impact of the on the availability of street parking, thereby impacting nearby residents and businesses. One (1) submission in support of the development contends that the proposal is a good outcome for the area, that the required parking is excessive and that on-street parking and walkability of the area provides sufficient grounds for the variation to be justified.

Risk management considerations

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.					
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	The applicant has a right of review to the State Administrative Tribunal against conditions of approval or a refusal	Minor	Possible	Medium	Low	Ensure that Council consider the application on its merits taking into account relevant planning considerations
Reputation	Negative public perception towards the Town for not enforcing its Local Planning Policy (parking) requirements	Insignificant	Possible	Low	Low	Accept and review policy parking requirements
Service delivery	Not applicable.				Medium	

Financial implications

Current budget impact	Should the applicant be aggrieved by the Council's decision they have a right of review to the State Administrative Tribunal. 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.
Future budget impact	Not applicable.

Analysis

Parking

26. Office Land uses attract a far lesser parking requirement (per square metre) under LPP23. The previous iterations of plans, notwithstanding design features such as a loading dock and concertina door/windows (typically associated with Shop and Café land uses respectively), depicts all tenancies as being 'Office' land uses (see Attachment 3). The applicant and their planning consultant are aware of an approach under which they would seek approval for a much lesser carparking shortfall. If approved, they would be able to (following construction) implement several of the other land uses they desire (shop and café) without the need for development approval in accordance with the provision of Local Planning Policy 41 – *Exemption Policy for Specified Changes of Use and Activities Carried out from Existing Buildings* and the Town's proposed amended Local Planning Policy 32. A comparable carparking shortfall could conceivably result via an alternate approval pathway.

27. Town Officers and Design Review Panel members dissuaded the applicant from employing the above described tactics in pursuing this development application. Instead, it was suggested that the proposed variation to LPP23 should be discussed with Council in a more forthright and transparent manner.

28. As noted above, Design Review Panel members have conveyed in previous meetings that the mix of land uses currently proposed brings a greater degree of activation to the street (particularly the corner café) and contributes to a better urban design outcome than an entirely 'Office' development. As stated above, a purely Office development would require 15 bays under the Town's Parking Policy (being a 5 bay shortfall). On the matter of carparking provision, the Design Review Panel has expressed that it is a planning issue rather than a design issue. One member is noted as commenting in previous meetings, however, that parking policies typically *"come with a suburban mentality. Their parking requirements create shopping centres. This is not a shopping centre. It is a main street"* (paraphrased).

29. The 'bays required' number presented listed in the Compliance Assessment section of this report (59) is the output of a simple formula in Local Planning Policy 23 rather than being a precise science. The number (a) might not accurately reflect/predict actual demand for carparking generated by the development, and (b) is subject to the assumptions about the development. Altering a few variables can substantially change the figure arrived at. For the purposes of consultation, the above listed figure was used as it was a conservative (higher) figure, and that any further refinements to the floor plans proposed wouldn't inadvertently result in an increase to the carparking shortfall proposed.

30. In relation to 'assumptions' in the above-mentioned car parking calculation, the proportion of retail floor area to storeroom in each shop influences the 'bays required' figure arrived at. It is noted that if the indicative 'storage' areas for tenancy 1 and 2 are accepted at face value as depicted on Plan A202 (See attachment 2) then the demand for parking is calculated as instead being 51 bays rather than 59 overall. The grey/white areas toned on this plan, however, does not reflect a physical barrier separating the customer floor area from the storage area, and indeed, wouldn't be visually evident in the building once constructed. The total demand of 59 bays, as assessed under the policy, stems from an assumption that a greater proportion of these tenancies will be accessible 'retail floor area'. In the absence of detailed floor plans that depict the internal configuration of each shop tenancy, or a wall that segregates the storeroom area from the retail floor area, such assumptions have an impact on the figure arrived at.

31. In relation to 'variables' in the above-mentioned car parking calculation, it is also noted that the subject site is located on the threshold of a policy area (Local Planning Policy 30 - *Car Parking Standards for Developments along Albany Highway*). If the proposal were located on the opposite side of the street (either Temple Street or Albany Highway) the extent of car parking required for each given shop proposed would reduce by half. While thresholds to policy areas and/or zoning is necessary, it would be difficult to assert that such a substantial concession to parking requirements is warranted for one side of the street but that no flexibility to carparking requirements should be afforded to the other.

32. It is noted that one of the four submissions received (in support of the development) raises the question of how practical or realistic it is for developments to provide the number of car bays sought under LPP23. Such comments align with the 'current and emerging trends' identified in the WALGA Local Government Parking Guideline, published in December 2020, which generally point towards a liberalisation of parking requirements (for private development).

33. It could be argued that rigid adherence to the parking standards outlined within LPP23 could prevent projects from being commercially viable, discouraging local development and investment. Such an outcome would be in tension with Strategic Community Plan objectives such as "*EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.*" and the objectives of LPP17 which seeks "*to create a comfortable pedestrian environment within visually attractive, interesting and welcoming streetscapes*"

34. While the car parking ratios specifies within LPP23 are proposed to be varied, the Town is still ultimately satisfied that the objectives of the policy are achieved – namely that there is "*adequate provision of parking for various services, facilities and residential developments"* and that "*environmental and amenity objectives of the Town Planning Scheme*" are not prejudiced as a result of the level of parking proposed. The key justifications that support this position relate to the site having good access to public transport, the availability of on-street parking and infrastructure that supports non-vehicular modes of transport, which is in turn backed up by the proposed provision of bike racks and end-of-trip facilities.

35. It is noted that the original building(s) on these lots, prior to demolition taking place in mid-2019 (see Attachment 8), appears to have provided a comparable level of parking accessible from the ROW to support a comparable commercial building floor area/footprint. This development could be seen as continuing an existing 'main street' format of commercial tenancies and associated carparking provision.

36. Furthermore, support for the development and the parking provision is provided on the basis that if the development were to be approved as Offices, then upon completion of the building, all tenancies could be converted to the proposed other uses of Shop and/or Restaurant/Cafe without needing development approval and regardless of the parking impacts.

Relevant documents

Town of Victoria Park Town Planning Scheme No. 1 - https://www.victoriapark.wa.gov.au/Build-anddevelop/Planning/Policy-regulation-and-legislation#section-2

Local Planning Policy 17 – Street Frontage Design Guidelines for District Centres and Commercial Areas Along Albany Highway; https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 23 – Parking Policy - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 26 – Boundary Walls - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 37 – Community Consultation on Planning Proposals - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 38 – Signs; - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

Local Planning Policy 39 – Tree Planting and retention; - https://www.victoriapark.wa.gov.au/Build-and-develop/Planning/Policy-regulation-and-legislation#section-6

The WALGA Local Government Parking Guideline - https://walga.asn.au/WalgaWebsite/media/WALGA_Media/Documents/LG_Car-Parking-Guideline.pdf

Questions and responses

Deputy Mayor Bronwyn Ife

1. What data does the Town have about the use and availability of the parking bays near this corner and on the surrounding streets at peak times, particularly on Salford Street, Albany Highway between McMillan Street and Manchester Street, Temple Street between Hordern Street and Albany Highway, and Manchester Street between Hordern Street and Albany Highway?

The Manager Development Services advised that the Town is satisfied that sufficient parking is available based on observations of parking availability around the property and a previous parking availability assessment undertaken for a nearby development.

Parking data suggests that capacity exists in the area. Salford Street is unrestricted so no parking data is available. There is high occupancy with a midday peak of approximately 80% on Albany Highway between McMillan Street and Manchester Street. There is low occupancy overall on Temple Street between Hordern Street and Albany Highway, with a mid-morning peak of approximately 50%. Manchester Street between Hordern Street and Albany Highway is timed parking so no occupancy data is available.

Cr Claire Anderson

1. Has universal access to each of the ground tenancies been addressed?

The Manager Development Services advised that is has.

2. The Design Review Panel suggested one ACROD bay be located on-site at the back of development but on the plans there are two ACROD bays located on the street. Are they in place of the applicant providing a bay onsite?

The Manager Development Services advised that condition 1.4 requires that there be at least one on-site ACROD bay.

3. The Design Review Panel have suggested a weakness of the design is the lack of landscaping on the street. Have staff had further conversations with the applicant regarding this?

The Manager Development Services advised that the applicant has agreed to contribute to the cost of planting three new street trees within the verge. The verge currently contains no landscaping so it would be unreasonable to require the applicant to provide more verge landscaping.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

12.2 Draft Amended Local Planning Policy 2 'Home-based Businesses'

Location	Town-wide
Reporting officer	Leigh Parker
Responsible officer	Robert Cruickshank
Voting requirement	Simple majority
Attachments	1. Existing LPP 2 'Home Occupation' [**12.2.1** - 5 pages] 2. Draft Amended LPP 2 Home Based Businesses [**12.2.2** - 8 pages]

Recommendation

That Council:

1. Consents to the advertising of draft amended Local Planning Policy 2 'Home-based Businesses' (as contained within Attachment 1) for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Requests the Chief Executive Officer to provide a further report to Council summarising and responding to any submission received during the public advertising period along with a recommendation on whether to adopt draft amended Local Planning Policy 2 'Home-based Businesses' with or without modifications.

Purpose

To consent to public advertising of draft amended Local Planning Policy 2 'Home-based Businesses' (LPP 2), which has been renamed and revised to reflect recent amendments to Town Planning Scheme No. 1 and State Government legislation.

In brief

- Existing LPP 2 'Home Occupation' has been revised and broadened in scope to ensure it is consistent with recently gazetted changes to the *Planning and Development (Local Planning Schemes) Regulations 2015* as well as recent amendments to the Town's local planning scheme.
- The revised scope, objectives and development standards seek to encourage small scale, unobtrusive home-based businesses that do not unduly impact the amenity of surrounding residents or properties by way of traffic, parking, noise or other potential impacts.
- It is recommended that draft amended LPP 2 be advertised for public comment.

Background

1. Existing LPP 2 'Home Occupation' was last amended in June 2019, following its review by the Urban Planning service area, as detailed in the Ordinary Council Meeting Minutes of 16 April and 18 June 2019.
2. Amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted in December 2020 with the stated goals of streamlining development assessment processes, reducing unnecessary 'red tape' and helping to support the State's economic recovery.
3. The amendments to the Regulations are broad in scope, affecting the administration and processing of development applications, including their, vetting, assessment and advertising processes, as well as significantly expanding the range of works and land uses exempt from the requirement for development approval.

4. The majority of changes to the Regulations commence operation as of 15 February 2021, which has left little time for local governments to adapt their administrative processes and amend their local planning frameworks, particularly given the timing of their introduction over the Christmas/New Year holiday period and as many of the changes require consent by formal Council resolution and/or public advertising to occur.
5. In respect to LPP 2, the amended Regulations have altered the circumstances in which development approval is required from the Town of Victoria Park to carry out a home-based business activity, depending on the zone in which it is located and the permissibility of the particular land use as listed within the Zoning Table of the Scheme.
6. Amendments 80 and 84 to the Town of Victoria Park Town Planning Scheme No. 1 (the Scheme) have resulted in the addition of new and amended land use definitions being inserted into the Scheme, including the uses of Home Store and Home Business, which are currently not addressed by LPP 2.
7. In view of the changes to both the State Planning Framework through amendments to the Regulations, and the local planning framework through amendments to the Scheme, the review and amendment of existing LPP 2 has been completed.
8. The review and amendment of LPP 2 reflects one of at least four local planning policies that require amendment or revocation as a result of the amended Regulations.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Community consultation and public advertising occurring in accordance with State legislative requirements and LPP 37 'Community Consultation on Planning Proposals'.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The review of the Town's LPPs to ensure they remain relevant, effective and consistent with current legislative requirements and the State Planning Framework.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The development of LPPs that facilitate local employment and other economic outcomes while balancing amenity impacts and land use compatibility issues with surrounding residential uses.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The development of LPPs that facilitate diverse housing and employment outcomes, including working from home, while minimising the potential for adverse amenity impacts.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	The draft revised policy has been distributed to Place Planning officers for internal review and comment. The reporting officer (who undertakes duties across both the Place Planning and Urban Planning program areas) does not expect any significant internal feedback given the administrative nature and minor scale of the changes proposed to the existing policy, which will have minimal (if any) additional impacts from a place perspective. Notwithstanding, the opportunity to consider and incorporate any further internal officer comments can be undertaken during the community consultation period.
Urban Planning	Urban Planning officers have reviewed the draft policy and provided feedback, which has informed the provisions of the draft revised policy. The opportunity to consider and incorporate any further internal officer comments can be undertaken during the community consultation period.

Legal compliance

Planning and Development (Local Planning Schemes) Regulations 2015

9. The adoption or amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, including:
   - Publication of a notice in accordance with deemed clause 87;
   - Community consultation for a period of not less than 21 days after the day on which the notice is first published; and
   - Consideration of public submissions and a Council resolution to proceed with the new or amended policy with or without modifications, or not to proceed.
10. As per deemed clauses 4(5) and 6(b), the adoption of a new or revised local planning policy, or the revocation of an existing local planning policy, takes effect upon publication of a notice in accordance with deemed clause 87.

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	Low	N/A
Environmental	Nil	Nil	Nil	Nil	Medium	N/A
Health and safety	Nil	Nil	Nil	Nil	Low	N/A
Infrastructure/ ICT systems/ utilities	Nil	Nil	Nil	Nil	Medium	N/A
Legislative compliance and Reputation	Continued application of existing policy that does not provide adequate policy guidance in relation to all home-based business activities.	Low	Likely	Medium	Low	Consent to public advertising of amended LPP 2, which mitigates this risk.
	Continued application of existing policy which contains inconsistent or outdated provisions that do not reflect the current Scheme or State legislative requirements.	Low	Likely	Medium	Low	Consent to public advertising of amended LPP 2, which mitigates this risk.
Service delivery	Nil	Nil	Nil	Nil	Medium	N/A

Financial implications

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

Analysis

11. A review of existing LPP 2 'Home Occupation' (contained in Attachment 2) has been completed by Council officers. This review has considered:

    a) the effectiveness of the current policy including any issues of interpretation, application, gaps or deficiencies;

b) similar policies of other local governments;
c) alignment with relevant State legislation, policy and/or guidelines;
d) greater clarity in the objectives of the policy; and
e) improving the presentation and ease of use (for both the public and Council officers) of the policy.

12. The major issues identified during the review relate to:

    a) the policy's presently limited scope, which does not reflect the complete range of defined land uses for various home-based business types under the Scheme, as introduced through Amendments 80 and 83;

    b) the superseded guidance in relation to the requirement for development approval of home-based business activities, which does not reflect the abovementioned Scheme amendments or recent changes to the Regulations; and

    c) the consequential lack of any policy guidance or development standards in relation to Home Stores and Home Businesses, which of all the home-based business land uses, have the greatest potential to result in adverse amenity impacts by way of noise, vehicular traffic, car parking and other impacts.

13. The review has also noted the prior review of LPP 2 in late 2018 and early 2019, which proposed the potential preparation of a separate, stand-alone policy for Home Stores (inserted into the Scheme by Amendment 80), given their potential for significantly greater impacts than those of a Home Occupation activity. However, since this time Amendment 84 has also been gazetted, resulting in the introduction of the additional land use of Home Business.

14. The review of the full range of land use definitions and their permissibilities, including where they are exempt from requiring development approval, has concluded that a single policy applying to all home-based business activities is the simplest and most straightforward approach, and that policy guidance specific to each use where required, can be adequately accommodated within a single policy.

15. In view of the above, existing LPP 2 'Home Occupation' has been amended as follows:

    a) Renaming of the policy to LPP 2 'Home-based Businesses' and broadening its scope to deal with all home-based business types under the scheme, including Home Office, Home Occupation, Home Business and Home Store, as well as those business activities which fall outside the Scheme definition of any of these land uses and must be considered as an Unlisted Use;

    b) Expanding the range of definitions to capture all of the abovementioned land uses, and outlining the specific development approval requirements for each (where necessary), taking into account the changes introduced by the amended Regulations;

    c) Inserting a general definition of 'home-based business' to enable the policy to set out provisions applicable to all home-based activities as well as those specific to defined land uses/sub-types;

    d) Inserting provisions related to business size/area, maximum employee number and dwelling type from which home-based business activities may occur (where development approval is required), which seek to ensure their compatibility with surrounding residential uses and minimise the potential for adverse amenity impacts; and

    e) Allowing for variations to certain development standards for Home Stores, where they are operating from a building (or portion of) that has historically been used as a delicatessan or similar retail use.

16. The amended policy provisions seek to promote home-based business activities, self-employment and contemporary hybridised work patterns, that have become increasingly attractive with improvements to technology as well as the significant work pattern alterations necessitated at various time during the continuing COVID-19 pandemic.

17. In doing so, the policy also seeks to ensure the amenity of surrounding properties, particularly within predominantly residential areas, in line with what are considered to be reasonable community expectations of what a home-based business may entail, noting that such activities must be carried out from an existing dwelling or property occupied primarily for residential purposes.
18. The proposed changes to LPP 2 are considered to appropriately address relevant amenity considerations that must be considered by the Town as part its determination of applications for development approval for home-based business activities. The amended policy will also serve as a single, comprehensive policy instrument that is reflective of the current local and State Government planning frameworks.
19. In view of the above, it is recommended that Council consent to public advertising of draft amended LPP 2 (as contained in Attachment 1). A further report will be presented to Council in the future following the conclusion of the public advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the amended policy (in its current form or in a further modified form).

Relevant documents

Not applicable.

Questions and responses

Cr Wilfred Hendriks

1. Why does the policy mention injury and harm?

The Manager Development Services advised that this is related to the definitions of home business and home occupation. These are from the Town's Town Planning Scheme No.1 and are model standard definitions used by the Department of Planning.

2. Clause 4a in the policy states that a sign must be a maximum of 0.2 square metres. Is this inconsistent with Local Planning Policy 38 - Signs?

The Manager Development Services advised that it is consistent as Local Planning Policy 38 states that a sign cannot exceed 0.2 square metres.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

12.3 Draft Amended Local Planning Policy 32 and Review of Local Planning Policy 41

Location	Town-wide
Reporting officer	Leigh Parker
Responsible officer	Robert Cruickshank
Voting requirement	Simple majority
Attachments	1. Existing LPP 32 'Exemptions from Development Approval' [**12.3.1** - 8 pages] 2. LPP 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' [**12.3.2** - 7 pages] 3. PLNG10 'Transitional Use Policy' [**12.3.3** - 1 page] 4. Amended LPP 32 Exemptions from Development Approval [**12.3.4** - 23 pages]

Recommendation

That Council:

1. Revokes Local Planning Policy 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' (LPP 41) (as contained within Attachment 3).
2. Adopts amended Local Planning Policy 32 'Exemptions from Development Approval' (LPP 32) (as contained within Attachment 1).
3. Requests the CEO to arrange for publication of notice of the adoption of amended LPP 32 and the revocation of LPP 41 in accordance with deemed clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Purpose

To consider the recommended adoption of amended LPP 32 and revocation of LPP 41, following the review and consolidation of their provisions into a single policy and their revision to reflect recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

In brief

- Existing LPP 32 has been substantially amended to reflect recently gazetted changes to the Regulations.
- A review of LPP 41 has concluded that the policy can be revoked following these changes, with the majority of its provisions now superseded/duplicated and those which remain valuable able to be consolidated within amended LPP 32.
- In view of the amendments to the Regulations, it is no longer considered appropriate for the provisions contained within administrative Policy 451 'Transitional Use' to be incorporated into either LPP 41 (which is recommended to be revoked) or draft amended LPP 32, as all proposals made in accordance with the provisions of Policy 451 require development approval, which is not appropriate to sit within an exemption policy.
- The recommended amendment to LPP 32 reflects the exemptions from development approval legislated by the Regulations, as well as those that otherwise exist under existing LPPs 32 and 41, and

so are considered administrative and minor in nature. Accordingly, public advertising of the amendment is not required.

- It is recommended that the Council adopt amended LPP 32 and revoke LPP 41, in accordance with the Regulations.

Background

1. Existing LPP 32 'Exemptions from Development Approval' was adopted in March 2012 and was last amended following the review and repeal of the Town's former administrative Policy 201 'Canvas Awnings', as detailed in the Minutes of the Ordinary Council Meeting (OCM) held on 15 September 2020.
2. The review of Council's administrative Policy 451 'Transitional Use' was also considered at the 15 September 2020 OCM, and concluded that its provisions should more appropriately sit within a local planning policy, with LPP 41 being considered as an appropriate existing policy for these to sit within, given its similar objectives to support economic activity and activation of the public realm.
3. Existing LPP 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing Buildings' was adopted at the OCM held on 21 April 2020, for a 12 month trial period. The policy exempts a range of land uses from the requirement for development approval within the Albany Highway Precinct and other Local Centre zones within the Town.
4. LPP 41 was developed and adopted by the Town further to its involvement as a member of the Inner-City Council Planning Working Group (the Town and the Cities of Perth, Subiaco, Vincent, South Perth and Fremantle) that were selected by the Department of Planning, Lands and Heritage (DPLH) to develop and test a framework for the exemption of a range of land uses in activity centres, to streamline approval processes and support economic development. The adoption of the Town's policy also coincided with the early stages of the COVID-19 pandemic, with its final adopted version incorporating the Minister for Planning's Notice (of exemption) issued on 8 April 2020 under the *Planning and Development Act 2015*, so that it could serve as an integrated land use exemption policy in support of the local business community as a key policy response of the Town's COVID-19 recovery efforts (it is identified in the Town's Covid-19 Action Plan).
5. The Town's LPP 41 was seen as progressive in nature, with DPLH basing its 'model' change of use exemption policy for local governments upon the format and provisions contained with the Town's LPP 41.
6. DPLH, as part of its continued contribution to State Government measures to support economic recovery from the COVID-19 pandemic, has developed a suite of major changes to the State Planning Framework, which have implications at State and local government level, across all scales of development. This has included amendments to the Regulations that were recently gazetted by the State Government on 18 December 2020, with the stated goals of streamlining development assessment processes, reducing unnecessary 'red tape' and helping to support the State's economic recovery.
7. The amendments to the Regulations are broad in scope, affecting the administration and processing of development applications, including their vetting, assessment and public advertising processes, as well as significantly expanding the range of works and land uses exempt from the requirement for development approval.
8. The majority of changes to the Regulations commence operation as of 15 February 2021, which has left little time for local governments to adapt their administrative processes and amend their local planning frameworks, particularly given the timing of their introduction over the Christmas/New Year holiday period and as many of the changes require consent by formal Council resolution and/or public advertising to occur.

9. The Amendments to the Regulations effectively mandate the land use exemptions listed within the DPLH's model change of use exemption policy, as well as an expanded range of works exemptions, under all local planning schemes in the Perth Metropolitan and Peel Regions.
10. The review of LPP 32 and LPP 41 reflects two of at least four local planning policies that require consequential amendment or revocation as a result of the amended Regulations.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Community consultation and public advertising occurring in accordance with State legislative requirements and LPP 37 'Community Consultation on Planning Proposals'.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The review of the Town's LPPs to ensure they remain relevant, effective and consistent with current legislative requirements and the State Planning Framework.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The development of LPPs that promote the economic success and vitality of the Town's activity centres and commercial areas, while balancing amenity impacts and land use compatibility issues, particularly with surrounding residential uses.
EC02 – A clean, safe and accessible place to visit.	The development of policies that encourage and incentivise improved access and facilities for people with disabilities, to promote increased opportunities for social and economic participation, employment and independence.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The development of LPPs that promote an activated and vibrant public realm in the Town's activity centres and commercial areas, and reduce the regulatory burden of the planning framework where appropriate and practical to do so.

Engagement

Internal engagement	
Stakeholder	Comments

Place Planning	The reporting officer, who undertakes duties across both the Place Planning and Urban Planning program areas, does not consider the proposed policy changes to have any appreciable impacts from a place perspective, in view of their administrative nature to reflect the legislated exemptions of the amended Regulations, and as they otherwise maintain the range of exemptions of existing LPPs 32 and 41.
Urban Planning	Urban Planning officers have reviewed the draft policy and provided feedback, which has informed the provisions of the draft revised policy.

Legal compliance

Planning and Development (Local Planning Schemes) Regulations 2015

11. The adoption or amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015,* including the publication of a notice in accordance with deemed clause 87.
12. In accordance with deemed clause 5(2), a local government may amend a local planning policy without publicly advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.
13. As per deemed clause 6(b), the revocation of an existing local planning policy takes effect upon publication of a notice by the local government in accordance with deemed clause 87.

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	Low	N/A
Environmental	Nil	Nil	Nil	Nil	Medium	N/A
Health and safety	Nil	Nil	Nil	Nil	Low	N/A
Infrastructure/ ICT systems/ utilities	Nil	Nil	Nil	Nil	Medium	N/A
Legislative compliance and Reputation	Continued application of existing policy that does not provide adequate policy guidance (for the public and internal staff) in relation to the full range of works and land use development approval exemptions that exist, resulting in confusion,	Low	Likely	Medium	Low	Consent to public advertising of amended LPP 32 and the revocation of LPP 41 which mitigates this risk.

	administrative errors, and provision of incomplete or incorrect advice.					
	Continued application of existing policy which contains inconsistent or outdated provisions that do not reflect current legislative requirements.	Low	Likely	Medium	Low	Consent to public advertising of amended LPP 32 and the revocation of LPP 41 which mitigates this risk.
Service delivery	Nil	Nil	Nil	Nil	Medium	N/A

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	The additional development approval exemptions listed within amended LPP 32, which have been introduced as a result of the amended Regulations, will result in reduced development application fees being received by the Town. It is estimated that fee intake will reduce by approximately $2000 within a 12 month period as a result of the new exemptions which do not already exist under LPPs 32 and 41. It is noted that this amount is in addition to the estimated $4000 per year reduction in development application fees for change of use applications that has already occurred since the adoption of LPP 41 in April 2020, based upon the number of exemption of verification requests received to date in accordance with LPP 41, and the number of change of use applications received in previous years. This is a conservative estimate, as there may be an unknown number of exempt changes of use which have occurred that the Town has not been informed of. There will also be increased administrative costs in terms of staff time and resources used to administer the amended policy and provide guidance to the public when receiving or responding to enquiries to confirm if a proposal is exempt. However, some of these administrative costs may be offset by the recommended revocation of LPP 41, which can no longer require change of use proponents to obtain written verification of an exemption from development approval for a change of use, as these provisions have now been superseded, and are not required, by the amended Regulations.

Analysis

14. A review of existing LPP 32 'Exemptions from Development Approval' (as contained in Attachment 2) and LPP 41 'Exemption Policy for Specified Changes of Use and Activities Carried Out From Existing

Buildings' (as contained in Attachment 3) has been completed by Council officers. This review has considered:

(a) the effectiveness of the current policy including any issues of interpretation, application, gaps or deficiencies;

(b) like policies of other local governments;

(c) alignment with relevant State legislation, policy and/or guidelines;

(d) greater clarity in the objectives of the policies; and

(e) improving the presentation and ease of use (for both the public and Council officers) of the policies.

15. The major issues identified during the review relate to:

(a) the now superseded policy guidance provided by LPP 32 and LPP 41 in relation to the requirement for development approval for a wide range of works and land uses introduced through recent amendments to the Regulations;

(b) the need to provide clarity and consistency in terms of the conditions and specific guidance that is provided in relation to the differing circumstances where exemptions from development approval may apply. This is particularly important given the large number of exemptions which now exist across multiple planning instruments, including the Regulations, the Scheme, local planning policies and local development plans;

(c) the exemptions listed under the amended Regulations lack precision and clarity as to their application within the Town as they have been drafted in a generalised manner for incorporation under the local planning schemes of all local governments in the Perth Metropolitan and Peel regions; and

(d) the significant risk posed by the amended Regulations if not translated in a precise, consistent manner via a local planning policy, potentially leading to:

i. confusion and lack of clarity amongst members of the public;

ii. inconsistent or incorrect advice being provided by staff to members of the public due to confusion, differences of opinion or interpretation; and

iii. substantial administrative and staff resources that may be required to address administrative errors, including the refund and withdrawal of unneccesary development applications for exempt developments, and additional compliance action to follow up unauthorised developments retrospectively, that should have been subject to the requirement for development approval before being carried out.

16. In view of the above, the review of existing LPP 32 and LPP 41, has concluded that the incorporation of all works and land use exemptions from development approval should be captured within one consolidated local planning policy to provide a single point of reference for the Town's staff and members of the public.

17. Having regard to the above, existing LPP 32 has been amended to:

- Incorporate the exemptions introduced by the amended Regulations, specific to their application in accordance with the Town's local planning scheme and other relevant planning instruments (i.e. specific zones, Precincts, local development plans etc.);
- Maintain the existing range of exemptions granted by existing LPP 32 that are not affected by the amended Regulations, either as separate stand-alone exemptions or via integration with several of the exemptions legislated by the amended Regulations; and

- Incorporate the exemptions from LPP 41 which remain of value and have not been superseded by the amended Regulations, including those relating to provision of universal/accessible car bays and the temporary use of food premises as Fast Food Outlets during a State Government imposed lockdown (such as has occurred at various stages of the COVID-19 pandemic).

18. As the recommended changes to LPP 32 capture and consolidate the provisions of LPP 41, it is recommended that LPP 41 be revoked by Council.
19. The amendment of LPP 32 has followed the table format and style of exemptions listed for works (Table 1) and land uses (Table 2) by the amended Regulations, with additional Town-specific guidance provided, to ensure compliance and awareness with relevant conditions, development standards or other requirements, and minimise the risk of works or changes of use being carried out without other necessary approvals. The exemptions listed within Tables 1 and 2 have also been modified from their general zoning and terminology to reflect their precise application within the Town of Victoria Park in accordance with the zoning, precincts and land use table of the Town's local planning scheme, and other relevant planning instruments within the Town's local planning framework.
20. The policy review and recommended revocation of LPP 41 has also noted the prior review of administrative Policy 451 'Transitional Use' (as contained in Attachment 4), as detailed in the Minutes of the OCM held on 15 September 2020 (refer to Background above).
21. While the review of Policy 451 noted the similarity of its objectives to those of LPP 41, it is no longer considered appropriate for its provisions to sit within LPP 41 in light of the amended Regulations and its recommended revocation and consolidation under amended LPP 32. Additionally, any change of use proposals that may be considered under the provisions of Policy 451 require development approval from the Town in all instances, so their inclusion within an exemption policy would be at odds with their intended purpose and function.
22. It is still considered appropriate that the provisions of Policy 451 be incorporated within a local planning policy, adopted under the Town's local planning scheme, rather than as an administrative policy of Council. However, further review is necessary to determine the appropriate existing or new local planning policy that's its provisions should be incorporated within before Policy 451 can be repealed.
23. Amended LPP 32 has been drafted to provide clarity and consistency in the interpretation and application of the exemptions legislated by the Regulations by Council officers who will be administering the policy and providing advice and confirmation of exemptions from development approval to members of the public, local businesses and others within the development industry. They will also minimise the potential for confusion or misinterpretation by these external stakeholders who will be able to utilise the policy to understand the full range of works and changes of land use that are exempt from the requirement for development approval within the Town.
24. Advice received from senior DPLH officers has confirmed that it is reasonable for local governments to consider changes to existing local planning policies to bring them into consistency with the amended Regulations as minor amendments, that can be adopted by Council without the requirement to undertake public advertising. This is in view of their administrative nature and as the changes result from legislated changes which will commence operation as of 15 February 2021 across all local governments within the Perth Metropolitan and Peel Regions, irrespective of their local planning frameworks.
25. Amended LPP 32 will serve as a single, comprehensive policy instrument that is reflective of the current local and State Government planning frameworks with respect to the range of works and changes of land use that are exempt from development approval within the Town.
26. In view of the above, it is recommended that Council adopt amended LPP 32 'Exemptions from Development Approval' (as contained in Attachment 1) and revoke LPP 41 'Exemption Policy for

Specified Changes of Use and Activities Carried Out From Existing Buildings' (as contained within Attachment 3), in accordance with deemed clauses 5 and 6 of the Regulations.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

12.4 Investigation of lockers for people living with homelessness

Location	Town-wide
Reporting officer	Anastasia Brooks
Responsible officer	Paul Gravett
Voting requirement	Simple majority
Attachments	1. Engagement Report - Public Lockers [**12.4.1** - 8 pages]

Recommendation

That Council:

1. Notes community consultation feedback regarding the provision of public lockers, or alternate storage spaces, for people who are sleeping rough in the Town.
2. Requests the Mayor to write to the newly elected members of State Government, advocating for additional funding for assertive outreach services in order to engage rough sleepers living in the Town.

Purpose

To provide Council with the findings of the community consultation conducted on the provision of public lockers, or alternative storage spaces, for people who are sleeping rough in the Town.

In brief

- The Town consulted with the community to understand the level of support for the Town being involved in the installation and maintenance of public lockers or alternative storage spaces. The consultation took place between 23 November – 6 December 2020 and 118 submissions were received.
- The consultation findings suggest a general level of community support for public lockers or alternative storage spaces. However, support decreased significantly for people living or operating a business within 250 metres of the identified locations, and strong confidence was not demonstrated in the Town to lead such an initiative.
- Given the findings of the initial investigation and the results of the subsequent community engagement, the Town is best placed to provide advice and support to community organisations to provide public lockers or alternative storage solutions in the Town. A service provider-operated program allows rough sleepers to seek additional information and support to end their homelessness.
- The Town acknowledges there is a lack of assertive outreach providers servicing the Town, limiting options for rough sleepers to access support to exit homelessness. As such, and in light of the March 2021 State Government Election, the Town recommends writing to the newly elected members of State Government, advocating for additional funding for assertive outreach services in order to capture rough sleepers living in the Town.

Background

1. At the 21 July Ordinary Council Meeting, Council resolved:

   That the Chief Executive Officer investigates the provision of public lockers, or alternative storage spaces, for people living with homelessness in the Town, including but not limited to the possible locations, costs and any security arrangements;

Requests that the Chief Executive Officer presents a further report back to Council on the results of the investigation conducted, in line with point 1 above, by its September 2020 Ordinary Council Meeting.

2. The Town investigated the feasibility of installing public lockers or alternative storage spaces in the Town, possible locations, security arrangements and costs between July – September 2020.

3. The Town's preliminary investigations outlined in the 15 September 2020 Ordinary Council report included internal engagement with Street Operations, Ranger Services, Library Services, Strategic Assets, Community Development, and Leisure Facilities. The preliminary investigations also included feedback and information gathering from Kensington Police, City of Bunbury, City of Perth, City of Adelaide, City of Sydney, City of Melbourne, The Haven, Uniting WA, Ruah Community Services, Oz Lockers, Baggage Storage, a lived experience advisor, RooForce Facility Services, as well as several international experiences. Overall, the preliminary investigations identified several concerns with the provision of public lockers. These included, but are not limited to:

   Public lockers becoming a focal meeting place for vulnerable people, and that strategies would need to be considered to address any arising issues.

   Concerns with how the lockers would be managed including the cost of managing, maintaining and cleaning, and the legal and ethical concerns of impounding or disposing of items if storage users had not returned in some time.

   Although providing lockers provides an opportunity for the Town to minimise the stress associated with living without a home, the initiative does not in itself contribute to ending homelessness.

   International experiences identified the most successful storage programs were operating by services providers which included an element of 'checking in' with users. These programs not only provided storage, but linked users to pathways out of homelessness.

4. This preliminary investigation also identified a number of potential options should the Town choose to progress a lockers or storage initiative. However, broad community consultation had not been undertaken to ascertain community support for a storage initiative, or the three locations that had been identified - outside of the Hubert Street Car Park, outside of the Victoria Park Library and outside of the Haven.

5. At the 15 September Ordinary Council Meeting, it was resolved that Council:
   Notes the preliminary results of the initial investigation into the provision of public lockers, or alternative storage spaces, for people living with homelessness in the Town.
   Requests the Chief Executive Officer to conduct community consultation about installing public lockers or alternative storage spaces in the Town.
   Requests the Chief Executive Officer to present a report back to Council at the March 2021 Ordinary Council Meeting with findings of the community consultation.

6. The Town engaged with the broader community between 23 November – 6 December 2020. The engagement aimed to understand whether the community was supportive of the Town being involved in the installation and maintenance of public lockers or alternative storage spaces. The results of the community engagement are contained in this report.

7. In December 2020 the Town also received the Street Count Report from the City of Perth, detailing the final number and locations of rough sleepers counted by Town staff on Tuesday 27 October 2020. The Street Count is an initiative led by the City of Perth and joined by other metro LGAs. The purpose of the Street Count is to collect reliable, current data on how many people are sleeping rough in the Town and more broadly in the Inner City Region. A total of 8 people were counted in the Town during the October 2020 Street Count.

Strategic alignment

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	A service provider-operated storage program allows rough sleepers to seek additional information and support to assist in ending homelessness.

Engagement

Internal engagement	
Stakeholder	Comments
Urban Planning	Advice sought on requirement for an application for development approval if lockers installed at the Haven.

External engagement	
Stakeholders	Residents, property owners, representatives from businesses and community organisations.
Period of engagement	Monday 23 November – Sunday 6 December 2020
Level of engagement	2. Consult
Methods of engagement	• Online and in-person Q&A information sessions • Online and hard copy feedback surveys
Advertising	• Letters to residents and property owners located within close proximity of the identified locker locations • Email to businesses and community organisations located within close proximity of the identified locker locations • Southern Gazette advertisement • VIBE e-newsletter • Your Thoughts web page • Sounding Board email • Email to previous participants of the homelessness policy review consultation • Facebook posts – two organic, one paid advertisement
Submission summary	118 submissions
Key findings	**Total survey responses**

Response	# participants	% participants
I support	74 participants	63%

I support, but have some concerns	19 participants	16%
I do not support	25 participants	21%

Responses from participants living within 250m of the identified locations

Response	# participants	% participants
I support	6 participants	19%
I support, but have some concerns	8 participants	26%
I do not support	17 participants	55%

Responses from business representatives operating within 250m of the identified locations

Response	# participants	% participants
I support	1 participant	17%
I support, but have some concerns	3 participants	50%
I do not support	2 participants	33%

Note, no community organisations within 250 metres of the identified locations took part in the consultation.

Additional feedback is presented in the attached Engagement Report.

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Additional rubbish and litter in public locker areas, resulting in excessive cleaning costs	Minor	Almost certain	Medium	Low	AVOID Town delivered public lockers not recommended
	Town installing infrastructure on private property, resulting in requests from other property owners for same level of service	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
	Town management of public lockers, including impounding and disposal of belongings left for extensive periods or dumped, resulting in additional staffing workload	Minor	Almost Certain	Medium	Low	AVOID Town delivered public lockers not recommended
	Vandalism to public lockers, resulting in high maintenance costs	Minor	Likely	Medium	Low	AVOID Town delivered public lockers not recommended
Environmental	Additional rubbish and litter in public locker areas, resulting in pollution to the environment	Insignificant	Almost certain	Medium	Medium	AVOID Town delivered public lockers not recommended
Reputation	Town installing infrastructure on private property, resulting in claims of 'favouritism'	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
		Minor		Medium	Low	

	Public lockers, without a connection to service providers, do not provide a solution to homelessness	Moderate	Almost Certain	High	Low	AVOID Town delivered public lockers not recommended
	Community backlash due to lack of strong support demonstrated for the Town to deliver public lockers	Insignificant	Likely	Low	Low	AVOID Town delivered public lockers not recommended
	Public lockers do not meet the needs of and/or are not used by rough sleepers	Minor	Moderate	Medium	Low	AVOID Town delivered public lockers not recommended
	Public lockers are over-subscribed, users become possessive and/or some rough sleepers are not able to access a locker, resulting in damage to relationship with the Town		Possible			AVOID Town delivered public lockers not recommended
Legislative compliance	Town management of public lockers, including impounding and disposal of belongings left for extensive periods or dumped, implemented without regulative authority	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
Health and safety	Public lockers used for storage or drop-off of illicit substances, resulting in health or safety risks to locker users of	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended

	members of the public Anti-social behavior at public locker location, resulting in health or safety risks to locker users or members of the public	Moderate	Possible	Medium	Low	AVOID Town delivered public lockers not recommended
Infrastructure / ICT systems/ utilities	Not applicable.					
Service delivery	Not applicable.					

Financial implications

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

Analysis

8. The Town undertook a period of community consultation between 23 November – 6 December 2020. The community was asked their thoughts around the Town's role in a lockers or storage initiative, whether they supported the Town installing public lockers or alternative storage spaces in the Town, and whether they supported any/all of the locations identified in the initial investigation.

Role of the Town

9. As public lockers and alternative storage spaces are a relatively new phenomenon in communities, participants were asked to comment on what should be the role of local government. Key themes included:
    a) To provide lockers, or to provide and maintain lockers (20% - 24 participants)
    b) To support the initiative (role not defined) – including champion, support, investigate, facilitate (19% - 23 participants)
    c) To play no role (15% - 18 participants)
    d) To maintain the safety of the location (13% - 15 participants)
    e) To fund the initiative – including purchasing, or funding organisations (8% - 9 participants)
    f) To support community organisations to deliver the initiative (7% - 8 participants)
10. The consultation findings suggest a general level of community support for lockers or alternative storage spaces. However, if a local government was involved, participants demonstrated a preference

for the local government to fund, facilitate or support a community organisation to deliver the initiative (34% - 40 participants), rather than taking sole responsibility (20% - 24 participants). These findings are in alignment with Policy 113 Homelessness – The Town's role, whereby building the capacity of community organisations to meet local needs is a key policy commitment.

Support for a local initiative

11. Consultation participants were subsequently asked whether they support the Town installing public lockers or alternative storage spaces. Of the 118 participants who took part in the consultation, 63% (74 participants) were supportive, 16% (19 participants) were supportive, but had some concerns, and 21% (25 participants) were not supportive.
12. Comments from participants who were not supportive of a storage initiative, or were supportive, but had some concerns picked up on some of the key risks identified by the Town in the initial investigation. Comments included:
    a) Concern for the ongoing security and maintenance of the lockers
    b) Concern for increase in litter and dumping
    c) That the initiative appears short term, and does not assist rough sleepers into housing and out of homelessness
    d) Supportive of the idea, but not the locations identified
    e) Concern for an increase in anti-social behaviour and/or criminal activity in the area

Support for the locations

13. Participants were asked to select which of the three locations identified in the initial investigation, if any, they supported the installation of public lockers or alternative storage solutions:

Response	# participants
None of the locations	24 participants
Outside of the Hubert St Car Park toilet block	48 participants
Outside of the Library, adjacent John Macmillan Park	59 participants
Outside of the Haven in East Victoria Park	78 participants

14. None of the locations were without participants demonstrating some level of concern. In addition to these concerns, there was a significant decrease of support for public lockers or alternative storage spaces for people living or operating a business within 250 metres of the identified locations.
15. The Hubert Street Car Park was supported by 15% (2 participants) located within 250 metres of the location, 31% (4 participants) supported with some concerns, and 54% (7 participants) did not support the location. Participants identified existing anti-social behaviour in the area and a lack of onsite services affecting the suitability of the location for installing public lockers or alternative storage spaces.
16. The Library was supported by 17% (1 participant) located in close proximity to the location. For the remaining, 50% (3 participants) supported with some concerns, and 33% (2 participants) did not support the Library location. Participants expressed concern for the safety of women and children who

use the Library, due to the heightened risk of rough sleepers experiencing mental health issues or alcohol/drug abuse.

17. The Haven, although receiving the highest level of support from all consultation participants - 78 of the total 118 participants indicated support, 70% (7 participants) located within 250 metres of the Haven were not supportive. Of the remaining participants, 20% (2 participants) supported, and 10% (1 participant) supported with some concerns. Participants in close proximity to the Haven detailed their experiences with existing anti-social behaviour in the area. Locating lockers or alternative storage solutions in residential areas was also raised as a concern by a number of consultation participants.

Next Steps

18. The findings of the initial investigation into the provision of public lockers or alternative storage spaces in the Town indicated that:
    a) Although providing lockers provides an opportunity for the Town to minimise the stress associated with living without a home, the initiative does not in itself contribute to ending homelessness, and
    b) International experiences identified the most successful storage programs were operating by services providers which included an element of 'checking in' with users. These programs not only provided storage, but linked users to pathways out of homelessness.
19. Given the initial investigation findings and the results of the community engagement, whereby a preference was demonstrated for the Town to work with community organisations rather than to lead a storage initiative, the Town is best placed to provide advice and support to community organisations to take the lead in providing public lockers or alternative storage solutions for rough sleepers in the Town.
20. The Town is committed to continuing to deliver actions that contribute to ending homelessness, contained within the Homelessness Policy Implementation Plan 2020-2023. However, the Town acknowledges that assertive outreach services are concentrated in the Perth CBD, restricting local rough sleepers from accessing support to end their homelessness. As such, and in light of the March 2021 State Government Election, the Town recommends writing to the newly elected members of State Government, advocating for additional funding for assertive outreach services to capture rough sleepers living in the Town.
21. The Town does not oppose service provider operation of public lockers or alternative storage solutions for rough sleepers. The Town will encourage any interested service providers to seek funding through the Community Funding Program to operate a storage initiative, with any application received assessed on its merits. Further, should the Haven choose to pursue external public lockers an application for development approval will not be required.

Relevant documents

Policy 113 Homelessness – The Town's role

Homelessness Policy Implementation Plan July 2020 – June 2023

15 September 2020 Ordinary Council Meeting Minutes

Questions and responses

Cr Ronhhda Potter

1. How would you see support and advice to community organisations playing out? Would it be in the form of financial, in-kind or resource support?

The Chief Community Planner advised that the Town could provide the following support:

- information on international and Australian examples, and potential maintenance and management requirements, as per the research undertaken for the September 2020 OCM report
- current and historic data on the number of rough sleepers in the Town
- introductions to local organisations supporting rough sleepers for additional information on rough sleeper needs and/or partnership support
- information on whether an application for development approval would be required
- an invitation to attend the Town's next grant writing workshop
- advice on the Town's community funding program
- advice on reaching out to potential corporate funders or other funding bodies.

2. Could the Town address how lockers are managed by using the same processes as City of Bunbury?

The Chief Community Planner advised that if Council made a decision to progress Town-installed and operated public lockers or alternative storage solutions, further investigation would be required to determine the final locker type and digital locking mechanism, the hours of operation, rules for acceptable use, the daily cleaning and maintenance schedule and the process for impounding or disposing of items that have not been collected in line with the rules of use. Although the City of Bunbury uses an automatic unlocking system in order to encourage rough sleepers to return to their items, dumping still occurs at the city's locker locations.

3. Will the street count become an annual event?

The Chief Community Planner advised that the Town will participate in the City of Perth's Street Count annually.

4. If lockers were installed, how many would be necessary?

The Chief Community Planner advised that the Town wouldn't encourage any more than 10 at this point in time.

5. Were any local community organisations engaged during this consultation?

The Chief Community Planner advised that 15 community organisations were engaged.

6. Have there been any reports of belongings being left in public areas? If so, how does the Town deal with this?

The Chief Community Planner advised that between February 2020 and February 2021 there have been six reports. The Town has recently developed a management practice where the Ranger attends the site to leave stickers and brochures. Belongings do get impounded if they are left for a significant period of time.

7. How many current service providers does the Town think have the capability to provide lockers?

The Chief Community Planner advised that there are 30 service providers in the Town but it is not known how many would be capable. The Haven is the only organisation that has come forward to be involved.

8. Has there been a discussion with The Haven about a location for lockers if they were to go ahead? Would it be an option for them to go on Town land close to The Haven?

The Chief Community Planner advised that the Haven indicated a preference for the installation of public lockers at the rear of the building. The Town investigated the installation of public lockers outside of the Hubert Street Car Park Toilet Block and outside of the library. Both properties are owned by the Town, and are located within walking distance of the Haven.

9. If a service provider were to operate the lockers in the Town, would lighting still be provided and paid for by the Town?

The Chief Community Planner advised that if the Town was to fund a community organisation to provide public lockers or alternative storage spaces through a community grant process, the organisation could include funding for lighting upgrades in their application.

10. Would Town Rangers patrol or monitor the area if lockers were operated by a community organisation?

The Chief Community Planner advised that Rangers could potentially patrol the area if competing priorities and resources allowed. These patrols would also depend on the location of the lockers.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

12.5 Operating Subsidies 2020-2021 Round Two

Location	Town-wide
Reporting officer	Katie Schubert
Responsible officer	Paul Gravett
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council award three-year operating subsidies, commencing 1 July 2021, to:

(a) Victoria Park Centre for the Arts for $104,000 per year

(b) Victoria Park Community Centre for $85,000 per year

Purpose

To provide Council with oversight of the Town's three-year operating subsidy applications and assessments for Council endorsement.

In brief

- Operating subsidies are made available to support the ongoing operating capacity of the Town's service providers to deliver a range of programs, services, events, and partnerships, that align with the Town's strategic outcomes to enhance the quality of life of the community.
- At the 17 November 2020 Ordinary Council Meeting, Council requested for Victoria Park Community Centre and the Victoria Park Centre for the Arts be invited to submit new applications for an operating subsidy.
- Applications for Victoria Park Community Centre and Victoria Park Centre for the Arts were open from 5 January 2021 and closed on 3 February 2021.
- In review of applications by the assessment panel, the two applications sufficiently met the outlined criteria and subsequently have been recommended for Council endorsement with a total funding request of $189,000 per annum, for the next three years.

Background

1. The Town recognises that community health and wellbeing is influenced by numerous factors, including social connectedness, a sense of belonging, a place where people have meaningful and accessible opportunities to participate in the arts, culture, education and to celebrate heritage.
2. As the tier of government closest to the community, local government plays a significant role in shaping and supporting the overall health and wellbeing of the community. This is achieved through a collective impact approach of working in collaboration with the local community, service providers and stakeholders.
3. Operating subsidies are to support the ongoing operating capacity of the Town's service providers to deliver a range of programs, services, events, and partnerships, which enhance the quality of life of the community.
4. At the 17 November 2020 OCM in response to Operating Subsidy application submitted for consideration, the following alternate Council resolution was made:

That Council:

1. *Approves a further extension of the operating subsidy for Connect Victoria Park in the sum of $50,000 from 1 January 2021 to 30 June 2021;*
2. *Approves an operating subsidy for Connect Victoria Park in the sum of $75,000 to commence on 1 July 2021 for three years;*
3. *Declines to award an operating subsidy of $6,000 to The Haven;*
4. *Approves a community grant of $1,000 to The Haven for the provision of a Christmas lunch people for 2020;*
5. *Approves a community grant of $5,000 to The Haven for the provision of regular meals for people in need.*
6. *Requests the Chief Executive Officer to invite the Victoria Park Community Centre and the Victoria Park Centre for the Arts to submit new applications for an operating subsidy to commence on 1 July 2021 for three years in accordance within the following timetable:*
    a. *applications to be called for in January 2021;*
    b. *applications to be assessed by the Town's community funding assessment panel in February 2021;*
7. *Requests the Chief Executive Officer to present a further report back to Council in March 2021 with the recommendations on any applications received from the Victoria Park Community Centre and the Victoria Park Centre for the Arts;*
8. *8. Requests the Chief Executive Officer to commence a review Policy 114 – Community Funding in December 2020, beginning with a concept forum for elected members in December 2020;*
9. *9. Requests the Chief Executive Officer to bring a report on the review of Policy 114 to the Policy Committee by no later than February 2021.*

5. The Town currently provides operating subsidies to the following groups:

Organisation	Amount	Timeframe
Harold Hawthorne Community Centre	• 3-year operating subsidy • $132,328 + Perth CPI annually • Peppercorn lease - $222,000 annually • Financial assistance to contribute to the employment costs of the Centre to deliver programs to community.	Contract end 30 June 2022
Vic Park Centre for the Arts	• 2-year operating subsidy • $111,200 + Perth CPI annually • Peppercorn lease - $30,000 annually • Financial assistance to contribute to the employment costs of the Centre of the Arts Director to deliver programs to community.	Contract end 30 June 2021
Connect Vic Park	• 3-year operating subsidy • Contract extension endorsed Nov 2020 • Financial assistance contributing to staffing costs and direct program delivery for the wider community. • $50,000 to 30 June 2021 • $75,000 1 July 2021 to 30 June 2024	Contract end 30 June 2024

6. Prior to this operating subsidy round opening on 5 January 2021, Impact Seed (an organisation specialising in social entrepreneurship and social impact measurement) were commissioned by the Town to work with both organisations to enhance their capacity to address application criteria. This included support towards the development of a Theory of Change and Program Logic Model, how to capture data, how to use data, and how to address the Operating Subsidy application criteria. This assistance was aimed to strengthen the funding application of each group as well as their longer-term effectiveness / sustainability.
7. Impact Seed were commissioned to provide up to 8 hours of support and development with each organisation. The final invoice for training is yet to be provided, however $2,400 was set aside for these purposes.

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.	Provision of agile appropriately managed funding that provides an opportunity for community organisations to respond to community need.

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	Through provision of funding community organisations will have the capacity to ensure community remain connected and engaged on topics that are of importance to them.
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	Provision for funding programs that ensure community could remain engaged, with access to arts culture and education.

Engagement

Internal engagement	
Panel	Review and evaluation of applications
Governance	Advice relating to publicly advertising successful applicants. Consultation on Policy 114 Community Funding. Advice relating to type/level of detail for community/Council consideration.

External engagement

Stakeholders	Victoria Park Centre for the Arts and Victoria Park Community Centre were engaged to better understand issues with the previous application process, and to provide feedback regarding the refined criteria for this round.
Period of engagement	December 2020 – February 2021.
Level of engagement	Consult
Methods of engagement	Email, phone
Advertising	Nil
Submission summary	Two Applications were submitted to the Town for evaluation.
Key findings	Two operating subsidy application submissions met the Town's criteria and are recommended for endorsement.

Legal compliance

Not applicable

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Service providers not delivering outlined support to community.	Moderate	Unlikely	High	Low	TREAT by ensuring fair and equitable application process guided by Policy 114 Community Funding. Continue to work in partnership with service providers in relation the operating subsidy and social outcomes measurements.
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	

Legislative compliance	Service providers not meeting agreed legislative requirements.	Moderate	Unlikely	High	Low	TREAT – by sighting relevant documentation within the application process and including within contractual agreement.
Reputation	Negative public perception towards the Town should applications not be funded	Moderate	Unlikely	High	Low	TREAT by transparent approval process. Managed by online funding platform and Council endorsement. Town funding panels. Ensure fair and equitable application process guided by Policy 114 Community Funding.
Service delivery	Not applicable				Medium	

Financial implications

Current budget impact	Not applicable.
Future budget impact	Endorsement of this recommendation requires a three-year operational subsidy commitment in future budgets, starting 1 July 2021. Victoria Park Centre for the Arts = $104,000 per annum x 3 years Victoria Park Community Centre = $85,000 per annum x 3 years = $189,000 ex GST x 3 years = $567,000 ex GST total (2021/22 - 2023/24) To include provision for the addition of Perth CPI annually. Current supported operating subsidies with future budget implications include: • Harold Hawthorne Community Centre = $132,328 x 1 year (ending 30 June 2022) • Connect Vic Park = $75,000 x 3 years (ending 30 June 2024) Total estimated commitment for 2021/22 = $396,328 ex GST inclusive of current and recommended operating subsidies.

Analysis

8. Applications for Victoria Park Community Centre and Victoria Park Centre for the Arts were open from 5 January 2021 and closed on 3 February 2021.
9. Additional relevant and reasonable application questions were received by both organisations during the application process. These questions were dealt with and answered by the Grants Officer with support from the Manager Community, when needed. The internal assessment panel were not involved in any of the responses and did not assist with any of the inquiries.
10. The Town received operational subsidy application submissions from both organisations with a total request of $189,000 ex GST.
11. The application requires the completion of four parts:
    1.1. Eligibility
    1.2. Application Details (organisation, auspice arrangements etc);
    1.3. Project details; and
    1.4. Assessment Criteria as outlined in the table below.

12. The Operating Subsidy application form was aligned with the Town's Strategic Community Plan outcomes and consisted of four questions with a maximum score of five points per question. With four panel members scoring across the four assessment criteria with a maximum score of 80 available per application. Final weighted score for the complete application was out of 100%.

Updated content in assessment criteria questions from 2020 to 2021 rounds can be seen below in italics.

Assessment Criteria Questions	**Weighting per question per panel member**
Question 1 - Demonstrated evidence-based need **(25% weighting)** • Are you addressing a service gap in the community? If so, how can you demonstrate this? How is your service unique? • How many people (approximately) will benefit from your service *within a 12-month period?* • Have you considered or undertaken human centre-design and development evaluation? *If so, what did this tell you?* • Are there secondary data sets to support the need for your service in the local community? *https://profile.id.com/au/victoria-park; State and Federal Government; Australia Early Development Census (AEDC), Health and Wellbeing indicators; Industry specific research/modelling;* • Is your service a duplication of a service that already exists in the community? *If so, in what ways?* • *If it is a duplication, please outline how your service addresses a specific priority need/opportunity not being met by others.*	Total score available is five per panel member = 20 points total

Question 2 - Alignment to the Town's Strategic Community Plan **(25% weighting)** In this section identify the top three outcomes of the Town's Strategic Community Plan your service will deliver upon. https://www.victoriapark.wa.gov.au/About-Council/Council-documents/Integrated-planning-and-reporting-framework/Strategic-Community-Plan • How will these outcomes be achieved and what evidence do you have to prove that you can achieve these outcomes? • *Have you created a Theory of Change and Program Logic to help you demonstrate an alignment to the Town's Strategic Outcomes? If so, please provide as an attachment.* • Do you have a monitoring, evaluation and outcome measurement framework/process in place? If so, provide details as to how you will collect data for the Annual Outcome Report. • *Can you provide evidence of past outcomes achieved at an individual and/or community level, and how they were measured?* • *Can you provide evidence of the skill set, capabilities and capacity of staff to measure outcomes?*	Total score available is five per panel member = 20 points total
Question 3 -Value for money **(25% weighting)** In this section explain how you will deliver value for money • *What do you specifically aim to deliver as a result of receiving an operating subsidy? Or what will you have capacity to deliver due to receiving an operating subsidy that you would not normally be able to?* • *Have you calculated the cost per participant for your service (total service cost divided by number of people accessing your offering/services? If so, please provide.* • If you are seeking funds to cover salaries, have you provided examples of similar positions, an average wage for such positions and an explanation of why the role/salary is required? • *Is the initiative/service located within the Town? Yes/No* • *Is the initiative/service free for the community? Yes/No* • *If you charge a fee, how does this compare to other like services?* • If you are seeking funds for an ongoing program, provide examples of similar programs and operational costs. • *You may also like to consider including the number of volunteer hours engaged in your service over the previous 12-month period.*	Total score available is five per panel member = 20 points total
Question 4 - Governance **(25% weighting)** In this section provide details of the governance structures the organisation has in place. Give consideration to: • Details of the Board of Management structure *and core areas of experience/expertise*	Total score available is five per panel member = 20 points total

• Staff skills, experience and capabilities *in delivering proposed activities outline within the Operating Subsidy.* • Details of risk mitigation strategies, *including meeting Covid19 requirements.* • *Attaching Strategic Plan* • *Attaching financials for previous two years*	
Total weighting for four questions = 100%	Total score available = 80 points

13. The Town's internal assessment panel consisted of four Town officers:
    1.1. Chief Community Planner
    1.2. A/Coordinator Community Development
    1.3. Communications Advisor – Stakeholder Relations
    1.4. Coordinator Urban Planning
14. Applications were assessed individually utilising a defined assessment matrix with descriptions and rating scale to guide the assessor with appropriate scoring. Then applications were reviewed within a formal panel meeting in line with Policy 114 Community Funding and the criteria outlined for the Town's Operating Subsidy funding program. On average, it took the Community Funding Assessment Panel members between one to two hours per application to assess individually with a one-hour panel meeting.
15. Funding requested and panel scoring are outlined in the table below:

Applicant	Funding requested What will the operating subsidy be used for?	Panel score total (out of 80)	Requested funding
Victoria Park Community Centre (VPCC)	Operating subsidy will provide financial assistance for the following: • Manager – 15 hours a week • Project Officer - 25 hours a week that specialises in CaLD, Youth and/or Men. • Superannuation of the above wages of 9.5.% contribution • Project Funding • Culture Counts subscription The operating subsidy will support VPCC to deliver programs, support and services to the local community. The programs will be aimed at 25-65 year olds. Examples of these programs include No Light No Lycra (dancing group), Awkwardstra Community Orchestra, Narcotics Anonymous, Hatha Yoga, Activate Mental Health Board Games, Vic Park Sewcialist sewing group, Making noise with Sam Newman	64	$85,000

	(music production event), Mental Health Check for Parents, Learn to Podcast Seminar, Slow Fashion Skill Share, Keeping chooks – skillshare, Breadmaking workshops and Indoor plant care workshops. VPCC expect to deliver: • Room-hire 52 weeks per year • An increase in centre users from 15,000 per year to 18,000 per year by the end of the funding period. • No less than 12 community-building events per year, all of which will align to S1, S3 or S4 • Below market rate venue hires for at-risk groups such as Narcotics Anonymous, Sisters of Hope (domestic violence support group) and Saint Mary's Outreach service (community meal and allied health). • Results-based accountability outcomes assessment. • Sustainable programming at the centre • Business development to be a sustainable organisation past the funding period. • 350 people using the service weekly by the end of the funding period • 680 bookings for the use of space per year by the end of the funding period • 680 unique Children users in playgroups by the end of the funding period • 19 regular community groups by the end of the funding period • 2071 hours of booked time at the Centre by the end of the funding period		
Victoria Park Centre for the Arts (VPCA)	The operating subsidy will provide a stable funding source to support VPCA's core operating costs. Specifically, the funds will be used to subsidise the Centre's payroll budget and operating expenses (such as utilities and administrative costs etc). The operating subsidy will allow the VPCA to keep the Centre functioning, and to continue employing a part-time professional team comprising the arts manager, administrator, communications officer, community coordinator, and a casual cleaner. The Town's Operating Subsidy will be used to fund three of these positions and a financial assistant (4 hours per week). VPCA outlined their goals and priorities for the next three years in their Strategic Plan 2020-2023. In particular VPCA's community reach is expected to increase over the next three years, as shown below: **Measure 2020 2021 2022 2023**	68	$104,000

Membership	124	130	140	150
Art workshops / sessions	591	670	690	700
# of workshop participants	4740	5374	5520	5600
Gallery exhibitions	15	33	33	33
Visitors to gallery and events	7479	8000	8200	8400
# of artists / exhibitors / facilitators	142	275	300	325

VPCA's particular focus for the next three years is to expand provision for diverse artists and audiences, as follows:

- Increase gallery exhibitions from 20 in 2020 to 33 in 2021, through more frequent shows and using the Mini-Gallery
- Extend the Create Connect music and art workshops for people with disabilities
- More engagement with youth, local schools and broader community
- A new focus on environmental art projects including building a partnership with the Friends of Jirdarup Bushland, local environmental assets and developing links with local community groups and state level funding initiatives.
- Multicultural art and music projects, developing links with United in Diversity, Roots TV and other new initiatives.

16. The application for Victoria Park Community Centre has been assessed by a panel of four assessors and the total scores for each criterion are outline in the below table:

Essential Assessment Criteria	**Score (out of 20)**
Q1. Demonstrated evidence-based need	18
Q2. Alignment to the Town's Strategic Community Plan	15
Q3. Value for money	15
Q4. Governance	16

Cumulative totals of assessment score	64 out of 80

Assessment Panel Comments:

- Greatly improved application with clear deliverables. Attachments are very clear and provide evidence.
- The revised application provides improved details of how the operating subsidy is proposed to be used. It is recommended that future applications include benchmarking against similar organisations in the Perth metropolitan area.
- Application was well-written with sufficient details in the body and attachments to support the application.

17. The application for Victoria Park Centre for the Arts has been assessed by a panel of four assessors and the total scores for each criterion are outline in the below table:

Essential Assessment Criteria	Score (out of 20)
Q1. Demonstrated evidence-based need	17
Q2. Alignment to the Town's Strategic Community Plan	18
Q3. Value for money	17
Q4. Governance	16
Cumulative totals of assessment score	68 out of 80

Assessment Panel Comments:

- Significantly improved application with clear deliverables. Attachments provide clear evidence and annual report was excellent.
- Overall, a well-written application clearly outlining what Victoria Park Centre for the Arts has achieved, their strategic direction and how it plans to use the proposed operating subsidy. This revised application is strengthened by its considered use of evidence-based data to demonstrate the need for the service within the community and its value for money.
- Overall, application was well-thought-out and put together. Strong evidence and statistics provided to support the need for the service in the Town.

18. In review of applications by the panel, the two applications sufficiently met the outlined criteria and subsequently have been recommended for Council endorsement with a total funding request of $189,000 per annum, for the next three years.

Relevant documents

Policy 114 Community Funding

There were no questions asked or presentations made in relation to this item.

12.6 Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants Application: Harold Rossiter Park

Location	East Victoria Park
Reporting officer	Tim Cronin
Responsible officer	Paul Gravett
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council:

1. Approves submission of a $40,000 grant application to the Department of Local Government, Sport and Cultural Industries (DLGSC) through the Community Sport and Recreation Facilities Fund (CSRFF) for modifications to Harold Rossiter Park change rooms.
2. Approves the receipt of CSRFF grant funding up to $40,000, should the grant application be successful.

Purpose

To seek Council approval for the Town to submit a Community Sport and Recreation Facilities Fund (CSRFF) grant application for $40,000 to DLGSC by 31 March 2021 and to accept grant funding of up to $40,000 should the Town's application be successful.

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's five-year capital works program lists Harold Rossiter Park clubroom for renewal in 2021/2022 and it is proposed a budget of $120,000 will allow for necessary upgrades to the amenities that encourage and support the participation of females in sport.
- The Town has completed similar works at other sporting facilities over the last two financial years, namely Raphael Park and Higgins Park Club rooms.

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. Funding is for projects between $7,500 to $300,000. Minimum grant is $2,500 and maximum grant is $100,000. Up to $1 million is available in the total pool this round.
3. $500,000 is notionally allocated each round out of the annual $12million available to projects that improve the useability of facilities for female participants. Projects that address this issue, such as the

upgrade of change rooms to cater for females including lockable, individual showers and more toilet cubicles in lieu of urinals, are a priority. Facility audits will also be considered for funding so that a future project can be appropriately scoped and designed.

4. Other examples of CSRFF Small Grant projects include new sports courts, cricket nets, small floodlighting projects, sports storage and change room refurbishments.
5. Where a local government is the applicant, it must fund two thirds of the total project cost, with the State contributing up to one third.
6. The CSRFF program operates on a reimbursement system. Grantees, in this case the Town, are required to demonstrate that they have expended the funds equivalent to the full cost of project before CSRFF grant funds will be paid in full.
7. Through consultation and site visits with the Curtin Victoria Park Cricket Club and Victoria Park Soccer Club it was identified that upgrades to the shower and toilet facilities at Harold Rossiter Park are required as they are in poor condition and do not comply with contemporary / industry standards (ie currently open plan, as per traditional male change rooms).
8. The shower and toilet facilities will be upgraded to unisex facilities. This will include removal of urinals and replacement with cubicles, and the partition of showers, inclusive of lockable shower doors.
9. It is anticipated that the modifications will encourage female participation and retention in sport and will demonstrate the Town's commitment to equality in service provision.

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.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	Clubs will be engaged, consulted and provide input into the project.

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.	Renewing 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 contemporary changeroom and bathroom facilities which provide privacy for all.

Engagement

Internal engagement	
Stakeholder	Comments
Coordinator Strategic Assets and Community Development	Relevant officers have met regularly to discuss capital works requirements and to identify appropriate changeroom solutions.
Strategic Assets Advisory Group (SAAG)	Provides expertise, direction and advice into the make up and prioritisation of the Town's capital works program.

External engagement	
Stakeholders	Site meetings with Curtin Victoria Park Cricket Club and Victoria Park Soccer Club to discuss potential upgrades to change rooms at Harold Rossiter Park.
Period of engagement	December 2020 to present.
Level of engagement	3. Involve
Methods of engagement	Site visits, inspections, meetings, phone calls and written correspondence.
Advertising	Email direct to impacted seasonal user.
Submission summary	Clubs were supportive of the changeroom upgrades to accommodate male and female teams, in line with industry standards.
Key findings	Areas requiring upgrade were subsequently identified, scoped and priced.

Other engagement	
Stakeholder	Comments
Department of Local Government, Sport and Cultural Industries	Officers have discussed the proposed grant submission with DLGSC when requesting the CSRFF application form. It is likely that a site meeting will take place with DLGSC in the near future.

Legal compliance

Building Code of Australia

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	Construction costs exceed estimates.	Minor	Possible	Medium	Low	ACCEPT - Indicative quote has been received and within budget allocation. However, if justified and unforeseen incidentals arise, Town would be required to cover the cost.
Environmental	Not Applicable				Medium	
Health and Safety	Not Applicable				Low	
Infrastructure / ICT Systems / Utilities	No Applicable				Medium	
Legislative Compliance	Town unable to complete the projects within outlined project timeline.	Moderate	Possible	Medium	Low	TREAT - A project management plan will be prepared to ensure project delivery within allocated timeframes.
Reputational	Required changeroom closure for works.	Moderate	Possible	Medium	Low	TREAT - Ensure a comprehensive communication plan for both internal and external stakeholders and the community.
Service Delivery	Not Applicable				Medium	

Financial implications

Current budget impact	There is no budget impact in the current financial year, as works are proposed to occur in the 2021/22 financial year.

Future budget impact	As part of the Town's Annual Capital Works budget process, funds are requested each year to complete proposed priority works. There would be a requirement to budget $120,000 within the 2021/2022 financial year to complete the recommended project. If successful, grant income of $40,000 will offset the total project cost. Prior to annual budget considerations estimated quotes will be sought to provide a more accurate budget estimate for the scope of works required. Whole of life costs associated with maintenance and cleaning of renewed / upgraded facilities are already accounted for in respective facility maintenance budgets, which are also a consideration by Council in the annual budget process. The maintenance and operating costs of this facility will not have a material impact as a result of doing the renewal/upgrade works to the change rooms.

Analysis

10. There is evidenced based need to upgrade the change room facilities at Harold Rossiter Park to contemporary / industry standards as set by the DLGSC.
11. The Town will be required to fund the capital works upgrade, with reimbursement of $40,000 through CSRFF should the grant application be successful.
12. Should the CSRFF grant be unsuccessful, the Town will be required to fund the full capital works costs estimated at $120,000.
13. Works will not commence until the 2021/2022 financial year.
14. A comprehensive capital works project plan will be implemented to ensure the project is managed and delivered successfully.
15. Town officers will continue to refine its approach to engaging local clubs and understanding priority sport and recreation facility needs that may align with CSRFF criteria, and the Town's capital works program in an effort to maximise potential cost sharing / resource leveraging opportunities into the future.

Relevant documents

Not applicable

Questions and responses

Cr Wilfred Hendriks

1. Can the Town apply for funding to improve lighting with this application?

The Acting Chief Operations Officer advised that this project was identified as suitable from the five-year capital works project. Funding of up to $300,000 is available through the fund so lighting would be out of scope. The intention of this grant application is to provide change rooms to encourage players of all genders.

Cr Ronhhda Potter left the meeting at 7.43pm.

Mayor Karen Vernon

1. Is this project being put forward for a CSRFF grants application because of a need to upgrade facilities being identified through the recent expressions of interest from sporting groups?

The Acting Chief Operations Officer advised that it was partly for that reason however the Town is currently looking at all facilities on the capital works plan to accommodate players of all genders.

Cr Ronhhda Potter returned to the meeting at 7.44pm.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

12.7 Final Adoption of Local Planning Policy 40 Burswood Station East Precinct

Location	Burswood
Reporting officer	Carly Pidco
Responsible officer	David Doy
Voting requirement	Absolute majority
Attachments	1. Summary of Your Thoughts Survey - Burswood Station East Local Planning Framework [**12.7.1** - 5 pages] 2. Draft Local Planning Policy 40 Burswood Station East Precinct Design Guidelines and Public Realm Improvements [**12.7.2** - 64 pages] 3. Local Planning Policy 35 Policy Relating to Development in Burswood Station East [**12.7.3** - 1 page]

Recommendation

That Council:

1. Revokes Local Planning Policy 35 'Policy Relating to Development in Burswood Station East', in accordance with clause 6 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, and subject to the gazettal of Amendment No. 82 to the Town of Victoria Park Town Planning Scheme No. 1.
2. Adopts Local Planning Policy 40 'Burswood Station East Precinct Design Guidelines and Public Realm Improvements', in accordance with clause 4(3) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, and subject to the gazettal of Amendment No. 82 to the Town of Victoria Park Town Planning Scheme No. 1.

Purpose

The purpose of this report is to obtain Council approval for adoption of the final component of the draft Burswood Station East local planning framework, being Draft Local Planning Policy 40 Burswood Station East Precinct, and complementary revocation of Local Planning Policy 35 Policy Relating to Development in Burswood Station East.

In brief

- Burswood Station East is a prime growth opportunity within the Town of Victoria Park local government area. The precinct is identified for mixed-use, transit-oriented development in the Burswood Peninsula District Structure Plan and the Town's draft Local Planning Strategy. At its meeting of 15 December 2020, the Council resolved to support final adoption of Scheme Amendment 82, which is intended to facilitate this development transition.
- Alongside Scheme Amendment 82, the Town has been progressing Draft Local Planning Policy 40 ("Draft LPP 40"), which provides specific design guidance for development in Burswood Station East. Draft LPP 40 was advertised concurrently with Scheme Amendment 82 from 8 July to 7 September 2020. The advertising period yielded 28 survey responses and 6 written submissions from the community, as well as written submissions from City of Belmont, Main Roads WA, Public Transport Authority and Water Corporation. The draft framework was also reviewed by the Town's Design Review Panel.
- Several amendments have been made to Draft Local Planning Policy 40 in response to submissions received. These modifications have been workshopped internally with development services, finance and

operations. The amended Draft LPP 40 is now presented to Council for final approval. Alongside approval of Draft LPP 40, it is recommended that the existing Local Planning Policy 35 ("LPP 35") for BSE (which was adopted to prevent proposals that might prejudice future development of Burswood Station East until such time as the local planning framework is updated) be revoked.

- Draft LPP 40 has been drafted to complement Scheme Amendment 82, which will not come into effect until it is published in the Government Gazette following approval from the Minister for Planning, Lands and Heritage. It is recommended that Council approve the adoption of Draft LPP 40 and revocation of LPP 35 subject to gazettal of Scheme Amendment 82, so that the complete local planning framework will come into effect at the same time.

Background

1. The BSE Precinct is currently zoned "Office/Residential" under TPS1 with a general development standard of maximum 15m building height and 2.0 plot ratio. It is also subject to Local Planning Policy 35 Policy Relating to Development in Burswood East ("LPP 35"). This policy states that Council will not support development applications that might prejudice future development in Burswood Station East until such time as a new local planning framework is in place.
2. At its meeting of 21 May 2019, the Council resolved to initiate Scheme Amendment 82 to TPS 1. The Scheme Amendment retains the current Office/Residential zoning but proposes amendments to the Precinct Plan for the BSE Precinct (Precinct Plan P2 Burswood Precinct Sheet A) to facilitate future redevelopment of the area.
3. At its meeting of 18 February 2020, the Council resolved to endorse Draft Local Planning Policy 40 Burswood Station East Precinct Design Guidelines and Public Realm Improvements ("LPP 40") for public advertising. Advertising of the Draft LPP 40 was slightly delayed from intended timeframes due to the onset of the COVID-19 pandemic and its impact on communications and engagement.
4. Draft LPP40 (as advertised) comprised the following major parts:
   a) Development objectives;
   b) Policy requirements for built form design ('design guidelines');
   c) Development incentives for community benefit;
   d) Public Realm Fund (a funding mechanism for landowners to contribute to the cost of public realm upgrades); and
   e) Public Open Space.
5. Scheme Amendment 82 and Draft LPP 40 were advertised for public comment from 8 July 2020 to 7 September 2020, in accordance with the advertising requirement for a complex Scheme Amendment in the *Planning and Development (Local Planning Schemes) Regulations 2015*.
6. Following minor modifications in response to advertising, Scheme Amendment 82 was supported by Council for final approval at its meeting of 15 December 2020. The Amendment must now be approved by the Minister for Planning, Lands and Heritage and gazetted before taking effect.
7. Draft LPP 40 has also undergone modifications in response to advertising. While these modifications are substantial, their impact is to simplify the LPP (not change its intent) and further public advertising has not been undertaken.

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	Draft LPP 40 takes a people-focused, 'design-first' approach, with an emphasis on private development

for people with different housing need and enhances the Town's character.	achieving excellent outcomes where it interacts with the public realm. This cumulatively contributes to safe, activated and interesting streetscapes for people.
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	Draft LPP 40 recognises the importance of people-focused streets for successful community design. Requiring private development to contribute to the amenity of adjacent streets will ultimately improve the quality of the walking and active transport environment.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Draft LPP 40 includes flexible mechanisms to encourage high-quality landscaping landscaping and rooftop greening in private developments.
EN07 - Increased vegetation and tree canopy.	Draft LPP 40 incudes green roof landscaping as an optional Development Incentive for Community Benefit, encouraging developers to contribute to increased vegetation and tree canopy.

Engagement

Stakeholder	Comments
Urban Planning	Written comments were received. A meeting was held with several statutory and strategic planners to discuss the Public Realm Fund and advertising response, and proposed modifications to planning controls in response to external comments. The meeting concluded: • The Public Realm fund was generally supported as a fair approach to sharing costs. The estimated cost per development was considered reasonable. • There were some concerns about how the Public Realm Fund requirements would be applied in a JDAP or SAT environment. • An alternative model of a "% for Public Realm" based on development value was raised, however, this was not considered a better option in view of the "need and nexus" principle and potential for greatly higher contribution costs. • Proposed modifications to the Scheme Amendment and Development Incentives provisions were supported. Urban planning also undertook a further review of the Draft LPP40 after it was modified in response to advertising.
Finance	A meeting was held to discuss the Public Realm Fund and public advertising response. The meeting concluded that the public realm fund could be administered by the Town but would require additional processes. The cost of the works, while not insignificant, are within the Town's capability to borrow or budget over several years subject to further Long Term Financial Planning and ultimately Council approval. These options were considered favourable as they remove the uncertainty of timing for funding. It was also acknowledged that early investment by the Town would have positive impact

	for development uptake and by extension a possible positive impact on revenue to the Town.
Operations	A meeting was held and concluded that: • Mixed views on whether the Public Realm Fund was a fair approach and whether it would impact development uptake. • Strong views that timing was the greatest risk to successful implementation of the Public Realm Fund. The uncertainty of timing for receipt and expenditure of funds was considered a major risk for both the Town and land owners that might contribute to it. • Concern for the risk of a funding shortfall in the Public Realm Fund and how that would impact delivery of the works.
Design Review Panel	The Draft LPP 40 was considered by the Town's Design Review Panel. Key feedback included: • Supportive of the general intent of Draft LPP 40 and its design objectives. Consider the parking ratio appropriate to a Transit Oriented Development. Support the Development Incentive criteria being very specific. • DRP members felt that the Draft LPP 40 was overly complicated, primarily due to the need to acknowledge both Volume 1 and Volume 2 of the Residential Design Codes. This is unavoidable given the overarching land use permissibilities in this precinct. • Tiered approach to Development Incentives was considered overly complicated and possibly too onerous in view of fragmented lot ownership. This has been simplified in the modified Draft LPP 40. • Mixed responses to the calculation methodology of the Public Realm Fund but supportive of its general cost-sharing principles.

External engagement	
Stakeholders	Land owners and occupiers within the Burswood Station East precinct. Public authorities considered likely to be affected by the Draft LPP.
Period of engagement	8 July 2020 to 7 September 2020
Level of engagement	2. Consult
Methods of engagement	Written submissions and YourThoughts (the Town's online engagement tool). An informal online meeting with industry professionals was also held to discuss the proposed Public Realm Fund in Draft LPP 40.
Advertising	Notices published in the Southern Gazette. Documents displayed at the Town's administration building and public library. Direct mailout to land owners, occupants and public authorities. Advertisements on the Town's YourThoughts platform, main website and Facebook page.

Submission summary	7 written submissions were received, 6 in support and 1 neutral. These submissions primarily focuses on Scheme Amendment 82. 4 written submissions from public authorities were received, 3 in support and 1 neutral. 28 responses to a YourThoughts survey were received.
Key findings	Responses were generally supportive of Draft LPP 40 overall. Survey respondents gave the widest variety of views in relation to matters addressed by Draft LPP 40, however, recurring themes were a desire for the Burswood Station to be upgraded and agreement that public realm improvements are important for the precinct's future (refer to Attachment 1).

Legal compliance

Division 2 – Local Planning Policies, Schedule 2 Deemed provisions for local planning schemes, *Planning and Development (Local Planning Schemes) 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
Financial	Conditions of approval requiring Public Open Space contributions are not applied or upheld in an appeal setting.	Major	Unlikely	Medium	Low	TREAT risk by Advocating to DPLH in decision making and progressing POSS contributions implementation policy.
Financial	Minister does not support release of Public Open Space contributions for upgrade works.	Major	Rare	Low	Low	TREAT risk through advocacy and preparing robust works and expenditure plans prior to seeking release of funds.
Environmental	Not applicable					
Health & Safety	Not applicable					
Infrastructure / ICT Systems / Utilities	Not applicable					
Legislative Compliance	Not applicable					

Reputation	Negative public and/or media perception if Public Open Space contributions are not managed effectively.	Moderate	Possible	Medium	Low	TREAT the risk by proactively identifying projects and planning for expenditure. TREAT the risk by including communications strategy in these processes.
Service Delivery	Landowners and developers find "Street Interface Typology" approach unfamiliar and difficult to use	Moderate	Possible	Medium	Medium	TREAT risk by ensuring staff are familiarised with policy and able to give clear advice. TREAT the risk by providing information on Town website.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	If adopted as presented, Draft LPP 40 will impact future budgets by: • Bearing responsibility for management of funds that might be received through Public Open Space contributions. • Confirming the expectation that the Town will fund streetscape public realm upgrades within the Burswood Station East Precinct, with estimated value in excess of $8.1 million. These works can occur in stages over several years. • Naturally increase the rates base of the Town as the precinct accommodates growth and new residents to the Town. These future budget impacts are being accounted for in the review of the Town's Long Term Financial Plan.

Analysis

Development Incentives for Community Benefit

8. State Planning Policy 7.3 Residential Design Codes, Volume 2 establishes a framework for development to achieve additional intensity in exchange for providing a community benefit above the usual standard. The parameters for these "Development Incentives for Community Benefit" are established within the local planning framework based upon local needs and character.

9. In BSE, the Burswood Peninsula District Structure Plan contemplates 4,500 dwellings for the precinct. A simple mathematical model has been prepared utilising the absolute minimum standards for apartment yield in Residential Design Codes Volume 2 (a highly conservative approach). Using this model, the planning framework is capable of yielding a maximum of approximately 3,200 dwellings using the baseline standards of 6 storeys and 2.0 plot ratio. The mathematical model does not account for nuances that will impact design and ultimate yield such as building articulation, variations in apartment size or mix, irregular lot shapes, or setbacks for visual privacy. Therefore, the model is considered to provide the theoretical upper limit to potential yield and actual yield using the baseline proposed in the Scheme Amendment will not approach the capacity for the area determined in the Burswood Peninsula District Structure Plan. The Development Incentives for Community Benefit provisions of draft LPP 40 attempt to bridge this gap.

10. In earlier decision-making, the Town has supported additional development intensity in BSE in association with design excellence using Clause 29 of TPS1 which provides a general discretion to vary development standards of the Scheme. The provisions within Draft LPP 40 provide greater clarity for developers and assessors as to how discretion should be used in this scenario. Following the advertising process, several modifications to the Development Incentives for Community Benefit provisions are proposed. These are outlined in the table below, including justification for the broad incentive concept and any modifications made in response to the advertising period.

Advertised Development Incentive (paraphrased)	Proposed Modification	Justification for Inclusion of this Development Incentive
A) The development site area has an area of at least 1,800m2; and	None (retain)	The additional plot ratio and building height should be considered for sites which have sufficient development potential to achieve a meaningful community benefit outcome and excellent design outcome.
B) A Design Statement demonstrating that the development achieves excellent design outcomes in accordance with State Planning Policy 7.0 Design of the Built Environment is provided, to the satisfaction of the Town on advice from the Design Review Panel; and	Modify to read: "The development achieves excellent design outcomes (in accordance with State Planning Policy 7.0 Design of the Built Environment) to the satisfaction of the Town, on advice from the Design Review Panel" I get	The wording of this provision has been modified following public advertising to improve readability, however, the underlying concept remains unchanged. Design excellence is an important principle of SPP7.0 and SPP7.3. The modification provides greater consistency with the standard implementation of SPP7.0 through the development application process.

		The Town will investigate preparing a Management Practice to provide further guidance on how design excellence will be assessed through the development application process.
C) The proposed plot ratio and proposed building height do not exceed the absolute maximums expressed in Table Two (below); and	Modify to read: "c) the plot ratio does not exceed an absolute maximum of 6.0 and the development height does not exceed an absolute maximum of 22 storeys; and"	This provision as advertised included a 'tiered approach', where bonus height and plot ratio are scaled to lot size (expressed in Table Two). The advertising process yielded two major critiques. These are: 1) The tiered approach is overly complicated for little additional benefit. It would be easier for the community to understand, and for the Town to implement, if there is a simple baseline development standard and bonus development standard; and 2) The tiered approach may return vastly different development intensity outcomes on neighbouring lots, which could create a disjointed streetscape and undermine the continuous frontage design intent. These positions are considered valid and there is likely to be limited practical benefit for development outcomes in scaling the provisions. It is recommended that the provision be modified to remove scaling by lot size.
D) The proposal incorporates on-site waste collection facility/s and servicing arrangements, with no individual bins to be placed on the verge for collection from the street; and	None (retain)	The requirement is intended to prevent individual rubbish bins from crowding the street, where they can become an eyesore and hazard to pedestrians and vehicles. The large bin storage areas required for a more intense development should also be carefully designed to minimise undue impact on amenity.
E) Provide at least one of the benefits listed below:		
i. Exceptional activation of a laneway (0.5 to 1.0 bonus plot ratio, depending on lot size)	Modify -	Current laneway environments in BSE are poor. Surveys completed during public advertising consistently identified laneways as

		It is recommended that the maximum achievable bonus plot ratio be modified to 2.0	needing improvement. A substantial intensification of development has the potential to further reduce the amenity of laneways if building facades and car parking are not intentionally designed with this in mind. Higher intensity developments should be encouraged to contribute to the improvement of laneway environments. The proposed bonus plot ratio is also commensurate with the additional public art.
ii.	Provision of a landscaped public space adjacent to the truncation (0.5 bonus plot ratio)	None (retain)	No specific public comment received. These micro-parks are intended to contribute both to the amenity of the BSE public realm and provide complimentary public open space for future residents.
iii.	6 Star Design rating under the Green Star program or equivalent (1.0 bonus plot ratio)	None (retain)	The 6 Star Design rating originates from early project consultation where environmental sustainability was identified as an important aspiration for the precinct.
iv.	Rooftop greening	Modify - It is recommended that the maximum achievable bonus plot ratio be modified to 2.0	Rooftop greening can provide passive recreation opportunities for residents in an area with constrained local public open space. It can also contribute to the general amenity and visual appeal of developments. The recommended increase to bonus plot ratio reflects the importance of rooftop greening in offsetting potential environmental and amenity impacts of larger scale development.
v.	Additional proportional contribution to the Public Realm Fund	Remove	It is recommended that the Public Realm Fund be removed (see below) and this provision is therefore no longer required.

11. Several of the modifications above change the contemplated bonus plot ratio for each development incentive. This is in part due to the removal of the tiered incentives structure. Also, feedback received during consultation processes suggested that the burden of some incentives was too high to justify the bonus provided. The framework has been restructured to give greater weight to those most important community benefits to achieve and encourage robust design responses.

The Public Realm Fund

12. The Public Realm Fund provisions largely received positive feedback during the public advertising process. Developers and the community were generally supportive of the principles behind the Public Realm Fund, and the need for the street environments in BSE to be upgraded. Concerns have been raised however regarding the timing and certainty of works. The Public Realm Fund as advertised relies upon high-level cost estimates which are vulnerable to fluctuations. Further, the highly fragmented lot ownership in BSE means that redevelopment will follow an incremental process over the broad timeframes of different landowners. This creates uncertainty for developers who contribute early in the process, and then have no surety that their contributions will have a practical impact in the short-term, and for the Town as there is no reliable method of predicting future funding for project delivery. While these risks were first identified during the risk workshop held in 2019, they have been unpacked further through the public advertising process and in the current context are considered unacceptable. It is therefore recommended that the Public Realm Fund be removed from draft LPP 40.
13. Removal of the Public Realm Fund does not remove the urgent need for public realm upgrades in BSE. However, these can now be contemplated in an environment of low borrowing costs and substantial stimulus spending opportunities. It is recommended that the Town further investigate these options to secure funding for the upgrades and provide a more controlled and certain funding stream for ongoing works planning. It is also noted – as presented previously to Council at a Concept Forum – that investment in the precinct by the Town can be a stimulus in turn for private investment. As development progresses, the Town will see returns in the form of a safer, more cohesive community; greater usage of Town infrastructure and assets by the increased population; and increased rates revenue from an increased number of dwellings.

Public Open Space Contributions

14. The public open space provisions in draft LPP 40 provide that the Town will request contributions to public open space in accordance with the State Government's Development Control Policy 2.3 Public Open Space in Residential Areas ("DC 2.3"). The standard contribution is for 10% of land to be ceded for Public Open Space or an equivalent cash-in-lieu contribution. The advertised draft LPP 40 included a provision for the Town to request less than 10% for cash-in-lieu contributions, based on the identified public open space project to be delivered by the Town (Stiles-Griffiths Reserve) and a desire to keep the cumulative burden of contributions reasonable. The DPLH has informally flagged concern about this approach, with the preference being to utilise the standard 10% contribution in DC 2.3. It is recommended that the public open space provisions of draft LPP 40 be modified to reference the standard 10% contribution requirement only for the following reasons:
    - This provides a more consistent and certain approach for the community.
    - It reflects the overarching DC2.3 provisions and likely DPLH treatment of public open space in an assessment scenario.
    - Removal of the Public Realm Fund can in part balance out utilising the standard contribution.
15. It is noted that the Town will need to manage any funds received closely and ensure that these are reinvested into appropriate public open space projects in a timely manner. This can be achieved through sound project management of the proposed upgrades to Burswood Station East.

Front Setbacks and Noise Attenuation

16. Burswood Station East is bounded by major transport corridors and future development will be required to address the impacts of noise on occupants in accordance with State Planning Policy 5.4. The impact of noise increases with proximity and there is potential that the standards of State Planning Policy 5.4 might only be met through separation. It is recommended that a provision in draft LPP 40 be

added to allow for this eventuality while retaining alternative strategies as a preference to setback modifications. The additional recommended provision is as follows:

> *AO5.3.3 Setbacks greater than those stated in AO5.3.2 are considered where necessary to meet the requirements of State Planning Policy 5.4 Road and Rail Noise, provided that:*
>
> *a) the building incorporates articulation and variation in street setbacks;*
>
> *b) the setback area and building facade are designed to meet the streetscape interface typology objectives and have a positive impact on the street environment; and*
>
> *c) the application is supported by a report from a suitably qualified acoustic consultant demonstrating that appropriate design measures to mitigate noise impacts has been taken and the proposed setbacks are unavoidable and necessary.*

General Modifications for Readability

17. A number of minor modifications are also recommended to generally improve the readability of the policy document. These are detailed in the table below.

Draft LPP 40 Reference	Proposed Modification	Justification
2.3 Definitions	Add new definition for "R-Codes"	Provide clarity on the meaning of this common abbreviated term.
Part 3 How to Use This Policy	New section "3.2 Retention and Replacement of R-Codes Acceptable Outcomes" added on page 10.	Provides guidance on how to interpret the "Relationship to SPP7.3" tables that preface each design element throughout Part 5 of LPP40.
5.1 Applicable Standards and Requirements, subclauses 5.1.1 to 5.1.3	Consolidate and shorten existing 5.1.1 to 5.1.3 to improve readability.	Improve readability. There is no change to the intent of the provisions.
5.1 Applicable Standards and Requirements	Insert a new clause 5.1.3 as follows "Where an Acceptable Outcome in this Policy refers to a provision from the R-Codes Volume 2, all development types including those not generally subject to the R-Codes Volume 2 (Single Dwellings, Grouped Dwellings and Non-Residential Development) shall be assessed as if those specified provisions applied".	This clause provides overarching clarification for the interpretation of references to the R-Codes Volume 2 throughout the document. Including this clause negates the need to repeat references to all of these development types in more specific parts of LPP40. The new clause 5.3.1 is designed to aid interpretation and does not change the intent of LPP40.
5.2	Text and tables rearranged over an extra page (no change to content)	Improve readability. There is no change to the intent of the provisions.
5.2.1	Add additional text: "b. development in excess of 6 stories in height is approved…"	Improve readability. There is no change to the intent of the provision.

5.3.1	Relocate 5.3.1 to 5.3.4 and renumber all affected provisions. Reword 5.3.1 to read "5.3.4 Where a street setback area is provided, the setback area is to be landscaped to a high standard to support the Streetscape Interface Typology objectives in Part 4".	Improve readability. The proposed modification directly links landscaping requirements with the overarching desired streetscape outcomes.
Figures 3A to 3D	Captions updated to address labelling error.	Improve readability. There is no change to the intent of the provisions.
5.4.1	Remove references to "all other development, including Single Dwellings, Grouped Dwellings and Non-Residential Development"	This text is superfluous with the introduction of subclause 5.1.3 described above. There is no change to the intent of the provisions.
5.6.1	Reorder and renumber all subclauses	Improve readability through arranging subclauses in a progression. There is no change to the intent of the provisions.
5.6.2a, 5.6.2b, 5.6.2c and 5.6.2d	Insert "In addition to AO5.6.1…" at the beginning of each	Improve readability through clarifying that both clauses are applicable. There is no change to the intent of the provisions.
5.6.2a(ii) "Development fronting Urban Avenues includes awnings that:"	Modify provision to read "Development fronting Urban Avenues includes continuous awnings that:"	Insertion of the word "continuous" conveys that awnings should comprise a major feature of the façade design, and should be designed to complement the general continuous frontage aesthetic and as well as provide weather protection for pedestrians.
5.6.2a(iv), 5.6.2b(ii) and 5.6.2c(ii) "Car parking areas are to be sleeved or located below ground level…"	Modify all provisions to read "Car parking areas are to be sleeved with active uses or located below ground level…"	Insertion of the words "with active uses" clarifies the intention of the word "sleeved" in these provisions.
5.6.2	Replace all instances of the term "parapet wall" with the term "boundary wall".	Consistency with terminology used in the R-Codes and Local Planning Policy 26. There is no change to the intent of the provision.
5.6.2d(iv) "No more than one vehicle access point per frontage servicing a development, unless required for infrastructure servicing or emergency management."	Relocate (advertised) clause AO5.7.2 to become clause AO5.6.2d(iv).	This Acceptable Outcome was previously included in Part 7 Laneway Design Areas. This created some uncertainty as to whether the provision applied only to sites within a Laneway Design Area or to all development fronting laneways. The

		relocation of the provision removes this uncertainty.
5.7	Reorder and renumber all subclauses	Improve readability through arranging subclauses in a progression. There is no change to the intent of the provisions.
5.7.1 and 5.7.2	Insert a new subclause in each that reads: "Limits vehicle access points to a maximum of one access point per site;"	This provides clarity following the relocation of AO5.7.2 to become clause AO5.6.2d(iv) as described above.
5.7.4	Insert a new clause 5.7.4 that reads: "AO5.7.4Where a site is to be developed in accordance with a Local Development Plan under this part: a. in the case of Transitional Development, the Local Government may approve the development in the absence of a Local Development Plan where the development does not prejudice the future character or utility of the Laneway, or attainment of the specific outcomes in AO5.7.1 and AO5.7.2; or b. in the case of all other development, consistency with a Local Development Plan that has been approved by the Local Government shall be demonstrated at the time of lodging a Development Application.	The new clause provides clarity on when in the development process the required Local Development Plans should be prepared.
5.7, Figure 4	Reword caption to read "Laneway Design Areas for the Burswood Station East Precinct"	Improves clarity and readability. There is no change to the intent.
5.9.3b "create any additional unacceptable amenity impacts;"	Reword to read "create any additional unacceptable amenity impacts such as excessive noise, odour, heavy vehicle movements or overshadowing"	Provides more specific guidance on the unacceptable impacts inconsistent with the future character of the precinct.
6.1.3 "The Town may also, at its discretion, approve development with additional Building Height and/or Plot Ratio that exceeds the base standards or requirements in	Reword text to read "The Town may also, at its discretion, approve development with Building Height or Plot Ratio that exceeds the base standards or requirements in the TPS	Removes excess wordage to improve readability.

the TPS 1 Precinct Plan and Part 5 of this Local Planning Policy and exceeds any additional Plot Ratio above the base standards or requirements as provided by clause 6.1.2 of this Local Planning Policy, so long as such variation does not exceed the absolute maximums set out in Table Two, where:"	1 Precinct Plan and this Local Planning Policy so long as such variation does not exceed the absolute maximums set out in Table Two, where:"	
7.1.1	Insert text "Western Australian Planning Commission's" before text "Development Control Policy 2.3..."	Improves clarity through differentiating between State and Town policies.

Local Planning Policy 35 Policy Relating to Development in Burswood Station East

18. Local Planning Policy 35 ("LPP 35") was adopted to guide Council's decision making until such time as a robust local planning framework for the BSE Precinct is adopted. It states that Council will not support substantial applications for development until that time. Amendment 82 and draft LPP 40 meet the intent of LPP 35 for a detailed local planning framework (which is expressed in LPP 35 as a local structure plan, but as addressed in the Amendment Report for Amendment 82 this is not considered required). Therefore it is recommended that LPP 35 be revoked upon commencement of draft LPP 40 and gazettal of Amendment 82.

Timing of Draft LPP 40 Approval

19. Scheme Amendment 82, draft LPP 40 and the revocation of LPP 35 provide comprehensive guidance for future development of the Burswood Station East precinct in keeping with the vision for the area and Office/Residential zoning. These changes to the Town's planning framework will facilitate a more intense form of a development with high-quality built form and public realm aspirations fitting of a transit-oriented development.
20. While the provisions of Draft LPP 40 can largely operate under the current TPS1 zoning, it is intended to complement Scheme Amendment 82. In the interests of orderly and proper planning, it is appropriate for Draft LPP 40 to become operational (and LPP 35 to be formally revoked) once Scheme Amendment 82 comes into effect. Accordingly, it is recommended that formal notice of adopting Draft LPP 40 and revoking LPP 35 be executed once Scheme Amendment 82 is gazetted.

Relevant documents

Local Planning Policy 35 Policy Relating to Development in Burswood Station East

State Planning Policy 7.3 Residential Design Codes – Volume 1

State Planning Policy 7.3 Residential Design Codes – Volume 2

State Planning Policy 5.4 Road and Rail Noise

Town of Victoria Park Public Open Space Strategy

Development Control Policy 2.3 Public Open Space in Residential Areas

There were no questions asked or presentations made in relation to this item.

12.8 Covid-19 Economic Impact and Opportunities Assessment

Location	Town-wide
Reporting officer	Lisa Tidy
Responsible officer	David Doy
Voting requirement	Simple majority
Attachments	1. Economic Impact and Opportunities Assessment [**12.8.1** - 50 pages]

Recommendation

That Council notes the COVID-19 Economic Impact and Opportunities Assessment.

Purpose

To note the final COVID -19 Economic Impact and Opportunities Assessment.

In brief

- In response to the COVID-19 pandemic, FAR Lane was engaged as a consultant to prepare a COVID-19 Economic Impact and Opportunities Assessment (EIOA).
- The EIOA analyses the impact of COVID-19 on the local economy and business community, as well as providing key themes and recommended initiatives and projects the Town can engage in.
- Three industry roundtables were undertaken as part of the process, as well as engagement with other key stakeholders. Feedback from these sessions informed the creation of the final EIOA.

Background

1. On 15 March 2020, a state of emergency was declared for Western Australia in response to the pandemic caused by COVID-19. This resulted in significant changes to the local economy, including social distancing measures and bans on large gatherings, resulting in hospitality businesses only being able to operate under a takeaway or delivery method, and many businesses having to adapt to the new measures.
2. As restrictions eased, and businesses begun to return to trade under a 'new normal', it became obvious there was a need to better understand the impact COVID-19 had on the local economy, as well as opportunities that the Town could seize to support the business community.
3. Council resolved to adopt a COVID-19 Response Strategy (Restart VicPark Strategy) and establish a COVID-19 Response Working Group at the 21 May 2020 Ordinary Council Meeting (OCM). The Restart Vic Park Strategy also included a COVID-19 Action Plan (CAP) which was approved at the 18 August 2020 OCM. The CAP includes an action to prepare an EIOA.
4. The EIOA provides guidance that identifies targeted projects and processes appropriate for local government that can help local business as they recover from the COVID-19 pandemic. This guidance is appropriate to us for both the Town Administration as well as Elected Members.

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 local business community were engaged throughout the process, and their feedback was used to inform the final report.
CL03 - Well thought out and managed projects that are delivered successfully.	The project was delivered on time and within budget.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	Businesses were engaged as part of the process and received ongoing communication.

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 final report outlines several key themes and initiatives the Town can undertake to work with, and support, the local business community.

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	Local businesses that took part in the industry roundtables had their feedback heard and fed into the final report.

Engagement

Internal engagement	
Place Planning	Place Leaders were engaged throughout the process through several workshops. Place Leaders also attended the external business workshops.
Communications	Key staff in the Communications team were part of relevant internal workshops.
COVID-19 Response Working Group	The EIOA and its recommendations were presented to the COVID-19 Response Working Group
Selected Staff	A briefing meeting between selected staff from across the entire organisation was held to discuss the EIOA and its recommendations.

External engagement	
Stakeholders	Business owners, community members
Period of engagement	Throughout October- industry roundtables were held on: • 14 October • 16 October • 22 October There were also a number of one on one meetings held throughout October and the start of November.
Level of engagement	3. Involve
Methods of engagement	Three industry roundtables were held with a number of representatives across different industries. Other stakeholders were engaged with one on one.
Advertising	Emails were sent to businesses from key industries.
Submission summary	n/a
Key findings	Please see the *Appendix 1 - Town of Victoria Park COVID-19 Impacts and Opportunities Industry Roundtables - Workshop Summary* within the Economic Impact and Opportunities Assessment for key findings.

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	Additional budget may be required in the future to deliver some of the initiatives within the report, however funding will be requested through the usual budget process on a case by case basis.

Analysis

5. FAR Lane was engaged to prepare a COVID-19 EIOA, as well as engage with the local business community through a number of industry roundtables.
6. Three industry roundtables were held with a total of 24 businesses contributing to them. A number of other key stakeholders were engaged with also (ie Support our Strip and Vic Park Collective).
7. A number of internal workshops were also held with key areas, with the final report presented to a broad range of staff.
8. The final EIOA is contained in Attachment 1 and presents:
    a) An analysis of the impact of COVID-19 on the local economy and key industries.
    b) A summary of the engagement undertaken throughout the process.
    c) A SWOT analysis.
    d) Key converging themes due to the data analysis and engagement.
    e) Potential local government initiatives and projects.
9. The EIOA is a key informing document in the development and prioritisation of key projects, services and procedural improvements in the Town and is a useful guide for Elected Members and Town Staff when making decisions that impact the recovery of the Town's local economy.
10. It is recommended that the EIOA is noted by Council, in particular the potential local government initiatives and projects which may inform the Town's future program of work.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

12.9 Urban Forest Strategy Implement Working Group Terms of Reference 2021-2022

Location	Town-wide
Reporting officer	Pierre Quesnel
Responsible officer	David Doy
Voting requirement	Simple majority
Attachments	1. DRAFT Terms of Reference - UFS IWG [**12.9.1** - 3 pages]

Recommendation

That Council endorses the terms of reference for the Urban Forest Strategy Implementation Working Group contained in Attachment 1.

Purpose

To endorse the Terms of Reference for the Urban Forest Strategy Implementation Working Group (UFSIWG) as included in attachment 1.

In brief

- On 18 January 2021 the UFSIWG met for the first time with the newly appointed members.
- During this first meeting a Draft Terms of Reference was reviewed by the group with several amendments recommended.
- Following circulation to the group of the amended version consensus was reached that the attached Terms of Reference should go to the March OCM for final endorsement.

Background

1. The UFSIWG is not a decision-making body. It collaborates with Town staff and suggest ideas and techniques, however its main role is the provision of advice and recommendations on various proposals which helps inform operational decisions by staff.
2. The UFSIWG was formed in December 2019 with the members developing a Terms of Reference that prescribed a 12-month term for the group.
3. The group has collaborated with Town staff and provided valuable advice and recommendations on a wide range of UFS implementation activities and processes throughout 2020.
4. At the 19 May 2020 OCM, Council adopted Policy 101 Governance of Council Advisory Groups and adopted a motion that Council ratify the appointment of the members of the UFSIWG and the Terms of Reference of the UFSIWG until the end of their term on 31 December 2020.
5. At the 20 October 2020 Council resolved to establish a UFSIWG, and requests that the Chief Executive Officer presents a further report by December 2020 back to Council with a recommendation on community member appointments in line with the selection criteria and process endorsed at that OCM.
6. At the 15 December OCM Council appointed the membership of the UFSIWG following an expression of interest process.
7. On 18 January 2021 the UFSIWG met for the first time with the newly appointed members.

8. During this first meeting a Draft Terms of Reference was reviewed by the group with several amendments made. Following circulation to the group of the amended version consensus was reached that the attached Terms of Reference should go to the March OCM for final endorsement.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The UFSIWG has been a valuable contributor of recommendations and advice that have enabled successful first year of implementation actions and processes.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	The Terms of Reference clarifies the roles, responsibilities and expectations of the members of the group. An appropriate Terms of Reference will ensure the experience of the community members within the group will be a positive one.
CL09 - Appropriate devolution of decision-making and service provision to an empowered community.	The group has built upon the community knowledge base and drawn from local knowledge to guide urban greening in the Town. This has allowed community leaders in this field a direct and meaningful role in guiding the direction and methods employed by the Town.

Environment	
Strategic outcome	Intended public value outcome or impact
EN07 - Increased vegetation and tree canopy.	The group has improved the outcomes of Urban Forest implementation activities that have led to increases in the amount of additional canopy delivered and in the expansion of vegetated areas through Town.

Engagement

Internal engagement	
Stakeholder	Comments
Governance	Advice provided on the terms of reference and impact of Policy 101 Governance of Council Advisory and Working Groups.

External engagement	
Stakeholders	Urban Forest Strategy Implementation Working Group members
Period of engagement	n/a
Level of engagement	4. Collaborate.
Methods of engagement	The draft terms of reference were included in the meeting agenda for the group's 18 January meeting. This draft was reviewed by members prior to the meeting and the collaboratively reviewed during the meeting. An amended version was circulated and consensus reached on the final version.
Advertising	n/a
Submission summary	n/a
Key findings	Several amendments were made.

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 endorsing the terms of reference means the group will lack clarity around member roles, responsibilities and expectations reflecting poorly on the Town's				Low	TREAT risk by adopting an appropriate terms of reference which provides strong guidance for the successful

	ability to collaboratively work with its community.	operation of the group.
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

9. The first year of the UFSIWG has been highly successful and issue free. Town staff have appreciated the collaborative manner in which the group has functioned and have valued recommendations from the community members.
10. The UFSIWG is one of the approaches that contributes to the Town's Urban Forest Strategy being viewed as best practice in community led urban greening as evidenced by the recent state and nation wide media exposure it has received.
11. The following significant changes to the previous terms of reference were made following a collaborative review by Town Officers and members of the UFSIWG:
    a) The duration of the term of the group will be 24 months (the 24-month term will be completed at the end of the 2022 calendar year).
    b) That the appointed 6 community members and 3 elected members are voting members of the group. The following officers are to be appointed to the group by the CEO as non-voting members:
        i. Chief Community Planner;
        ii. Manager Place Planning;
        iii. Manager Infrastructure Operations;
        iv. Place Leader Urban Forest; and
        v. Parks Technical Officer.
    c) The addition of the following role: *"Act as an Urban Forest Community Ambassador through active sharing and promotion of Urban Forest news and activities and participating in leadership opportunities for implementation, education or planting projects."*
    d) That a quorum shall be 4 (four) voting members and must comprise at least 2 community members.
    e) That meeting notes will be published on the Town's website.
12. It is recommended that Council endorses the UFSIWG Terms of Reference.

Relevant documents

Policy 101 Governance of Council Advisory Groups

Questions and responses

Cr Wilfred Hendriks

1. Is the urban forest place leader a special place leader or just a normal one?

The Chief Community Planner advised that the urban forest place leader is one of several place leaders.

Mayor Karen Vernon advised that the role is a dedicated place leader that specialises in urban forest.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13 Chief Operations Officer reports

13.1 TVP/20/07 Turf Mowing and Maintenance Works

Location	Town-wide
Reporting officer	Gregor Wilson
Responsible officer	Nicole Annson
Voting requirement	Simple majority
Attachments	1. 2021-02-16 - Probity Certificate - Town of Victoria Park - TV P-20-07 [**13.1.1** - 2 pages] 2. CONFIDENTIAL REDACTED - TV P 20-07 Evaluation Report [**13.1.2** - 55 pages]

Recommendation

That Council awards the contract associated with TVP/20/07 Turf Mowing and Maintenance Works to LLS Aust Pty Ltd trading as Lochness Unit Trust (ABN 69 516 567 693) for the maintenance of turf areas and other works, with the terms and conditions as outlined in the contract.

Purpose

To seek Council approval to appoint a preferred contractor to carry out Turf Mowing and Maintenance Works as the value of the tender exceeds $250,000. It is estimated that the contract will cost in the order of $1,221,170 (excluding GST) over the maximum term of the contract.

In brief

- TVP/20/07 was advertised in the West Australian newspaper on Wednesday 28 October 2020 and released via the tenderlink Portal on the same day.
- The tender submission deadline closed at 2pm on 12 November 2020.
- Suppliers were requested to provide a schedule of rates for mowing, garden maintenance and turf renovations.
- This item's approved municipal funding allocation comes out of various parks budgets and is estimated as $350,000 - $450,000 per annum. The contract is for three years with the option of two further 12-month extensions.
- Ten submissions were received. All were deemed compliant.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by LLS Aust Pty Ltd trading as Lochness Unit Trust and enters into a contract to carry out the required works.

Background

1. The Town of Victoria Park has over 92 hectares of irrigated public open space.
2. The Town maintains drainage sumps, main arterial road verges, and two industrial areas in addition to parkland areas.
3. While the Town staff carry out some tractor mowing of active playing surfaces and hand mowing of selected small parks, the majority of mowing within the Town is carried out under contact as the Town is not resourced to do so in house.

4. The tender Scope of Works covers mowing of reserves, verges and sumps, turf renovations and garden bed maintenance. This can include weed control, minor pruning, reactive works and litter removal.
5. Turf renovation work relates to specialized maintenance of our turf playing surfaces and can include coring, vertimowing, vertidraining, sweeping, turfing and foliar application of fertilizers or wetting agents.

Compliance criteria

6. Tender submissions must comply with the advice provided under the compliance criteria, as indicated in section 5.2.1 of the tender documents.
7. The Town's Senior Procurement Officers assessed all submission for compliance against the compliance criteria set out in section 5.2.1 of the tender documents.
8. All submissions were deemed compliant.

Evaluation process

9. The evaluation was conducted as per the Evaluation Plan that was prepared and endorsed by the Evaluation Team before commencing the evaluation.
10. Tenders were assessed against the following Qualitative criteria:

Relevant experience i). Provide details of similar work undertaken ii). Provide scope of the Tenderer's involvement including details of outcomes. iii). Provide details of issues that arose during the project and how these were managed. iv). Demonstrate competency and proven track record of achieving outcomes. v). Project reference sheet.	Weighting 30%
Methodology, key issues and risks i). Proposed methodology for this project to be completed on time and within budget. ii). Evidence of successful results. iii) Ability to provide a high level of: - Site management - Finish - Practices regarding industrial relations - Practices regarding environmental protection - Practices providing a safe working environment. iv). Understanding of the required service by identifying the key issues and risk associated with delivering the project.	Weighting 20%
Occupational Health and Safety Capability Tenderers must address the following information in an attachment and label it "Occupational Health and Safety": Your response must include consideration of (but is not necessarily limited to): i). Prepare detailed 'Safe Work Method Statements' that are relevant to the services and facilities detailed in the scope of work. ii). Complete and return the Contractor's Occupational Safety and Health Management System Questionnaire.	Weighting 10%

iii). Complete and return the Tenderer's Safety Record schedule.	
Price Tenderers to provide Schedule of Rates and complete Pricing Schedule provided in Part 5 of tender document.	Weighting 40%

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 process ensures integrity in the appointment of contracts for maintaining Town assets.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Programmed maintenance of the Towns Public Open Space ensures an aesthetically pleasing and clean area for the public 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.	Regular mowing and garden maintenance of Public Open Space ensures they are kept to an acceptable standard.

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Parks staff	Provide feedback on tender document and current practices.
Clubs Development Officer	Feedback on park standards relating to sporting clubs and level of service

Legal compliance

Section 3.57 of the Local Government Act 1995

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Failure to have a transparent, credible process for employing a contractor	Moderate	Almost certain	High	Low	TREAT risk by awarding a contract with clear scope objectives, service level agreement and KPIs to ensure POS and verges are maintained to agreed standards.
Environmental	Failure to maintain parks resulting in the spread of weeds	Moderate	Likely	High	Medium	TREAT risk by adopting a regular maintenance regime
Health and safety	Failure to maintain parks to safe standard resulting in potential injury	Moderate	Possible	Medium	Low	TREAT risk by adopting a regular maintenance regime
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not applicable				Low	
Service delivery	Failure to maintain parks due to lack of resources	Moderate	Likely	High	Medium	TREAT risk by awarding this contract to the recommended contractor

Financial implications

Current budget impact	Council Delegation 1.1.16 – Limits on Delegations to CEO requires all tenders exceeding $250,000 to be by Council determination. Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Funds relating to this tender will be included in future maintenance budgets.

Relevant documents

Council Policy 301 Purchasing

Analysis

11. Due to the value of the tender being over $1,000,000, an external probity advisor was formally engaged to provide probity oversight and compliance with relevant legislation and Town's Procurement policy requirements. A probity certificate is provided in attachment. The detailed evaluation report is also provided as a confidential attachment.
12. The assessment of the submissions was formally undertaken by a panel that included:
    - Reserves and Capital Works Supervisor
    - Manager Infrastructure Operations
    - Finance Manager
13. The Town received a total of ten submissions, and all were deemed compliant.
14. An evaluation of submissions against the qualitative criteria and was conducted as per the Evaluation Plan.
15. Price assessment was carried out using quantity estimates multiplied by the schedule of rates the tenderers provided, to provide a total to be used for the price weighting.
16. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings shown below with 1 as the highest score (Included are the Top 3 rankings only).

Company	Ranking
LLS Australia trading as Lochness Unit Trust	**1**
LD Total	3
Turfmaster Facility Management	2

17. Therefore, it is recommended LLS Aust Pty Ltd trading as Lochness Unit Trust be awarded the contract as it is considered the most advantageous for the Town.

There were no questions asked or presentations made in relation to this item.

14 Chief Financial Officer reports

14.1 Schedule of Accounts for January 2021

Location	Town-wide
Reporting officer	Bonnie Hutchins
Responsible officer	Stuart Billingham
Voting requirement	Simple majority
Attachments	1. Payment Summary Listing - January 2021 [**14.1.1** - 7 pages]

Recommendation

That Council:

1. Confirms the accounts for 31 January 2021, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Confirms the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

Purpose

To present the payments made from the municipal fund and the trust fund for the month ended 31 January 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:
3. the payee's name
   a) the amount of the payment
   b) the date of the payment
   c) sufficient information to identify the transaction
4. 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.
5. 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.

6. The list of accounts paid in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996 is contained within the attachment and is summarised below.

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn	608817 - 608826	4,487
Creditors – EFT Payments		2,555,604
Payroll		1,613,375
Bank Fees		8,456
Corporate MasterCard		7,026
		4,188,948

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The presentation of the payment listing to Council is a requirement of Regulation 13 of Local Government (Financial Management) Regulation 1996.

Legal compliance

Section 6.10(d) of the Local Government Act 1995
Regulation 13 of the Local Government (Financial Management) Regulation 1996

Risk management consideration

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

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

Financial implications

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

Analysis

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

Relevant documents

Procurement Policy

There were no questions asked or presentations made in relation to this item.

14.2 Financial Statement for month ending January 2021

Location	Town-wide
Reporting officer	Bonnie Hutchins
Responsible officer	Stuart Billingham
Voting requirement	Simple majority
Attachments	1. Financial Statements for the month ending January 2021 [**14.2.1** - 37 pages]

Recommendation

That Council:

1. Accepts the Financial Activity Statement Report – 31 January 2021 as attached.
2. Notes that the Town's final opening financial position (1 July 2020) is subject to final audit.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 31 January 2021.

In brief

- The financial activity statement report is presented for the month ending 31 January 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 several 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 31 January 2021.

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:

   (a) Period variation
   Relates specifically to the value of the variance between the budget and actual figures for the period of the report.

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

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

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	To make available timely and relevant information on the financial position and performance of the Town so that Council and public can make informed decisions for the future.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Engagement

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

Legal compliance

Regulation 34 of the Local Government (Financial Management) Regulations 1996

Risk management consideration

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

Financial implications

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

Analysis

4. The Financial Activity Statement Report – 31 January 2021 complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that the Financial Activity Statement Report – 31 January 2021 be accepted.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

14.3 Adoption of Vehicle Management Local Law 2021

Location	Town-wide
Reporting officer	Lisa Manser
Responsible officer	Luke Ellis
Voting requirement	Absolute majority
Attachments	1. Vehicle Management Local Law 2021 [**14.3.1** - 36 pages] 2. Vehicle Management Local Law Public Submissions [**14.3.2** - 3 pages]

Recommendation

That Council:

1. Considers the submissions received in relation to the proposed *Vehicle Management Local Law 2020*.
2. Makes the *Town of Victoria Park Vehicle Management Local Law 2021* as at attachment 1 in accordance with section 3.12 of the *Local Government Act 1995*.
3. Refers further consideration of local laws related to prevention of parking on verges to the September 2021 concept forum.

Purpose and effect

The purpose of this local law is to provide for the regulation, control and management of parking and vehicles within the local government.

The effect of this local law is to regulate parking and vehicles, including where they may stop or park, requiring tickets for parking in certain locations and preventing certain types of vehicles from being in certain locations.

Purpose

To consider submissions received in relation to the proposed *Vehicle Management Local Law 2020* and make the *Vehicle Management Local Law 2021*.

In brief

- As required by law, consultation commenced on the proposed *Vehicle Management Local Law 2020* on 1 October 2020 and closed on 21 November 2020.
- It is recommended the *Vehicle Management Local Law 2021* be made with minor amendments.

Background

1. Council at its meeting on 18 February 2020 resolved that a review of the *Town of Victoria Park Parking and Parking Facilities Local Law 2008* be conducted. As a result of this review, Council at its meeting on 15 September 2020 resolved to give notice of its proposed *Vehicle Management Local Law 2020*.
2. The Town of Victoria Park as a local government is responsible for the management of 196km of roads. This management does not just include maintenance but also the management of use of these roads, in the context of state laws. As part of this role, local governments make local laws to manage vehicles, including where they may park and stop. Through these laws local governments often adopt aspects of the *Road Traffic Code 2000*. By adopting these local laws, it means that the Town can enforce these laws

through its Parking Officers and Rangers. This frees up the WA Police to focus on other more serious criminal matters.

3. The Town of Victoria Park in the *Parking and Parking Facilities Local Law 2008* has implemented a large number of these controls. A significant amendment exercise through the *Parking and Parking Facilities Amendment (General) Local Law 2013* was undertaken in 2013 in order to implement paid parking within the local law.
4. Since 2008 and the 2013 amendments, transport methods have evolved including the introduction of ride share services and a significant increase in on demand food delivery. These are recognised in changes to state legislation in the *Transport (Road Passenger Services) Bill 2018*. Amendments are also proposed to laws in respect of wheel clamping, impounding and towing of vehicles through the department of transport.
5. Technology is also evolving in the parking space. In 2019 the Town introduced pay by app parking and in 2020 has introduced digital permits. In the coming financial year, the Town will be undertaking the review of the Integrated Movement Network Strategy and Parking Management Plan which will set out the Town's policy approach that the local law will implement.
6. In developing any replacement local law the focus was on the below core objectives:
   () A functional local law that matches the nature of the Town as an inner-city suburban local government and its parking infrastructure;
   (a) Consideration and avoidance of any conflicts with the Road Traffic Amendment (Immobilisation, Towing and Detention of Vehicles) Bill 2020.
   (b) A simple local law that is easy to read and understand for the public; and
   (c) A consistent local law that avoids repetition and duplication of clauses and laws.
7. The local law is divided into five key parts:
   (d) Part 2 – General laws of parking and stopping
   (e) Part 3 – Stopping Zones
   (f) Part 4 – Parking Zones
   (g) Part 5 – Paid Parking
   (h) Part 6 – Parking Permits
8. Each of these parts sets out a core aspect of the law and the different ways the Town manages vehicles.
9. Information regarding the law parts can be found in the report of the 15 September 2020 Ordinary Council Meeting.

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.	Identifying that a law requires replacement demonstrates sound and accountable governance.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Concluding the review of the parking local law fulfils a legislative responsibility.

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.	Updating the parking local law ensures the Town can better support local business in ensuring bay turnover.

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 vehicle management local law will help improve the Town's transport network.

Engagement

Internal engagement	
Stakeholder	Comments
Parking and Rangers	Parking Officers and Rangers were engaged in the process of review for the local law and their feedback was incorporated into the draft.
Street Improvement	No objections were received.
Place Planning	No objections were received.
Urban Planning	Urban planning has no concerns in relation to the proposed law.

External engagement	
Stakeholders	All community members
Period of engagement	1 October 2020 to 21 November 2020
Level of engagement	2. Consult
Methods of engagement	Your thoughts and written submissions
Advertising	Southern Gazette Social Media Website Public notice boards Your thoughts monthly email
Submission summary	4 submissions were received, all supporting the local law as provided at attachment 2.
Key findings	Of the submissions received: • Two submissions sought specific parking changes which form part of how the law is administered but not a change to the law itself. • One supported the law unconditionally.

	• One proposed a significant change to the law which requires further separate consideration.

Other engagement	
Stakeholder	Comments
Department of Local Government, Sport and Cultural Industries	The department provided a submission containing some brief comments regarding the proposed law, however no substantive amendments.
Cornerstone Legal	The Town engaged Cornerstone Legal to provide advice in relation to the proposed law.

Legal compliance

Section 3.12 of the *Local Government Act 1995*

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	The Town fails to conclude the review of the local law.	Moderate	Unlikely	Medium	Low	Treat by resolving the review of local law.
Reputation	The Town's local law is perceived as outdated.	Moderate	Likely	High	Low	Treat by replacing the local law.
Service delivery	Not applicable.				Medium	

Financial implications

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

Analysis

10. In accordance with section 3.12 of the Local Government Act 1995, prior to making any local law, the Town was required to give local public notice of the draft law and receive submissions from the public for at least six weeks. In total, the submissions period was open for 52 days. In that period 4 submissions from the public were received. In addition, a submission was received from the Department of Local Government, Sport, and Cultural Industries.
11. The department's submission provided for technical amendments to the local law, particularly inserting the words 'by resolution' into the law where it relates to establishing parking restrictions.
12. One submission from a member of the public proposed a significant change, which would be the prohibition on parking on a verge. The argument they provided in the view of the Town had merit, however, an amendment of this nature would be a significant amendment to the law. Under the Act, this would require readvertising of the law. It should also receive appropriate consideration in relation to the effect it would have on the availability of parking throughout the Town.
13. It is proposed to consider this more thoroughly through discussion and workshop at a future concept forum. If Council were to proceed, an amendment local law could be made to introduce this law.

Relevant documents

Not applicable.

Questions and responses

Cr Luana Lisandro

1. Is the restriction of not parking within 10 metres of an intersection included within the local law?

The Chief Executive Officer advised that the *Road Traffic Code 2000* covers that so doesn't need to be included.

Cr Wilfred Hendriks

1. Where do trailers fit in as they are not under classes of vehicles? How should these be parked?

The Chief Financial Officer advised that he would provide the information in report for the Ordinary Council Meeting.

2. Is there any law that prevents motorcycles being parked in normal bays?

The Chief Financial Officer advised that there is nothing stopping a motorcycle being parked in a normal parking bay however there are some dedicated bays provided in the Town. More information will be included in the report for the Ordinary Council Meeting.

3. What does section 17b in the local law mean?

The Chief Financial Officer advised that this information will be provided in the report for the Ordinary Council Meeting.

Cr Luana Lisandro

1. Is there anywhere within the local law that prevents trailers or caravans being permanently parked on a crossover?

The Chief Financial Officer advised that this information will be provided in the report for the Ordinary Council Meeting.

Further consideration to be added to the Ordinary Council Meeting agenda

1. Where trailers fit into the local law, including how they should be parked.

2. Whether there is any law that prevents motorcycles being parked in normal bays.

3. What section 17b of the local law means.

4. Whether anything in the local law prevents trailers of caravans being permanently parked on a crossover.

15 Committee reports

15.1 Compliance Audit Return 2020

Location	Victoria Park
Reporting officer	Bana Brajanovic
Responsible officer	Anthony Vuleta
Voting requirement	Simple majority
Attachments	1. 2019 Compliance Audit Return [**15.1.1** - 13 pages] 2. 2020 Compliance Audit Return [**15.1.2** - 12 pages]

Recommendation from the Audit and Risk Committee:

That Council:

1. Adopts the Compliance Audit Return for the period of 1 January 2020 to 31 December 2020, as shown in attachment 1.
2. Authorises the Mayor and Chief Executive Officer to jointly certify the Compliance Audit Return and submit it to the Department of Local Government, Sports and Cultural Industries by 31 March 2021.

Purpose

To present the response to the 2020 Compliance Audit Return (CAR) for review by the Audit and Risk Committee and Council endorsement, and to refer the Town's responses to the Department of Local Government, Sport and Cultural Industries.

In brief

- Regulation 14 of the Local Government (Audit) Regulations 1996 (Regulations) requires that a Compliance Audit Return be completed and submitted to the Department of Local Government by 31 March 2021.
- Regulation 15 of the Local Government (Audit) Regulations 1996 (Regulations) requires a joint certification to be completed by the Mayor and Chief Executive Officer and the document to be forwarded to the Department of Local Government, Sport and Cultural Industries through 'SmartHub'.
- The Town remains compliant of the Local Government Compliance Audit for 2020 calendar year.

Background

1. In accordance with Regulation 14 of the Local Government (Audit) Regulations 1996, the Town is required to carry out an annual audit of statutory compliance in the form determined by the Department of Local Government, Sport and Cultural Industries.
2. The 2020 Compliance Audit Return deals with the period 1 January 2020 to 31 December 2020 and focuses on those areas considered high risk in accordance with the *Local Government Act 1995* and associated regulations.

3. The Regulations require that the CAR be presented to Council for adoption following review of its Audit and Risk Committee. Once adopted, the CAR is to be certified by both the Mayor and Chief Executive Officer before it is submitted to the Department of Local Government and Communities by 31 March 2021 through SmartHub.
4. The CAR covers a range of matters that require actions to be completed by local governments in performing their functions to maintain legislative compliance with the Act.
5. The CAR requires that responsible officers respond to the audit questions, whether the Town was compliant of required actions, by answering yes, no or n/a.
6. Local governments are required to provide feedback or comments on areas of non-compliance. This assists the Department in better understanding any problems or issues that have resulted in a local government's inability to achieve full compliance in a particular area.
7. The following table summarises the Town's performance in each of the relevant categories, along with a comparison between the 2019 and 2020 CARs.
8. The Town remains 98% compliant for the 2020 Compliance Audit Return.

Category	2019 Audit Questions	Compliance Rating	2020 Audit Questions	Compliance Rating
Commercial Enterprises by Local Governments	5	100%	5	100%
Delegation of Power / Duty	13	100%	13	100%
Disclosure of Interest	19	100%	21	100%
Disposal of Property	2	100%	2	100%
Elections	2	100%	3	100%
Finance	14	100%	11	82%
Integrated Planning & Reporting	7	100%	3	100%
Local Government Employees	5	100%	6	100%
Official Conduct	6	100%	4	100%
Tenders for Providing Goods and Services	27	100%	24	100%
Optional questions	4	75%	10	100%
TOTAL	104	99.03%	102	98.36%

Table 1 – Town's performance in each of the relevant categories, with a comparison between the 2019 and 2020 CARs

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	As the completion of a Compliance Audit Return is statutory under the Act, it is important that this review be submitted to the Department of Local Government by 31 March.

Engagement

Internal engagement	
Stakeholder	Comments
Governance and Strategy	Provided responses under the following sections: commercial enterprises by local governments, delegations, disclosures, election, integrated planning and reporting, official conduct and optional questions.
People and Culture	Provided responses under the following sections: integrated planning and reporting and local government employees.
Financial Services	Provided responses under the following sections: finance, integrated planning and reporting, tenders and optional questions.
Operations	Provided a response under the following section: disposal of property.
Business Services	Provided a response under the following section: commercial enterprises by local governments.
Property and Leasing	Provided responses under the following sections: commercial enterprises by local governments and disposal of property.

Legal compliance

Regulations 14 and 15 of the Local Government (Audit) Regulations 1996.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	N/A					
Environmental	N/A					
Health and safety	N/A					
Infrastructure/ ICT systems/ utilities	N/A					
Legislative compliance	Not completing the Compliance Audit Return will result in non-compliance with the Town's statutory reporting obligations.	Moderate	Likely	High	Low	The submission of the attached Compliance Audit Return to the Department of Local Government by 31 March 2021.
Reputation	N/A					
Service delivery	N/A					

Financial implications

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

Analysis

9. The 2020 Compliance Audit Return contains the following compliance categories:
    - Commercial Enterprises by Local Governments
    - Delegation of Power/Duty
    - Disclosure of Interest
    - Disposal of Property
    - Finance
    - Integrated Planning and Reporting

- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services; and
- Optional Questions.

10. In completing the CAR, relevant officers were required to provide responses to the questions identified as part of their responsibilities. While the survey presented by the Department does not require inclusion of evidentiary information, the Town has made it a requirement that the responses provided by officers are evidenced by either a comment, or where applicable, citing references to relevant internal and external documents under the 'Comments' section of Attachment 1.
11. The Town has identified two area of non-compliance due to the Town not receiving audit reports from the Office of Auditor General.

Compliance Area	Compliant	Non-Complaint	Opportunity for Improvement
Commercial Enterprises by Local Governments	5		
Delegation of Power/Duty	13		
Disclosure of Interest	21		
Disposal of Property	2		
Elections	3		
Finance	9	2	The Town will continue to work closely with Office of the Auditor General. Due to COVID-19 last year some schedules have been moved.
Integrated Planning and Reporting	3		
Local Government Employees	6		
Official Conduct	4		
Tenders for Providing Goods and Services	24		
Optional Questions	10		

Table 2 – Town of Victoria Park Compliance Audit Return Result Summary

12. Two non-compliance areas were identified in this year's CAR and are as follows:

- LG Act s7.9(1) - The auditor's report for the financial year ended 30 June 2020 was not received by the Town by 31 December 2020 because the Office of the Auditor General is still completing audit tasks.
- Audit Reg 10(1) - The auditor's report for the financial year ending 30 June has not yet been received by the Town. The auditor's report will be presented within 30 days of completion of the audit once it is received by the Town.

13. The Town responded as Not Applicable (N/A) to questions 6, 7, 8 and 9 under the attachment "Finance" section questions because the final audit report was not available at time of filling in this Compliance Audit Return. The Town will fulfill these requirements when it receives the audit report from the Office of the Audit General.

Relevant documents

Not applicable.

Further consideration

14. At the Audit and Risk Committee meeting held on 22 February 2021, the date of Council accepted the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures was sought. This review was accepted by Council at its meeting of 21 July 2020 – item 15.2.
15. In addition, clarification was sought in relation to the appointment of the Auditor. Following changes to the Local Government Act 1995, the Town no longer has the power to appoint the Auditor. Under the Act, the Office of the Auditor General is the Town's Auditor. The OAG has appointed KPMG to conduct the Audit. The comments have been updated in the CAR.

There were no questions asked or presentations made in relation to this item.

15.2 Update on Outstanding Actions from Reg 17 Review

Location	Town-wide
Reporting officer	Bana Brajanovic
Responsible officer	Anthony Vuleta
Voting requirement	Simple majority
Attachments	1. Update on Outstanding Actions from Reg 17 Review [**15.2.1** - 6 pages]

Recommendation from the Audit and Risk Committee:

That Council:

1. Receives the update on actions resulting from the Chief Executive Officer's review of systems and procedures relating to legislative compliance, internal controls, and risk management, in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.

2. Requests that the Chief Executive Officer provides a further report to the Audit and Risk Committee on the progress of recommended further actions by December 2021.

Purpose

To present the progress of further actions identified from the Chief Executive Officer (CEO)'s review of systems and procedures relating to legislative compliance, internal controls, and risk management, in accordance with regulation 17 of the Local Government (Audit) Regulations 1996 (the Regulations).

In brief

- Regulation 17 of the Regulations requires the CEO to conduct a review of systems and procedures relating to legislative compliance, risk management and internal controls on a triennial basis.
- To ensure that a thorough review is conducted, each area was reviewed and reported on individually to the Audit Committee in 2019.
- As a result of the reviews conducted, a total of 24 opportunities for improvement were identified across the three areas of review.
- As resolved by Council, an update on the outstanding actions are presented to the Audit and Risk Committee.

Background

1. In 2013, regulation 17 of the Regulations were amended to include a requirement for the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal controls, and legislative compliance on a biennial basis. In 2018, regulation 17 was amended to change the frequency of the review requirement from biennial to triennial.

2. In accordance with regulation 16 of the Regulations, a local government's audit committee is responsible for reviewing the CEO's report, before providing a copy of the report and the results of its review to Council. In 2019, the Audit Committee received three separate reports for their consideration, relating to risk management, internal controls, and legislative compliance.
3. Upon receiving the results of the review, Council resolved, at its meetings held on 16 April 2019, 17 September 2019, and 17 December 2019, to request that the Chief Executive Officer provide updates to the Audit Committee on the progress of the opportunities for improvement actions identified as part of the reviews. Further to this at its meeting held on 20 October 2020 Council resolved to requests that the Chief Executive Officer provides a further report to the Audit and Risk Committee on the progress of recommended further actions by March 2021.
4. As many actions are already underway, the Town has sought to provide an update on all identified actions, rather than presenting a separate report for each individual area of review.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The Town has a responsibility to ensure that its systems and processes relating to legislative compliance, internal controls and risk management are appropriate and in line with industry best practice.

Engagement

Internal engagement	
Corporate Services	Supplied response to 1.5 and 3.5
Human Resources	Supplied response to 1.3 and 2.2

Legal compliance

Section 17 of the Local Government (Audit) Regulations 1996.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	N/A					
Environmental	N/A					
Health and safety	N/A					

Infrastructure/ ICT systems/ utilities	N/A					
Legislative compliance	The Town's current systems relating to internal controls not meeting requirements	Minor	Possible	Medium	Low	Treat risk by proactively improving Processes relating to legislative compliance, Internal controls, and risk management as identified by the review.
Reputation	The Town will face Reputational damage if a lack of appropriate internal controls results in a breach of the Local Government Act 1995, and other relevant legislation	Moderate	Possible	Medium	Low	Treat risk by completing the actions as a result of this review. and Ensure that internal controls, as outlined in The Guidelines, meets best practice standard.
Service delivery	N/A					

Financial implications

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

Analysis

3. There are currently 24 opportunities for improvement identified as a result of the CEO's review of systems and processes relating to legislative compliance, internal controls, and risk management. The status of these actions is summarised below:

Review area	Total actions	No. not started	No. in progress	No. completed
Legislative Compliance	11	0	2	9
Internal Controls	7	0	1	6

Risk Management	6	0	0	6

4. Actions completed or updated since the last report was presented to the Audit and Risk Committee in September 2020 are summarised in the table below:

Review area	Reference Number	Required Action	Status Change	Summary
Internal Controls	2.1	Ensure consistency in the drafting and keeping of procedures and/ management practices using the Town's Record Management System	Complete	The Town has developed a Management Practice which outlines how Management Practices are to be developed, reviewed, and recorded.
Internal Controls	2.4	Establish a review process for procedures and/or management practices	Complete	See response to 2.1.
Internal Controls	2.5	Establish and implement a regular internal audit program.	Complete	An Internal Audit Program was developed and presented to the Audit & Risk Committee in June 2020 and adopted by Council at the July 2020 OCM.
Risk Management	3.2	Review and update operational and strategic risk registers	Complete	The reviewed Strategic Risk Register has been endorsed by Council at its 18 February 2020 meeting. A corporate-wide operational risk has been conducted in October 2020 with a new operational risk register has been established as an output.
Risk Management	3.4	Present regular risk reports to the Audit Committee, in line with its Terms of Reference, and the reviewed Risk Management Framework	Complete	The CEO will continue to conduct biannual strategic risk reviews and present them to the Audit and Risk Committee as per Council resolution and in line with Terms of Reference.
Risk Management	3.6	Implementing an ongoing monitoring and reporting program for both operational and strategic risks, inclusive of risks	Complete	An ongoing monitoring and reporting program for both operational and strategic risks has been developed through: Risk Policy; Risk Framework; Risk Management Practice.

		relating to fraud and misconduct		

5. Actions to be completed and presented to a future Audit and Risk Committee summarised in the table below:

Review area	Reference Number	Required Action	Status	Summary
Legislative Compliance	1.3	Development of a policy and/or procedure for complaints relating to elected members.	In progress	A policy for the management of complaints relating to Elected Members in matters relating to breaches of the Town's Code of Conduct (Division 3) is being developed. This action should be completed before May 2021.
Legislative Compliance	1.7	Ensure the internal audit program is appropriately resourced.	In progress	The Town is going to outsource the internal audit service. This action will be completed by April 2021.
Internal Controls	2.3	Ensure that all 'policy statements' and procedures' are appropriately captured, in line with before the next CEO's review on systems and processes relating to internal controls, which will be due in 2022	In progress	Several outdated policies have been reviewed and the review program is ongoing and should result in every policy having been individually reviewed by 30 June 2022.

6. The full report on each action, inclusive of officer comments, are attached to this report as Attachment 1.

Relevant documents

A Guide to Local Government Auditing Reforms (DLGSC)

Local Government Operational Guidelines No. 9 – Audit in Local Government (DLGSC)

There were no questions asked or presentations made in relation to this item.

16 Public participation time

John Gleeson

1. Once the land on the corner of Albany Highway is sold to Woolworths does the money from the sale need to be spent on parking because it was a parking area?

Mayor Karen Vernon advised that parking revenue is to be spent on parking.

The Chief Financial Officer advised that the sale of land comes under the Land Asset Optimisation Strategy and the proceeds will go to that reserve. It is not a requirement for the money to go into parking or parking infrastructure. The land itself is an asset.

2. Can I get a copy of actual law?

Mayor Karen Vernon advised that the Land Asset Optimisation Strategy is not part of the parking local law or Parking Management Plan.

Herb Rowe

1. What is Council's opinion on the cement batching plant on Cohn Street?

Mayor Karen Vernon advised that Council doesn't have defined opinion.

2. Is Council against it and what is Council doing to prevent it?

The Manager Development Services advised that the matter is not coming before Council as it will be decided by the Joint Development Assessment Panel.

3. What is happening with the traffic lights at Miller Street and Shepperton Road?

The Acting Chief Operations Officer advised that the project has been pushed to June 2022 as the Town is still waiting for approval from Main Roads.

4. Does the Council have any intention to keep cats inside through cat laws?

The Chief Financial Officer advised that the animal local law is on its way to Council and will go out for public comment.

17 Questions from members without notice on general matters

Deputy Mayor Bronwyn Ife

1. When will the trial for the noise-attenuating backboards in Lathlain end? If successful, can these be installed in all parks in the Town?

The Acting Chief Operations Officer advised that the trial goes for 12 months and the Town is currently three months into trial. Rolling these out to other parks can be considered but a cost analysis would need to be undertaken. More information can be provided.

Cr Luana Lisandro

1. Has Council considered putting padding on the basketball poles at Zone 2X? Can it be considered?

The Acting Chief Operations Officer took the question on notice.

18 Confidential matters

Nil.

19 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 8.02pm.

TOWN OF VICTORIA PARK



Business Advisory Group

Notes – 10 March 2021

WE'RE OPEN
VIC PARK

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1 Opening

Mr Patrick Renner opened the meeting at 5.10pm.

Acknowledgement of country

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

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

2 Attendance

Michael McHugh	Future Institute of Australia
Mark Birkinshaw	Tango Information Technology
Daniel Doble	EDGE Employment Solutions
Matthew Kenworthy	Antz Cafe
Slawek Misiun	Alpha Consulting, Engineers&Managers
Ryan Piggott	Vocational Training Services (VTS)
Ceri Cummings	BOLT Health and Fitness
Bhairab Dhakal	Himalayan Nepalese Restaurant and Cafe
Ahmad Hassan	Makan2 Cafe
Mike Ghasemi	InnoLab
Tanya Eustace	Sage Cafe
Will Main	Hawaiian - Hawaiian's Park Centre
Justin McMillan	Smartwealth
Jo Bussell	Urban Revolution
Patrick Renner (Presiding Member)	Archer St Physiotherapy Centre
Russell White (Deputy Presiding Member)	Park Property
Elected members	Mayor Karen Vernon Cr Jesvin Karimi Cr Wilfred Hendriks
Manager Place Planning	David Doy
Place Leader (Economic Development)	Lisa Tidy
Coordinator Events, Arts and Funding	Nichola Tomkins
Meeting secretary	Christy Neems
Presenters	Luke Ellis – Manager, Business Services Christian Quiambao – Administration (Projects), Parking Paul Rosair – Naja Business Consulting Services
Observers	Nil.
Apologies	
Gino Lamelza	Vic Park Larder
Shane Vasile	ACTON Victoria Park
Leonard Alto	ALT Reschowrant
Jamie Horner	Empire Estate Agents

Paul Lai	Pharmacy
Shellie Attwood	Greenbunch
Slawek Misiun	Alpha Consulting, Engineers&Managers
Ryan Piggott	Vocational Training Services (VTS)
Bhairab Dhakal	Himalayan Nepalese Restaurant and Cafe
Mike Ghasemi	InnoLab
Kimberley Skinner	Total Digital Solutions
Chief Community Planner	Natalie Martin-Goode

3 Actions from previous meetings

All actions from previous meeting are complete.

4 Presentations

4.1 Local economy data update

Time	5 minutes
Presenter	Lisa Tidy
Attachments	Nil

Purpose of the item

To provide an update on the performance of the local economy using some of the Town's key data sources.

Outcome

The Business Advisory Group are better informed of how the local economy is performing.

Strategic outcomes

Not applicable.

Outcome

Data over the last quarter shows national household saving has declined, JobKeeper organisation applications are decreasing, JobSeeker and Youth Allowance eligibility has steadily declined since May 2020 and is down to 7%.

One new pedestrian footfall counter has been installed in East Victoria Park. Data shows a 5.3% increase in pedestrian footfall from Dec 2019 to Dec 2020.

Online shopping data peaked during Covid-19 restrictions in 2020 and has since plateaued and remains consistent to pre-Covid-19 levels.

Local spending in the Town of Victoria Park shows average daily sales (under $5,000) were up (%) during December in Carlisle, East Vic Park, Lathlain and Burswood and down in Welshpool.

The Town have begun analysing data from the Google Covid-19 Mobility Reports which shows consumer activity and trends in the retail and recreation space. Town of Victoria Park are second to City of South Perth in retail and recreation activity and consumer spend.

Action

The Town to collate data and circulate to Business Advisory Group members.

4.2 Economic Impact and Opportunities Assessment

Time	10 minutes
Presenter	Lisa Tidy
Attachments	1. Economic Impact and Opportunities Assessment [**4.2.1** - 50 pages]

Purpose of the item

To present the final version of the Economic Impact and Opportunities Assessment (EIoA) to the Business Advisory Group.

Outcome

The Business Advisory Group are informed of the outcomes of the EIoA.

Strategic outcomes

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The Business Advisory Group are informed of the final EIoA

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 EIoA suggests a number of economic development and tourism projects that supports the local economy and businesses.

Outcome

The Town commissioned an Economic Impact and Opportunities Assessment to better understand the economic and social impact of COVID-19 restrictions on the Town's local businesses in 2020.

Four key themes came out of the Assessment:

- The new normal
- Communication
- Networks
- Activation

Town Officers have been planning and implementing a range of business initiatives which address the recommendations of the Assessment. These include:

- Ensuring businesses are prepared for subsequent Covid-19 restrictions.
- Increased number of small events and activations in the Town.
- Planning for future destination marketing opportunities.
- Events aimed at encouraging business networking including the Vic Park Business Showcase.
- Fast-tracking public realm upgrades such as Old Spaces, New Places to increase activation.

Action

Place Leader (Economic Development) to upload the Economic and Impact Assessment Report to YourThoughts.

4.3 East Victoria Park (Area 2) and Victoria Park (Area 3) Parking Reviews

Time	10 minutes
Presenter	Luke Ellis and Christian Quiambao
Attachments	Nil

Purpose of the item

Engage and share the review with Business Advisory Group for feedback.

Outcome

The Business Advisory Group is informed about the Town's parking review outcomes following a recent area review, with comments to be sought via Your Thoughts.

Strategic outcomes

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A clean, safe and accessible place to visit.	The group are informed of the parking review undertaken along Albany Hwy, and the proposed introduction of mix-use of existing loading zone areas for short-term/motorcycle parking.

Outcome

The Business Advisory Group are provided with an update on parking in the Town.

A parking review has been conducted. Key findings from the review will assist Town Officers when determining future parking pricing structures, the length of parking times in various locations across the Town, safety and compliance, the impact of parking on local businesses and parking as a mechanism to drive pedestrian footfall through the Town.

There are opportunities to improve compliance along Albany Highway, enhance the use of underutilised off-street parking areas, increase the number of disabled parking bays in the Town and re-evaluate the operational use of loading zones across the town to make them safer and more user-friendly for local businesses. The information will be used in the Parking Management Plan.

The Town is seeking feedback regarding a proposal to extend the use of "Loading Zone" areas.

Action

Place Leader (Economic Development) to put up survey around the proposal to extend the use of "Loading Zone" areas on YourThoughts. Businesses to provide feedback.

5 Items for discussion

5.1 Local Chamber of Commerce

Reporting officer	Naja Business Consulting Services
Timing	15 minutes
Attachments	Nil

Purpose of the item

To discuss the demand for, and potential structure of, a local Chamber of Commerce or similar networking business group.

Outcome

The Business Advisory Group are informed of the project, methodology and business engagement associated with the grant project that Naja Business Consulting Services are undertaking, and the Group have the chance to provide input into the report that is being prepared.

Discussion points

The following questions will assist in forming the report:

- Do think a local chamber or similar group will be valuable in the Town?
- What are the most important things to you that a local chamber should provide (ie networking events, advocacy etc)?
- What structure do you think the group should have?
- Would you pay the be a part of a local chamber or similar group?

Strategic outcomes

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The Business Advisory Group have the chance to have input into the investigation and final report.

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.	A local Chamber of Commerce or similar group will provide support to the local business community.

Next steps

Investigations will continue into a potential local Chamber with a final report prepared by the recipients of the business grant.

Further information

Not applicable.

Outcome

Naja Business Consulting Services has been awarded a business grant to run a feasibility study to determine the viability of a local Chamber of Commerce in the Town of Victoria Park.

They have prepared a survey for the local business community to determine the demand for a local chamber. The survey will ask local businesses how they would like to see the chamber structured, what support they would like to see if offering local businesses, ideas on how it would run operationally and whether there is an appetite to pay a fee to be a part of the group.

The Business Advisory Group highlight that a lot of the information they require for business support is already available through the CCI WA branch and other support networks, it is just a matter of knowing the best way to access it.

Action

Place Leader (Economic Development) to put up the survey on YourThoughts. Businesses to provide feedback on a local chamber concept.

5.2 2021/22 Economic Development projects

Reporting officer	Lisa Tidy, Roz Ellis
Time	40 mins
Attachments	Nil

Purpose of the item

To discuss the potential list of economic development projects (pending budget approval) for 2021/22.

Outcome

The Business Advisory Group provide strategic advice which can be used to inform the development of the project plans for each project.

Discussion points

The following economic development projects are being put up for budget in the 2021/22 budget process:

- Business events and training (2022 Vic Park Business Awards, a series of smaller industry based networking events)
- Large destination marketing campaign
- Christmas campaign
    - Decorations
    - Marketing campaigns
    - Business support

Please note, this is not an exhaustive list.

Strategic outcomes

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The Business Advisory Group are given the opportunity to provide input into future economic development projects.

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.	A range of projects for businesses to get involved in are discussed, aimed at supporting the local business community and attracting visitors.

Next steps

Pending budget approval, feedback will be incorporated in the project planning process.

Further information

Not applicable.

Outcome

Town Officers sought feedback on potential projects scheduled for 2021/2022, including the festive season.

Christmas campaign

- The Business Advisory Group advised they would support the Town incorporating Chinese New Year into the official Christmas festive season event calendar.
- Incorporating Chinese New Year celebrations into the festive season event calendar will capitalise on an extended festive trading period and increase activation in designated areas across the Town.

Business events and training

- The Vic Park Business Awards receive a positive response but some businesses have highlighted that the nomination process is cumbersome for time-poor business owners. The Awards are said to have a positive impact on businesses that have been nominated, however more thought could be given to the prizes for the Award winners.
- The Business Advisory Group advise that businesses would be open to networking events throughout the 2021/22 FY. The consensus was the networking events shouldn't be industry specific, as it is beneficial for businesses to create connections with businesses in other industries and places.
- Businesses highlighted the importance of not duplicating training that already exists and would prefer the focus to not be on providing additional training to local businesses.
- Business mentoring was mentioned as a service that businesses would like to have access to. Luke Garswood at Connect Vic Park has established a business mentoring program which BAG members may find valuable.

5.3 Business Grants- current recipients and future planning

Reporting officer	Lisa Tidy
Time	10 mins
Attachments	Nil

Purpose of the item

To provide an overview of the business grants that are currently available, an overview of the recipients of the Economic Development grants and to discuss the future of business grants.

Outcome

The Business Advisory Group are informed of business grants that are still available, opportunities to collaborate with current recipients and have the opportunity to provide input into future planning of grants.

Discussion points

- Do you think business grants are valuable?
- If we were to do business grants again, what would you like to see the Town offering grants for?
- Would you prefer grant rounds or funding open all year until exhausted?

Strategic outcomes

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The Business Advisory Group are informed of upcoming opportunities to collaborate and can provide input to the formation of future grants.

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.	A range of projects are being delivered by the business community that are designed to assist in COVID recovery for the local economy.

Next steps

Advice/feedback will be incorporated into the formation of business grants in the future.

Further information

Not applicable.

Outcome

Business Advisory Group members discussed the success and viability of the Restart Vic Park Business Grants.

Businesses would like to see business grants run in 2021/22 FY and provided feedback on how the grants could be diversified to include other areas of focus. Discussion includes establishing categories for 'issue' related grants to target specific business problems, refurbishment grants and grants related to marketing, pending the business' ability to demonstrate that their business initiative will/can increase pedestrian footfall and activation within the Town

6 General business

Specific time to be carved out for general business at the next Business Advisory Group meeting so businesses can have open discussion on matters they wish to raise.

Businesses are encouraged to sign up and encourage their fellow business networks to sign up to the Town's 'Localised' platform.

7 Close

Mr Patrick Renner closed the meeting at 7:31pm.

TOWN OF VICTORIA PARK



Urban Forest Strategy Implementation Working Group
Notes – 15 March 2021

WE'RE OPEN
VIC PARK

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1 Opening

Meeting opened at 7:40am

Acknowledgement of country

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

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

The UFSIWG vote on a Presiding Member and Deputy Presiding Member.

Outcome

The UFSIWG endorse Heather Johnstone as Presiding Member and Rowena Skinner as Deputy Presiding Member via a unanimous vote.

2 Attendance

UFS Implementation Group Members	Ben Whitehouse Heather Johnstone Rowena Skinner Emma Monk Ngaire Howard Nadia D'Hart
Councillors	Cr Luana Lisandro Cr Ronhhda Potter Cr Vicki Potter
ToVP Representatives	Natalie Martin-Goode (Chief Community Planner) David Doy (Manager Place Planning) Pierre Quesnel (Senior Place Leader, Urban Forest) Aleisha Hunter (Community Development Officer, Special Projects) Gregor Wilson (Manager Infrastructure Operations) Penny Fletcher (Parks Technical Officer) Paul Williams (Parks Project Officer)
Meeting secretary	Christy Neems (Executive Assistant, Chief Community Planner)
Presenters	
Observers	
Apologies	Cr Vicki Potter Cr Ronhhda Potter

3 Presentations

Nil

4 Items for discussion

4.1.1Urban Forest Project Proposal - ToVP Administration Building

Reporting officer	Pierre Quesnel
Attachments	1. Urban forest project proposal - To VP Administration Building [**4.1.1.1** - 4 pages]

Purpose of the item

UFS Implementation project proposals are received from the community and Town staff via online form. The proposals are collated and presented to the UFS Implementation Working Group who will provide advice and recommendations to inform prioritisation and implementation of UFS implementation projects.

Outcome

Following open discussion about the proposal amongst the group and Town subject matter experts' recommendations, advice and additional opportunities and recorded in the meeting notes. This will assist Town staff in the prioritisation of projects. It will also assist in understanding the likely community impacts and sentiment which will influence the manner of project delivery.

Discussion points

The UFSIWG discuss the Urban Forest Project Proposal – ToVP Admin Building.

Outcome

Project costs

- Due to the location within hardstand this could be a comparatively costly planting exercise.
- It was identified that a further modifications to the pavement surfaces should be included in any potential project proposal. Of particular note was the fact that the only raised kerb in the area was around the tree pits preventing water entering the root zone.
- Exploration was proposed for potential combination of this project parking and pavement alterations.

Community support

- It was stated that the Town and the community have been recognised as leading the way in terms of its community led Urban Forest and the civic building should reflect this community pride.

Place impact

- Medium sized natives are proposed for the locations to provide canopy and improve the amenity of the entrance to the Town's main civic building.
- The trees chosen will make a positive statement

Next steps

The Officers agreed with comments that there is a current lack of detail in the proposal and it ways agreed that a plan with greater detail including proposed species will be created and presented at the next working group meeting.

Further information

See attached – Urban Forest Project Proposal – ToVP Administration Building

Actions

- Pierre Quesnel and Penny Fletcher to liaise with engineering to enlarge tree wells and investigate a list of native trees that can be planted in the proposed planting locations.

5 General business

Significant Tree List:

- The UFSIWG are provided with background information on the history of the development of a significant tree register at the Town that was first adopted in 2001.
- Discussion was had as to the recommended path forward for updating the significant tree register and the available mechanisms to provide protection to the trees on this list.
- It has been proposed by Town officers that a significant tree study is required before any protection mechanisms be developed.
- It was agreed that an outline of a brief for this significant tree study would be presented at the next meeting.
- Advocacy and discussions with WALGA and other local governments are encouraged during this process to generate support for the initiative and understand the broader context in which is will be placed.

Actions

- Pierre to provide an update on the process for reclaiming cross overs for tree planting across the town

6 Actions from previous meetings

Action	Responsible Officer	Status / Comments	Closed Date
Pierre and Penny Fletcher to liaise with engineering to enlarge tree wells and investigate a list of native trees that can be planted in the proposed planting locations.	PQ and PF		
Pierre to provide an update on the process for reclaiming cross overs for tree planting across the town	PQ		
Pierre Quesnel and Penny Fletcher to draft guidelines for the Significant Tree Registry for group review.	PQ		
PQ to check budget and recommend timeframe for implementing the Star Street Median Trees Project	PQ		
Next stage of Rutland Avenue at UFS IWG meeting	PQ	Open – still in development by ops team	
PQ to distribute to UFS IWG members a high-level snapshot of planting season 2021 projects	PQ	Open	
Separate UFS IWG meeting scheduled in early 2021 for a workshop to review the Implementation Action Plan	PQ	Waiting for results of canopy analysis work from Arbor Carbon	
PQ to investigate volunteer grove as recognition of service and volunteering associated with the UFS.	PQ		Open
8 and 28 Mars Street sumps - Pierre to review work completed on infiltration cells, similar to those works completed by Town of Mosman Park and City of Mandurah.	PQ	NoM report investigating Atlantis cells and similar is due to council March 2021 – this will be sent and reviewed by the UFS IWG.	Open

7 Close

Meeting closed at 8:31am

TOWN OF VICTORIA PARK



COVID-19 Response Working Group

Notes – 4 February 2021

WE'RE OPEN
VIC PARK

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1 Opening

Meeting opened 1.02pm

Acknowledgement of country

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

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

2 Attendance

Mayor	Mayor Karen Vernon
Deputy Mayor	Deputy Mayor Bronwyn Ife
Councillor	Cr Claire Anderson
Chief Community Planner/Local Recovery Coordinator	Natalie Martin Goode
Chief Executive Officer	Anthony Vuleta
Chief Operations Officer	Ben Killigrew
A/Chief Financial Officer	Stuart Billingham
Manager Place Planning	David Doy
Manager Community Development	Paul Gravett
Manager Stakeholder Relations	Roz Ellis
Economic Development Support Officer	Adrian Borthwick
Minute Secretary	Christy Neems
Presenters	Lisa Tidy - Place Leader, Economic Development
Observers	Nil
Apologies	Michael Cole

3 Actions from previous meetings

Action	Responsible Officer	Status
Lisa Tidy to draft EM portal blurb and provide CAT Matrix for Christy Neems to post on Councillor Portal.	Lisa Tidy /Christy Neems	In progress
Lisa Tidy to request Park Centre footfall and trends data from Hawaiian Group and provide information to CRWG if obtained	Lisa Tidy	In progress
Lisa Tidy and Roz Ellis to draft social media/communications piece on Town of Vic Park's mobility rating of 2nd in Western Australia.	Lisa Tidy / Roz Ellis	In progress
Restart Vic Park business grants – Lisa Tidy to work with Roz Ellis to draft a series of social media and communications updates tracking one grant recipient through the implementation of their initiative.	Lisa Tidy / Roz Ellis	In progress
David Doy to research alternate sources and equitable funding allocation options to support grant funding and report back to CRWG on findings.	David Doy	In progress

4 COVID Action Taskforce update

Outcome

The CRWG were provided with a COVID Action Taskforce update.

- National household saving is down which is a sign of confidence in consumer spending, Job Keeper applications are down 4% in Vic Park, working age population eligible for Job Seeker is up 5.6%, Youth Allowance applications have increased which may be attributed to population and age factors.

- Online shopping trends show an uptick in transactions during COVID lock down in 2020 and are now tracking at similar levels to pre-COVID 2020.

- Local spending shows business average daily revenue is up 21% from December 2020 except for Welshpool and transaction volumes have increase while dollar value is down.

- Parking occupancy across the town is up with more bays filled compared to December 2020 with a 5% increase in patrons visiting the town.

- Mobility Report – Visitations to Retail and Recreation businesses in Vic Park were 14% higher in visitations for Jan 2021 than Jan 2020., showing that patrons are moving through the town in the recreation and retail space. City of South Perth have also had a spike which may be the result of their capitol works projects on the South Perth foreshore and school holidays attracting people to the area.

- Pedestrian footfall for December 2020 is up 5.3% which is similar to 2015 levels. January 2021 data recorded 186,000 patrons which is the highest ever pedestrian footfall recorded for a January.

- COVID lockdown 1st February – 5th February social recovery update; emergency relief services still taking appointments with counselling services transferred to phone or online appointments.

- The Haven is operating a take-away meal service and food hampers during the lock down period. St Mary's Outreach Monday meal service and Star St's food hampers on Wednesdays have been suspended. Both these latter services are operated by volunteer.

Actions

Lisa Tidy to draft EM portal blurb and provide CAT Matrix for Christy Neems to post on Councillor Portal.

Lisa Tidy to request Park Centre footfall and trends data from Hawaiian Group and provide information to CRWG if obtained

Lisa Tidy and Roz Ellis to draft social media/communications piece on Town of Vic Park's mobility rating of 2nd in Western Australia.

5 Communications update

The CRWG are provided with a Communications update.

Outcome

- The Lord Mayor's appeal will be announced.
- Communications and content will be prepared to coincide with the Premier's announcement on the current lock down restrictions; on the re-opening of the Town's out-centers including Leisure Life; domestic violence awareness and Ranger and children's safety with the students returning to school.

6 Recovery Action Plan update

The CRWG were provided with a Recovery Action Plan update.

Outcome

- Economic Impact Assessment to go to March OCM for noting.
- 29 Restart Vic Park Business Grants have been allocated to date with all economic development grants exhausted. Small business grants continue to be received.
- Night Markets Trial/Pilot – CRWG endorsed funding to trial night markets. Street Hassle have been engaged to deliver the pilot program.
- Gallipoli Street Local Centre upgrade is in progress, with internal teams including UFS and strategic projects collaborating on the delivery.
- Street Meet n Greet program continues to be rolled out increasing connectivity between neighbours and increasing neighbourhood safety outcomes. 11 smaller 'meet n greets' have been held across the town, 4 larger scale celebrations and 3 larger scales celebrations pending.

Actions

Lisa Tidy to work with Roz Ellis to draft a series of social media and communications updates tracking one grant recipient through the implementation of their 'Restart Vic Park business grant' initiative.

7 Presentations

Nil

8 Items for discussion

8.1 Additional items for the CAP

Reporting officer	Lisa Tidy
Attachments	Nil

Purpose of the item

To provide an update on an additional item for inclusion in the CAP.

Outcome

CRWG are made aware of the additional action.

Discussion points

There is one additional item which has been judged as a low risk action for inclusion in the CAP:

- COVID-19 digital recovery program for non-profits/community organisations.

Next steps

This action will be included in the next version of the CAP that goes to an OCM. As it has been judged as a low risk item, expenditure on the projects may occur before it goes to OCM.

The CRWG are provided with information on the project proposal.

Outcome

- Project proposal involves engaging a digital training company to train 2-3 staff members from 5 local community organisations on digital technologies to help improve their online and social media presence. The program is expected to run for approximately 10 months including evaluation.
- The project team are requesting $20,000 to implement the project.
- The project outcomes will be reported on in the COVID Action Taskforce report presented to OCM, as part of current reporting procedure.
- CRWG endorse the project.

9 General business

- Discussion on the reallocation of COVID funds for community and place grants is deferred until next CRWG meeting.

Actions

David Doy to research alternate sources and equitable funding allocation options to support grant funding and report back to CRWG on findings.

10 Close

Meeting closed at 2:41pm

Metro Inner-South Joint Development Assessment Panel
Minutes

Meeting Date and Time: Monday, 22 March 2021; 9:30am
Meeting Number: MISJDAP/45
Meeting Venue: Town of Victoria Park
99 Shepperton Road, Victoria Park

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Mr Clayton Higham
Presiding Member, Metro Inner-South JDAP

Attendance

DAP Members

Mr Clayton Higham (Presiding Member)
Ms Rachel Chapman (Deputy Presiding Member)
Ms Diana Goldswain (A/Third Specialist Member)
Cr Vicki Potter (Local Government Member, Town of Victoria Park)
Cr Ronhhda Potter (Local Government Member, Town of Victoria Park)

Officers in attendance

Mr Robert Cruickshank (Town of Victoria Park)
Ms Amie Groom (Town of Victoria Park)
Mr Richard Gale (Town of Victoria Park)

Minute Secretary

Mr Robert Cruickshank (Town of Victoria Park)

Applicants and Submitters

Ms Renee Young (Floreat Beach Pty Ltd c/- element)
Mr Matt Bruce (Director, Wallace PM)
Ms Cassie Rodwell (Project Manager, Wallace PM)
Mr Matthew Elliot (Development Director, Accord Property)
Ms Rose Bianchini
Ms Elayne Dixon

Members of the Public / Media

There were 9 members of the public in attendance.

1. Opening of Meeting, Welcome and Acknowledgement

The Presiding Member declared the meeting open at 9.34am on 22 March 2021 and acknowledged the traditional owners and paid respect to Elders past and present of the land on which the meeting was being held.

The Presiding Member announced the meeting would be run in accordance with the DAP Standing Orders 2020 under the *Planning and Development (Development Assessment Panels) Regulations 2011.*

1.1 Announcements by Presiding Member

The Presiding Member advised that panel members may refer to technical devices, such as phones and laptops, throughout the meeting to assist them in considering the information before them.

The Presiding Member advised that the meeting is being audio recorded in accordance with Section 5.16 of the DAP Standing Orders 2020 which states *'A person must not use any electronic, visual or audio recording device or instrument to record the proceedings of the DAP meeting unless the Presiding Member has given permission to do so.'* The Presiding Member granted permission for the minute taker to record proceedings for the purpose of the minutes only.

2. Apologies

Mr Peter Lee (Third Specialist Member)

3. Members on Leave of Absence

Nil

4. Noting of Minutes

DAP members noted that signed minutes of previous meetings are available on the DAP website.

5. Declaration of Due Consideration

The Presiding Member noted that an addendum to the agenda was published to include details of a DAP direction for further information and responsible authority response in relation to Item 8.1, received on 18 March 2021.

All members declared that they had duly considered the documents.

6. Disclosure of Interests

Nil

7. Deputations and Presentations

7.1 Ms Rose Bianchini addressed the DAP against the recommendation for the application at Item 8.1.

7.2 Ms Elayne Dixon addressed the DAP against the recommendation for the application at Item 8.1.

7.3 Ms Renee Young addressed the DAP in support of the recommendation for the application at Item 8.1 and responded to questions from the panel.

7.4 The Town of Victoria Park addressed the DAP in relation to the application at Item 8.1 and responded to questions from the panel.

7.5 The panel noted that the Town of Victoria Park received a petition against the recommendation for the application at Item 8.1. The petition was signed by 115 concerned residents, ratepayers and/or electors of the Town of Victoria Park on the basis that development would exacerbate known traffic congestion, parking and safety concerns near UFCC Primary School. The petition in full was circulated to the panel.

PROCEDURAL MOTION

Moved by: Cr Vicki Potter **Seconded by:** Ms Rachel Chapman

That the Metro Inner-South JDAP receive legal advice from representatives of the Department of Planning, Lands and Heritage and that such advice is received behind closed doors, in accordance with section 5.10.2g of the DAP Standing Orders 2020.

The Procedural Motion was put and CARRIED UNANIMOUSLY

The meeting was adjourned at 10.14am
The meeting was reconvened at 10.44am

8. Form 1 – Responsible Authority Reports – DAP Applications

8.1 Nos. 42-44 (Lots: 33 and 31) Camberwell Street, East Victoria Park

Development Description:	Proposed Child Care Facility
Applicant:	Floreat Beach Pty Ltd c/- element
Owner:	R Eckert, A Bhatia and S Bhatia
Responsible Authority:	Town of Victoria
DAP File No:	DAP/20/01929

REPORT RECOMMENDATION

Moved by: Cr Vicki Potter **Seconded by:** Cr Ronhhda Potter

The Report Recommendation was the addendum provided by the Town of Victoria Park on 18 March 2021. The addendum noted changes to Condition 6, 13 and AN4, AN12.

That the Metro Inner-South JDAP resolves to:

Approve DAP Application reference DAP/20/01929 and accompanying plans at Attachment 2 in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Town of Victoria Park Town Planning Scheme No. 1, subject to the following conditions:

Conditions

1. Pursuant to clause 26 of the Metropolitan Region Scheme, this approval is deemed to be an approval under clause 24(1) of the Metropolitan Region Scheme.

2. This decision constitutes planning approval only and is valid for a period of four years from the date of approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.

3. The development, once commenced, is to be carried out in accordance with the approved plans, date stamped approved 4 March 2021 at all times, unless otherwise authorised by the Town.

4. To address the conditions of this approval, a covering letter (detailing compliance with each condition), copy of the final working drawings and relevant associated reports and information, are to be submitted by the applicant and be cleared by the Town.

5. Prior to lodging an application for a building permit, either (i) Lots 31 and 33 are to be amalgamated into a single lot on a Certificate of Title; or (ii) the owner entering into a legal agreement with the Town prepared by the Town's Solicitors at the owner's cost agreeing to complete the amalgamation of Lots 31 and 33 into a single lot within 12 months of the issue of a building permit.

6. The number of children and staff attending the Child Care Premises is limited to a maximum of 92 children at any one time and a maximum of 14 staff at any one time between the hours of 7am-10am and 3pm-6pm.

7. The Child Care Premises is restricted in its hours of operation to the following:
Monday – Friday: from 6:30am to 7.00pm for staff; and from 7.00am to 6.30pm for parents and children.

8. Prior to the occupation or use of the development, all car parking spaces together with their access aisles to be clearly paved, sealed, marked and drained in accordance with AS2890.1 and thereafter maintained to the satisfaction of the Town.

9. A minimum of 19 car parking bays to be provided on site and marked and/or signposted accordingly, with no more than six bays being allocated for staff use.

10. Prior to the occupation of the development, the applicant is to submit and have approved by the Town a Parking Management Plan which addresses the following matters:
    (i) the measures to inform patrons and staff of:
        - on-site parking availability and use;
        - parking availability in the area;
        - available public transport to and from the site;
    (ii) the measures to be implemented to encourage patrons and staff to walk or use public transport rather than drive to the site;
    (iii) the measures to be implemented to manage parking during peak periods; and
    (iv) restricting the times of special events so as to not coincide with the peak parking periods of the school.

11. A Memorandum of Understanding between the proprietor and the Town is to be prepared and executed by both parties to the satisfaction of the Town of Victoria Park prior to the occupation of the development, which includes the following commitments by the proprietor:
    (i) to implement the measures contained in the approved Parking Management Plan;
    (ii) to provide a copy of the approved Parking Management Plan to all patrons of the Child Care Premises at the time of enrolment, and to require patrons to acknowledge the Parking Management Plan;
    (iii) to work with the Town to resolve any issues that may arise from the operation of the centre;
    (iv) that should the business be sold, the proprietor will inform the purchaser of the need to enter into the same or similar Memorandum of Understanding with the Town.

12. Upon 12 months of operation, the applicant is to submit a report which addresses the actual operation of the centre, including patronage patterns and origins, staffing and student numbers, travel modes, implementation of the measures contained in the approved Parking Management Plan and the commitments in the Memorandum of Understanding. The report is to include a traffic impact assessment completed by a suitably qualified traffic consultant, which analyses the impact of the development upon traffic and parking conditions in the area, and any recommended actions.

13. Prior to the submission of an application for a building permit, revised drawings are to be submitted incorporating the following modifications to the elevations to the satisfaction of the Town :
    (i) The incorporation of eaves to all elevations.

14. The location and details of the sign*(s*), and any supporting structure, as shown on the approved plans, must not be altered without the written consent of the Town.

15. The advertisements must not be illuminated, moving, pulsating, flashing, incorporate animation or movement into their design or structure, to the satisfaction of the Town.

16. The sign(s) must be constructed and maintained to the satisfaction of the Town.

17. Prior to lodging an application for a building permit, the app

18. Prior to lodging an application for a building permit, the applicant/owner is to contribute a sum of 1% of the value of the total construction value towards public art. (Refer related Advice Note)

19. Prior to lodging an application for a building permit, all plant equipment, air conditioning units, hot water systems, water storage tanks, service metres, bin storage areas and clothes drying facilities must be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street. Design plans for the location, materials and construction for screening of any proposed external building plant must be submitted to and approved by the Town.

20. Unless varied by other conditions of this approval, the external colours, finishes and materials of the building(s) are to be in accordance with the colours and material schedule date stamped approved 4 March 2021, unless otherwise approved in writing by the Town. Prior to the occupation of the development, the building(s) must be finished, and thereafter maintained, in accordance with the schedule provided and approved by the Town.

21. Prior to occupation of the development, a minimum of four bicycle facilities must be provided in accordance with Australian Standard AS 2890.3 and to the satisfaction of the Town. The bicycle parking facilities shall be installed and remain in place permanently unless otherwise approved by the Town.

22. The landscaping areas shown on the approved landscaping plans shall be installed and reticulated prior to occupation of the development, and be thereafter maintained by the landowner(s) for the life of the development to the satisfaction of the Town.

23. Prior to lodging an application for a building permit, the applicant must submit and have approved by the Town, and thereafter implement to the satisfaction of the Town, a Construction Management Plan.

24. Unless varied by other conditions of this approval, the recommended mitigation measures contained in the Acoustic Report (prepared by Herring Storer Acoustics, dated November 2020) shall be implemented prior to occupancy and thereafter complied with by the operator and landowner(s) for the life of the development to the satisfaction of the Town.

25. The Waste Management Plan (prepared by Talis, dated 30 November 2020) is to be implemented and complied with by the operator and landowner(s) for the life of the development.

26. At all times provision must be made onsite for the storage and collection of garbage and other solid waste. A waste storage and collection area must be graded, drained and screened from public view, and the garbage collected regularly, to the satisfaction of the Town.

27. All building works to be carried out under this development approval are required to be contained within the boundaries of the subject lot.

28. Prior to lodging an application for a building permit, stormwater disposal plans, details and calculations must be submitted for approval by the Town and thereafter implemented, constructed and maintained to the satisfaction of the Town.

29. Prior to occupation or use of the development, the redundant crossover/s, as shown on the approved plans, must be removed and the verge and kerb reinstated at the cost of the owner to the specification and satisfaction of the Town.

Advice Notes

AN1 Any amendments or modifications to the approved drawings forming part of this development approval may require the submission of an application for amendment to development approval and reassessment of the proposal.

AN2 Should the applicant be aggrieved by this decision a right of appeal may exist under the provisions of the Town Planning Scheme or the Metropolitan Region Scheme and the applicant may apply for a review of the determination of Council by the State Administrative Tribunal within 28 days of the date of this decision.

AN3 In relation to the clearance of planning conditions, a building permit cannot be issued until the conditions of the development approval have been given a planning clearance by the Town. It is recommended that the relevant information be submitted prior to the submission of an application for a building permit in order to avoid delays in the processing of the building permit

application. Should a building permit application be submitted without a planning clearance, then the building permit application will be put hold until a planning clearance is obtained or the application may be refused.

AN4 With regards to public art, the contribution being either :

i. payment directly to the Town which will be placed in the Town's Community Art Reserve with the funds being used by the Town to provide public art within the same Town Planning Scheme Precinct. In regard to this option a discount of 15% (to the 1% contribution amount) applies; or
ii. the owner/applicant to provide public art on the development site in accordance with the procedures outlined in the Town's Developers Public Art Handbook, which includes the submission of details for approval by Council. The public art is to be completed and installed to the satisfaction of the Town prior to the occupation of the development, at which time the bond will be refunded by Council. The public art is to be maintained thereafter by the owner/occupiers;

AN5 This approval is for the use of the building as a Child Care Premises only. Any alternative use of the premises will require the submission of an application to Council for a change of use.

AN6 The Construction Management Plan is to address the following matters :

a) How materials and equipment will be delivered and removed from the site;
b) How materials and equipment will be stored on the site;
c) Parking arrangements for contractors;
d) Construction waste disposal strategy and location of waste disposal bins;
e) Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;
f) How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works; and
g) Other matters likely to impact on the surrounding properties.

AN7 The owner or occupier is required to display the street number allocated to the property in a prominent location clearly visible from the street that the building faces.

AN8 Crossover location and construction shall comply with the Town's Specifications for Crossover Construction. A separate application must be made to the Town's Street Improvement Unit (tel 9311 8115) for approval prior to construction of a new crossover. Residential Vehicle crossovers shall be constructed from the following approved materials: Brick / Block Pavers, In-Situ concrete, In-Situ Lime-Crete, In-Situ Exposed aggregate or any other material approved by the Town.

AN9 All fencing to be provided in accordance with the Dividing Fences Act and all boundary fencing behind the front building line to be a minimum of 1.8 metres and a maximum of 2.4 metres in height (or such other height agreed to in writing by the relevant adjoining land owners) at any point along the boundary, measured from the highest retained ground level.

AN10 All stormwater drainage for commercial/industrial and multi residential developments (5 or more units) shall be designed and signed by a practicing Hydraulic Consultant. An overland flow path is to be included in the design to ensure diversion of stormwater from the developments during storm events.

AN11 The applicant shall submit a certified Stormwater Management Plan that will address issues associated with stormwater during storm events of 1:100 Annual Rainfall Interval (ARI) up to 24 hours duration, prior to the submission of a building permit. In the event that changes to the approved plans (i.e finished floor levels and ground levels) are required in order to comply with the stormwater drainage management plan, then an application for amendment to the development approval will be required.

AN12 The applicant/owner should refer to the Requirements of Other Council Business Units, which are relevant to the submission of a building permit and/or the carrying out of the development for which this approval is granted. This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of Council.

AMENDING MOTION 1

The following amendments were made en bloc:

Moved by: Ms Rachel Chapman **Seconded by:** Cr Vicki Potter

(i) To delete Condition 4 to become an Advice Note and the remaining conditions be renumbered accordingly.

REASON: It was considered that condition 4 was a procedural matter, more appropriate as an advice note.

(ii) That Condition 5 (now Condition 4) be amended to read as follows:

Prior to ~~lodging an application for a building permit~~ ***occupancy****, either (i) Lots 31 and 33 are to be amalgamated into a single lot on a Certificate of Title; or (ii) the owner entering into a legal agreement with the Town prepared by the Town's Solicitors at the owner's cost agreeing to complete the amalgamation of Lots 31 and 33 into a single lot within 12 months of the issue of a building permit.*

REASON: The modification to condition 5 would enable the amalgamation to occur at a later time and not delay the issuing of a building permit.

(iii) To delete Condition 10, 11 and 12 and the remaining conditions be renumbered accordingly.

REASON: With respect to conditions 10, 11 and 12 it was considered that the submitted Transport Impact Statement does not identify any parking and traffic impacts generated from this development and other conditions of approval limiting children and staff numbers and requiring a minimum number of car bays sufficiently mitigate against any potential future traffic and parking impacts, without the need for conditions 10, 11 and 12 to be imposed. Particular concern was expressed about condition 12 lacking finality and certainty.

The Amending Motion was put and CARRIED UNANIMOUSLY

AMENDING MOTION 2

Moved by: Ms Diana Goldswain **Seconded by:** Nil

That condition 6 (previously numbered condition 7) be amended to read as follows:

> *The Child Care Premises is restricted in its hours of operation to the following: Monday – Friday: from 6:30am to 7.00pm for staff; and from ~~7.00am~~* ***6.30am*** *to 6.30pm for parents and children.*

The Amending Motion LAPSED for want of a seconder.

REPORT RECOMMENDATION (AS AMENDED)

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AN13 To address the conditions of this approval, a covering letter (detailing compliance with each condition), copy of the final working drawings and relevant associated reports and information, are to be submitted by the applicant and be cleared by the Town.

The Report Recommendation (as amended) was put and CARRIED UNANIMOUSLY

REASON: The panel was of the view that the proposed development was appropriately located, well designed, and unlikely to cause any detrimental impact to the amenity of the locality. Having given due regard to the Scheme and related policies, and to Clause 67 of the Regulations the Panel members unanimously supported the development.

9. Form 2 – Responsible Authority Reports – DAP Amendment or Cancellation of Approval

Nil

10. State Administrative Tribunal Applications and Supreme Court Appeals

Current SAT Applications				
File No. & SAT DR No.	**LG Name**	**Property Location**	**Application Description**	**Date Lodged**
DAP/17/01320 DR184/2020	City of Melville	No. 18A (Lot 899) and No. 18B (Lot 898) Tweeddale Road Applecross	Ten (10) Multiple Dwellings	12/08/2020
DAP/20/01821	City of Fremantle	Lot 19 (19-21) McCabe Street, North Fremantle	Eight Storey Mixed Use Development	15/12/2020
DAP/20/01843 DR 273/2020	City of Melville	No.114 (Lot 883) Matheson Road, Applecross	Proposed 35 Multiple Dwellings	16/12/2020
DAP/18/01521 DR 7/2021	City of Belmont	Lot 41 (225) Great Eastern Highway, Lot 28 (90) Daly Street & Lots 29 to 41 (37) Hargreaves Street, Belmont	Third party signage	21/01/2021

11. General Business

The Presiding Member announced that in accordance with Section 7.3 of the DAP Standing Orders 2020 only the Presiding Member may publicly comment on the operations or determinations of a DAP and other DAP members should not be approached to make comment.

12. Meeting Closure

There being no further business, the Presiding Member declared the meeting closed at 11.01am.

Mr Clayton Higham
Presiding Member, Metro Inner-South JDAP

MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

25 MARCH 2021

CITY OF WANNEROO

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

MINDARIE REGIONAL COUNCIL
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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.32 pm.

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Councillor Attendance

Cr D Boothman, JP (Chair)	City of Stirling
Cr K Vernon (Deputy Chair) *entered at 6.42 pm*	Town of Victoria Park
Cr A Jacob, JP	City of Joondalup
Cr R Gordon	City of Perth
Cr J Ferrante	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr E Cole *entered at 6.34 pm*	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Shannon	Town of Cambridge

Apologies

Cr R Fishwick, JP	City of Joondalup

Leave of Absence
Nil

Absent
Nil

MRC Officers
Mr G Hoppe (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Ms S Cherico (Manager Human Resources)
Ms D Toward (Executive Support)

Member Council Observers
Mr M MacPherson (City of Joondalup)
Mr R Bryant (City of Stirling)
Mr A Murphy (City of Vincent)
Ms Y Plimbley (City of Vincent)
Mr D Simms (City of Wanneroo)
Mr G Chettleburgh (City of Wanneroo)
Mr S Cairns (City of Wanneroo)
Mr M Foley (City of Perth)
Mr K Hincks (Town of Cambridge)
Mr J Wong (Town of Victoria Park)

MRC Observers
Mr B Twine
Mr A Griffiths

Visitors
Ms Rosalind Casey

3 DECLARATION OF INTERESTS

6.34 pm Councillor Emma Cole entered the meeting

Nil

4 PUBLIC QUESTION TIME

The following public questions from Ms Rosalind Casey of Merriwa WA, were submitted to the MRC at the meeting.
Ms Casey was seated in the public gallery and invited by the Chair to read out her questions.
The Chair asked the Chief Executive Officer to respond to the questions. The Chief Executive Officer responded to the questions during the meeting, the questions and answers are as follows:

Q1: Why are MRC member councils so badly lagging behind with FOGO?
A1: The MRC owns the Resource Recovery Facility (RRF) at Neerabup which has been operating for 10 years, diverting organics waste from landfill by producing a soil conditioner.
It takes time to transition from existing waste systems and contract to FOGO. A number of MRC Member Councils have already committed to implementing FOGO and are on track for the 2025 timeframe, in line with the State Waste Strategy.
Whilst it is acknowledged that some other smaller councils have already implemented FOGO, they are dealing with smaller waste volumes that the MRC.

Q2: Why has valuable time been wasted looking for a third party to set up a FOGO plant on a for-profit basis when waste management is a key area of responsibility of local authorities as outlined in the WARR Act?
A2: The MRC already has an existing organics facility in place in the RRF which is diverting organics away from landfill.
Councils regularly use third party contractors to provide a variety of services to ratepayers. Each council will make these decisions based on what they believe will provide the best outcomes for their ratepayers.

Q3: Could MRC member councils combine forces and resources to establish and operate a FOGO recycling plant, similar to that run by the City of Launceston, Tasmania?
A3: The MRC is not familiar with the site at Launceston. However, the MRC is similar in that its member councils have created a combined entity to carry out waste management activities on their behalf and the RRF is an example of this collaborative approach.

Q4: Is there a suitable site available in Neerabup to build a FOGO recycling plant?
A4: The City of Wanneroo would be best placed to answer this question. The MRC does have a parcel of land adjacent to the RRF on Pederick road. The site's suitability or not would depend on the specific technology chosen and the DWER licence conditions imposed.

6.42pm Councillor Karen Vernon entered the meeting

Q5: Can MRC obtain copies of State approved FOGO recycling plant plans to fast-forward planning approval?
A5: The MRC is not aware that there is a blueprint available that the State Government has produced for any off-the-shelf plants.

Q6: Approximately how long would it take to build a FOGO plant and for it to become operational?
A6: The MRC has not investigated this. It would require a suitable parcel of land and appropriate DWER licencing. Assuming there is an available waste stream, a suitable parcel of land which is appropriately zoned and licenced exists, an estimated construction and commissioning timeframe could be 3 years. There would also need to be a transition period where existing waste contracts roll off and come to an end.

Q7. Has any member council of MRC approached the State government regarding establishing a market for high volumes of FOGO produced compost for landscaping the new Mitchell Freeway extension, and for refurbishment of other main road verges, roundabouts and new or debilitated State owned sites?
A7: A FOGO reference group exists which looks at the implementation, and the barriers to implementation at a State level with Local Government collaboration. The State Government is leading the consultation through DWER.
It should be noted that soil conditioner produced at the RRF was successfully used for the recent Freeway extension to Hester Avenue.

Q8: Has Wesfarmers/Bunnings been approached re a market for FOGO composts?
A8: The MRC is not aware if any other local government or the State Government has done this, but the MRC has not.

Q9: Will MRC ensure that when a FOGO system is introduced it will accept dog poo (as the aforementioned cities do), as dog poo is a particularly contentious issue for many residents and some members of council?
A9: The acceptable inputs into a potential FOGO waste stream is one of the matters that the FOGO reference group is considering. This takes into account the views of local governments, as well as those of organics producers. The MRC is able to provide input into those discussions but is not able to mandate what the outcome will be.

6.48 pm Ms Rosalind Casey left the meeting

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 ORDINARY COUNCIL MEETING – 28 January 2021

The Minutes of the Ordinary Council Meeting held on 28 January 2021 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 28 January 2021 be confirmed as a true record of the proceedings.

8.2 SPECIAL COUNCIL MEETING – 4 March 2021

The Minutes of the Special Council Meeting held on 04 March 2021 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 4 March 2021 be confirmed as a true record of the proceedings.

Moved Cr Sargent, seconded Cr Gordon
RESOLVED
That the recommendations for items 8.1 and 8.2 be adopted.
(CARRIED UNANIMOUSLY 11/0)

9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 DECEMBER 2020 AND 31 JANUARY 2021
File No:	**GF-21-00000008**
Appendix(s):	**Appendix No. 1** **Appendix No. 2** **Appendix No. 3**
Date:	**9 March 2021**
Responsible Officer:	**DIRECTOR CORPORATE SERVICES**

SUMMARY
The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

BACKGROUND
Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

DETAIL
The Financial Statements for the months ended 31 December 2020 and 31 January 2021 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 7 months to 31 January 2021 is attached at **Appendix No. 3.**

The financial statements are pending external auditor approval of the 2019/2020 final accounts.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the “air space” remaining and other relevant information.

Summary of results for the year to date period ended 31 January 2021

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	143,437	144,902	(1,465)
Tonnes – Others	9,767	7,577	2,190
TOTAL TONNES	**153,204**	**152,479**	**725**
	$	$	$
Revenue – Members	29,440,586	29,704,947	(264,361)
Revenue – Other	2,725,054	2,326,187	398,867
TOTAL REVENUE	32,165,640	32,031,134	134,506
Expenses	32,234,214	33,089,545	(1,144,670)
Profit on sale of assets	56,441	-	56,441
Loss on sale of assets	-	(7,963)	7,963
Impairment of assets	-	-	-
NET DEFICIT	**(2,012,134)**	**(1,066,374)**	**(945,760)**

Commentary
Overall tonnages for the financial period ended 31 January 2021 were 725 tonnes more than budgeted, member councils bringing in more processable waste and less non processable waste than anticipated.

The net deficit result variance against budget of $945,760 is mainly attributable to RRF expenditures, which is 3,546 tonnes ahead of budget, abated marginally by unbudgeted income received.

RRF
The Resource Recovery Facility residue tonnes have delivered 34,041 tonnes in total to Tamala Park year to date.

Trade & Casuals
The Casual and Trade tonnages are 2,190 tonnes higher than forecast for the financial year to date, 951 tonnes attributable to the discounted rate waste tender.

VOTING REQUIREMENT
Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 and Appendix No. 2 for the months ended 31 December 2020 and 31 January 2021.

Moved Cr Vernon, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED DECEMBER 2020 AND JANUARY 2021
File No:	**GF-21-00000008**
Appendix(s):	**Appendix No. 4 and 5**
Date:	**9 March 2021**
Responsible Officer:	**Director Corporate Services**

SUMMARY
The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

COMMENT
The lists of payments for the month ended 31 December 2020 and 31 January 2021 are at **Appendix 4 and 5** to this Item and is presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 24 September 2020, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

Months Ended	Account	Vouchers	Amount
31 December 2020	General Municipal	Cheques	$14,168.12
		EFT	$3,671,802.79
		DP	$146,170.70
		Inter account transfers	$0.00
		Total	**$3,832,141.61**
31 January 2021	General Municipal	Cheques	$440.00
		EFT	$6,356,847.85
		DP	$152,369.69
		Inter account transfers	$0.00
		Total	**$6,509,657.54**

VOTING REQUIREMENT
Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:
Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 December 2020 and 31 January 2021.

Moved Cr Sargent, seconded Cr Ferrante
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

9.3	ADOPTION OF THE 2020 ANNUAL REPORT
File No:	**GF-20-000119**
Appendix(s):	**Appendix No. 6**
Date:	**2 March 2021**
Responsible Officer:	**DIRECTOR CORPORATE SERVICES**

BACKGROUND

The Mindarie Regional Council (MRC) is required to prepare an annual report in accordance with Section 5.53 of the Local Government Act 1995.

The annual audit of the Financial Statements for the financial year ended 30 June 2020 has been completed and the Financial Report has been considered by the Audit Committee.

The Annual Report, which includes the Financial Statements, is presented for consideration by Council.

The Annual Report for a Financial Year is to be accepted by the Local Government no later than 31 December after that Financial Year. If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to accepted by the local government no later than 2 months after the auditor's report becomes available.

DETAIL

The Annual Report includes the audited Financial Report for the financial year. The Auditor, in accordance with the Local Government (Audit) Regulations 1996 Sections 10.2 and 10.3 is required to issue an audit report after the completion of the annual audit that expresses an opinion on the financial position and results of the operations of the local government for each financial year. Under S7.9 of the Local Government Act 1995, the auditor must prepare and sign a report on the financial audit and present the report to the Chairperson, the CEO and the Minister.

The Auditor has completed the financial audit of the MRC and has issued an unqualified audit opinion in respect of the year ended 30 June 2020.

In addition, the Auditor has prepared an interim management letter and an audit completion letter which outline their observations in relation to the MRC's internal controls. These observations have been tabled with the Audit Committee for discussion.

The Audit Committee met on 25 February 2021 to consider the Financial Statements for the year ended 30 June 2020 and have recommended that these be adopted by the Council. The unconfirmed minutes of this meeting are included in the Members' Information Bulletin.

A copy of the Annual Report, including the Financial Statements, is included at ***Appendix 6***.

The MRC, in accordance with the Local Government (Financial Management) Regulations 1996 Section 51.1, is required to include in the annual Financial Statements a signed Statement of

Declaration by the Chief Executive Officer after this report has been audited in accordance with the Local Government Act 1995. This declaration is included in the Annual Report.

STATUTORY ENVIRONMENT
Relevant Extracts from the Local Government Act 1995

"5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

(a) a report from the mayor or president; and

(b) a report from the CEO; and

[(c), (d) deleted]

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and

(f) the financial report for the financial year; and

(g) such information as may be prescribed in relation to the payments made to employees; and

(h) the auditor's report prepared under section 7.9(1) or s7.12AD(1) for the financial year; and

(ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and

(hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —

(i) the number of complaints recorded in the register of complaints; and

(ii) how the recorded complaints were dealt with; and

(iii) any other details that the regulations may require;

and

(i) such other information as may be prescribed.

[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

7.9. Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) the mayor or president; and

(b) the CEO of the local government; and

(c) the Minister."

Relevant Extracts form the Local Government (Audit) Regulations 1996

"10. Report by auditor

(1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.

(2) The report is to give the auditor's opinion on —

(a) the financial position of the local government; and

(b) the results of the operations of the local government.

(3) The report is to include —

(a) any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government; and

(b) any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law; and

(c) details of whether information and explanations were obtained by the auditor; and

(d) a report on the conduct of the audit; and

(e) the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions —

(i) the asset consumption ratio; and

(ii) the asset renewal funding ratio.

(4A) In sub regulation (3)(e) —

***asset consumption ratio** has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2);*

asset renewal funding ratio *has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2).*

(4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report."

POLICY IMPLICATIONS
Not applicable.

FINANCIAL IMPLICATIONS
The MRC has a deficit from operations of $2.3 million for the 2019/20 financial year, which will reduce retained earnings.

COMMENT
The Annual Report for the MRC has been prepared in accordance with the requirements of Local Government Act 1995 and applicable Australian Accounting Standards.

AMENDMENTS
There have been no amendments made to the Financial Statements presented to the Audit Committee.

VOTING REQUIREMENT
Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. **notes the recommendation of the Audit Committee meeting held on 25 February 2021 to adopt the Financial Report for the year ended 30 June 2020;**

2. **adopts the Annual Report for the year ended 30 June 2020, which includes the Financial Report detailed in 1. above.**

(Absolute Majority Required)

Moved Cr Newton, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

9.4	LEASE AT TAMALA PARK – MARKET RENT REVIEW
File No:	**GF-20-0000170**
Appendix(s):	**Appendix 7**
Date:	**15 February 2021**
Responsible Officer:	**DIRECTOR CORPORATE SERVICES**

SUMMARY

The purpose of this report is to brief the Council on the findings of the Market Rent Review on the Tamala Park lease, conducted by Landgate in line with the terms of the Lease Agreement between Mindarie Regional Council and the seven participating Member Councils.

BACKGROUND

The land on which the Tamala Park Landfill Facility resides, is owned by the seven participating member Councils namely; Cities of Joondalup, Perth, Stirling, Wanneroo and Vincent and Towns of Cambridge and Victoria Park. The land was leased to Mindarie Regional Council (MRC) for an initial term from 1 July 1990 to 30 June 2011 with an option for extension of the term to 30 June 2032.

The option to extend the lease was exercised and the lease was extended by a Deed of Variation dated 25 September 2006, from 1 January 2006 to 30 June 2032.

Under this Deed of Variation, a Market Rent Review need to be conducted every five years with the first review to be conducted on 1 January 2011.

Landgate was appointed in November 2020 to conduct a market review of the leased area and the findings can be found in the report at **Appendix 7.**

DETAIL

The Report has placed an annual Market Rental Value of $816,000 on the lease of the land for the Tamala Park Landfill Facility. The lease rental, in accordance with the Deed of Variation, will be adjusted from 1 January 2021.

Financial Implications.

The Financial impact of the increase in rental of the land for the Tamala Park Facility, in line with this Market Rent Review, relating to the period 1 January 2021 to 30 June 2021 is summarised below:

Finance Interest Charges (1 January 2021 to 30 June 2021)	$995.20
Depreciation Charges (1 January 2021 to June 2021)	$44,542.57
	$45,537.77

CONSULTATION

Consultation was carried out with the following:

- Landgate

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The shortfall in funding of approximately $45,538 arising from the revision of the lease rental as a result of the Market Rental Review was reflected in the mid-year review.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Receive the Landgate Report, pertaining to the Market Value Review in respect of the land leased to the Tamala Park Landfill Facility.**
2. **Approve the adoption of the revised Lease Rental, as recommended in the Landgate Report, effective from 1 January 2021, in accordance with the Deed of Variation for the lease dated 25 September 2006.**

Moved Cr Cole, seconded Cr Jacob
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

9.5	ADOPTION OF 2020 ANNUAL COMPLIANCE RETURN
File No:	**GF-20-1460**
Appendix(s):	**Appendix 8**
Date:	**19 February 2021**
Responsible Officer:	**Chief Executive Officer**

SUMMARY
The purpose of this report is to provide Council with information on the completed Compliance Audit Return (1 January 2020 – 31 December 2020).

BACKGROUND
The 2020 Local Government Compliance Audit Return (CAR) covers the calendar year from 1 January to 31 December 2020.

The 2020 Compliance Audit Return is mandatory pursuant to the *Local Government (Audit) Regulations 1996* which requires all local governments to complete a Compliance Audit Return annually.

Local governments not only have to explain or qualify cases of non-compliance, but also provide details of any remedial action taken or proposed to be taken in regard to instances of non-compliance. The Administration has completed the Return.

The Return was placed on the agenda for the Audit Committee meeting on 25 February 2021 for consideration. The Return should be lodged with the Department of Local Government before 31st March, 2021.

DETAIL
The Compliance Audit covers a range of matters that require specific actions to be completed by Local Government authorities in performing their functions.

The Compliance Audit Return requires the responsible officer to indicate against each item whether the required action is relevant to Mindarie Regional Council (MRC) and if it has been completed by either answering;
(a) Yes; or
(b) No; or
(c) N/A – Not applicable

Local Governments are required to provide feedback or comments on areas of non-compliance. This assists the Department of Local Government to have a better understanding of any problems or issues relating to a Local Government's inability to achieve full compliance in a particular area.

The following table summarises the MRC's performance in each of the relevant categories and a comparison with the 2019 Return is also provided.

The Compliance Audit Return for calendar year 2020 is at ***Appendix 8.***

Table of CAR Comparison & Compliance

Category	2020 Audit Questions	Compliant	2019 Audit Questions	Compliant
Commercial Enterprises by Local Governments	5	100%	5	100%
Delegation of Power / Duty	13	100%	13	100%
Disclosure of Interest	21	100%	19	100%
Disposal of Property	2	100%	2	100%
Finance	11	100%	14	100%
Integrated Planning and Reporting	3	100%	7	100%
Local Government Employees	6	100%	5	100%
Official Conduct	4	100%	6	100%
Optional Questions	10	100%	4	100%
Tenders for Providing Goods and Services	24	100%	27	100%
TOTAL	**99**	**100%**	**102**	**100%**

The Local Government is to submit the Compliance Audit Return to its Audit Committee for consideration so that it has the opportunity to examine the Return and report to council the results of that review.

A joint certification is also required to be completed by the Chairperson and Chief Executive Officer to the effect that the information contained in the Return is true and correct to the best of their knowledge. Several other requirements must be met in the Return process and these include: -

- The particulars of all matters of concern raised by Council should be recorded in the minutes of the meeting and a copy of the relevant page(s) attached to the Compliance Audit Return as an appendix; and

- The completed Compliance Audit Return and appendices should be forwarded to the Director General of the Department of Local Government by 31 March 2021.

The Section dealing with the Joint Certification by the Chairperson and Chief Executive Officer requires inter alia that:

- each Councillor has had the opportunity to review the return and to make comment to the Council;
- particulars of any matters of concern relating to the return have been recorded in the minutes of the meeting; and
- a true and correct copy of the relevant sections of the minutes covering Council's consideration of the return must be attached to it.

The Audit Committee, at its meeting on 25 February 2021, considered the Return and resolved the following:

> *"That the Audit Committee recommends that Council endorse the Compliance Audit Return for the 2020 calendar year, as presented.*

CONSULTATION
Nil

STATUTORY ENVIRONMENT
Regional Councils are required to carry out a Return in accordance with the Local Government (Audit) Regulations 1996. The requirements set for the Return are contained in s.14 and 15 of the Regulations, which read as follows:

*"**14. Compliance audits by local governments***

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation —

***certified** in relation to a compliance audit return means signed by —*

(a) the mayor or president; and

(b) the CEO.

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

STRATEGIC IMPLICATIONS
Nil

COMMENT
In order to comply with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* it is necessary for the MRC to complete the Local Government Compliance Audit Return in the form approved by the Minister.

The results contained in the Compliance Audit Return required by the Department of Local Government for the period 1 January to 31 December 2020 indicates that the Council is continuing to operate within the Local Government Legislative requirements.

The Audit Committee, at its meeting held on 25 February 2021, recommended that the Council adopts the Compliance Audit Return.

It is recommended that the Return be adopted by the Council and that the component comprising the form approved by the Minister be certified by the Chairperson and Chief Executive Officer and be forwarded to the Director General, Department of Local Government.

VOTING REQUIREMENT
Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **adopt the Local Government Compliance Audit Return in the form approved by the Minister for the period 1 January to 31 December 2020 as contained within the Appendices in accordance with the provisions of *Regulation 14(3) of the Local Government (Audit) Regulations 1996* and in line with the recommendation from the Audit Committee;**

2. **authorise the Chairperson and the Chief Executive Officer to complete the Joint Certification contained in the adopted Return detailed in (1) above; and**

3. **authorise the Chief Executive Officer to submit the adopted Return detailed in (1) to the Director General, Department of Local Government.**

Moved Cr Vernon, seconded Cr Proud
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

9.6	MODEL CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES
File No:	**GF-21-0000117**
Appendix(s):	**Appendix 9** **Appendix 10**
Date:	**10 March 2021**
Responsible Officer:	**Chief Executive Officer**

SUMMARY

The report seeks endorsement of the Model Code of Conduct for Council Members, Committee Members and Candidates, the Code of Conduct Alleged Breach Form and the appointment of a Complaints Officer.

BACKGROUND

Section 5.103 of the *Local Government Act 1995* (the Act) requires every local government to prepare and adopt a code of conduct to be observed by council members, committee members and candidates that incorporates the mandatory Model Code of Conduct (the Model Code).

The Mindarie Regional Council's (MRC) Code of Conduct Employees, Elected Members and Committee Members was prepared in 2017 and has been review annually to meet legislative changes.

DETAIL

On 3 February 2021, the Local Government (Model Code of Conduct) Regulations 2021 (included at **Appendix 9**) introduced the mandatory Model Code for council members, committee members and candidates.

The purpose of the Model Code is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code of conduct for council members, committee members and candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments.

Each local government was previously required to develop their own code of conduct and manage behaviour in accordance with that code. These regulations replace those individual codes by introducing a Model Code that applies to all members and candidates. It also provides for a high-level process to deal with complaints to ensure a more consistent approach between local governments and across the sector. The intent of the Model Code is to address behaviour through education rather than sanctions.

If a Council Member does not comply with any action required by the local government following a breach of the Model Code, the local government may refer the matter to the Standards Panel as an alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions to resolve minor breaches.
Local governments will be required to prepare and adopt the Model Code within three months of these regulations coming into effect (by 3 May 2021). In adopting the Model Code, local

governments can include additional behaviours under Division 3 provided these are consistent with the Model Code.

As a result, the current MRC Code of Conduct Elected Members and Committee Members will be superseded by the new Model Code.

The Model Code, as drafted, provides a template for local governments to adopt the code as their own by inserting their local government name. To adopt the code, a resolution needs to be passed by an absolute majority. Once the code is adopted, it must be published on the local government's website.

Clause 11 of the Regulations requires the local governments to approve the Model Code of Conduct Alleged Breach Form (**Appendix 10**), which must then be published on the local government's website for access by complainants.

Clause 11 (3) of the Regulations requires the local governments, in writing, to authorise 1 or more persons to received complaints and withdrawals of complaints regarding members and candidates.

Clause 12 of the Regulations outlines the process for dealing with complaints and leaves it open for local governments to determine the most appropriate and effective process for this to be undertaken. The MRC administration will be seeking assistance from the Department of Local Government in developing a process and will seek the approval of the process by Council at a later date.

CONSULTATION
Nil

STATUTORY ENVIRONMENT
Extract from the Local Government Act

5.103. Model code of conduct for council members, committee members and candidates

(1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.

(2) The model code of conduct must include —

(a) general principles to guide behaviour; and
(b) requirements relating to behaviour; and
(c) provisions specified to be rules of conduct.

(3) The model code of conduct may include provisions about how the following are to be dealt with —

(a) alleged breaches of the requirements referred to in subsection (2)(b);
(b) alleged breaches of the rules of conduct by committee members.

(4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).

(5) Regulations may amend the model code of conduct.

5.104. Adoption of model code of conduct

(1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.*
** Absolute majority required.*

(2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend the adopted code of conduct to incorporate the amendments made to the model code.*
** Absolute majority required.*

(3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —

(a) can only be expressed to apply to council members or committee members; and

(b) are of no effect to the extent that they are inconsistent with the model code.

(4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.

(5) The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.

(6) An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.

(7) The CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.

5.105. Breaches by council members

(1) A council member commits a minor breach if the council member —

(a) contravenes a rule of conduct; or

(b) contravenes a local law under this Act, contravention of which the regulations specify to be a minor breach.

(1A) Subsection (1) extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

(1B) Regulations cannot specify that contravention of a local law under this Act is a minor breach if contravention of the local law would, in addition to being a minor breach under subsection (1), also be a serious breach under subsection (3).

(2) A minor breach is a recurrent breach if it occurs after the council member has been found under this Division to have committed 2 or more other minor breaches.

(3) A council member who commits any offence under a written law, other than a

local law made under this Act, of which it is an element that the offender is a council member or is a person of a description that specifically includes a council member commits a serious breach.

Extract from the Local Government (Model Code of Conduct) Regulations 2021

Clause 11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

(a) in writing in the form approved by the local government; and

(b) to a person authorised under subclause (3); and

(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

Clause 12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

(a) take no further action; or

(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

(a) engage in mediation;

(b) undertake counselling;

(c) undertake training;

(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of

(a) its finding and the reasons for its finding; and

(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

COMMENT
Nil

VOTING REQUIREMENT
Absolute/Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Endorse the adoption of the Local Government (Model Code of Conduct) Regulations 2021 at Schedule 1 of Appendix 1, as the Mindarie Regional Council's Model Code of Conduct for Elected Members and Committee Members.**
   (Absolute majority)

2. **Endorse the Model Code of Conduct Alleged Breach Form at Appendix 2.**

   (Simple Majority)

3. **Appoint the Mindarie Regional Council Chief Executive Officer to be the Complaints Officer to receive complaints and withdrawals of complaints.**

   (Simple Majority)

Moved Cr Newton, seconded Cr Gordon
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

9.7	APPOINTMENT OF AN INDEPENDENT PERSON ON TO THE CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE
File No:	**GF - 21 – 0001615**
Appendix(s)	**Appendix 11: Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination**
Date:	**23 February 2021**
Responsible Officer:	**Chief Executive Officer**

At the Special Council Meeting held on 4 March 2021, a procedural motion was carried to hold this item over to the Ordinary Council meeting on 25 March 2021.

SUMMARY
The purpose of this report to seek the appointment of an Independent Person to the Mindarie Regional Council Chief Executive Officer Recruitment and Performance Review Committee.

BACKGROUND
The MRC Chief Executive Officer (CEO) Recruitment and Performance Review Committee ("the Committee") has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

At the Ordinary Council Meeting on 21 November 2019, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee. On 20 August 2020 Council resolved to accept Cr Cole's withdrawal and to appoint Cr Vernon.

DETAIL
On 2 February 2021 an amendment to the *Local Government (Administration) Regulation 1996* ("the regulation") was passed. The regulation includes requirements for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO's. The accompanying guidelines the *"Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination"* (Appendix 1) will assist local governments to meet the model standards.

The regulation requires the Committee to be made up of council members and at least one independent person.

On 18 February 2021 the Committee met electronically by Zoom to discuss the Independent Person appointment. Given the CEO recruitment process has commenced an appointment is required swiftly to comply with the regulations. The Committee nominated three (3) persons for consideration for the role as follows:

1. Dr Genevieve Armson (Leadership Consultant)
2. Mr Phillip Draber (Current Independent Member of the MRC Audit Committee)
3. Mr Geoff Glass (Retired CEO of the City of South Perth)

On 19 February 2021, the MRC Administration contacted all nominees to seek acceptance of the role, their responses were as follows:

1. Dr Genevieve Armson responded by respectfully declining and wished to thank the Committee for the offer.
2. Mr Phillip Draber accepted the nomination to assist the Committee pending Council approval of appointment.
3. Mr Geoff Glass accepted the nomination to assist the Committee pending Council approval of appointment.

The Committee recommends the Council appoints one of the accepting nominees.

There is no mandated period for the Independent person, it would be appropriate for the period to be the duration of the current recruitment process. A letter of appointment will be provided to the appointed Independent Person which will include the primary functions of the committee and the period of appointment.

CONSULTATION
Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995

"5.36. Local government employees

(1) A local government is to employ —

(a) a person to be the CEO of the local government; and

(b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed."

Local Government (Administration) Regulations 1996

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

(1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —

(a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or

(b) a person who will be acting in the position for a term not exceeding one year.

(2) The Statewide public notice must contain —

(a) the details of the remuneration and benefits offered; and

(b) details of the place where applications for the position are to be submitted; and

(c) the date and time for the closing of applications for the position; and

(d) the duration of the proposed contract; and

(da) a website address where the job description form for the position can be accessed; and

(e) contact details for a person who can provide further information about the position; and

(f) any other information that the local government considers is relevant.

18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

(a) the value of one year's remuneration under the contract; or

(b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.

18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))

Schedule 2 sets out model standards for local governments in relation to the following —

(a) the recruitment of CEOs;

(b) the review of the performance of CEOs;

(c) the termination of the employment of CEOs.

18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))

(1) In this regulation —

adopted standards means —

(a) the standards adopted by a local government under section 5.39B; or

(b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.

(2) This regulation applies if —

(a) a local government employs a person in the position of CEO of the local government; and

(b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.

(3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*

** Absolute majority required.*

(4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.

18FC. Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))

(1) In this regulation —

adopted standards has the meaning given in regulation 18FB(1).

(2) This regulation applies if a local government terminates the employment of the CEO of the local government.

(3) As soon as practicable after the CEO's employment is terminated, the local government must, by resolution, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.*

** Absolute majority required.*

(4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government."

FINANCIAL IMPLICATIONS
There is no remuneration attached to the position.

COMMENT
Nil

VOTING REQUIREMENT
Absolute

ORIGINAL RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Appoint _____ as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

(Absolute majority)

Moved Cr Proud, seconded Cr Cvitan

That Council:
Appoint Mr Draber as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

LOST 6/3 – an absolute majority was not reached
For: Cr's Boothman, Cvitan, Ferrante, Newton, Proud and Sargent
Against: Cr's Gordon, Shannon and Vernon

ALTERNANATIVE MOTION
Moved Cr Vernon, Seconded Cr Shannon

That Council:
Appoint Mr Glass as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

PROCEDURAL MOTION
Moved Cr Sargent, seconded Cr Ferrante

To hold the item over to the Ordinary Council Meeting to be held on 25 March 2021 so that the Council can review the qualifications of the 2 nominees.
(CARRIED 6/3)
For: Cr's Boothman, Cvitan, Ferrante, Gordon, Newton, Proud, Sargent
Against: Cr's Proud, Shannon and Vernon

Continuation of debate - Council meeting of 25 March 2021

The qualifications of each of the candidates has been sent to Member Council Councillors by confidential email.

At the Ordinary Council meeting on 25 March 2021, Council voted on the alternate motion from the Special Council meeting held on 04 March 2021.

That Council:
Appoint Mr Glass as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.
(LOST 5/6)
For: Cr's Cole, Gordon, Sargent, Shannon, Vernon
Against: Cr's Boothman, Cvitan Jacob, Ferrante, Newton, Proud

ALTERNATIVE MOTION
Moved Cr Proud, Seconded Cr Cvitan
That Council:
Appoint Mr Draber as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.
(CARRIED 8/3)
For: Cr's Boothman, Cvitan, Ferrante, Newton, Gordon, Jacob, Proud, Sargent
Against Cr's Cole, Shannon, Vernon

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 59

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 59 be received.

Moved Cr Sargent, seconded Cr Proud
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The Chair requested that in accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, Council proceed to meet “behind closed doors” to allow the Council to consider item 14.1 as the item is of a confidential nature.

The Chair invited MRC Officers and Member Council Officers seated in the public gallery to remain in the gallery.

The Chair noted that there were no members of the public present in the gallery.

Moved Cr Boothman, seconded Cr Proud
RESOLVED
To close the meeting to the public.
(CARRIED UNANIMOUSLY 11/0)

Doors closed at 7.24 pm

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the *Local Government Act 1995* as the report deals with a matter where a contract is entered into.	
14.1	**TENDER TO LANDFILL CAPACITY FINANCIAL YEAR 2021/22**
File No:	**GF-21-0000127**
Attachment(s):	
Date:	**22 March 2021**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

Authorise the CEO to undertake a public tender process for the supply of up to 150,000 tonnes of complying waste to Tamala Park landfill for the 2021/22 financial years at the nominated price detailed within the report.

(Simple majority)

Moved Cr Cole, seconded Cr Proud
RESOLVED
(CARRIED UNANIMOUSLY 11/0)

Cr Boothman moved, Cr Proud seconded
RESOLVED
To re-open the meeting
(CARRIED UNANIMOUSLY 11/0)

Doors were reopened at 7.30 pm and the Chair declared the meeting reopened.

No persons entered the meeting after the doors were reopened and no members of the public were present.

The Chair noted the resolution passed behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting to be held on Thursday 27 May 2021 at the City of Stirling commencing at 8.30 pm.

16 CLOSURE

The Chair closed the meeting at 7.31 pm and thanked the City of Wanneroo for their hospitality and use of their meeting facilities.

Signed ……Chair

Dated …….. day of ……2021

TOWN OF VICTORIA PARK

WE'RE OPEN VIC PARK

Corporate Business Plan

Quarterly progress report

Jan 2021 - Mar 2021

Corporate Business Plan - Quarterly Progress Report

Strategic Outcome: CL1 - Everyone receives appropriate information in the most efficient and effective way for them
Strategic Initiative: CL1.1 - Improve the flow of information between the Town and community through improving existing online resources and functionality.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL1.1.2 - Enhance functionality of the Town Intranet and Elected Member Portal	In Progress	Engage external provider to review Sharepoint footprint to align to future ICT strategy. Need to survey councillors on new functions wanted for Cr Portal. ICT roadmap now endorsed by C-Suite. Will include web and intranet. RE requested extension on delivery to C-Suite 17/03 - no extension agreed to.	Communications and Engagement	July-20	June-21
CL1.1.5 - Develop a Digital Marketing Plan	Not Started	17/3 RE went to C-Suite to discuss concerns relating to project and non delivery. No extension agreed to. 17/3 RE to go to a consultant to deliver phase one project that acts as a style guide/message strategy to key digital channels.	Communications and Engagement	July-20	June-21
CL1.1.6 - Deliver the Library Radio Frequency Identification project	In Progress	Discussions with Library and facilities underway Project plan being developed waiting for response from Library services around their part of vendor selection Vendor selected book shoot needs to be installed	Technology and Digital Strategy	July-20	June-21

Strategic Outcome: CL1 - Everyone receives appropriate information in the most efficient and effective way for them
Strategic Initiative: CL1.2 - Increase access to online self-services

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL1.2.2 - Enhance functionality of the website to better support e-business transactions	In Progress	Continuing to review periodic updates of the website software from OpenCities and implement features where appropriate.	Communications and Engagement	July-19	June-21
CL1.2.3 - Assess the introduction of a 'Community Portal' for existing systems to facilitate online e-business transactions	In Progress	The use of the Authority Community portal has been added to the ICT Strategic plan Will look at this module after Authority has been up graded in May	Technology and Digital Strategy	July-19	June-21

Strategic Outcome: CL1 - Everyone receives appropriate information in the most efficient and effective way for them
Strategic Initiative: CL1.3 - Facilitate the development of a genuine identity for the Town

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL1.3.1 - Manage and support compliance to Town Style Guides and Branding	In Progress	December 2020 - Rolled out the various elements of the Christmas campaign in line with Town's branding and style guide November 2020 - Developed Town wide Christmas camapign based on Town's branding and style guide October 2020 - Worked with Digital Hub to update their branding. Devleoped a style guide to support. March 2021 - Updated Instagram March 2021 - Updated photography completed to align to brand guidelines	Communications and Engagement	July-17	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		March 2021 - Mayor branding workshop created with Dixie Marshal March 2021 - Mayor photoshoot booked with Danica Zuks			

Strategic Outcome: CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably
Strategic Initiative: CL10.1 - Comply with legislation and standards to ensure consistent, transparent and ethical governance

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL10.1.1 - Maintain the City of Belmont and Town of Victoria Park Local Emergency Management Arrangements	In Progress	The agreement has been reviewed and adopted by the LEMC, noted at DEMC (October 2020) and noted at SEMC (August 2020) This process meets the legislated expectations of preparing and reviewing Local Emergency Management Arrangements as per the State EM Policy and LEMA Guidelines and Model. On completion of the Town's Business Continuity Plan the Town's agreement will be submitted to council for endorsement.	People and Culture	July-17	June-22
CL10.1.3 - Review the Health Local Law	In Progress	Council endorsed the commencement of the review at the September OCM. 18 December 2020- Liam from Governance has been assisting with this but with his impending departure to City of Perth, we will have to decide how this will be progressed going forward. A meeting has been scheduled for Monday 21 December 2020 to discuss way forward. 6 January 2021- Health Local Law might take a bit longer to complete as we need assistance of Governance. No major action has occured in this quarter due to staff movements but it will be taken up and progressed soon.	Environmental Health	July-21	June-22
CL10.1.4 - Review the Local Law – Activities on Thoroughfares	Not Started	Work will commence in 2021 as identified	Place Planning	July-21	June-22
CL10.1.6 - Review the Local Law – Property	Not Started	This will commence in 2021.	Governance and Strategy	July-21	June-22
CL10.1.8 - Review the Records Keeping Plan	In Progress	working with Records will review current plan	Technology and Digital Strategy	July-21	June-22

Strategic Outcome: CL2 - A community that is authentically engaged and informed in a timely manner
Strategic Initiative: CL2.1 - Improve the way the Town communicates, engages and manages relationship with the community.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL2.1.1 - Create an implementation plan to embed the Town's Communication and Engagement Policy	In Progress	Review required by new Manager in January. Roll out to commence Jan.	Communications and Engagement	July-19	June-20

Strategic Outcome: CL3 - Well thought out and managed projects that are delivered successfully
Strategic Initiative: CL3.3 - Improve local amenity to create inviting places for people

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL3.3.3 - Confirm location and prepare a Concept Design for Old Spaces New Places Project No.3	In Progress	Council approved the location of OSNP3 as option 3 Albany, Rushton and Mackie. Concept designing for this space is now underway. Council also approved Location 2 (Harvey, Albany, Memorial Gardens) as OSNP4 and a budget amount will be proposed for the 2021/22 financial year The draft Concept design was socialised with the immediately surrounding business community during February 2021 and the design will be workshopped with Council at the March 2021 Concept Forum before proceeding for formal public advertising in April 2021	Place Planning	July-19	June-21
CL3.3.4 - Deliver the McCallum Park Active Area detailed design	In Progress	At the June 2020 Ordinary Council Meeting, Elected Members approved the McCallum Park Active Area Concept Report and considered the Town's budget requested for detailed design to be undertaken in the 2020/21 Annual Budget. Council also approved listing $1.6 million in the Town's long-term financial plan, which is one-third of the approximate cost of the project. Subject to Council endorsement of the 2020/21 Annual Budget in July the Town will commence detailed design and work to identify funding opportunities. &Partners have been selected to prepare an Advocacy, Branding and Funding Strategy for the McCallum Park Active Area project. This strategy will provide a framework for Town officers and Elected Members to identify potential funding partners and work towards securing the remaining capital funding required to deliver the project. The strategy will also deliver key communication and marketing materials, recommendations for branding of the site and a strategic communications document for the project. Preliminary works for this strategy commenced in September 2020 and will be finalised by June 2021. The Town finalised the tender for the detailed design and documentation of the McCallum Park Active Area and has awarded the contract to Emerge Associates. The design will commence in October 2020 and is anticipated to be completed by June 2021.	Project Management	July-19	June-21
CL3.3.6 - Deliver the Lathlain Precinct Redevelopment Project	In Progress	Lathlain Precinct Redevelopment Zones 2 to 8 have been completed up to FY19-20, The new Strategic Projects Manager for Zone 1 Community and Sports Club Facility (PFC grandstand renewal) has been recruited, appointed, commenced, and allocate the project management. He is now actively progressing the project. Commonwealth Community Development Grant commitment of $4m agreement documentation is ongoing. The funding agreement draft deed provided and has been reviewed by lawyers. The Schedule now requires completion. State funding advocacy is ongoing. Lathlain Park Advisory Group December meeting held to introduce SPM Andrew Dawes. Zone 1 is anticipated to be a 3x FY project. Focus currently on the appointment of the concept design consultant.	Project Management	July-17	June-22
CL3.3.7 - Deliver the Macmillan Precinct Masterplan	In Progress	Since February 2020, the Town and project consultants RobertsDay have been engaging in detail with site stakeholders and the wider community to develop a Vision, through the Community Charter, and a Concept Plan that reflects the community's shared aspirations for the future of the Macmillan Precinct. Following the vision development in early 2020, the Concept Plan is the next step in preparing a community-led framework for the future of the Macmillan Precinct. As a vital hub for Town services, community events and public life, it is essential that any future changes reflect the values and priorities of the Victoria Park community and are captured in the Concept Plan. July - September 2020 Quarter In the July 2020 quarter, the Town compiled feedback received from the Macmillan Precinct Working Group and wider community on the three concept scenarios prepared through the Place Design Forum. A presentation on the summary of the feedback received was presented by RobertsDay via a zoom webinar in July 2020 and made available on the YourThoughts project page. Following this, the Working Group further reviewed and refined the feedback which informed the development of the evolved scenario. This feedback, combined with the earlier engagement findings, helped shape and guide the development of the draft	Project Management	July-20	June-21

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		Macmillan Precinct Concept Plan. The draft Concept Plan was released for public comment in September 2020 for a period of 4 weeks. October - December 2020 Quarter Following the closure of the public comment period a report was prepared for Council to consider the endorsement of the final Concept Plan and will be presented at the November Council Meeting. At the November 2020 OCM, Council adopted an alternate motion that Council: 1. Notes the MacMillan Precinct Concept Plan; 2. Requests the CEO to hold a concept forum for elected members in February 2021 to allow a further opportunity for elected members to consider the results of the public consultation on the concept plan; 3. Requests the CEO to bring back a report to Council by April 2021 outlining the options for the next steps to progress the concept plan and options for further public consultation based on the feedback from the concept forum. January - March 2021 Quarter The project team attended the February Concept Forum to discuss item 2 and 3 of the alternate motion. Following the Concept Forum, a report has been prepared for the April OCM for Council endorsement of the Concept Plan and to proceed to Stage 3 - Masterplan. The project is on hold pending the outcomes of the April Council Meeting.			

Strategic Outcome: CL4 - Appropriate information management that is easily accessible, accurate and reliable
Strategic Initiative: CL4.1 - Improve the security, reliability and continuity of systems and hardware.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL4.1.3 - Review the Disaster Recovery Plan	In Progress	review of old plan Working with BCG around plan Have stated writing new plan based on information obtained around whole of organisation view point	Technology and Digital Strategy	July-20	June-21
CL4.1.4 - Review the ICT Security Plan	In Progress	Town is going to be Audited by the Auditor General's office. Outcome will be added to any plan	Technology and Digital Strategy	July-20	June-21

Strategic Outcome: CL5 - Innovative, empowered and responsible organisational culture with the right people in the right jobs
Strategic Initiative: CL5.1 - Develop and sustain a highly skilled and effective workforce

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL5.1.1 - Implement the South East Corridor Training and Apprenticeship Program	In Progress	this proposal was endorsed by the CEO SE Corridor group in March 2020. The management group are currently reviewing providers for the implementation however with the advent of the COVID 19 event, the group is postponing implementation to the second semester. Project is on hold until further notice. The project was recommenced in November 2020, with a commencement planned for Semester 1 2021. The Town is seeking expressions of Interest from agencies for a trainee to carry out a Cert 3 in customer engagement. Expressions of Interest have been provided by 4 service agencies. It is planned that 2 traineeships will begin in early 2021. The first trainee is currently being selected for commencement in May 2021.	People and Culture	July-21	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL5.1.3 - Review the Cultural Optimisation Strategy	In Progress	The cultural optimisation strategy is currently under review by the Organisational Development Officer. The 2020 OCI/OEI survey was deferred from July 2020 to April 2021 due to the impact of COVID 2019. This has caused a delay in the development of the program as the review findings are a crucial factor in determining the focus of the program for the following period. P&C is currently re-scheduling the OCI/OEI for May 2021. Integral are the preferred provider.	People and Culture	July-20	June-21
CL5.1.4 - Implement the Leadership Competency Framework	In Progress	Training for the C suite is scheduled for April 20 and is being provided by AIM. On completion of this component all leaders and managers in the Town would have been trained in the competencies. All managers and C suite leaders have participated in the leadership competency program. The Organisational Development Officer is currently developing an induction process for new managers that have commenced with the Town since the initial program was implemented. The new manager training was provided in March 2021 by AIM. The development of new leadership competency training is being scheduled for the new financial year.	People and Culture	July-18	June-21
CL5.1.5 - Review the Volunteer Recruitment and Retention Strategy	In Progress	Initial work is currently being done in regard to scoping the project. In addition, the register of existing volunteers is being updated.	People and Culture	July-21	June-22

Strategic Outcome: CL6 - Finances are managed appropriately, sustainably and transparently for the benefit of the community
Strategic Initiative: CL6.1 - Optimise the use of Town land assets

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL6.1.1 - Review the Land Optimisation Strategy	Not Started	Looking to commence earlier than previously anticipated.	Project Management	July-21	June-22

Strategic Outcome: CL6 - Finances are managed appropriately, sustainably and transparently for the benefit of the community
Strategic Initiative: CL6.2 - Promote sound and accountable fiscal management

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL6.2.1 - Review the Investment Policy	In Progress	Investment Policy under review and to be presented to Policy Committee January 2022. To go to ABF and OCM February 2022	Financial Services	July-21	June-22

Strategic Outcome: CL7 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided
Strategic Initiative: CL7.1 - Improve the standard of customer service provided to the community.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL7.1.3 - Develop a Customer Service Strategy	In Progress	RE and MR met with Catalyse to develop the scoping process to determine our approach. 17/3	Customer Relations	July-19	June-21

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL7.1.5 - Create an organisation-wide Customer Service training program	In Progress	The successful pilot training program dealing with challenging customers will be extended to all front-line staff. P&C allocated budget to deliver this. Email to SAL's going out by end of March to identify the staff to attend. 25/3	Customer Relations	July-20	June-21

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making
Strategic Initiative: CL8.1 - Provide for sound corporate governance

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.1.2 - Update the Business Continuity Plan	In Progress	Workshops have been completed for all Service Area leaders for the development of individual response plans. The service provider is currently drafting a new plan for the Town. The project has been scoped for the updating of the BCP in the context of its integration with the Town's emergency management Plan and joint emergency management plan with the City of Belmont	People and Culture	July-19	June-20
CL8.1.4 - Review the Strategic and Operational risk registers	In Progress	The Strategic Risk Register is now online and has been updated as part of a strategic risk review undertaken in September-October 2020. An update with new proposed strategic risks was presented to the Audit and Risk Committee in November with the adoption of two new strategic risks. Another update report will be presented to a future Audit and Risk Committee. Following the strategic risk review, an online operational risk register and risk management practice was implemented through training and information sessions as part of the rollout of the operational risk management process, commencing October 2020, with all service delivery areas to have completed an operational risk assessment by end February 2021.	Governance and Strategy	July-19	June-21
CL8.1.5 - Develop an internal Decision-Making Framework	In Progress	Internal decision making currently reviewed and information from various internal groups collated to help inform the internal Decision-Making Framework. This deliverable has been put on hold due constraints related to current resources.	Governance and Strategy	November-20	June-21

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making
Strategic Initiative: CL8.2 - Promote principles of good governance

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.2.2 - Develop an Integrated Complaints Management Framework	In Progress	Current practices and procedures are under review. Policies and procedures are being drafted to integrate elected member; staff and customer complaints procedures. New separate codes of conduct are currently under development for elected members and employees. On completion and approval of these the integrated framework will be recommenced for endorsement	People and Culture	July-19	June-20
CL8.2.3 - Assess the Town's integrity practices against the Integrity Strategy 2020-2023 for WA Public Authorities	In Progress	Council has approved a reprioritisation of the Internal Audit Program schedule for 2020-2021 at the Ordinary Council Meeting held in December. This has resulted in bringing the audit on Integrity Leadership & Culture (Soft integrity audit / WA Integrity Snapshot Tool) forward. As part of this audit the Town's integrity practices will be assessed against the Integrity Strategy for WA Public Authorities. This assessment will commence in April 2021.	Governance and Strategy	November-20	June-21
CL8.2.4 – Implement an internal audit program	In Progress	During this quarter the implementation of the Internal Audit Program commenced with an internal audit into the management of Conflicts of Interest and Gifts (December 2020/January 2021). This addresses targeted high-risk/vulnerable operational activities to address Fraud & Corruption risk (identified as a Strategic Risk) including: administration	Governance and Strategy	July-20	June-21

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		of gifts and disclosures, sourcing and procurement evaluation, recruitment selection, and the assessment of community and business funding applications and development planning applications.			

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making
Strategic Initiative: CL8.3 - Advocate and represent the needs of the community

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.3.1 - Oversee development of the Town's Advocacy Strategy	In Progress	Internal workshop held with SME / Project Owners and led by CEO on 19 October. External consultant hired to develop independent strategy for McCallum Park Active Area. PMO budget allocated. Council Priorities review and adoption booked in for Nov Concept Forum and Dec OCM. McCallum Park advocacy strategy reviewed and will be operationalised in the next month. 17/3 Policy draft development to be reviewed with external consultant. 21/3 Public Advocacy launch meeting set up	Communications and Engagement	July-20	June-21
CL8.3.2 - Build relationships and collaborate with the Federal and State Governments for funding for major strategic projects	In Progress	McCallum Park Active Areas A Request for Quote was prepared and released to a list of potential suppliers for an Advocacy, Branding and Funding Strategy for the McCallum Park Active Area project. This strategy will provide a framework for Town officers and Elected Members to identify potential funding partners and work towards securing the remaining capital funding required to deliver the project. The strategy will also deliver key communication and marketing materials, recommendations for branding of the site and a strategic communications document for the project. Lathlain Precinct Redevelopment Project Lathlain Precinct Redevelopment Zones 2 to 8 have been completed up to FY19-20 except for Zone 1 Community and Sports Club Facility (PFC grandstand renewal) which has attracted Commonwealth Community Development Grant commitment of $4m and has been mandated to be established as a staged project to be delivered by an internal SPM. Recruitment of PM resource approved and progressing and CDG funding agreement draft deed provided for review. Climate Change Mitigation Action Plan Following Community workshop held 30 July 2020 and feedback from the community survey, a full draft was Climate Emergency Plan was prepared. This draft was circulated for staff review, concluding 28th August. Subsequent draft integrating staff feedback received 03/09/2020. Draft will be presented to C-Suite and Council, before being released for community consultation. Urban Forest Strategy The Planning Season is coming to an end with more projects identified and progressed through the planning and design stage. The Planting Season will commence in late May and a detailed update will be provided in the next Quarterly Report and in regular EM Bulletin Posts. Metronet Precinct Planning The Town has been working proactively with the METRONET team to advocate and help design the best possible outcomes for the community, cognisant of the State announcement of elevated rail in June. The Town have attended workshops assisting the preparation of Station Place Plans that provide the station location, design and public realm upgrades. The Town has prepared an awareness and education campaign in response to Councils resolution from the June 25 Special OCM which will be launched on 16 August.	Chief Executive Office	July-17	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		Release of collected waste via landfill levy MRC Mayors and CEO met with Minister Dawson on 5 Aug to discuss the release of the waste levy to assist with transition of current waste processing practice to one of FOGO. A written submission to the Minister is currently being prepared.			
CL8.3.3 - Maintain and foster key partnerships and stakeholder relationships such as Crown Perth, Optus Stadium, West Coast Eagles, Perth Football Club and Curtin University	Ongoing	DECEMBER 17 December – City of South Perth and Town of Victoria Park Executive meeting 17 December – Burswood Park Board meeting 16 December – South East Corridor Councils Alliance (SECCA) meeting 14 December – Café Conversations with Managers and Councillors 14 December – Meeting with the City of Perth Lord Mayor and CEO 14 December – City of Belmont CEO meeting 11 December – Ben Wyatt's Community Sundowner 10 December – Public Works Foundation meeting 10 December 2020 – Curtin and Local Government reconciliation discussion and viewing of the Carrolup Artworks 9 December – Tennis West CEO meeting 7 December – Podcast for the Tech society via Ninja Software 7 December – Meeting relating to the My Home project 4 December – Local Government Professionals Board meeting 3 December – Local Government Advisory Board meeting 3 December – Tamala Park Regional Council CEO meeting 2 December – Burswood Park Board Audit and Risk Committee meeting 2 December – METRONET meeting NOVEMBER 30 November – Meeting with City of Bayswater Executive 26 November – Burswood Park Board meeting 25 November – WALGA South East Zone meeting 24 November – Inner City Infrastructure and Transport Working Group advocacy workshop 24 November – Meeting with Steve Irons 18 November – Tourism Bound Conference 12 November – Inner City CEO meeting 11 November – City of Bayswater Director Projects meeting 11 November – Metronet workshop 10 November – Meeting with CEO Venues Live 6 November – Local Government Professionals conference and AGM. 4 November – CEO Connections Forum 4 November – Inner City Mayors and CEO's meeting 2 November – CEO worked at the library in the afternoon as they were a little short staffed 2 November – Telephone conversation with Senator Sue Lines OCTOBER 29 October – Inner City CEO's group meeting 29 October – CSRFF Advisory Committee Annual forward planning 28 October – Presentation from Neil Douglas on the City of Perth Enquiry for the South East Zone held at the City of Canning 28 October – Annual STEM event at Millen Primary School 26 October – Meeting with the Human Resource professionals from the South East Corridor Alliance of Councils. ?22 October – Meeting with Amy Jacobson - Emotional Intelligence and Human Behaviour expert	Chief Executive Office	July-17	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		?22 October – Variety Ruby Road Trip ?21 October – Elected Member and CEO meeting ?20 October – Meeting with Senior Policy Officer at the Department of Sport and Recreation ?19 October – Meeting with Visibility CEO ?19 October – Burswood Peninsula Alliance meeting 19 October – Meeting with the Cassie Rowe - Member for Belmont 15 October – Inner City CEO's group meeting 15 October – AIM WA Leadership training development program 14 October – South East Councils Corridor Alliance (SECCA) meeting 14 October – Meeting with Metronet Executive Manager 13 October – Meeting with Sandra Brewer CEO of the Property Council 13 October – Office of Auditor General (OAG) officer entry meeting with the Town 12 October – Meeting with the City of Belmont CEO ?8 October – South East Corridor CEO's meeting 6 October – Meeting with the owner of Blasta Brewing 2 October - Ben Wyatt meeting with the Mayor ?1 October - Mindarie Regional Council CEO's meeting ?1 October - Inner City CEOs meeting. 1 October - Tamala Park CEO's meeting ?1 October - Australian Institute of Management "The West CEO Voice luncheon"			

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

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

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.4.1 - Complete the major review of the Strategic Community Plan	In Progress	From January 2021 to March 2021, the following actions have taken place: Communications and engagement launched on 1 February, with the registration period running until 14 March. The survey and participatory budgeting options were launched. The context and future trends documents were completed and released. Everyone registered was contacted to be involved. Approx. 8 pop-up engagement opportunities were conducted. Workshop in a box packs were developed and distributed to interested community members. Workshops started on 29 March for the first of three sessions. Content collection and analysis tool was built and continues to be improved. This project is on track for the final SCP to be presented to elected members in December 2021.	Governance and Strategy	October-20	June-21
CL8.4.4 - Review the Long Term Financial Plan	In Progress	Review of LTFP to commence 4th quarter 2019/20. New LTFP model commenced in August 2020, Draft presented to CEO 2/10/2020, presented to SAAG Nov 2020 working on capital projects . To be work shopped with SMT group to set priorities for future years with a view to re-balancing future years.	Finance Office	May-20	June-21
CL8.4.6 – Improve corporate performance monitoring and reporting	In Progress	No progress this quarter.	Governance and Strategy	July-20	June-21

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making
Strategic Initiative: CL8.5 - Ensure the effective and efficient delivery of services while meeting community needs

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL8.5.1 - Conduct a review of Asset Planning's operations	Not Started		Asset Planning	July-20	June-21
CL8.5.13 - Conduct a review of Healthy Community's operations	In Progress	Oct - Dec 2020 In progress - Internal team engagement and review completed. Engagement has begun with program delivery service areas and Facility Programs Manager. Jan - March 2021 Coordinator Community Development appointed and Healthy Community service delivery currently shifted under this role. Coordinator to work with Manager over the next quarter to complete operational review and implementation plan.	Healthy Community	July-19	June-21
CL8.5.15 - Conduct a review of Leisure centres operations	Not Started		Leisure Centres	July-21	June-22
CL8.5.17 - Conduct a review of Parking's operations	Not Started		Parking	July-21	June-22
CL8.5.19 - Conduct a review of People and Culture's operations	In Progress	The project scope has been endorsed by the C suite (March 2021) and expressions of interest are being sought from service providers. The project will commence in April 2021.	People and Culture	July-21	June-22
CL8.5.20 - Conduct a review of Place Planning's operations	Not Started	Not commenced	Place Planning	July-21	June-22
CL8.5.21 - Conduct a review of Project Management's operations	In Progress	January - Draft RFQ Scope ready to be advertised to consultants.	Project Management	July-20	June-21
CL8.5.23 - Conduct a review of Street Improvement's operations	In Progress	Updated - January 2021 - Minor review completed in October 2020 and information presented to C-suite. Significant resource gap identified in the design area to manage the increase in renewal spend and meet ASR targets for the organisation. Transport Engineers role yet to filled and 1 additional design position endorsed in the Street Improvement Structure which did not previously exist. Staff working with HR to secure resources in the coming months.	Street Improvement	July-20	June-21
CL8.5.24 - Conduct a review of Street Operations' operations	In Progress	Had 1 meeting with HR (GO) to look at Operations Structure Met with consultant in December to identify bottlenecks	Street Operations	July-19	June-20
CL8.5.26 - Conduct a review of Waste Services' operations	In Progress	Had 1 meeting with HR (GO) to look at Operations Structure Met with consultant in December to identify bottlenecks	Waste Services	July-19	June-20
CL8.5.7 - Conduct a review of Environment's operations	Not Started	QUATERLY UPDATE January - March 2021: Not commenced.	Environment	June-21	June-22

Strategic Outcome: CL9 - Appropriate devolution of decision making and service provision to an empowered community
Strategic Initiative: CL9.1 - Build capacity of the community through better parnerships

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
CL9.1.1 - Conduct a pilot for participatory budgeting	**In Progress**	For 2021 this now forms part of the Strategic Community Plan review Community consultation	Financial Services	July-19	June-20

Strategic Outcome: EC1 - A desirable place for commerce and tourism that support equity, diverse local employment and entrepreneurship
Strategic Initiative: EC1.1 - Create a thriving and resilient local economy.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EC1.1.2 - Implement the Economic Development Strategy	**Ongoing**	Implementation remains on track. Quarterly Performance Report will be prepared in accordance with the agreed 3 monthly schedule.	Place Planning	July-17	June-22

Strategic Outcome: EC2 - A clean, safe and accessible place to visit
Strategic Initiative: EC2.1 - Effectively enforce laws pertaining to public health.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EC2.1.1 - Implement the use of mobile computing for environmental health inspections	**In Progress**	Budget has since been reallocated due to reduction in materials and contracts. 18 December 2020- Maha is currently working on all paper based forms to convert them to interactive PDF forms that can be used on the Town's tablets. 6 January 2021- No major movements on this area. Any progress on this is dependent on Authority and Trim upgrade which is currently underway.	Environmental Health	July-20	June-22
EC2.1.2 - Conduct statutory swimming pool and spa compliance inspections	**In Progress**	15/03/2021 - Slow progress being made February and March due to a number of pool owners not cooperating with our requests for inspections. We have a strategy to work through for each property and once completed will enable us to move on to the next property and so on.	Building Services	February-20	June-21

Strategic Outcome: EC2 - A clean, safe and accessible place to visit
Strategic Initiative: EC2.2 - Promote community safety and crime prevention

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EC2.2.1 - Deliver the Safer Neighbourhoods Plan	**Ongoing**	September 2020 Funding launched for CCTV scheme. Community Safety Forum to be delivered 23 September 2020. CCTV and Security Incentive Scheme 2019/21 funding allocated with waitlists in place for both strategies. Officer is working closely with various Town Teams to manage issues related an increase in rough sleeping in various parks and reserves in the Town. Initiatives to manage community safety, move on notices as well as removal and storage of personal belongings will form part of the Towns Homelessness Policy and Management practise. Work has commenced to design and facilitate Community Safety sessions in each of the Towns Places with the aim of providing education on safety related issues as well as addressing the communities perception of safety within the Town".	Community Development	July-17	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		Outreach program Rooforce procured and implemented for a 3 month trial in June 2020 to mange antisocial behavior. October 2020 -CCTV Partnership Program application forms mailed to all households in the Town -119 CCTV Partnership Program site visits, 23 applications approved and paid -Burglary Cocooning focused on Langler St, Star St, Mars St, and Memorial St -55 Security Incentive Scheme applications = $8905 -19 Street Meet n Greets planned, 13 Neighbourhood Get Togethers and 6 Street Celebrations -Burswood Road CPTED audit completed -RooForce service delivery focused on John MacMillan Park November 2020 -Street Meet n Greet flyers distributed to all households in the Town -Burglary Cocooning focused on Star St, Goddard St, Egham Rd, and Memorial St -Attended Automatic Number Plate Recognition meeting with Cannington Police District -150 CCTV Partnership Program site visits, 29 applications approved = $21478.20 -69 Security Incentive Scheme applications = $11285 -WAPol Online Services post shared via Town Facebook -McCallum Park Skate Bowl CCTV upgraded December 2020 168 CCTV Partnership Program site visits, 38 paid = $28,228.20 22 Street Meet n Greets planned, 13 Neighbourhood Get Togethers and 9 Street Celebrations 102 security incentive scheme applications approved and paid = $16,750 Rooforce service delivery ongoing Initiated John MacMillan Park Rules signage to address ongoing issues Letter sent to WA Police Force regarding State CCTV Funding Report on outcomes of Community Safety Forum submitted to Council, officers recommendations endorsed Jan - March 2021 - 123 Security Incentive Scheme applications = $20,025 - 203 CCTV Partnership Program site visits, 79 applications approved and paid = $58,840.20 - 23 Street Meet n Greets planned, 13 Neighbourhood Get Together's and 10 Street Celebrations - Rooforce service delivery ongoing – service expansion with liaison and referral to Wungening with specific rough sleepers - John MacMillan Park Rules signage artwork complete and approved, sourcing quotes for printing - WA Police Force State CCTV Funding: ANPR quotes underway to submit to WAPF for approval - Who to call? flyer printed and due for Town wide distribution - Burglary Cocooning Program ongoing, weekly distributions and road audits – program expansion, now emailing audit reports to Community Development, Place Planning, and Operations FYI. - Suburb Safety Sessions o Bentley, Thursday 28 January, 6-7pm. Swancare Auditorium o East Victoria Park, Thursday 18 February 6-7pm. Victoria Park Carlisle Bowling Club o Carlisle, Thursday 25 February 6-7pm. Fletcher Park Clubrooms o Victoria Park, Thursday 11 March, 6-7pm. Perron Place Theatre o Lathlain, Thursday 18 March, 6-7pm. Lathlain Scouts Hall			

Strategic Outcome: EC2 - A clean, safe and accessible place to visit
Strategic Initiative: EC2.3 - Improve equitable access to parking.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EC2.3.1 - Review Parking Hotspot Zones 1 and 6	Not Started		Parking	July-21	June-22
EC2.3.3 - Review Parking Hotspot Zones 4 and 5	In Progress	No action has occurred this quarter. Project not scheduled to begin until March 2021 18/1 update, project on track to start beginning of March 21 and pre planning has commenced	Parking	July-20	June-21
EC2.3.5 - Undertake the Burswood Station East Parking Review	In Progress	All required data collected, review complete. The Town's Place Team have been consulted on the data collected and draft recommendations. 18/1 with PP team and waiting on feedback of data and recommendations. Draft recommendations report in doc assembler	Parking	July-20	June-21
EC2.3.6 - Facilitate 'demand-based parking'	In Progress	80 Ticket Machines along Albany Highway are programmed with demand-based pricing	Parking	December-19	June-20
EC2.3.8 - Develop a Parking Benefits Strategy	In Progress	At its meeting held October 2020, Council endorsed a scope of works to update the Town's Integrated Movement Network Strategy and Parking Management Plan that will produce a parking benefits strategy. 18/1 update Place Planning to approve/appoint consultant. Consultants appointed	Parking	July-20	June-21
EC2.3.9 - McCallum Park Area review (Council resolution 481/2020)	In Progress	No action has occurred this quarter. Project not scheduled to begin until March 2021 18/1 update, project on track to start beginning of March 21 and pre planning has commenced	Parking	August-20	June-21

Strategic Outcome: EN1 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town's character
Strategic Initiative: EN1.1 - Ensure a strong sense of place that emphasises each suburbs' unique characteristics and sense of community.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN1.1.1 - Prepare the new Local Planning Scheme No. 2	In Progress	Local Planning Scheme No.2 Project Control Group (including State Gov representatives) has been assembled and is meeting monthly with assigned tasks. Translation of provisions into Model Scheme Text format is under way.	Place Planning	July-21	June-22
EN1.1.10 - Review and update the Social Infrastructure Strategy	In Progress	A consultant has been procured to undertake the review and gap analysis of the existing Social Infrastructure Plan. A workshop with Councillors is scheduled for the March 2021 Concept Forum. The reviewed SIP is on track to be completed and ready for public advertising in the financial year to satisfy the Corporate Business Plan timeframes.	Place Planning	July-19	June-21
EN1.1.11 - Review and update the Albany Hwy Planning Framework	In Progress	The Town's Business Case for Precinct Planning on Albany Highway was accepted by C-Suite, presented to Council with the necessary budget approved for the 2020/21 financial year. The Town is currently preparing a scope for a consultant team to support the Town in the preparation of these Precinct Plans The Town has also advised the DPLH of the work, and will include a State representative as part of the Project Control Group	Place Planning	July-20	June-22
EN1.1.2 - Prepare the Local Planning Strategy	In Progress	In April Council endorsed the Local Planning Strategy (LPS) to proceed to the WAPC for consent for public advertising The Department of Planning Lands and Heritage (DPLH) completed their assessment of the LPS in July 2020 The DPLH and Town have collaboratively worked through the assessment to refine the	Place Planning	July-21	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		proposed refinements to only several minor amendments. The Local Planning Strategy was determined by the SPC on 15 September 2020 and given consent to advertise subject to final minor amendments which have now been made and are being checked by DPLH. The DPLH have delayed the finalisation of the LPS and their consent to advertise although this is expected to arrive imminently so advertising can commence.			
EN1.1.3 - Review the Streetscape Local Planning Policy	In Progress	Guidelines to be consulted in conjunction with Scheme Amendment 88 once consent provided by Western Australian Planning Commission.	Urban Planning	July-19	June-20
EN1.1.4 - Implement recommendations of the Residential Character Study Area to planning framework	In Progress	Recommendations are now being actioned ie. Scheme Amendment; draft Guidelines; consideration of Heritage Areas.	Urban Planning	July-20	June-21
EN1.1.5 - Prepare a Streetscape Improvement Plan for Archer Street and Mint Street	In Progress	The Archer Street and Mint Street Streetscape Improvement Plan was approved by Council at the September 2020 OCM. The project lead has now transferred from Place Planning to the Project Management Office who will progress with Detailed Designs, with Place Planning to revert to a key stakeholder role. Procurement is underway for a qualified consultant to prepare Detailed Designs for Stage 1 (Carlisle Town Centre).	Place Planning	July-19	June-20
EN1.1.7 - Amend the Town Planning Scheme provisions related to the Burswood Lakes Structure Plan	Not Started	IMPACTED BY COVID-19 To be completed in-house - will commence when appropriate	Urban Planning	July-21	June-22
EN1.1.8 - Update the Burswood Station East Planning Framework	In Progress	The Burswood Station East Scheme Amendment was endorsed by Council following Public Advertising at the December 2020 OCM	Place Planning	July-20	June-21
EN1.1.9 - Prepare Station Precinct Plans for Carlisle & Oats Street in partnership with METRONET	In Progress	The METRONET team is proceeding with assessing short listed Level Crossing Removal options. The METRONET Precinct Planning team has released an RFQ for a consultant to conduct analysis on the land use and planning implications for each of the short listed options to inform the broader business case that will ultimately be presented to the Minister to determine the preferred option. Once the broader business case process has been completed, the precincts team will begin working on a place plan with ToVP.	Place Planning	July-20	June-22

Strategic Outcome: EN2 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around
Strategic Initiative: EN2.2 - Maintain quality of infrastructure for community use.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN2.2.1 - Review the Asset Management Plan - Transport	In Progress	Project kick off meeting completed. Data provided to consultant and template developed. Draft plan to be reviewed in January.	Asset Planning	July-20	June-21

Strategic Outcome: EN3 - A place with sustainable, safe and convenient transport options for everyone
Strategic Initiative: EN3.1 - Create better options for active transport

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN3.1.2 - Design Stage 2 & 3 of the Rutland Avenue Principal Shared Path project	In Progress	Stages 1 - Welshpool Rd to Oats St, 2 - Oats Street to Millers Crossing & 4 - Burswood Station to Riversdale Road Principle Shared Paths have all been completed. Remaining section, final Stage 3 works between Millers Crossing and Great Eastern Hwy is progressing at the 85% detailed design stage. Detailed design expected to be completed in early March 2021. Note - Property evaluation complete for 44 Rutland Avenue – Land acquisition request being progressed for road widening purposes. This is a significant hold point in the design which poses a risk to the project progressing	Street Improvement	July-20	June-21
EN3.1.3 - Evaluate existing traffic calming projects intalled via the Lathlain Traffic Management Plan and report to Council	In Progress	Update - January 2021 - As part of the Lathlain TMP project works physical traffic calming measures have been installed over the years commencing in mid 2015 and works ceasing in September 2018. All year 1 planned works have been constructed and year 2 works (5 projects) placed on hold due to community concerns. A report to Council is envisaged to be presented in July/August 2021 as at least 2 years of crash data comparison is needed for a robust assessment. Traffic data collection has been completed and is being evaluated. Crash data for the 2020 year will likely be released to LG's in May/June 2021	Street Improvement	July-20	June-21
EN3.1.4 - Implement the Integrated Movement Network Strategy	In Progress	The 2013 Integrated Movement Network Strategy has largely been completed with a review and update currently being planned.	Place Planning	July-17	June-24
EN3.1.5 - Review the Integrated Movement Network Strategy	In Progress	The procurement phase of this project has been completed and the Town has commenced the review of the IMNS with the chosen consultant.	Place Planning	July-20	June-22

Strategic Outcome: EN3 - A place with sustainable, safe and convenient transport options for everyone
Strategic Initiative: EN3.2 - Increase options for sustainable and public transport

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN3.2.1 - Contribute to the Trackless Tram Investigation Consortium	In Progress	The final report outlining the preferred technology, route options, detailed analysis and advocacy framework has been completed by the Trackless Tram Investigation Consortium. An EM Bulletin has been provided on the EM Portal.	Place Planning	July-20	June-22
EN3.2.2 - Launch electric vehicle charging station within the Town	Not Started		Street Improvement	July-21	June-22

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy
Strategic Initiative: EN4.1 - Take action to mitigate climate change.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN4.1.1 - Develop the Climate Change Mitigation Action Plan	In Progress	QUATERLY UPDATE January - March 2021 Following presentation to Elected Members at 22 December Concept Forum, the draft Climate Emergency Plan was presented to Council at the February OCM and approved for release for community consultation. Community consultation ran for a four week	Environment	July-20	June-21

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		period from 19/2/21 to 21/3/21. The feedback will be analysed and changes made to the draft Climate Emergency Plan as appropriate.			
EN4.1.2 - Develop an Environment Plan	In Progress	QUATERLY UPDATE January - March 2021: NOTE: There has been a delay in the delivery of this project due to the Climate Emergency Plan and Kent St Sand Pit opportunities and Considerations Report and the subsequent Concept Plan becoming a priority. Environmental Officer has recommenced the progression of the Environment Plan during this quarter.	Environment	July-19	July-21
EN4.1.3 - Develop a strategy and implementation plan for zero emissions vehicles	In Progress	10 Mar 21 More light fleet disposed of. The light fleet size has reduced from 51 to 45 since the start of this financial year. 10 Feb 2021 A hybrid Corolla has been purchased in line with the fleet replacement program for the Building Maintenance team. It is expected that there will be significant saving in fuel cost. There is currently no viable and affordable options for the Town to include dedicated electric vehicles in its fleet. This is being further investigated for possible future adoption. 2020 A new model cordless - electric blower has been purchased for the Tractor operator as part of the trial. 06/10/20. The Fleet Management Practice was adopted by C-suite on the 12 Oct 2020. The Town's Fleet Management Practice guides us to not only choose safe vehicles for staff to use (minimum ANCAP 5 Rating), but also vehicles that are informed by the Federal Government's Green Vehicle Guide rating system. The overall Green Vehicle Guide star rating is based on the combined score of air pollution (eg particulates) and CO2, and this score is considered by officers when purchasing vehicles. Where possible, a combined fuel consumption rating of less than 8L/100km is preferred for fuel efficiency, and an Air Pollution Standard rating of at least Euro 3 for greenhouse gas emissions. The Town's weighted vehicle purchase criteria are: • 70% weighting - Annual Whole of life costs • 15% weighting - Safety • 15% weighting - CO2 Emission's Air pollution rating The Town has also partnered with the Carbon Neutral environmental group in a tree-planting program. These trees are planted within the Town, as well as in other locations nominated by Carbon Neutral, in partnership with Trillion Trees Western Australia (formerly "Men of the Trees") to offset the emissions produced by the Towns vehicles. Subject to budget adoption by Council, the Town is also giving consideration to adding hybrid or electric vehicles to the Town's future fleet renewal. Councillors will be able to view proposals in the annual budget for 20/21. 10/11/20.	Fleet Services	July-20	June-21

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy
Strategic Initiative: EN4.2 - Reduce the amount of waste directed to landfill

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN4.2.1 - Consider alternative landfill options in discussion with Mindarie Regional Council	Ongoing	Ongoing discussion of landfill options with MRC at strategic level -waste to energy options -other landfill alternative -GO/FOGO options	Waste Services	July-20	June-21

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN4.2.2 - Review the Strategic Waste Management Plan	In Progress	10 Mar 21 Continued to discuss RRFA negotiations with MRC and Member Council Officers on a weekly basis. As per SWMP, potential improvements to recycling is being considered. Met with Cleanaway to discuss CDS profit sharing options. There is a potential for the Town to gain approx $40k per year from this arrangement. 10 Feb 2021 P&C completed assessment of the PD for the Waste Education Officer. Request for C Suite's approval to advertise the position will be considered on 11 Feb 2021. Had further meetings and discussion with MRC regarding the confidential issues associated with the RRFA Explored FOGO future options with the City of Gosnell Working with Procurement on the contract for the future 3 bin system Working with Cleanaway on Waste education programs for schools Garage Sale Trail was a success this year with 2.5 tns diverted from Bulkwaste and landfill 12 Jan 2021 Council adopted the recommendations to implement GO by 2022 and FOGO at a later date. Officers are reviewing options for the waste education planning process and the future GO collection and processing contracts. Considering the appointment of a waste education officer. 3 Dec 20 Recommended additional FTEs for strategic waste management functions in the Work Force Plan in line with the SWMP actions. Liaised with industry experts and prepared 10 different models of organics collection and processing implementation approaches to analyse the pros and cons while considering the strategic future options affecting the State, MRC and the Town.. recommendation to introduce a 3 bin GO system ha been presented to Elected Members at the November Concept Forum and later at the Dec 2020 ABF. 19-10-20 Additional strategic waste function workload has been created as a result of MRC deciding to stop delivery of Waste Education. Other Member Councils have dedicated in house waste education officers. The Town is in discussion with Peg Davies and a contractor for collection of batteries. A number of residents have expressed their keen desire for the Town to continue delivering the Earthcarers program where MRC has left off. MRC and member Council Mayors have met with Stephen Dawson MLC, the Minister for Environment, to advocate for the release of the waste levy reserve to assist MRC to transition from the current RRF operation to a 3 bin system. No positive response has been forthcoming. This is not helped by the City of Wanneroo deciding to switch to a 3 bin GO system. Operations is reviewing its organisation structure to ensure that the appropriate level of resource is available for strategic waste functions over the coming years as the waste and recycling industry is evolving rapidly. Officers are working with WALGA and other LGs to determine the pros and cons of implementing GO prior to FOGO. 2 council reports have been drafted for the Dec OCM. One for a 3 bin FOGO system and the other for a 3 bin GO system. 17 Sept 2020 On 15 Sept 2020, Council endorsed the Town's Waste Plan for submission to the State	Waste Services	July-21	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		Government. Additional FTE's are required to implement the planned actions. 14/8/20 Attended weekly MRC PWG and weekly MRC SWG meetings to explore future options for MRC. Attended MRC OCM. Will be attending the MRC SCM next Thursday. Met with COO and the Mayor to discuss the Town's position on RRFA, MRC service review, Waste education, 3 bin system, resource gap, etc. Working with Cleanaway on Waste education program. Discussed with Finance re financial impact related to RRFA and MRC's future options. Updated Waste plan finalised and submitted to DWER. Council report being prepared. CDS Council report being prepared. CDS Roundtable Forum held on 5 Aug 2020. In communication with WARRRL re alternative Refund Point Operator. Discussed with C Suite and HR the future internal resource needs for strategic waste function. Working with HR re recruitment of the 1.4 FTE- there are competent internal staff for these roles. 10/7/20 Attended MRC Project Working Group meetings re RRF. Reviewed the negotiation details including valuation report and gantt chart. Met with Cleanaway to discuss future options including 3 bin GO system, CDS revenue share, education program and other innovations. Organised CDS Round table forum for 5 Aug. Discussed future waste and recycling options with other LGs. Reviewed SWMP actions. Need resource. Met with potential work experience person. However, HR's advice is that she is not allowed to undertake works which could be done by a paid staff.			
EN4.2.3 - Investigate the introduction of a multi-bin system	In Progress	-Calculations carried out by Jon H., John W. for multi-bin system for the Town. Best option is to delay introduction until start of 2023. -On going discussion with MRC about other member councils moving towards multi-bin system and how it is going to affect the cost of landfill cost due to RRF (another 10 years contract) and less organics being sent to the RRF.	Waste Services	July-20	June-21
EN4.2.4 - Reconcile the Town's bin register	Not Started	Need business case for employing a casual employee to undertake bin register reconciliation. Did not proceed - no resources approval	Waste Services	July-20	June-22

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy
Strategic Initiative: EN4.3 - Increase community knowledge and awareness of effective waste management

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN4.3.2 - Carry out a Waste Education Program	In Progress	Ongoing deliverable. Victoria Park Primary (8 classes) and East Victoria Park Education Support Centre (2 classes) in Term 2. Term 4 2019 - School: Santa Clara Catholic School – St James Classes: 3 Years: 1, 3 and 4 Number of sessions: 6 Questionnaires returned: 54	Waste Services	July-17	June-22

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		School: East Victoria Park Primary School Classes: 5 Years: 1-3 Number of Sessions: 10 Questionnaires returned: 65 School: Perth Individual (Montessori) Classes: 3 Years: Pre-Primary - 6 Number of Sessions: 6 Questionnaires returned: 34			

Strategic Outcome: EN5 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed
Strategic Initiative: EN5.1 - Ensure the long term asset and service provision sustainability of significant community buildings and other assets

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN5.1.1 - Review the Asset Management Plan - Property	In Progress	Project kick off meeting completed. Data provided to consultant and template developed. Draft plan to be reviewed in January.	Asset Planning	July-20	June-21
EN5.1.4 - Implement Strategic Asset Plan recommendations	In Progress	Condition Audits completed and implemented through capital works program. Needs analysis completed. Long Term plan will be dependent on community engagement process to finalise strategic recommendations.	Asset Planning	December-21	June-22
EN5.1.5 - Implement an Asset Management System	In Progress	Asset Valuations completed and provided to consultants. Accounting and Valuation module training to commence in January. Data cleansing and attribute collection being input into the system.	Asset Planning	June-20	June-21
EN5.1.6 - Develop an Asset Management Framework	In Progress	Asset Management Strategy currently under development - the Asset Management Framework will be derived as part of the implementation of the Asset Management System and change management processes.	Asset Planning	July-20	June-21
EN5.1.7 - Implement upgrades to the Higgins Park Tennis Courts	In Progress	1/10/2020 Topdressing done. Power phasing balanced. Still investigating potential Western power supply issue. 1/10/2020 Topdressing has been done. 9/10/2020 Kooline Electrical hooking up monitor to confirm Western Power supply is causing issues. 29/10/2020 Met with club representatives to discuss shade requests, condition of the croquet pitch and removable net posts for shared courts. 18/1/2021 Researching prices for seating as requested by the clubs. 11/3/2021 Power fluctuation issue has returned. Being further investigated.	Parks and Reserves	July-19	June-21
EN5.1.8 - Deliver the 5-year Capital Works Program	Ongoing	MY Budget review to identify further renewal projects to be funded	Operations Office	July-17	June-22

Strategic Outcome: EN5 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed
Strategic Initiative: EN5.2 - Ensure the sustainability and reliability of Town fleet and machinery

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN5.2.1 - Create a Fleet Training Program	In Progress	10 Mar 21 A junior staff member is currently seconded to the Fleet Services team while the Coordinator's position is still vacant. The training and work experience she received will assist the Town in reducing the risk associated with succession planning.	Fleet Services	July-20	June-21

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		10 Feb 2021 workshop held with all custodians focusing on the newly adopted Fleet Management Practice. 2020 New digging tool has been purchased for the Parks team with inductions being performed for the operators. 06/10/20. Staff inductions are performed as new equipment is purchased or new starters are identified (ongoing process). 10/11/2020.			
EN5.2.4 - Review the Asset Management Plan - Fleet	In Progress	10 Mar 21 Some of the light fleet previously listed in the 10 year renewal program is being removed permanently. 10 Feb 2021 The Fleet AMP has been reviewed and the draft 21/22 budget for fleet renewal prepared accordingly. 2020 Fleet Management Practice (FMP) has been reviewed by C-Suite, amended following suggestions and is currently waiting for final endorsement. 06/10/20. FMP Endorsed by C-suite on 12 Oct 2020. 10/11/20.	Fleet Services	July-20	June-21

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

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

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN6.1.1 - Review the Asset Management Plan - Parks & Recreation	In Progress	Project kick off meeting completed. Data provided to consultant and template developed. Draft plan to be reviewed in January.	Asset Planning	July-20	June-21
EN6.1.2 - Implement the Public Open Space Strategy	In Progress	The Public Open Space Strategy is already informing a variety of decisions and outcomes. An implementation framework will be prepared to guide upgrades and additions to the Town's public spaces.	Place Planning	July-20	June-22
EN6.1.6 - Deliver GO Edwards Stage 4	In Progress	14/8/2020 Detailed design completed for ROW including path and parking bays that form part of stage 4. Tender documents being prepared to go out. Cabinet upgrades for aerators and lighting system have commenced. 31/8/2020 Aerators operational. Programming to be fine tuned. 9/10/2020 Quote being sought for lighting on second aerator. procurement plan to be finalised for stages 4 and 5 next week to go out to tender. 20/1/2021 Hold up in procurement. Tender for remainder of stage 4 and stage 5 to go out next week. 12/11/2020 Order out for second aerator lighting. 8/12/2020 Tender needs to go out for stage 4 and 5 but current procurement hold up. ROW 59 procurement is awaiting inclusion in December OCM. 1/2/2021 Tender for stage 4&5 currently out to market. 11/3/21 Tender assessments complete. Report to April council meeting to be completed.	Parks and Reserves	July-19	June-21
EN6.1.7 - Deliver GO Edwards Stage 5	In Progress	1/10/2020 Tender for ROW now complete, due to go out. 9/10/2020 Quote being sought for lighting on second aerator. procurement plan to be finalised for stages 4 and 5 next week to go out to tender. 12/11/2020 Tender for laneway 59 adjoining stage 5 currently out to market. electrical design for stage 5 completed. 1/12/2020 Tender closed. To go to December OCM.	Parks and Reserves	July-20	June-21

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
		8/12/2020 Tender needs to go out for stage 4 and 5 but current procurement hold up. ROW 59 procurement is awaiting inclusion in December OCM. 1/2/2021 Tender for stage 4&5 currently out to market. ROW 59 tender on February ABF agenda. 11/3/21 Tender assessments complete. Report to April council meeting to be completed. Contractor selected for ROW 59.			

Strategic Outcome: EN6 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed
Strategic Initiative: EN6.2 - Design and provide public open spaces that are suitable for the current and future needs of the community

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN6.2.2 - Develop a masterplan for Higgins Park and Playfield Reserve	**In Progress**	The Higgins Park and Playfield Reserve Masterplan was approved to proceed to Design Development at the December 2020 OCM. The project will now transition to the Project Management Office who will lead the Design Development phase, with Place Planning reverting to key stakeholder	Place Planning	July-19	January-21

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

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
EN7.1.1 - Implement the Urban Forest Strategy	**Ongoing**	Year 1 of the Urban Forest Strategy implementation has concluded. A summary of the year's planting achievements is found online on the UFS section of the Town's Website: https://www.victoriapark.wa.gov.au/Around-town/Environment/Urban-Forest-Strategy/Yearly-planting-progress/2020-planting-season-report. Quarterly report for October - February period has been included in the February OCM quarterly reports.	Place Planning	July-17	June-22
EN7.1.3 - Investigate the development of a plan for the Kent Street Sand Pit consistent with its zoning	**In Progress**	Place planning are developing this. : Kent St Sand Pit, this has been commenced. 1. Project Plan has been developed and vetted by Council; 2. Town has liaised with Dept Biodiversity, Conservation and Attractions re: the potential partnership re: future revegetation of the site; and 3. Town has gone out to market for consultant to deliver a scoping report for the Town. This will inform the future development of a Master Plan for the area. Still being developed. 13/7/2020 Further meeting with consultant has occurred with DRAFT concepts discussed. 14/8/20 DRAFT concept with key points completed. Detailed design to follow. 1/10/2020 More detailed design underway. 9/10/2020 Meeting scheduled Monday 12/10/2020 to review feedback regarding concept report. 8/12/2020 Report to council recommending information released for community information. DRAFT RFQ for Concept plan being developed. 21/1/21 RFQ for development of concept plan out to market. 1/2/2021 Consultant selected for Concept plan. 11/3/2021 Public consultation on draft plans to occur shortly.	Parks and Reserves	July-19	June-20

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

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S1.1.2 - Conduct a review of the Local Public Health Plan (Healthy Vic Park Plan)	Not Started	Oct: No action this month - handover of Healthy Community Coordinator role. Nov: No action this month - short staff in service area with no back fill of Healthy Community Officer role so time has not allowed for this to occur yet. Will review with handover in 2021. Dec: No action this month - same as November.	Healthy Community	July-21	June-22
S1.1.3 - Deliver the Local Public Health Plan (Healthy Vic Park Plan) Action Plan	Ongoing	October to December: Ongoing delivery of actions within the plan, including progress on a current review to update the workplace smoking procedure which was endorsed by C-Suite. Jan - March 2021 Ongoing delivery of actions within the plan. Highlights include: - delivery of Healthy Community term programs seeing post natal fitness and family fitness programs fully booked with over 70 mums coming through the door weekly. - beginning to roll out the updated smokefree workplace procedure. - Town representation at the community-led Vic Park Health Expo - delivery of the Well@Work programs including a celebration for International Women's Day	Healthy Community	July-17	June-22

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

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S1.2.1 - Develop a Strategic Marketing Plan for the Town's leisure centres	In Progress	Corporate Project Delivery S1.2.1 - Develop a Strategic Marketing Plan for the Town's leisure centres Workshops 1. elected members and the Executive COMPLETE 2. staff from both leisure centres COMPLETE Project Delivery Methodology Phase 1 - Staff workshop - Exe and Council workshop Outcomes – direction on gaps, brand messaging, tools, relationship to strategy Phase 2 - Development of a draft plan based on these outcomes - Budget allocation Phase 3 - Workshop the draft concepts/designs/message strategy with members? [for future discussion] - Council Endorsement On track for report to be delivered by 18 March.	Communications and Engagement	January-21	June-21
S1.2.2 - Participate in Leisure Facility bench-marking with other Local Governments	Ongoing	This is an ongoing deliverable. The Leisure centres participate yearly.	Leisure Centres	July-17	June-22
S1.2.4 - Deliver the Leisure Facilities masterplan	Not Started		Leisure Centres	July-21	June-22

Strategic Outcome: S2 - An informed and knowledgeable community
Strategic Initiative: S2.1 - Improve digital literacy and learning

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S2.1.2 - Review the Digital Hub's Strategic Marketing Plan	Not Started		Digital Hub	July-21	June-22

Strategic Outcome: S2 - An informed and knowledgeable community
Strategic Initiative: S2.2 - Increase positive literacy and learning opportunities within the Town

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S2.2.2 - Develop a Literacy and Learning Strategy	In Progress	The Literacy and Learning Librarian role has been vacant since May 2020. During the December quarter, a new officer was selected to the position and is due to start work mid-late February 2021. 16/03/21 Library has completed background research in terms of discovery – background research / frameworks built off; alignment to state, national and or international approaches. Defined what approach we will take. Engaged with other service areas - predominately Community, Digital Hub, Healthy Community and Environmental Services to discuss collaborative approach's to service delivery. Reviewed and aligned where practicable to the State Library WA Vision 2025 and Framework for Strategic Action as well as Australian Public Library Alliance Standards and Guidelines for Australian Public Libraries December 2020 documents. Reviewed and incorporated where practicable to Library Operational Review 2018. Developed DRAFT report for review and consultation with Manager Community Monday 22 March 2021	Library Services	July-19	June-21

Strategic Outcome: S3 - An empowered community with a sense of pride, safety and belonging
Strategic Initiative: S3.1 - Promote equal opportunity, social justice and inclusion within the community.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S3.1.1 - Review and update the Disability Access & Inclusion Plan (Five year 2023/24 -2027/28)	In Progress	September 2020 Research Intern completing the a review of the Towns Ageing Well report to identify new trends related to seniors residing within the Town to provide the Town with recommendations on how they can better engage and support this cohort of the community. This review will inform the Town's Community leadership team of considerations need to be made when considering development of a Town wide Seniors Strategy which will inform the future planning and direction of the Town's Access and Inclusion portfolio.	Community Development	July-21	June-22
S3.1.3 - Review the Town's Homelessness Policy (21/22)	Not Started		Community Development	July-21	June-22

Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage
Strategic Initiative: S4.1 - Promote local art and culture within the community.

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S4.1.1 - Review the Town's Public Art Policy	Not Started		Community Development	July-21	June-22

Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage
Strategic Initiative: S4.2 - Preserve the tangible cultural heritage of the Town

Deliverable	Status	Progress comment	Responsible area	Start date	Due date
S4.2.1 - Review the Municipal Heritage Inventory	In Progress	Heritage consultant Stephen Carrick Architects have completed draft list. report prepared for consideration at February OCM.	Urban Planning	July-20	June-21
S4.2.2 - Prepare the Scheme Heritage List	In Progress	To be progressed once the LHS list is finalised	Urban Planning	July-20	June-21

TOWN OF VICTORIA PARK

WE'RE OPEN VIC PARK

Corporate Business Plan

Completed deliverables

Jan 2021 - Mar 2021

Corporate Business Plan deliverables

Completed in previous quarter

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

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL10.1.2 - Implement changes to the Local Government Act	Completed	Policies required from the Local Government Amendment Act 2019 have been developed and adopted by Council. Required registers have been added to the Town website.	Governance and Strategy	July-19	June-20	January-21

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

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL3.1.1 - Conduct internal training on Project Management and Delivery	Completed	P&C are currently investigating on line options for project management training from accredited providers. P&C has worked with PMO team to complete a matrix for delivering project management training. PMO managers to deliver internal lunchbox sessions throughout 2021	People and Culture	July-19	June-20	January-21

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

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL5.1.2 - Complete negotiations for the Enterprise Agreement	Completed	The EA 20 agreement has reached the final draft stage. The CEO has put hold on the next stage due to financial constraints on the 20/21 budget. The agreement is currently at the voting stage and a decision on whether the staff accept or reject the offer will be known on 13 November 2020. The agreement was voted on and supported by the staff. The agreement was them forwarded to Fair Work Australia for acceptance. The agreement was approved on the 23 December 2020. The nominal expiry date of the agreement is 30 June 2022.	People and Culture	July-19	June-21	January-21

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

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

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.4.3 - Review the Workforce Plan	Completed	the workforce plan 2020-2035 has been drafted and submitted to council for endorsement. It was returned to administration for additional work on the projected FTEs included as future estimated of workforce needs. The review is currently underway and the redrafted document expected to be completed for the December OCM. Endorsed by council at December 2020 OCI	People and Culture	July-19	June-20	January-21

Strategic Outcome: CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making
Strategic Initiative: CL8.5 - Ensure the effective and efficient delivery of services while meeting community needs

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
CL8.5.3 - Conduct a review of Communications and Engagement's operations	Completed	Project officer appointed 2 days a week to begin with kick off meeting 20 November. Internal review due for completion by 22 January. Interim report due mid December. Final Recommendations report due Feb 2021. Manager starting to review draft recommendations. Manager to present to C-Suite 7 April Manager to develop closure report and planner for 3 years.	Communications and Engagement	July-20	June-21	March-21

Strategic Outcome: EN2 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around
Strategic Initiative: EN2.1 - Create better and more accessible road networks within the Town

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN2.1.1 - Review Local Area Traffic Management Plans - Various	Completed	Update - January 2021 - As part of the development of area wide Place Plans for the Town previous documentation and literature relating to LATM plans have been reviewed and relevant projects listed for future works.	Street Improvement	July-17	June-22	January-21

Strategic Outcome: EN3 - A place with sustainable, safe and convenient transport options for everyone
Strategic Initiative: EN3.1 - Create better options for active transport

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN3.1.1 - Develop a joint Bike Plan	Completed	Update - January 2021 - Joint Town of Victoria Park/City of South Perth Bike Plan was adopted by Council in July 2018. Technical staff progressing nominated priority projects.	Street Improvement	July-17	June-18	January-21

Strategic Outcome: EN4 - A clean place where everyone knows the value of waste, water and energy
Strategic Initiative: EN4.2 - Reduce the amount of waste directed to landfill

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
EN4.2.5 - Investigate a refund or donation point to support the Container Deposit Scheme	Completed	Operations attended a number of meetings offered by WARR and WALGA on the CDS Met Darryl (Dazz) from The Recycling Hub in October at the depot with John W. Meeting Darryl (Dazz) on the 09/01 with Frank S. and Ben K. to listen to his options. CDS CDG 1 year sunset clause with Laura for comment. Contacted neighbouring Councils (Perth, Canning, Belmont and South Perth) what infrastructure available for CDS for the public.	Waste Services	July-19	June-20	January-21

Strategic Outcome: S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage
Strategic Initiative: S4.1 - Promote local art and culture within the community.

Deliverable Name	Deliverable Status	Latest Comment	Responsible Area	Start Date	Due Date	Completed Date
S4.1.2 - Develop an Arts and Cultural Plan	**Completed**	September 2020 Public comment closed. revisions completed. Report to be presented to the November OCM for endorsement. December 2020 Arts and Culture Plan was endorsed at December OCM.	Community Development	July-20	June-21	January-21


Count (Corporate Deliverable Name)
7.5
5
2.5
0
Completed
Current Corporate Deliverable Status

TOWN OF VICTORIA PARK

WE'RE OPEN VIC PARK

Disability Access Inclusion Plan

Quarterly progress report

Jan 2021 - Mar 2021

Quarterly progress report

Disability Access Inclusion Plan
DAIP 1. Same opportunities to access Services and Events

Action	Current quarter progress
1.1 - The DAIP is recognised as the responsibility of Elected Members and Staff and is linked to other Town plans and processes	DAIP is available to all Elected Members and staff. The DAIP is referred to and considered in long and short strategic plans. All strategies and outcomes are checked regularly to monitor accomplishments and make changes where possible. Inclusion Officer is currently meeting with all key staff internally to plan annual targets.
1.2 - Ensure the agents and contractors of the Town comply with the DAIP requirements	DAIP requirements are part of the induction process for all agents and contractors at the Town.
1.3 - Ensure that all events organised by the Town are planned and delivered in accordance with the Disability Services Commission's (DSC's) 'Creating Accessible Events Checklist'	For external events, DAIP information and requirements are readily available when using Town parks and public spaces. All staff use and have access to a Creating Accessible Events checklist.
1.4 - Collaborate with key stakeholders to identify and facilitate accessible and inclusive services, programs and events	The Town in partnership with the Victoria Park Centre for the Arts delivered a High Tea to celebrate International Women's Day to acknowledge achievements of women with the theme this year being "choose to challenge". This event had great speakers and entertainers from all walks of life and multicultural backgrounds.
1.5 - Review and promote information on Town services that are available for people with disability	The Town has created an internal working group to give advice regarding W3C and incarnates Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.
1.6 - Local Community Engagement Plan to increase the awareness of the needs of people with disability to participate in and contribute to community groups activities and programs	Town officers have encouraged the Access and Inclusion Advisory group to participate in Vic Vision including the survey as well as planning a workshop in a box session for the group.

Disability Access Inclusion Plan
DAIP 2. Same opportunities to access Buildings and Facilities

Action	Current quarter progress
2.1 - Engage Access Consultants and consult with the local disability network in the initial stage and at touch points of projects of significance to people with disability. This includes building and facilities, new development plans, proposals, schemes, redevelopments and fit outs	The Access and Inclusion Advisory Group had their second meeting 08 February 2021. Town officers are currently organising a special meeting for Access and Inclusion Advisory group members to participate in a VicVision workshop/survey.
2.2 - Conduct access audits on Town buildings, facilities, parks, streetscape, signage, pedestrian pathways, crossings, traffic flow, parking and public transport facilities and translate works into Annual Implementation Plans	ACROD bay parking audits are completed every five years, which maps out renewals/upgrades or development of new ACROD bays.
2.3 - Advocate and work in partnership with key stakeholders and local government authorities to improve buildings, facilities and management systems with respect to access and inclusion	Inclusion Officer is currently meeting with all key staff internally who work in the building space to unsure all relevant standards are being met including Disability Discrimination Act 1992 (DDA), Building Code of Australia (BCA), Disability (Access to Premises — Buildings) Standards 2010 (Premises Standard), Australian Standards - AS1428.1, AS1428.2, AS1428.3,

Action	Current quarter progress
	AS1428.4, Disability Standards 2010, and National Construction Code (NCC) (BCA 2019) Volume 1, Disability Discrimination Act 1992.
2.4 - Local Business Engagement Plan to increase the awareness of the accessible features and inclusive practices in the built environment	Inclusion Officer currently working with communications and assets teams.

Disability Access Inclusion Plan
DAIP 3. Information in a format that is readily accessible as other people

Action	Current quarter progress
3.1 - Ensure the Town's Corporate Style Guide and External Signage Style Guide comply with DSC's 'Accessible Information Checklist' and incorporates alternative languages where appropriate	Inclusion Officer currently working with communications and assets teams.
3.2 - Ensure the Town's website complies with to W3C and incorporates Web Content Accessibility Guidelines (WCAG) 2.0 Level AA	Currently meets standard however the Town is working on developing a new website that will suite all individuals catering all disabilities.
3.3 - The Town's Social Media Policy and processes embrace inclusive and accessible standards	
3.4 - The Town's information technology systems, programs and hardware comply with current standards	Inclusion Officer is part of the project team for reviewing the Town's current website.
3.5 - Information on key stakeholders specific to disability, access and inclusion is maintained	Inclusion Officer plans to re-establish internal working group that inputs towards the DAIP and everything regarding inclusion.
3.6 - Share information with community groups and businesses to improve their capacity to engage with people with disability	Exploring ways to celebrate recognition days such as Internal Day of People with Disability and International Women's Day at the Town that incorporate Access and Inclusion.

Disability Access Inclusion Plan
DAIP 4. Same level of Quality of Services as other people

Action	Current quarter progress
4.1 - The Town's Induction Process is compulsory and references the DAIP. The Town will ensure that relevant staff have the appropriate level of awareness, skills and training to provide a high level of service to people with disability	New employee inductions at the Town include details and references to the DAIP. Inclusion Officer is working with the HR team to have additional DAIP induction for new staff and refreshers for staff in current positions. Additional Disability Awareness Training for all staff is planned for this year.
4.2 - The Town maintains a Customer Service Feedback process that is reported on annually	When complaints and feedback are received, the Town generates a survey for customers to complete to gain a better understand of the related issue.
4.3 - The Town will encourage and promote the availability of telephone and face to face contact in all matters	Telephone and face to face contact is offered as part of the complaint and feedback process.

Action	Current quarter progress
4.4 - Customer service and reception facilities are maintained to universal design standards	Town Officers have worked with VisAbility to make adjustments to the sign in areas at the Town's Administration building to be more accessible for people with diverse disability. Town officers are currently exploring the purchasing of additional suitable equipment.
4.5 - The Town's Emergency Evacuation Policy and Procedures incorporate the needs of people with disability and is adapted to be effective during renovations and refits to Town buildings	The Town's current policy meets standards. Occupational Health and Safety and Inclusion Officer currently working on any additions that may be suggested or required.

Disability Access Inclusion Plan
DAIP 5. Opportunities to make complaints

Action	Current quarter progress
5.1 - The Complaints Policy and Process is available in flexible and alternative formats	Updated complaints and feedback process provide flexible options and alternative formats.
5.2 - Improve the community awareness about the Town's complaints and feedback procedures particularly to people with disability, their carers and families	Alternative formats of public participation readily available at request according to the persons' needs.

Disability Access Inclusion Plan
DAIP 6. Same opportunities and other people for Public Consultation

Action	Current quarter progress
6.1 - Community Engagement Strategy incorporates the DSC's 'Public Participation Checklist' to provide opportunity for people with disability actively contribute to the Town's public consultations	Alternative formats of public participation are readily available at request according to the persons' needs.
6.2 - Develop and maintain a Disability Network comprising of disability service providers and people with disability to consult with on community developments and Town activities	A list of local disability providers and Disability Employment Services have been compiled for consultation and Town activities.
6.3 - Develop an annual forum for a Disability Network to consider access and inclusion issues within the Town and inform Annual Implementation Plans	The Access and Inclusion Advisory group meets quarterly with the opportunity to consider access and inclusion issues as well as other significant Town projects and plans.

Disability Access Inclusion Plan
DAIP 7. Same opportunity as other people to obtain and maintain Employment

Action	Current quarter progress
7.1 - Promote the Town as an Equal Opportunity Employer	C-Suite has endorsed the workforce plan strategy targets, which includes disability employment target of 5%. Additional Disability Awareness Training for internal staff to be completed in next quarter.
7.2 - The Town's Employment Policy and Procedures incorporates processes that instil confidence of people with a disability to seek and secure employment with the Town	Equal Employment and Management Practice are up to date. A list of local disability service providers has been compiled to send job vacancies from the Town to encourage people with disability to apply.

Action	Current quarter progress
7.3 - The Town will work in partnership with disability employment services providers and institutional bodies to develop processes that create pathways to meaningful employment for people with disability	Town officers currently working with Disability Employment Providers to create traineeship programs for people with disabilities.
7.4 - The Town will conduct an annual staff survey that captures experiences of all employees and include information around access and inclusion	HR and Community Development to work together and have survey out to all staff by April 2021.
7.5 - Local Business Engagement Plan to increase the awareness of the benefits of employing people with disability	Town officers currently consulting local Disability Employment Service providers and Access and Inclusion Advisory Group members to give specialist advice on disability employment increment and plan. Town officers currently exploring to have Disability Awareness Training/workshops available to local businesses.

TOWN OF VICTORIA PARK

WE'RE OPEN VIC PARK

Reconciliation Action Plan

Quarterly progress report

Jan 2021 - Mar 2021

Quarterly progress report

Reconciliation Action Plan
RAP 1. Relationships

Action	Current quarter progress
1.1 - Evaluate the Town's Aboriginal Engagement Advisory Strategy	
1.2 - Ensure Aboriginal and Torres Strait Islander consultation for the Evolve project	Action to be addressed in new Vic Vision project for the development of the Town's Strategic Community Plan.
1.3 - Participate in and celebrate National Reconciliation Week (NRW)	Planning underway for NRW 2021.
1.4 - Establish a RAP working group	Internal working group establishment delayed due to vacancy.
1.5 - Build internal and external relationships	Meeting held with City of Fremantle in March 2021 to discuss Australia Day / Change the Date initiatives.
1.6 - Raise awareness of our RAP	Town Officers liaising with Reconciliation WA on the status and future planning for the Town's RAP. New internal templates created to assist reporting on progress of the RAP.
1.7 - Develop and continue Aboriginal and Torres Strait Islander partnerships in the Town	The third Mindeera Advisory Group was held on 10 February 2021.

Reconciliation Action Plan
RAP 2. Respect

Action	Current quarter progress
2.1 - Consider and review 26 January as day of celebration	Item was discussed at the 10 February 2021 Mindeera Advisory Group meeting. Town officers met with City of Fremantle staff to learn from their experiences. Cultural Awareness training has been booked for Elected Members for mid-April. Advisory group are scheduled to present at the April Concept Forum.
2.2 - Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	Welcome to Country / Acknowledgement of Country undertaken for all events, external and internal meetings.
2.3 - Celebrate and recognise Aboriginal and Torres Strait Islander Cultures	Welcome to Country / Acknowledgement of Country undertaken for all events, external and internal meetings.
2.4 - Participate in Celebrate NAIDOC Week	Planning for NAIDOC week 2021 has begun.
2.5 - Aboriginal and Torres Strait Islander signage and display	Naming for Lathlain 2x has been approved by Landgate. Planning has commenced for launching the naming of this park. An internal work practice to guide Town officers in naming any significant landmark using Noongar language is still in a draft form until the new Reconciliation officer starts at the Town.

Action	Current quarter progress
2.6 - Investigate Aboriginal and Torres Strait Islander cultural learning and development	Cultural awareness training is booked for Elected Members for mid-April 2021.
2.7 - Ensure that all documents of the Town are inclusive and consider and reflect Aboriginal and Torres Strait Islander people	Town officers are still exploring the inclusion of additional culturally and historically appropriate items to be included as part of the citizenship ceremonies. This will be explored further when the new officer starts at the Town.
2.8 - Raise awareness of Aboriginal and Torres Strait Islander people within our Town	Welcome to Country are performed at significant Town events. Internal Town meetings open with an Acknowledgement of Country. ANZAC Day ceremony 2021 planned to include Welcome to Country from a local Aboriginal female as part of the proceedings.
2.9 - Enhance community understanding of Aboriginal and Torres Strait Islander people within our Town	Mindeera Advisory Group requested to provide feedback on the Town's draft Local Heritage Survey.

Reconciliation Action Plan
RAP 3. Opportunities

Action	Current quarter progress
3.1 - Engage with the West Coast Eagles to ensure Aboriginal and Torres Strait Islander people are included in community initiatives	Town officers are working with WCE and Wirrapanda Foundation on their deliverables within the Community Benefits Strategy as well as additional community initiatives for NAIDOC week and Reconciliation Week.
3.2 - Investigate Aboriginal and Torres Strait Islander Walking Trail in Victoria Park	Walking tour is planned as part of Art Season in April 2021. Future investigations to continue the potential of a walking tour as part of the Town's My Tours Walking app.
3.3 - Investigate Aboriginal and Torres Strait Islander supplier diversity	Template to assist with recording has been developed.
3.4 - Develop Aboriginal and Torres Strait Islander employment opportunities	Community Development Officer - Reconciliation recruitment process is currently underway. The Town currently have an intern for the next 12 months through the Public Sector Commission Indigenous Trainee Program. C-Suite has endorsed the workforce plan strategy targets, which includes Aboriginal employment targets.
3.5 - Conduct Aboriginal and Torres Strait Islander youth projects	Wirrapanda Foundation continues to deliver programs as part of the Community Benefits Strategy. Additional youth projects are being explored as part of NAIDOC week 2021.
3.6 - Liaise with the Australian Indigenous Mentoring Experience (AIME) to facilitate provision of educational support for Aboriginal and Torres Strait Islanders	

Reconciliation Action Plan
RAP 4. Tracking and Progress

Action	Current quarter progress
4.1 - Review and refresh Reflect RAP	Town officers liaising with Reconciliation WA on the status and future planning for the Town's RAP.
4.2 - Build support for the Innovate RAP	

Urban Forest Strategy
Quarterly Reporting Table

April 2021

25 YEARS OF LOVING VIC PARK

TOWN OF VICTORIA PARK

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
STRATEGIC OUTCOME 1: Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by Council.			
1A	*The Town, together with the community, develop, resource, and implement a mass tree planting plan [program] to achieve 20% tree canopy cover.*	Year 2, Ongoing	**Vic Park Leafy Streets** Leafy Streets planting site identification was completed with Urban Forest Officers (UFO's) focusing on neighborhood connector streets. Approximately 1500 locations have been identified for Street tree planting in verges across the Town. This quantity will be a huge effort and is likely to represent our maximum capacity for street tree planting in a single season. In addition to the Leafy Streets Program a number of tree planting opportunities have been identified in projects that are in detailed planning or construction tendering stages such as Canning Link project, Kent Street Verge Tech Park, Houghton Reserve Eco Zoning, Alday Reserve Eco Zoning and projects within the Vic Park Green Basins program.
1B	*Plan and implement greening initiatives on Albany Highway.*	Year 1, Year 2	**Albany Hwy Path trees project (Park Centre)** Construction was completed on the 10 new trees installed within the footpath adjacent the Park Centre on Albany Hwy. This project includes the Town's first use of permeable paving allowing water to run through the paving into a specially designed root zone. This root zone is designed to provide sufficient compaction to the path above while leaving the deeper soil uncompacted and suitable for root growth. The ability for surface water to drain into the root zone will improve water quality and provide passive irrigation to the tree. These trees have made an instant impact on this harsh, hot portion of the Albany Hwy Strip.

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
1C	*Establish a policy to protect existing trees on public land and help new trees to reach maturity.* *Explore mechanisms including:* *a. Effective street tree bonds,* *b. Tree Impact Assessments, and* *c. Appropriate penalties for tree removal or vandalism.*	Year 1	Action completed with the adoption of Policy 255 Tree Management.
1D	*Incorporate tree protection and maximise planting in all projects on public land, especially Town-owned parks, verges and open spaces. At the onset of any proposal for significant public works, conduct and publish a benchmarked Tree Impact Assessment of proposed design, engineering plans or changes.*	Ongoing	Not progressed this quarter.
1E	*Where possible, include trees in the delivery of road infrastructure, including median strips and traffic calming devices.*	Ongoing	Not progressed this quarter.
1F	*Develop and implement a sumps vegetation program including sedges, and collaborate with local community groups, State Government agencies, SERCUL, and other stakeholders.*	Ongoing	Planning has continued for 2021 sites that include: 91 Planet Street – Carlisle, 76 Planet Street – Carlisle, 30 Satellite Terrace – Carlisle, 6 Paltridge Street – Carlisle, 76 Canterbury Terrace – East Victoria Park and 22 Gallipoli Street – Lathlain. An on site meeting with surrounding residents occurred at 76 Canterbury Terrace East Victoria Park with Town officers. Discussion was held around the realistic opportunities available to the area at the front of the sump. General consensus regarding the design direction was easily reached with the surrounding residents verbally supporting the design ideas presented.

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
1G	*Promote relevant changes to local and state planning rules to require open space, setbacks, deep soil zones and canopy trees on private property, particularly for 'battle-axed' blocks and new residential and multi-use development sites.*	Ongoing	This action is completed with the adoption of policy 101 Tree Planting and Retention.
1H	*Encourage voluntary compliance with a benchmarked Tree Impact Assessment scheme for new developments, and reward good practice.*	Year 4 Year 5	Not commenced. This action will be progressed in year 4 and 5.
1I	*Engage an arborist to provide recommendations to update and expand nominations to the Town's Significant Tree Register. In conjunction to this, strengthen the status of the Town's Significant Tree Register to have statutory weight under the Town's Local Planning Scheme, and investigate and establish effective penalties to deter the illegal removal of registered significant trees.*	Year 3 Year 4	Not commenced. This action will be progressed in year 3 and 4.
1J	*Investigate and trial an incentives program to retain trees on private land.* *Explore mechanisms including:* *a. differential Council rates based on tree canopy, green infrastructure and land use, and* *b. funding to assist landowners to maintain registered significant trees*	Year 4 Year 5	Not commenced. This action will be progressed in year 4 and 5.
1K	*Strengthen and enforce the Town's local planning policy to require best practice tree planting and landscaping in non-residential car parks.*	Year 1	Not commenced. This action will be progressed in the year 2.

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
1L	*Foster community-based solutions, such as tree giveaways, the Adopt-A-Verge program, community planting days and community gardens.*	Ongoing	**Urban Forest at Home** Planning for the second year of the Urban Forest at Home program is underway with stock being secured and booking web pages created. The program will open for orders at 9am on the **23rd of April** and will close on the **21st of May.** The collection event is scheduled for the **29th of May** and will be held at the Town depot. **Community Planting Events** Two large scale community planting events are planned for the coming planting season. On **Sunday 4th of July at Kent Street Verge Technology Park** an event will be held and the community will be asked to help revegetate the denuded verge area. This site is adjacent the Jirdarup Bushland precinct and will help contribute to ecological corridor creation. On **Sunday 1st of August at Houghton Reserve** in St James a community planting event will take place with the community helping to convert the corners of the park from turf to shrub and tree vegetation creating an "eco-zone" and habitat for local wildlife.
1M	*Maintain a Town register of net gains and losses (through LiDAR data capture, analysis and report), to be published in conjunction with bi-annual mapping data.*	Year 1	The Town has received the mapping data from Arbor Carbon from the aerial analysis conducted during a flight on the 22nd of December 2020. This data contains detailed canopy cover analysis, thermal mapping and vegetation condition analysis overlaid on high resolution aerial imagery. This has provided a detailed picture on micro climates and "hot spots" across Town as well as canopy cover. The Urban Forest team is working with the Town's GIS team to have this information included in our Intramaps system and publicly available to view. The final report which provides key figures and data interpretations is due by early April.

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
1N	*Investigate a new policy to assign a minimum tree canopy loading per dwelling for all new developments in the Town, whether large or small, on public or private land. A benchmark of 49m2 of tree canopy per dwelling is recommended as the minimum standard. Investigate ways to provide tree canopy including:* *a. supplied on the development itself,* *b. through retention of mature trees or new plantings onsite or* *c. in other locations within the Town.*	Year 3 Year 4	Similar to action 1G. Action complete.
1O	*Establish and promote a Memorial Tree Planting Program*	Year 1 Year 2	Action complete with integration into adopted Policy 111 Commemorative Recognition.
STRATEGIC OUTCOME 2: Maximise community involvement and collaboration in its implementation.			
2A	*Map out community groups and other parties interested in being involved in urban forest initiatives.*	Year 1	This is an ongoing action that is continually progressed.
2B	*Consult and collaborate with community groups, private landowners, businesses and other stakeholders (local, national and global) to deliver innovative urban forest solutions.*	Ongoing	4 Urban Forest project proposals were received this quarter from members of the community.

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
2C	*Create community capacity (training and funding) by partnering with key community stakeholders to plan, plant, maintain and record the implementation of the Urban Forest Strategy.* *This can be largely achieved through the Town of Victoria Park promoting community education, and planting and maintaining tree programs.*	Ongoing	The Terms of Reference for the new 2021 UFS Implementation Working Group were collaboratively derived and then endorsed by council at the March OCM. The group has continued its monthly meeting schedule without missing a month in the transition from the previous to the new group with its new composition and governance requirements.
2D	*Work with Whadjuk Noongar traditional owners and Aboriginal people to develop community programs that increase knowledge about the cultural significance of landscapes, flora and fauna in the Town.*	Ongoing	The fifth Boorn Stories video was released this quarter featuring Nyoongar elder Neville Collard. This video captured Neville's personal perspective of the significance of the local natural landscape.

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
2E	*Conduct a strong public information campaign to promote the Urban Forest Strategy and encourage community participation.*	Ongoing	The Towns Urban Forest education campaign successfully raised the profile of the Urban Forest and collaborative approach. Key highlights: • The Town was recognised as a Tree City of the World for 2021. The associated media releases attracted a large amount of publicity and was featured in the Southern Gazette, Perth Now, 6PR and The West Live. The aim of the application for this recognition is to raise awareness of the efforts of the Town and community and to instill a sense of pride across the community in its Urban Forest. This further emphasizes the significance of the current commitments of the Town and gives a global perspective to local urban forest actions. • Long time Vic Park resident, Helen, shared a tree story capturing her delight in the new street tree planted adjacent her home during 2020's Leafy Streets program. This story continued the personal, people focused approach to the public information campaign utilised in the implementation of this action. • Tree Tags have been created for adding to new street tree plantings and to some special existing trees across town during the 2021 planting season. These tree tags will help convey important role of trees in healthy urban environments. • An interactive map has been created highlighting the main urban forest projects planned for the 2021 Planting Season. This is found on the restructured urban forest micro-page under the title "2021 Urban Forest Projects".
2F	*Join with other local governments and government agencies to deliver programs and strategies that support the Urban Forest Strategy.*	Ongoing	Action not progressed this quarter.
2G	*Through the Western Australian Local Government Association (WALGA) lobby the Department of Planning, Lands and Heritage (DPLH) to fully fund the ongoing (annual) capture and processing of canopy mapping.*	Ongoing	Action complete with securing of funding for 2020 and 2022.

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
2H	*Investigate establishing an Environmental Resource Centre within the Jirdarup Bushland Precinct as a public information and action hub for urban ecology.*	Year 3	The Concept Planning project for the Kent Street Sandpit commenced this quarter and community and Town engagement sessions have been completed. This project aims to have the concept plan complete in the next quarter.
2I	*Implement an annual Urban Forest grant funding program to assist local community groups in delivering initiatives which contribute to enhancing the Town of Victoria Park's urban forest.*	Ongoing	The second annual Urban Forest Grant program closed this quarter. 5 applications were received with a total requested funding of $36,708. The assessment panel's recommendation for funding is going to the April OCM for endorsement along with the Arts and Sports grants.
STRATEGIC OUTCOME 3: Increase tree diversity, whilst favoring local endemic and West Australian species that also support wildlife.			
3A	*Secure a reliable supply of high quality local endemic and West Australian plant stock.*	Ongoing	Not progressed this quarter.
3B	*Revise the 'Town's Verge and Tree Planting Guidelines' to enhance diversity*	Year 3	Not commenced. This action will be progressed in the Year 3.
3C	*Establish an eco-zoning planting program in public parks and other planted areas to encourage healthy ecosystems.* *This can be largely achieved through the Town of Victoria Park promoting community education, and planting and maintaining tree programs.*	Ongoing	Site preparation has begun at Alday Reserve, Houghton Reserve and Kent Street Tech Park Verge in preparation for eco-zone planting activities to occur during Planting Season 2021.
STRATEGIC OUTCOME 4: Maintain high standard of vegetation health			

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
4A	*Select good stock and species that are resilient to the effects of climate change.*	Ongoing	Not progressed this quarter.
4B	*Continue with dieback treatment trials.*	Ongoing	Not progressed this quarter.
4C	*Provide advice and support to private land owners and caretakers regarding vegetation health.*	Year 5	Not progressed this quarter.
4D	*Conduct targeted arborist checks annually in problem areas on public land (as identified by GIS mapping) and Town-wide checks for trees on public land every three years.*	Year 1 Year 3 Year 5	Part of this action is complete with the engagement of consultant arborist for annual assessment of street trees and bi annual assessment of park trees. Following the recommendations of the arborist report on the management of the Oak trees on Colombo Street deep watering and wetting agent application has been conducted on each tree. Further management techniques will be implemented next quarter.
4E	*Establish a citizen science program to assist the Town with on-ground data collection and provide training in detecting common pathogens (such as the Asian woolly hackberry aphid and white cedar moth) and prevent their spread.*	Ongoing	Not commenced. This action will be progressed in Year 2.
STRATEGIC OUTCOME 5: Improve soil and water quality			
5A	*Review storm water infrastructure capability to benchmark and maintain or improve soil and water quality.*	Ongoing	Not progressed this quarter.

Urban Forest Strategy – Quarterly Reporting Table – April 2021			
	Action	**Timeframe**	**Action Progress**
5B	*Install alternative or temporary watering systems (for example, portable water tanks) in suitable locations.*	Ongoing	Community watering activities have continued this quarter helping recent plantings survive this hot portion of the year. These activities are enabled by town installed and filled water tanks at George st reserve, Kensington bushland, Charles Patterson reserve and 91 Plant Street sump.
5C	*Minimise spread of dieback through the soil, in line with the Town's Dieback Management Procedures and Protocols.*	Year 5	Not commenced. This action will be progressed in the Year 5.
STRATEGIC OUTCOME 6: Improve urban ecosystems.			
6A	*Update the Town's Remnant Vegetation Management Plan.*	Year 1	Not commenced. This action will be progressed in Year 2.
6B	*Develop a rehabilitation and revegetation plan for all areas to be planted.*	Ongoing	Contract watering and weeding has been ongoing this quarter at Urban Ecosystem Sites to help the plantings survive their first summer.
6C	*Expand bird nesting box trial and set up new habitat support trials for micro-bat boxes and insect hotels.*	Year 2	Not commenced. This action will be progressed in Year 2.
6D	*In collaboration with relevant research agencies and local stakeholders, review the Town's Environment Plan to incorporate utilising the ecosystem services of trees to address environmental problems such as urban heat island effect. Urban Ecology and Biodiversity outcomes will be considered in conjunction with addressing environmental problems.*	Year 1 Year 2	Not progressed this quarter
6E	*Investigate a biophilic design trial, to inform and promote best practice developments in the Town.* *Explore trialling:* *a. Roof top gardens* *b. Green walls* *c. Planter boxes* *d. Parklets*	Year 3 Year 4 Year 5	Not commenced. This action will be progressed in the Year 3, 4 and 5.

Economic Development Strategy

Quarterly Reporting Table

April 2021



TOWN OF VICTORIA PARK

	Action	Action progress
Pathway 1: Leadership		
1.4	Develop a Partnering Framework to identify and promote all opportunities for partnering with the Town and the conditions under which the Town would support a partnership.	The Business Advisory Group held its second meeting on 10 March 2021.
Pathway 2: Identity		
2.1	Support actions within the Tourism Western Australia, Tourism Action Plan focusing on target audiences that have a high propensity to visit Western Australia and align with the competitive strengths of the Town.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Two joint blogs were released with paid promotions over the quarter- one promoting the best spots to spend family time outdoors and one promoting Lunar New Year celebrations. The Town's tourist map, *Explore More Vic Park*, launched on March 25, with a promotional video and free screening event at Movies by Burswood. An online presence of the map has been created, and promotion of the Town's places and attractions to key stakeholders will be ongoing.
2.2	Develop an understanding of the investment attraction process and translate it to the high value precincts and sectors.	Another Business News article was published in February and sent to all email subscribers promoting Invest Vic Park and investment opportunities in the Town.
Pathway 3: Local to Global Connections		
3.3	Strengthen the Town's image as a smart and innovative place through all relevant promotion and destination branding channels including Tourism Western Australia.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Two joint blogs were released with paid promotions over the quarter- one promoting the best spots to spend family time outdoors and one promoting Lunar New Year celebrations. The Town's tourist map, *Explore More Vic Park*, launched on March 25, with a promotional video and free screening event at Movies by Burswood. An online presence of the map has been created, and promotion of the Town's places and attractions to key stakeholders will be ongoing. Place Leaders have been handing out business packs to businesses in their places, promoting how the Town can support the local business community.

		Work is underway on the 2021 Vic Park Business Awards, with the nomination and application process having been completed, and planning well underway for the Awards ceremony.
Pathway 4: Smart Town - Digital Innovation		
4.1	Develop partnering frameworks that create opportunities for stakeholders to partner effectively and efficiently with the Town across a range of smart and innovative initiatives.	The Business Advisory Group held its second meeting on 10 March 2021. The Burswood Peninsula Alliance continue to meet monthly, with the Steering Group having its quarterly meeting on 25 February 2020. The South East Corridor Economic Development representatives continue to meet regularly about innovative projects that can be delivered across local government borders.
4.2	Seed the creation of a digitally connected innovation district in the Burswood Peninsula and Causeway Precinct to attract businesses and industries working in the digital economy and creative industries.	The Town has completed it's Wayfinding Plan for the Burswood Peninsula, which outlines where digital wayfinding might be used.
4.3	Enable strategic interaction with start-ups, entrepreneurs and innovators to leverage and participate in entrepreneurial thinking within Council.	The Localised platform grew its membership to 67 business listings, with businesses posting a range of articles and noticeboard posts. The Town ran a *Vic Park Biz Showcase* on 30 March, which provided the chance for businesses to hear how the Town can support them, what opportunities they could get involved in, as well as a chance to meet Town staff and network with one another. Through the awarding of seven *Restart Vic Park* Economic Development grants, businesses within the Town are able to deliver innovative projects and engage other local businesses to take part. Work on these projects has begun. Work is underway on the 2021 Vic Park Business Awards, with the nomination and application process having been completed, and planning well underway for the Awards ceremony.
4.5	Actively develop the regional innovation ecosystem's capacity to nurture businesses, artists, creatives and innovators and generate economic growth in key industry sectors.	The *Restart Vic Park* Economic Development grants have been awarded and businesses are beginning the delivery of their projects. Applications for Small Business Resilience Grants continue to come in, with 19 grant applications received and eight awarded, seven declined, and several still being processed.

4.7	Prepare a Place Performance Measurement Manual to identify the key data that should be collected (including by new technologies) to improve decision making.	Economic data continues to be be collected by the Covid-19 Action Taskforce and reported to the Covid-19 Response Working Group, including transaction data, parking data and pedestrian counter data.
Pathway 5: Creating an Enabling Business Environment		
5.3	Initiate an integrated place-based approach across the organisation to achieve outcomes for the Town's significant precincts.	Work continues to be progressed on a number of projects across the organisation in a place focused way to deliver high quality outcomes in the Town's neighbourhoods. Projects underway include (but are not limited too): • Edward Millen House Masterplan and Heritage Re-Adaption • Burswood Station East Scheme Amendment, supporting Local Planning Policy and Public Realm Upgrades • Local Planning Strategy and Place Specific Planning Framework Updates • GO Edwards Park Upgrade • MacMillan Precinct Masterplan • Archer and Mint Street Streetscape Improvement Plan • Integrated Movement Networks Strategy
5.4	Remove unnecessary regulatory barriers, simplify application processes and actively promote improvements to the local business community.	The *Restart Vic Park* Economic Development grants have been awarded and businesses are beginning the delivery of their projects. Applications for Small Business Resilience Grants continue to come it with 19 grant applications received and eight awarded, seven declined, and several still being processed. There are currently 224 mobile food vendors using the Simplified Trading Partnership Permit, which is the collaborative red tape reduction initiative between Cities of Canning and Gosnells and the Town.
5.5	Engage with the Western Australian and federal government agencies to leverage grants and assistance and training programs.	The Town is currently working with Business Station to deliver a number of *Women in Small Business* workshops.
5.6	Support and build networks of information and ideas sharing between public sector, research organisations and the private sector. • Convene an annual program of events to connect firms with each other and the broader community. • Work with start-ups to link them with industry and research networks to assist commercialisation and funding. • Link knowledge based firms to innovation, training, master classes and mentoring programs.	The business events and training calendar continues to promote upcoming training and events for local businesses, as does the Localised events calendar. Where appropriate, the Vic Park Biz News e-newsletter also promotes opportunities available to local businesses. The Town ran a *Vic Park Biz Showcase* on 30 March, which provided the chance for businesses to hear how the Town can support them, what opportunities they could get involved in, as well as a chance to meet Town staff and network with one another.

		Work is underway on the 2021 Vic Park Business Awards, with the nomination and application process having been completed, and planning well underway for the Awards ceremony. The Town is currently working with Business Station to deliver a number of *Women in Small Business* workshops.
5.8	Develop an ongoing business engagement program for broader business consultations throughout the sector.	The Localised platform grew its membership to 67 business listings, with businesses posting a range of articles and noticeboard posts. The Business Advisory Group held its second meeting on 10 March 2021, and work continues on engaging them to provide strategic advice on key projects.
Pathway 7: High Value Sectors		
Tourism, sports, leisure and events		
7.1	Promote and position the Town as Perth's and WA's sports and events capital.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Two joint blogs were released with paid promotions over the quarter- one promoting the best spots to spend family time outdoors and one promoting Lunar New Year celebrations. The Town's tourist map, *Explore More Vic Park*, launched on March 25, with a promotional video and free screening event at Movies by Burswood. An online presence of the map has been created, and promotion of the Town's places and attractions to key stakeholders will be ongoing.
7.2	Investigate an events and tourism governance model with the aim of improving coordination across the stakeholders (particularly Tourism WA) with regards to marketing, visitor servicing and product development.	The Inner Perth Marketing Collective continues to meet regularly, holding a meeting in the last quarter to discuss upcoming collaborative campaigns. The Operations Project Control Group as part of the Burswood Peninsula Alliance continues to meet monthly to discuss upcoming events and promotional opportunities.
7.5	Profile a major events calendar as a key economic and visitation stimulator highlighting the broad events program to a state and national level. Including: • Focus on the Towns major visitation event attraction on participatory sports such as AFL games, national and state	The Town continues to support community and civic events and celebrations. Town run events and sponsored events that have happened in the last quarter include: • Twilight Trios concerts • Lathlain sunset celebration

	championships and mass participation that extend over multiple days. • A targeted events program to maximise the use of 'riverside precincts' including exhibitions, music shows, lifestyle and arts events. • Continue to support community and civic events and celebrations as part of the overall events program via grant programs, sponsorship, and Town-run events. These include: Australia Day, Carols by Candlelight, outdoor movie festivals, Anzac Day.	• Movies by Burswood season • Vic Park Health Expo • Burswood Peninsula Community Fiesta Arts Season is running during April 2021.
Retail and Hospitality		
7.11	Explore and promote programs, including workshops and webinars, to help businesses integrate technology into the retail and hospitality offering.	The business events and training calendar continues to promote upcoming training and events for local businesses, as does the Localised platform. Where appropriate, the *Vic Park Biz News* e-newsletter also promotes opportunities available to local businesses.
7.12	Collaborate with businesses to introduce Wi-Fi hotspots and identify opportunities to promote specific offers through digital avenues.	The Localised platform grew its membership to 67 business listings, with businesses posting a range of articles and noticeboard posts.
7.13	Promote business development programs (Ausindustry) and engagement with the Small Business Mentoring Service through the Small Business Development Corporation.	The business events and training calendar continues to promote upcoming training and events for local businesses, as does the Localised platform. Where appropriate, the *Vic Park Biz News* e-newsletter also promotes opportunities available to local businesses.
7.14	Support Town marketing campaigns and business initiatives to incorporate and promote the retail and hospitality offer across all precincts.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Two joint blogs were released with paid promotions over the quarter- one promoting the best spots to spend family time outdoors and one promoting Lunar New Year celebrations. The Town's tourist map, *Explore More Vic Park*, launched on March 25, with a promotional video and free screening event at Movies by Burswood. An online presence of the map has been created, and promotion of the Town's places and attractions to key stakeholders will be ongoing.
7.15	Through Tourism Western Australia, promote the Town in key interstate and international markets as a place with a diverse range of authentic experiences including premium retail and hospitality offerings.	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Two joint blogs were released with paid promotions over the quarter- one

		promoting the best spots to spend family time outdoors and one promoting Lunar New Year celebrations. The Town's tourist map, *Explore More Vic Park*, launched on March 25, with a promotional video and free screening event at Movies by Burswood. An online presence of the map has been created, and promotion of the Town's places and attractions to key stakeholders will be ongoing.
7.16	Explore new and further seasonal trading opportunities for start-up businesses, pop-ups and short-term operators, enabling the testing of business models and locations and assisting the sector to constantly evolve and provide unique experiences.	The Cities of Perth, Vincent, South Perth and the Town of Vic Park have entered into an agreement to undertake a study into Maker Spaces. The study will look into best practice examples around Australia, investigate local demand and needs and identify suitable locations.
7.17	Identify opportunities to activate vacant spaces within precincts, and engage with leasing agents, property owners and innovative retail and hospitality start-up businesses to promote and activate these spaces.	The Cities of Perth, Vincent, South Perth and the Town of Vic Park have entered into an agreement to undertake a study into Maker Spaces. The study will look into best practice examples around Australia, investigate local demand and needs and identify suitable locations.
7.18	Implement a Shopfront Improvement Grant Scheme.	The *Restart Vic Park* Economic Development grants have been awarded and businesses are beginning the delivery of their projects. Applications for Small Business Resilience Grants continue to come it with 19 grant applications received and eight awarded, seven declined, and several still being processed.

TOWN OF VICTORIA PARK



COVID – 19 ACTION PLAN

March 2021 Quarterly Update

WE'RE OPEN VIC PARK

Recovery Phase	Action	Quarterly Update
Revive	COVID-19 Business Grants	The Economic development grant round has closed, with 7 applicants being awarded funding. All grantees have had a project inception meeting with the economic development team, and have now commenced project planning.
	Market Trial	A contractor has been appointed to reasearch and then run Markets across the Town in April and May 2021. Following a period of research the contractor will be running markets as per the outline posted to Elected Members on 26 March 2021.
	COVID-19 Events Costs	Events team implementing all aspects of COVID Safe Events for all planned events including COVID marshals, additional staff resourcing, fencing, contact tracing, hand sanitising, etc.
	Shop local and Localised campaign	Communications planning has begun, with an aim to launch both campaigns in the first half of 2021.
	Gallipoli Street Local Centre Upgrade	Street Furniture: The designer has met with local businesses, a design completed and furniture construction commenced. Micro Park: A concept design has been completed and an RFQ released for construction of the park. Pavement Art: An artist has been engaged with a design workshop to occur on Sat 27 March. The artwork will occur following the micro park and street furniture works.
Thrive	Economic Impact and Opportunities Assessment	The Economic Impact and Opportunities assessment has been completed, with consultants submitting their final report and presentation on 15/12/2020. This assessment will inform future economic development actions and updates to processes.
	Street Meet n Greet- The Recovery	24 Street Meet n Greets, 13 Neighbourhood Get Togethers and 11 Street Celebrations
	Suburb Safety Sessions	Suburb Safety Sessions held and upcoming • Bentley, Thursday 28 January 6pm-7pm. Swancare, 26 Plantation Dr, Bentley.

		• East Victoria Park, Thursday 18 February 6pm-7pm. Victoria Park Carlisle Bowling Club • Carlisle, Thursday 25 February 6pm-7pm. Fletcher Park Clubrooms • Victoria Park, Thursday 11 March, 6pm-7pm. Perron Place Theatre • Lathlain, Thursday 18 March, 6pm-7pm. Lathlain Scout Hall • Burswood/St James dates and locations to be confirmed
	Maker Spaces	A collaborative agreement was signed between the CEO's of Perth, South Perth, Vincent and the Town in March. This enables the City of Perth to procure the services of consultant on behalf of the project partners, to conduct a detailed study into local demand and needs, neighbourhood level opportunities mapping, alternative funding and operating models and opportunities for strategic partnerships (eg. through the WA Cultural Infrastructure Strategy, philanthropic ventures, METRONET, developer contributions etc). The consultant study will engage local creatives (over 90 people) who identified through the arts and culture plan and include two workshops with Town staff. Part 1 case study research is expected late May 2021, and full recommendations late August 2021.

The quarterly update only includes new projects identified in the CAP. Re-imagined projects are reported on via the other existing reporting methods.

Strategic Project Summary

Jan - March 2021

Title	Stage	Start Date	End Date	Performance	Actual YTD	Committed This Quarter	Annual Budget	Action taken in last quarter
Higgins Park Master Plan	Stage 2: Initiating the Project	11.02.2019	30.06.2021	On Track	$ 25,977.30	$ 4,698.39	$ 31,184.00	The Town has undertaken a collaborative design approach with the Design Reference Group to create three masterplan options for Higgins Park and Playfield Reserve. These options were presented to Council at the September 2020 OCM requesting public comment, which was endorsed with an additional visualisation. The public comment period is running from 23 September for four weeks.
Local Planning Strategy	Stage 3: Delivering the Project	02.01.2017	31.12.2021	On Track	$ 23,994.08	$ 1,245.00	$ 30,000.00	Permission to advertise was granted by the Department of Planning Lands and Heritage on 3 March. Advertising will commence on 6 April to 31 May (8 weeks as per OCM resolution).
LAOS - Edward Millen - Adaptive Re-Use Redevelopment	Stage 3: Delivering the Project	01.09.2017	30.06.2021	On Track	$ 245,429.15	$ 0.00	$ 245,429.00	The Edward Millen Park Master Plan helps to define the park's relationship to the adaptive reuse of Edward Millen House and surrounding buildings. Development of the Master Plan involved community engagement and design sessions. Detailed Design of the Master Plan is close to being finalised with Council approval the next step. The Edward Millen Adaptive Heritage and Landscape Redevelopment project is being delivered under the Land Asset Optimisation Strategy by the Property Development and Leasing service area. The project aims to realise the full potential of the heritage-listed buildings and the expansive 4.7-hectare Edward Millen Reserve to minimise the ongoing cost to maintain the precinct and maximise the benefit to the community of the amazing heritage assets. The Town has completed market sounding and feasibility options analysis to assess the commercial viability of a heritage adaptive re-use redevelopment and has endorsed a business case that outlines the future of the precinct. The Town has received a significant milestone with the $4M grant agreement now with the Town for consideration. The Town has also finalised the Deed of Agreement with Department Planning Lands and Heritage to change the conditions on title to achieve a new range of allowable uses, which are critical to the ability for the buildings to be activated. A Tender process has been completed at officer level and now requires Council endorsement, the Tender requested a development proposal and a commerical offer to Ground Lease the Heritage Listed buildings. This will be going to concept forum and then OCM.
Title	Stage	Start Date	End Date	Performance	Actual YTD	Committed YTD	Annual Budget	Action taken in last quarter

Macmillan Precinct Redevelopment	Stage 3: Delivering the Project	11.09.2018		On Track	$ 114,957.62	$ 0.00	$ 313,000.00	Following the public comment period, the Concept Plan was presented to Council for endorsement at the November 2020 OCM. On the night an alternate motion was passed that Council: 1)Notes the MacMillan Precinct Concept Plan; 2)Requests the CEO to hold a concept forum for elected members in February 2021 to allow a further opportunity for elected members to consider the results of the public consultation on the concept plan; 3)Requests the CEO to bring back a report to Council by April 2021 outlining the options for the next steps to progress the concept plan and options for further public consultation based on the feedback from the concept forum. Following this alternate motion, a Concept Forum was held in February 2021 to discuss the project engagement process, public consultation results and the next steps of the project as requested. The project is on hold pending the outcomes of the April 2021 OCM.
Active Area @ McCallum Park	Stage 3: Delivering the Project	01.07.2019	30.06.2021	On Track	$ 218,557.02	70112	$ 250,000.00	Detailed Design and Documentation for the Active Area @ McCallum Park continued throughout the quarter and is anticipated to be finalised in mid-2021, allowing the Town to be ready for procurement of a construction contractor pending budget approval. The key messaging documents and creative brief were finalised by the Town and Consultants, allowing the Adocacy Strategy to progress to the creative content stage. It is anticipated the final Advoacy Brochure will be available in mid-2021.
Title	Stage	Start Date	End Date	Performance	Actual YTD	Committed YTD	Annual Budget	Action taken in last quarter
Etwell Street Revitalisation Plan	Stage 2: Initiating the Project			On Track	$ 2,397.00			The Town has completed detailed design ready for a construction Request for Tender. A construction budget will be requested from Council following the completion of underground power works in the area.
Future Organisational Accommodation Needs	Stage 2: Initiating the Project	01.07.2020		On Track	$ 49,090.91	$ 16,320.00	$ 60,000.00	A project consultant was procured to undertake the Multi-Criteria Assessment and Options Analysis for the accommodation options identified in the Pre-project Proposal. Preliminary engagement was undertaken with Elected Members and Staff to help inform the MCA criteria. This MCA criteria will be further refined by the projec team and applied to the options before being workshopped with Elected Members at a Concept Forum in April. The project is on schedule to deliver a report to Council by June 2021 with the recommended options to inform a future business case.
GO Edwards Redevelopment - Stage 4 & 5	Stage 2: Initiating the Project	01.07.2019	30.06.2021	On Track	$ 25,066.82	$ 10,168.18	$ 1,700,000.00	Tender process complete - going to April OCM. Expect May construction start date. Aerator upgrades finalised.

Higgins Park Tennis Club	Stage 3: Delivering the Project	01.07.2019	30.06.2021	On Track	$ 84,080.26	$ 0.00	$ 110,000.00	Lights installed, turn renovations complete. Project near completion awaiting electrical issues to be resolved by Western Power.
LPRP Zone 1 - Perth Football Club	Stage 2: Initiating the Project			On Track	$ 13,759.45	$ 0.00	$ 344,176.00	Tender process for the lead design architect consultant is complete - recommendation going to April OCM. Strategic comms and engagement plan currently being drafted. Desktop demand analysis completed.

TOWN OF VICTORIA PARK

5-year Capital Works Program

Capital project updates

5-year Capital Works Program

Capital project updates

Year	Asset Class	Program Name	Capital Project Type	Project Name	Quarterly Reporting Status	Action taken in last quarter	Total Expenditure	Funding
2021/2022	Strategic Projects	Strategic Project	Upgrade	Etwell Street Local Centre Revitalisation	In Progress	Refer to Strategic Project Summary	$ 1,000,000	
2021/2022	Buildings	Building - Capital Renewals	Renewal	12 Kent Street - Fencing replacement (Asbestos removal)	In Progress	Put forward in September quarterly review for consideration to include in 2020/2021 capital works budget	$ 20,000	
2021/2022	Buildings	Building - Capital Renewals		14 Kent Street - Asbestos removal and refurbishment works	In Progress	Fencing renewal put forward in September quarterly review for consideration to include in 2020/2021 capital works budget	$ 80,000	
2021/2022	Buildings	Building - Security Upgrades	Renewal	CCTV upgrades to Facilities - Aqualife	In Progress	Quotes obtained for replacement of CCTV	$ 20,000	
2021/2022	Strategic Projects	Strategic Project	Renewal/ Upgrade/ New	Adaptive re-use of Ed Millen House	In Progress	Refer to Strategic Project Summary	$ 5,800,000	$ (4,000,000)
2021/2022	Strategic Projects	Strategic Project	Renewal/ Upgrade/ New	Zone 1 - Perth Football Club - Community Facility/Grandstand	In Progress	Refer to Strategic Project Summary	$ 4,000,000	$ (2,000,000)
2021/2022	Strategic Projects	Strategic Project	Renewal/ Upgrade/ New	Implementation of Edward Millen Park Masterplan	In Progress	Refer to Strategic Project Summary	$ 6,000,000	
2021/2022	Strategic Projects	Strategic Project	New	McCallum Park Active Area	In Progress	Refer to Strategic Project Summary	$ 5,200,000	
2021/2022	Pathways	New Paths	New	Rutland Avenue Shared Path (GEH to Miller) - Year 2 of 2	In Progress	No updates in the last quarter	$ 600,000	$ (600,000)

Year	Asset Class	Program Name	Capital Project Type	Project Name	Quarterly Reporting Status	Action taken in last quarter	Total Expenditure	Funding
2021/2022	Strategic Projects	Strategic Project	Renewal/ Upgrade/ New	Archer/Mint Street Upgrade - Stage 1	In Progress	Refer to Strategic Project Summary	$ 1,080,000	
2024/2025	Strategic Projects	Strategic Project	Renewal/ Upgrade/ New	Implementation of MacMillan Precinct Masterplan	In Progress	Refer to Strategic Project Summary	Unknown	
2022/2023	Strategic Projects	Strategic Project	Renewal/ Upgrade/ New	Implemenation of Higgins Park and Playfield Reserve Masterplan	In Progress	Refer to Strategic Project Summary	Unknown	
2022/2023	Parks and Reserves	Parks - Capital Renewal	New	Investigate and implement POS improvements at 91 Planet Street, 76, Planet Street, 6 Paltridge Avenue and 20 Satellite Place in Carlisle (Drainage Basins)	In Progress	No updates in the last quarter	Unknown	
2021/2022	Buildings	Building - Capital Renewals	Renew	Administration - Internal Refurbishment Works/ABW - Stage 1	In Progress	Consultant engaged to develop a masterplan for floor layout at Administration Centre	$ 250,000	
2021/2022	Buildings	Building - Capital Renewals	Renew	Administration - Basement End of trip facilities refurbishment	In Progress	Design consultant engaged to draft plans	$ 40,000	
2021/2022	Buildings	Building - Capital Renewals	Renew	Administration - Accessibility improvements & carpet replacement	In Progress	Consultant engaged to develop a masterplan for floor layout at Administration Centre	$ 150,000	

TOWN OF VICTORIA PARK

5-year Capital Works

Forward works (no updates)

5-year Capital Works

Forward works (no updates)

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Isaia Corner - Uplighting	$ 10,000	
2021/2022	Pathways	New Paths	New	Upgrade Victoria Park Drive (between Roger Mackay and Marlee Loop	$ 300,000	
2021/2022	Buildings	Building - Environmental Initiatives	Upgrade	Facility lighting replacement - Energy Efficiency	$ 15,000	
2021/2022	Buildings	Building - Environmental Initiatives	Upgrade	Energy Efficiency Initiatives - Climate Emergency Plan - Action list	$ 50,000	
2021/2022	Buildings	Building - Reactive/Emergency	Renewal	Unplanned Reactive Works	$ 75,000	
2022/2023	Buildings	Building - Capital Renewals	Renewal	Building Painting Renewal Program - Administration	$ 100,000	
2021/2022	Buildings	Building - Capital Renewals	Renewal	Leisure Life Roof Replacement Works	$ 200,000	
2022/2023	Buildings	Building - Capital Renewals	Renewal	Facility Refurbishments	$ 250,000	
2021/2022	Buildings	Building - Capital Renewals	Renewal	Facility Fire Service Upgrades	$ 50,000	
2021/2022	Buildings	Building - Capital Renewals	Renewal	Airconditioning Replacement Program	$ 50,000	
2021/2022	Buildings	Building - Capital Renewals	Renewal	Library -Disability Access/Toilet upgrades	$ 70,000	
2021/2022	Drainage	Drainage - Reactive	Renewal	Unplanned Renewal Projects	$ 20,000	
2021/2022	Drainage	Drainage - New	New	Right of Ways - Various	$ 40,000	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Drainage	Drainage - Renewal	Renewal	Pit Renewal as per AMP	$ 42,500	
2021/2022	Drainage	Drainage - Renewal	Renewal	Pipe Renewal as per AMP	$ 42,500	
2021/2022	Drainage	Drainage - Renewal	Renewal	Sump Renewal as per AMP	$ 40,000	
2021/2022	Drainage	Drainage - Renewal	Renewal	Burswood Station East Drainage Upgrade	$ 150,000	
2021/2022	Other Infrastructure	ACROD Bays	New	ACROD Bay - TBA Priority List	$ 15,000	
2021/2022	Other Infrastructure	Bus Shelters/Bus Stop Program	Renewal	Bus Shelters Replacement - Not PTA Funded	$ 30,000	
2021/2022	Other Infrastructure	Carpark Renewals	Renewal	Carpark Renewal Program as per AMP	$ 45,000	
2021/2022	Other Infrastructure	Other Infrastructure Capital	New	Burswood Peninsula Wayfinding (including digital innovation and smart technology)	NOT SCOPED	
2021/2022	Other Infrastructure	Street Lighting Capital	Renewal	Street Lighting - Albany Highway and Laneways	$ 25,000	
2021/2022	Other Infrastructure	Street Lighting Capital	Renewal	Street Lighting - Safety Improvements at Various Locations	$ 25,000	
2021/2022	Other Infrastructure	Streetscape Enhancement	New	Street Furniture - General	$ 20,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 21,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 280,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 150,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 95,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 35,000	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 26,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 33,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 26,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 26,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 26,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 26,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 26,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 35,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 26,000	
2021/2022	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 26,000	
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Memorial Gardens - Lighting	$ 80,000	
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Parnham Park - Drinking Fountain	$ 5,000	
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Carlisle Reserve - Drinking Fountain	$ 6,000	
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Rotary Reserve - Play Equipment & Shade Sails	$ 80,000	
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Edward Millen Park -Bins	$ 1,000	
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Higgins Park - Bins	$ 3,500	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Read Park -Shade Sail	$ 20,000	
2021/2022	Parks and Reserves	Parks - Community Art	New	Edward Millen Reserve - Community Art Sculpture	$ 150,000	
2021/2022	Parks and Reserves	Parks - Capital Renewal	Renewal	Raphael Park - 3 Synthetic Wickets	$ 30,000	
2021/2022	Parks and Reserves	Streetscape Enhancement	Renewal	George Street Reserve - Revegetation Project	$ 80,000	
2021/2022	Parks and Reserves	Streetscape Enhancement	Renewal	Main Roads/Arterials - Lanscaping/Planting	$ 40,000	
2021/2022	Parks and Reserves	Streetscape Enhancement	New	Upgrade Stiles Griffiths Reserve	$ 700,000	
2021/2022	Parks and Reserves	Parks - New	New	Kent St Sandpit Concept Plan Implementation	NOT SCOPED	
2022/2023	Parks and Reserves	Parks - Capital Renewal	Renewal	Park Capital Renewals and Upgrades	$ 580,000	
2021/2022	Pathways	New Paths	New	Hayman Road Shared Path (Curtin to Canning)	$ 245,000	$ (122,500)
2021/2022	Pathways	New Paths	New	Bentley Tech Park - Remaining Stages	$ 75,000	
2021/2022	Pathways	Path Replacement	Renewal	Griffiths St - GEH to Stiles (North side)	$ 3,720	
2021/2022	Pathways	Path Replacement	Renewal	Goodwood Pde - Griffiths to Vivian (East side)	$ 11,420	
2021/2022	Pathways	Path Replacement	Renewal	Great Eastern Hwy - VPD to Griffiths (North side)	$ 77,112	
2021/2022	Pathways	Path Replacement	Renewal	Sunbury Rd - Clydesdale to Harper (West side)	$ 2,918	
2021/2022	Pathways	Path Replacement	Renewal	Craig St - Thorogood to Burswood (East side)	$ 17,557	
2021/2022	Pathways	Path Replacement	Renewal	Star St - Archer to Lion (South side)	$ 4,575	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Pathways	Path Replacement	Renewal	Harris St - Sandra to Briggs (South side)	$ 15,743	
2021/2022	Pathways	Path Replacement	Renewal	Miller St - Albany to Hubert (North side)	$ 8,580	
2021/2022	Pathways	Path Replacement	Renewal	Albany Hwy - Alday to Hill View (South side)	$ 33,470	
2021/2022	Pathways	Path Replacement	Renewal	Orrong Rd - Archer to Wright (South side)	$ 49,512	
2021/2022	Pathways	Path Replacement	Renewal	Orrong Rd - Francisco to Rayment (South side)	$ 73,392	
2021/2022	Pathways	Path Replacement	Renewal	Mckay St - Marquis to Curtin Uni (North side)	$ 5,498	
2021/2022	Pathways	Path Replacement	Renewal	Westminster St - Albany to Berwick (South side)	$ 16,920	
2021/2022	Pathways	Path Replacement	Renewal	Condition 4 Paths - Victoria Park	$ 12,500	
2021/2022	Pathways	Path Replacement	Renewal	Condition 4 Paths - East Victoria Park	$ 12,500	
2021/2022	Pathways	Path Replacement	Renewal	Condition 4 Paths - Carlisle	$ 12,500	
2021/2022	Pathways	Path Replacement	Renewal	Condition 4 Paths - Burswood	$ 12,500	
2021/2022	Pathways	Path Replacement	Renewal	Condition 4 Paths - Lathlain	$ 12,500	
2021/2022	Pathways	Path Replacement	Renewal	Condition 4 Paths - Other	$ 12,500	
2022/2023	Plant and Machinery	Fleet Replacement	Renewal	Plant & Equipment replacements	$ 900,000	
2022/2023	Roads	Cycle	Operating	Kent Street Design (cycling infrastructure and landscaping)	NOT SCOPED	
2021/2022	Roads	Black Spot	Upgrade	BLACKSPOT - Star & Briggs (Year 2 of 2)	$ 372,500	$ (248,333)

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Roads	Major Road Construction	Upgrade/ New	Old Spaces New Place Project No.3 (Leonard/Albany, Harvey/Albany, and/or Rushton/Mackie/Albany)	NOT SCOPED	
2021/2022	Roads	Road Upgrade	Upgrade	B-List Stage 1 (Jarrah/Boundary Intersections on Hill View)	$ 75,000	
2021/2022	Roads	Road Rehabilitation	Renewal	Roads to Recovery Funding Income (R2R) - TBA	$ -	$ (250,000)
2021/2022	Roads	Road Rehabilitation	Renewal	Mint Street - Beatty to Shepperton MRRG 21/22 (to align with Mint/Archer upgrade)	$ 121,008	$ (80,672)
2021/2022	Roads	Road Rehabilitation	Renewal	Kent Street - Gloucester to Berwick MRRG 21/22	$ 120,872	$ (80,581)
2021/2022	Roads	Road Rehabilitation	Renewal	Briggs Street - Rutland to Downing MRRG 21/22	$ 70,652	$ (47,101)
2021/2022	Roads	Road Rehabilitation	Renewal	Basinghall Street - Albany to Berwick MRRG 21/22	$ 232,214	$ (154,809)
2021/2022	Roads	Road Rehabilitation	Renewal	Albany Highway - Mint St Intersection MRRG 21/22	$ 78,451	$ (52,300)
2021/2022	Roads	Road Rehabilitation	Renewal	Albany Highway - Dane St Intersection MRRG 21/22	$ 54,318	$ (36,212)
2021/2022	Roads	Road Rehabilitation	Renewal	Merton Street - Gresham to Miller	$ 98,235	
2021/2022	Roads	Road Rehabilitation	Renewal	Marchamley Street - Roberts to Gemini	$ 293,557	
2021/2022	Roads	Road Rehabilitation	Renewal	Carnarvon Street - Miller to Dane	$ 284,765	
2021/2022	Roads	Road Rehabilitation	Renewal	Lichfield Street - Salford to Miller	$ 132,165	
2022/2023	Roads	Road Rehabilitation	Renewal	Beatty Avenue - Dane to Mint	$ 141,192	
2021/2022	Roads	Road Rehabilitation	Renewal	Boulder Street - Carnarvon to Shepperton	$ 46,976	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Roads	Road Rehabilitation	Renewal	Hubert Street - Miller to Mint	$ 144,855	
2021/2022	Roads	Road Rehabilitation	Renewal	Leonard Street - Gloucester to Berwick	$ 79,560	
2021/2022	Roads	Road Rehabilitation	Renewal	Colombo Street South - Gloucester to Berwick	$ 72,600	
2021/2022	Roads	Road Rehabilitation	Renewal	Cardiff Street - Shepperton to Carnarvon	$ 54,432	
2021/2022	Roads	Road Rehabilitation	Renewal	Holden Street - Marchamley to Weston	$ 61,902	
2021/2022	Roads	Road Rehabilitation	Renewal	Satellite Place - Roberts to End	$ 146,718	
2021/2022	Roads	Road Rehabilitation	Renewal	Galaxy Way - Mercury to Orrong	$ 154,665	
2021/2022	Roads	Road Rehabilitation	Renewal	Swansea Street West - Mint to Dane	$ 143,100	
2021/2022	Roads	Road Rehabilitation	Renewal	Harris Street - Briggs to Kew	$ 128,525	
2021/2022	Roads	Road Rehabilitation	Renewal	Camberwell Street - Archdeacon to Devenish	$ 91,058	
2021/2022	Roads	Road Rehabilitation	Renewal	Kitchener Way - Burswood to Kitchener	$ 39,312	
2021/2022	Roads	Road Rehabilitation	Renewal	Kitchener Avenue - Harper to Duncan	$ 63,612	
2021/2022	Roads	Road Rehabilitation	Renewal	Howick Street East - Rutland to Gallipoli	$ 88,367	
2021/2022	Roads	Road Rehabilitation	Renewal	Thorogood Street - Hawthorne to Craig	$ 99,000	
2021/2022	Roads	Road Rehabilitation	Renewal	Withnell Street - Swansea to Read	$ 106,596	
2021/2022	Roads	Road Rehabilitation	Renewal	Enfield Street - Roberts to Rayment	$ 68,738	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Roads	Road Rehabilitation	Renewal	Teague Street - Miller to Duncan	$ 227,448	
2021/2022	Roads	Road Rehabilitation	Renewal	Midgley Street - Gallipoli to Goddard	$ 130,356	
2021/2022	Roads	Road Rehabilitation	Renewal	Emily St - Berwick to Boundary	$ 72,648	
2021/2022	Roads	Road Rehabilitation	Renewal	Teague St - Harvey to Harper	$ 88,930	
2021/2022	Roads	Road Rehabilitation	Renewal	Manchester Street - Glocuester to Albany	$ 199,913	
2021/2022	Roads	Cycle	Upgrade	Bike Plan Initiatives (on road facilities)	$ 75,000	
2021/2022	Roads	ROW Upgrade	Upgrade	ROW Upgrade - Updated Condition List	$ 200,000	
2022/2023	Roads	ROW Upgrade	Upgrade	ROW Upgrade - Updated Condition List	$ 200,000	
2022/2023	Strategic Projects	Strategic Project	Renewal/ Upgrade/ New	Archer/Mint Streetscape Improvement - Stage 2	$ 1,100,000	
2023/2024	Strategic Projects	Strategic Projects	Renewal/ Upgrade/ New	Archer/Mint Streetscape Improvement - Stage 3	$ 1,500,000	
2024/2025	Strategic Projects	Strategic Projects	Renewal/ Upgrade/ New	Archer/Mint Streetscape Improvement - Stage 4	$ 1,000,000	
2021/2022	Roads	Black Spot	Upgrade	BLACKSPOT - Miller Street and Shepperton Road Intersection (Year 1 of 2)	$ 600,000	$ (400,000)
2021/2022	Strategic Projects	Strategic Project	Renewal/ Upgrade/ New	Upgrade Burswood Road and Teddington Roads	NOT SCOPED	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2021/2022	Strategic Projects	Streetscape Enhancement	Renewal/ Upgrade/ New	Streetscape Upgrades to a portion of Goodwood Parade, Griffiths Street and Stiles in Burswood Station East	$ 2,080,859	
2022/2023	Strategic Projects	Streetscape Enhancement	Renewal/ Upgrade/ New	Streetscape upgrade of the "Live/Work Street" portions of Goodwood Parade in BSE	$ 1,600,000	
2023/2024	Strategic Projects	Streetscape Enhancement	Renewal/ Upgrade/ New	Streetscape upgrade of the "Live/ Work Street" portion of Stiles Avenue and Riversdale Road in BSE	$ 900,000	
2024/2025	Strategic Projects	Streetscape Enhancement	Renewal/ Upgrade/ New	Streetscape upgrade of Vivian Street and Claude Street in BSE	$ 1,000,000	
2022/2023	Buildings	Building - Environmental Initiatives	Upgrade	Facility lighting replacement - Energy Efficiency	$ 25,000	
2022/2023	Buildings	Building - Reactive/Emergency	Renewal	Unplanned Reactive Works	$ 75,000	
2022/2023	Buildings	Building - Security Upgrades	Renewal	Facility Security Upgrades	$ 20,000	
2022/2023	Buildings	Building - Capital Renewals	Renewal	Building Capital Renewals and Upgrades to Facilities	$ 1,000,000	
2022/2023	Strategic Projects	Strategic Project	Upgrade	Investigate options for use and activation of the former gate house and toilet block at GO Edwards Park.	Unknown	
2022/2023	Drainage	Drainage - Reactive	Renewal	Unplanned Renewal Projects	$ 20,000	
2022/2023	Drainage	Drainage - New	New	Right of Ways - Various	$ 40,000	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2022/2023	Drainage	Drainage - Renewal	Renewal	Pit Renewal as per AMP	$ 50,000	
2022/2023	Drainage	Drainage - Renewal	Renewal	Pipe Renewal as per AMP	$ 45,000	
2022/2023	Drainage	Drainage - Renewal	Renewal	Sump Renewal as per AMP	$ 50,000	
2022/2023	Drainage	Drainage - Renewal	Renewal	Burswood Station East Drainage Upgrade	$ 150,000	
2022/2023	Other Infrastructure	ACROD Bays	New	ACROD Bay - TBA Priority List	$ 15,000	
2022/2023	Other Infrastructure	Bus Shelters/Bus Stop Program	Renewal	Bus Shelters Replacement - Not PTA Funded	$ 45,000	
2022/2023	Other Infrastructure	Carpark Renewals	Renewal	Carpark Renewal Program as per AMP	$ 50,000	
2022/2023	Other Infrastructure	Street Lighting Capital	Renewal	Street Lighting - Albany Highway and Laneways	$ 50,000	
2022/2023	Other Infrastructure	Street Lighting Capital	Renewal	Street Lighting - Safety Improvements at Various Locations	$ 50,000	
2022/2023	Other Infrastructure	Streetscape Enhancement	New	Street Furniture - General	$ 20,000	
2022/2023	Parks and Reserves	Parks - Community Art	Renewal	Kensington Bushland - Community Art Reserve	$ 30,000	
2022/2023	Parks and Reserves	Streetscape Enhancement	Renewal	George Street Reserve Revegetation Project	$ 40,000	
2022/2023	Strategic Projects	Strategic Project	Upgrade	Harold Rossiter Masterplan	Unknown	
2022/2023	Parks and Reserves	Streetscape Enhancement	Renewal	Main Roads/Arterials Landscaping/Planting	$ 20,000	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2022/2023	Parks and Reserves	Streetscape Enhancement	Upgrade	Undertake Greening Improvements to Isaia Corner	$ 30,000	
2022/2023	Parks and Reserves	Parks - Capital Renewal	Upgrade	Technology Park Recreation Space	Unknown	
2022/2023	Parks and Reserves	Parks - Capital Renewal	Renewal	Park Capital Renewals and Upgrades	$ 650,000	
2022/2023	Pathways	New Paths	Upgrade	Enhance Allen Court PAW	Unknown	
2022/2023	Pathways	Path Replacement	Renewal	Condition 4 Paths - Victoria Park	$ 100,000	
2022/2023	Pathways	Path Replacement	Renewal	Condition 4 Paths - East Victoria Park	$ 100,000	
2022/2023	Pathways	Path Replacement	Renewal	Condition 4 Paths - Carlisle	$ 100,000	
2022/2023	Pathways	Path Replacement	Renewal	Condition 4 Paths - Burswood	$ 100,000	
2022/2023	Pathways	Path Replacement	Renewal	Condition 4 Paths - Lathlain	$ 100,000	
2022/2023	Pathways	Path Replacement	Renewal	Condition 4 Paths - Other	$ 100,000	
2022/2023	Roads	Cycle	Upgrade	Hillview Terrace Cycling Infrastructure Upgrades	Unknown	
2022/2023	Roads	Streetscape Enhancement	Upgrade	Hayman Road Streetscape	Unknown	
2022/2023	Roads	Black Spot	Upgrade	BLACKSPOT - Miller Street and Shepperton Road Intersection (Year 2 of 2)	$ 1,000,000	$ (666,666)
2022/2023	Roads	Black Spot	Upgrade	BLACKSPOT - Griffiths & GEH - 2 Year Staged (Project Not Funded)	$ 69,500	$ (46,334)
2022/2023	Roads	Black Spot	Upgrade	BLACKSPOT - General Projects - ToVP 33%	$ 750,000	$ (500,000)
2022/2023	Roads	Major Road Construction	New	Upgrade Burswood Road and Teddington Roads - design Year 1 - construct Year2	$ 60,000	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2022/2023	Roads	Major Road Construction	New	Bishopsgate Street Upgrade	$ 50,000	
2022/2023	Roads	Road Upgrade	Upgrade	Lathlain Traffic Management Plan and Upgrades	Unknown	
2022/2023	Roads	Major Road Construction	Upgrade	Cohn/Planet Intersection - investigate modification (traffic management)	Unknown	
2022/2023	Roads	Road Upgrade	Upgrade	B-List Projects - Traffic Issues	$ 70,000	
2022/2023	Roads	Road Rehabilitation	Renewal	Roads to Recovery Funding Income (R2R) - TBA	$ -	$ (250,000)
2022/2023	Roads	Road Rehabilitation	Renewal	MRRG Reseal - TBA in 22/23 Submission	$ 350,000	
2022/2023	Roads	Road Rehabilitation	Renewal	Road Renewals as per AMP	$ 3,432,474	
2022/2023	Roads	Cycle	Upgrade	Oats Street Bicycle Improvements	Unknown	
2022/2023	Roads	Cycle	Upgrade	Bike Plan Initiatives (on road facilities)	$ 55,000	
2022/2023	Roads	Safe Active Streets	Upgrade	Safe Active Street (part of Gallipoli and Streatley Streets)	Not scoped	
2022/2023	Strategic Projects	Strategic Project	New	Gallipoli Street Local Centre Revitalisation Plan	$ 50,000	
2022/2023	Roads	Major Road Construction	New	Duncan Street Upgrade	Unknown	
2022/2023	Roads	Safe Active Streets	Upgrade	Gloucester Street 'Safe Active Street'	Unknown	
2023/2024	Buildings	Building - Environmental Initiatives	Upgrade	Facility lighting replacement - Energy Efficiency	$ 20,000	
2023/2024	Buildings	Building - Reactive/Emergency	Renewal	Unplanned Reactive Works	$ 75,000	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2023/2024	Buildings	Building - Capital Renewals	Renewal	Building Capital Renewals and Upgrades to Facilities	$ 1,100,000	
2023/2024	Drainage	Drainage - Reactive	Renewal	Unplanned Renewal Projects	$ 20,000	
2023/2024	Drainage	Drainage - Upgrades	Upgrade	947 Albany Highway - Hot Spot 76	$ 80,275	
2023/2024	Drainage	Drainage - Upgrades	Upgrade	140 Hubert Street - Hot Spot 64	$ 98,000	
2023/2024	Drainage	Drainage - New	New	Right of Ways - Various	$ 40,000	
2024/2025	Drainage	Drainage - New	New	Right of Ways - Various	$ 40,000	
2023/2024	Drainage	Drainage - Renewal	Renewal	Pit Renewal as per AMP	$ 45,000	
2023/2024	Drainage	Drainage - Renewal	Renewal	Pipe Renewal as per AMP	$ 45,000	
2023/2024	Drainage	Drainage - Renewal	Renewal	Sump Renewal as per AMP	$ 46,725	
2023/2024	Other Infrastructure	ACROD Bays	New	ACROD Bay - TBA Priority List	$ 15,000	
2023/2024	Other Infrastructure	Bus Shelters/Bus Stop Program	Renewal	Bus Shelters Replacement - Not PTA Funded	$ 45,000	
2023/2024	Other Infrastructure	Carpark Renewals	Renewal	Carpark Renewal Program as per AMP	$ 30,000	
2023/2024	Other Infrastructure	Streetscape Enhancement	New	Street Furniture - General	$ 35,000	
2022/2023	Parks and Reserves	Parks - Community Art	Renewal	Kensington Bushland - Community Art Reserve	$ 30,000	
2022/2023	Parks and Reserves	Streetscape Enhancement	Renewal	George Street Reserve Revegetation Project	$ 40,000	
2022/2023	Parks and Reserves	Streetscape Enhancement	Renewal	Main Roads/Arterials Landscaping/Planting	$ 20,000	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
Deferred	Parks and Reserves	Parks - Capital Renewal	Renew	Higgins Park Goal Posts	$ 20,000	
2023/2024	Pathways	Path Replacement	Renewal	Condition 4 Paths - Victoria Park	$ 100,000	
2023/2024	Pathways	Path Replacement	Renewal	Condition 4 Paths - East Victoria Park	$ 100,000	
2023/2024	Pathways	Path Replacement	Renewal	Condition 4 Paths - Carlisle	$ 100,000	
2023/2024	Pathways	Path Replacement	Renewal	Condition 4 Paths - Burswood	$ 100,000	
2023/2024	Pathways	Path Replacement	Renewal	Condition 4 Paths - Lathlain	$ 100,000	
2023/2024	Pathways	Path Replacement	Renewal	Condition 4 Paths - Other	$ 100,000	
2023/2024	Roads	Black Spot	Upgrade	BLACKSPOT - Griffiths & GEH - 2 Year Staged (Project Not Funded)	$ 460,500	$ (307,000)
2023/2024	Roads	Black Spot	Upgrade	BLACKSPOT - General Projects - ToVP 33%	$ 930,000	$ (620,000)
2023/2024	Roads	Road Upgrade	Upgrade	B-List Projects - Traffic Issues	$ 50,000	
2023/2024	Roads	Road Rehabilitation	Renewal	Roads to Recovery Funding Income (R2R) - TBA	$ -	$ (250,000)
2023/2024	Roads	Road Rehabilitation	Renewal	MRRG Reseal - TBA in 23/24 Submission	$ 375,000	
2023/2024	Roads	Road Rehabilitation	Renewal	Road Renewals as per AMP	$ 3,490,387	
2023/2024	Roads	Cycle	Upgrade	Bike Plan Initiatives (on road facilities)	$ 50,000	
2023/2024	Roads	ROW Upgrade	Upgrade	ROW Upgrade - Updated Condition List	$ 200,000	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2024/2025	Drainage	Drainage - Reactive	Renewal	Unplanned Renewal Projects	$ 125,000	
2024/2025	Drainage	Drainage - Renewal	New	Right of Ways - Various	$ 75,000	
2024/2025	Drainage	Drainage - Renewal	Renewal	Pit Renewal as per AMP	$ 75,000	
2024/2025	Drainage	Drainage - Renewal	Renewal	Pipe Renewal as per AMP	$ 75,000	
2024/2025	Drainage	Drainage - Renewal	Renewal	Sump Renewal as per AMP	$ 50,000	
2024/2025	Other Infrastructure	ACROD Bays	New	ACROD Bay - TBA Priority List	$ 15,000	
2024/2025	Other Infrastructure	Bus Shelters/Bus Stop Program	Renewal	Bus Shelters Replacement - Not PTA Funded	$ 45,000	
2024/2025	Other Infrastructure	Carpark Renewals	Renewal	Carpark Renewal Program as per AMP	$ 30,000	
2024/2025	Other Infrastructure	Streetscape Enhancement	New	Street Furniture - General	$ 35,000	
2024/2025	Pathways	Path Replacement	Renewal	Condition 4 & 5 Paths - As per AMP	$ 720,000	
2024/2025	Roads	Black Spot	Upgrade	BLACKSPOT - General Projects - ToVP 33%	$ 1,050,000	$ (700,000)
2024/2025	Roads	IMNS Implementation	Upgrade	IMNS Action Projects - Medium Term	$ 40,000	
2024/2025	Roads	Road Upgrade	Upgrade	B-List Projects - Traffic Issues	$ 50,000	
2024/2025	Roads	Road Rehabilitation	Renewal	Roads to Recovery Funding Income (R2R) - TBA	$ -	$ (250,000)
2024/2025	Roads	Road Rehabilitation	Renewal	MRRG Reseal - TBA in 24/25 Submission	$ 375,000	
2024/2025	Roads	Road Rehabilitation	Renewal	Road Renewals as per AMP	$ 3,651,342	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2024/2025	Roads	Cycle	Upgrade	Bike Plan Initiatives (on road facilities)	$ 50,000	
2024/2025	Roads	ROW Upgrade	Upgrade	ROW Upgrade - Updated Condition List	$ 200,000	
2024/2025	Roads	IMNS Implementation	Upgrade	IMNS Action Projects - Long Term	$ 50,000	
2021/2022	Buildings	Building - Capital Renewals	Renew	Administration - Painting - External	$ 120,000	
Deferred	Drainage	Drainage - Renewal	Upgrade	134C Star Street - Hot Spot 34 (Drainage)	$ 105,000	
Deferred	Other Infrastructure	Carpark Renewals	Renew	Car Park #11 - Higgins Park	$ 75,000	
Deferred	Parks and Reserves	Parks - Capital Renewal	Renew	Kate Street Reserve Bollards - Concrete	$ 42,000	
Deferred	Pathways	Path Replacement	Renew	Stiles Ave - Griffiths to Goodwood (South side)	$ 24,585	
Deferred	Pathways	Path Replacement	Renew	Claude St - Griffiths to ROW97 (West side)	$ 12,555	
Deferred	Pathways	Path Replacement	Renew	Archer St - Bishopsgate to Rutland (South side)	$ 35,150	
2022/2023	Roads	Road Rehabilitation	Renewal	Goodwood Parade - Stiles to End	$ 273,519	
2022/2023	Roads	Road Rehabilitation	Renewal	Playfield Street - Creaton to Etwell	$ 94,090	
2022/2023	Roads	Road Rehabilitation	Renewal	Creaton Street - Playfield to Hill View	$ 143,496	
2022/2023	Roads	Road Rehabilitation	Renewal	Pinedale Street - Jarrah to Etwell	$ 100,377	
2022/2023	Roads	Road Rehabilitation	Renewal	Griffiths Street - Goodwood to GEH	$ 121,405	
2022/2023	Roads	Road Rehabilitation	Renewal	Boundary Road - Taree to Hill View	$ 145,836	

Year	Asset Class	Program name	Capital project type	Project name	Total expenditure	Funding
2022/2023	Roads	Road Rehabilitation	Renewal	Clinton Way - Hill View to Alvah	$ 36,464	
2023/2024	Other Infrastructure	Street Lighting Capital	Renewal	Street Lighting - Albany Highway and Laneways	$ 50,000	
2023/2024	Other Infrastructure	Street Lighting Capital	Renewal	Street Lighting - Safety Improvements at Various Locations	$ 50,000	
2024/2025	Other Infrastructure	Street Lighting Capital	Renewal	Street Lighting - Albany Highway and Laneways	$ 50,000	
2024/2025	Other Infrastructure	Street Lighting Capital	Renewal	Street Lighting - Safety Improvements at Various Locations	$ 50,000	

Five-year Capital Works Program (year one)

		Capital Expenditure				
Expenditure Type	WO_description	Annual Budget	Total including Commitments	Annual Budget Remaining	Progress as shown in Council Report	Progress in Previous Quarter
Asset Renewal	Toilet Blocks - Painting Program (Archer St, GO Edwards, Read Park)	**4,430**	4,430	0	■■■■	Completed - 22/10/2020
Asset Renewal	Aqualife - Outdoor Pool Refurbishment	**38,370**	38,268	102	■■■■	
Asset Renewal	10 Kent Street - Interior Refurbishment (Disability Access)	**220,000**	0	220,000	■□□□	RFQ evaluation process complete, awarding contract
Asset Upgrade	Solar PV Installation - Administration Building	**120,000**	0	120,000	■■□□	FOS electrical is supplier design stage for western power approval
Asset Renewal	Aqualife - BMS Renewal	**30,000**	0	30,000	■□□□	Sole supplier wavier approval
Asset Renewal	Aqualife - Roof Renewal	**9,971**	9,971	1	■■■■	Completed - 26/10/2020
Asset Renewal	Aqualife - Pool Plant Renewal	**60,001**	4,645	55,356	■□□□	Supply and install of spa pumps completed
Asset Renewal	Clubrooms - Painting Program (Parnham & Fletcher Park)	**25,002**	22,740	2,262	■■■■	Works completed Feb 2021
Asset Renewal	Carlisle Reserve Clubrooms - Changeroom Refurbishment	**135,000**	77,404	57,596	■■□□	RFQ awarded, works to commenced Jan
Asset Renewal	Library - Fitout and Layout changes (RFID) - External Doors	**80,000**	0	80,000	■□□□	RFQ awarded, works to commence April
Asset Renewal	Leisurelife - Skylight Replacements	**7,820**	7,820	0	■■■■	Completed - 30/11/2020
Asset Renewal	Leisurelife - Hotwater System Replacement	**14,998**	13,000	1,998	■■■■	Completed - 8/12/2020
Asset Renewal	12 Kent Street - External Refurbishment	**20,000**	18,740	1,260	■■■■	Works completed Jan 2021
Asset Renewal	Energy Efficiency Initiatives - Lighting Replacement (LEDs)	**35,000**	49,123	(14,123)	■■■■□	Completed
Asset Renewal	Changeroom Refurbishment - JA Lee Clubrooms	**80,000**	79,910	90	■■■■	RFQ awarded, works to commence Jan
Asset Renewal	Replace Fencing - 10,12 and 14 Kent Street (including asbestos	**30,000**	30,435	(435)	■■■■□	Works commenced March
Asset New	Parking - ACROD Bays - Allocation	**45,000**	8,776	36,224	■■■■□	Construction scheduled
Asset Renewal	Carpark #15 Renewal - Fletcher Park	**140,000**	0	140,000	■■□□	Procurement process started
Asset Renewal	Carpark #8 Renewal - Kent Street Bowling Club	**40,000**	0	40,000	□□□□	Civil improvements cancelled - overlaps with McMillan Masterplan. Investigation into lighting improvements in progress
Asset Renewal	Drainage - Right Of Ways - Various Locations	**120,000**	0	120,000	■□□□	ROW119 design complete - progress procurement
Asset Renewal	Various - Pipe Renewal- Allocation	**100,000**	0	100,000	■■□□	Designs completed for 42 Geddes St, 168 Bishopsgate St, 18 State St, 93 Star
Asset Renewal	Various - Pit Renewal- Allocation	**140,000**	35,033	104,967	■■□□	Design complete for 79 Bishopsgate
Asset Renewal	Various - Sump Renewal- Allocation	**60,000**	0	60,000	■□□□	Scope discussed with depot for areas of investigation
Asset Renewal	Unplanned Renewal Projects - BUDGET ONLY Individual work orders to	**20,000**	2,996	17,004	■□□□	No progress - reactive work order
Asset New	Library - RFID Self-Service System	**87,900**	78,259	9,641	■□□□	Awaiting phyical changes to library
Asset Upgrade	System Upgrade - Authority 7.x	**140,000**	124,623	15,377	■■□□	Upgraded started Feburary expected to be finished May
Asset New	Software - Asset Management System	**98,000**	41,725	56,275	■■□□	Final review underway
Asset New	New- Software - Volunteer Database	**7,000**	0	7,000	□□□□	Awaiting specs form sysem owner - Not needed or not wanted - previous managers idea
Asset New	New - Software - CAMMS Project PoC	**16,550**	0	16,550	□□□□	Software under review - Under review and most likely go so no more investment to CAMMS
Asset Upgrade	Hardware - Leisurelife Centre Technology Upgrade	**15,000**	0	15,000	□□□□	Final review underway - Not needed
Asset Upgrade	Digital Hub - IT Hardware Upgrade	**27,000**	4,778	22,222	■■■■□	Work completed
Asset New	Risk Management Software (Governance)	**18,000**	0	18,000	□□□□	Final review of outcomes underway - may be carry forward
Asset New	Minutes Digitisation (Records)	**20,000**	0	20,000	□□□□	Final review underway - not needed
Asset New	ICT Business Systems and Infrastructure Review	**40,000**	0	40,000	■■■■□	Waiting final report
Asset New	Recruitment Software (HR)	**30,000**	0	30,000	■■□□	Vendor selected
Asset Upgrade	Implement Local Laws - Auto Issue (Rangers)	**10,000**	6,480	3,520	■■■■□	Awaiting specs form sysem owner
Asset Upgrade	Online images of infringements (Parking)	**15,000**	0	15,000	□□□□	Awaiting specs form sysem owner - being done by teams (wont be needed)
Asset Upgrade	Software - Trim CM9	**90,000**	40,550	49,451	■■■■□	Upgrade completed
Asset Upgrade	Meeting Room Audio Visual Equipment Upgrade	**90,000**	107,525	(17,525)	■■■■□	Equipment installed commishing started
Asset Upgrade	Land - Upgrade: 25 Boundary Road Subdivision	**74,000**	76,113	(2,113)	■■■■□	
Asset New	Purchase and Installation of parking meters - Parking Initiative	**19,998**	0	19,998	□□□□	
Asset Renewal	Street Furniture - Bus Shelters - Allocation	**40,000**	0	40,000	■■□□	Submissions to PTA prepared.
Asset Upgrade	Street Lighting - Safety Improvements (Safer Neighbourhoods Plan)	**107,000**	79,672	27,328	■■□□	Contractor engaged to construct Bentley Stage 2 for handover to Western Power
Asset New	Pedestrian Infrastructure Improvements	**40,000**	16,291	23,709	■□□□	Galliopi/Howick design in progress
Asset Renewal	Street Lighting - Albany Highway and Laneways	**25,000**	21,034	3,966	■■■■□	Construction complete on ROW60
Asset Upgrade	Carlisle Laneways (Community Development Grant)	**60,000**	47,357	12,643	■■□□	Western Power revised cost received and accepted - works to be scheduled by them
Asset Upgrade	Terminus Lane (Community Development Grant)	**240,000**	224,526	15,474	■■□□	Contractor engaged for construction on Terminus Lane.. Due to surplus, additional ROW 26 and 125 also designed and engaged for construction
Asset Renewal	Mirvac - Lighting Replacement	**150,000**	0	150,000	■□□□	Specifications being drafted
Asset New	Lathlain Redevelopment (Zone 2) - Public Art	**11,000**	11,371	(371)	■■■■	
Asset New	Lathlain Redevelopment (Zone 2x) - Public Art	**40,000**	40,000	0	■■■■□	
Asset Renewal	GO Edwards Park - Redevelopment	**88,610**	25,067	63,543	■■□□	Tender report completed awaiting award by Council April OCM
Asset Upgrade	Upgrade - Higgins Park Tennis Club - Court Modifications	**110,000**	84,873	25,127	■■■■□	Construction completed
Asset Renewal	George Street Reserve - Revegetation Project (previously W1129)	**87,732**	7,534	80,198	■■□□	
Asset Renewal	Raphael Park - Reticuation System Renewal	**34,999**	34,192	807	■■■■□	Works complete. Open due to Canning link.
Asset Upgrade	Bolton Avenue Verge - Retaining Wall and Fencing	**20,000**	0	20,000	■■□□	
Asset Upgrade	GO Edwards Park Upgrade - Stage 5	**1,450,000**	2,406	1,447,594	■□□□	Tender report completed awaiting award by Council April OCM
Asset New	Fertigation Tanks (Various Sites)	**25,000**	23,751	1,249	■■■■	Completed
Asset New	BBQ Shade Sails - The Promenade	**15,000**	12,200	2,800	■□□□	Design done install May
Asset Renewal	Flood Lighting - JA Lee Reserve	**18,000**	11,040	6,960	■■□□	in design stage
Asset Renewal	Play Equipment - JA Lee Reserve	**80,000**	200	79,800	■□□□	Currently being built. Installed in April
Asset Renewal	Gazebo Renewal - Victoria Heights Park	**25,000**	5,879	19,121	■■□□	In progress
Asset Renewal	Shade Sails - Hawthorne Reserve	**17,000**	0	17,000	□□□□	On hold, funds may be transferred to Promenade fencing
Asset Renewal	Synthetic Practice Wickets and Nets - Harold Rossiter	**22,000**	22,011	(11)	■■■■	Completed
Asset Renewal	Raphel Park - Softfall	**15,000**	13,410	1,590	■■■■	Completed
Asset Renewal	Playground Renewal - The Promenade	**80,000**	0	80,000	■■■■□	Installed, awaiting invoicing
Asset Renewal	Bore Water Meters - Various Sites	**49,935**	49,935	0	■■■■	Completed
Asset Renewal	Cricket Nets and Pitch - Carlisle Reserve	**20,000**	19,215	785	■■■■	Completed
Asset Renewal	Carlisle Reserve - Pole Floodlight Renewal	**6,831**	5,511	1,320	■■■■	Completed
Asset Upgrade	Upgrade Limestone Blocks at Alec Bell Park - Park Improvements	**10,000**	9,715	285	■■■■□	Fencing and retic installed
Asset New	Goodwood Parade - Shared Path - Surface	**18,426**	18,426	(0)	■■■■	Works complete
Asset New	Rutland Avenue Shared Path (Miller to Oats)	**535,000**	510,506	24,494	■■■■	Works completed

Asset New	Rutland Avenue Shared Path (Miller to Great Eastern Highway)	**1,600,000**	2,453	1,597,547	□□□□	85% design prepared for review. Land acquisition negotiations commenced with 44 Rutland
Asset Renewal	Rutland Avenue - Roberts to Forster Avenue (North Side)	**6,584**	6,584	0	■■■■	Works complete
Asset Renewal	Oldfield Street - Vantage Way to Bow River (West Side)	**4,545**	4,406	139	■■■■	Works complete
Asset Renewal	Harold Rossiter Park - Kent to Rathay	**96,659**	96,659	0	■■■■	Works complete
Asset Renewal	Cohn Street - Star to Harris (North Side)	**12,535**	7,752	4,783	■■■■	Works complete
Asset Renewal	Clydesdale Street - Teague to Kitchener (West Side)	**18,017**	18,018	(1)	■■■■	Works complete
Asset Renewal	Victoria Park Drive - GED to Dome (West Side)	**18,310**	0	18,310	■□□□	Works complete - waiting on invoice
Asset Renewal	Clydesdale Street - Sunbury to Kitchener (East Side)	**11,330**	11,330	0	■■■■	Works complete
Asset Renewal	Hill View Terrace - Burlington to Albany (South Side)	**12,763**	12,763	0	■■■■	Works complete
Asset Renewal	Rushton Street - Benporath to Shepperton (West Side)	**17,578**	17,578	0	■■■■	Works complete
Asset Renewal	Harper Street - Albany to Shepperton (North Side)	**11,625**	0	11,625	□□□□	Alan to carry site inspection
Asset Renewal	Camberwell Street - Archdeacon to Devenish (South Side)	**16,490**	16,490	0	■■■■	Works complete
Asset Renewal	Kitchener Avenue - Leigh to Howick (West Side)	**20,575**	0	20,575	□□□□	Inspection did not warrant to carry works
Asset Renewal	Kessack Street - McCartney to Howick (Both Sides)	**12,585**	0	12,585	□□□□	Inspection did not warrant to carry works
Asset Renewal	Howick Street - Getting to Roberts (East Side)	**6,582**	6,582	1	■■■■	Works complete
Asset Renewal	Keyes Street - Enfield to Custance (West Side)	**14,617**	14,617	0	■■■■	Works complete
Asset Renewal	Kitchener Ave - Harper to Clydesdale (West Side)	**9,851**	9,850	2	■■■■	Works complete
Asset Renewal	Minor Plant Renewal - Parks	**14,000**	21,194	(7,194)	■■■■	Only 2 plants left to purchase
Asset Renewal	Mazda CX5 (174VPK - Plant 398)	**35,000**	0	35,000	□□□□	Not ordered yet
Asset Renewal	Vehicle Purchase - Rangers (122VPK)	**44,000**	43,662	338	■■■■□	On order
Asset Renewal	Vehicle Purchase - Rangers (127VPK)	**44,000**	43,662	338	■■■■	Has been handed over to Rangers
Asset Renewal	Vehicle Purchase - Asset Management (184VPK)	**25,000**	24,147	853	■■■■	Ordered. Delivery late February
Asset Renewal	Vehicle Purchase - Finance (181VPK - Plant 345)	**25,000**	0	25,000	□□□□	May not be required
Asset Renewal	Vehicle Purchase - Parking Area (178VPK)	**25,000**	22,727	2,273	■■■■□	May not be required
Asset Renewal	138 VPK - Flocon Truck (Plant 39)	**147,940**	0	147,940	■■■■□	Ordered. Delivery March
Asset Renewal	174 VPK - Trailer (Plant 178)	**10,000**	0	10,000	□□□□	Building specifications being drafted
Asset Renewal	Heavy Truck 9T (137VPK)	**175,000**	148,130	26,870	■■■■□	Ordered. Delivery May
Asset Renewal	Pavement Sweeper (136VPK)	**165,000**	117,586	47,414	■■■■	Ordered. Delivery January
Asset Renewal	1.5T Forklift (146VPK)	**40,000**	35,027	4,973	■■■■□	Ordered
Asset Renewal	Trailer (153VPK)	**1,734**	1,734	0	■■■■□	Funds will be redistributed at quarterly
Asset Renewal	Custom Made Water Tank (Plant 167)	**29,000**	23,466	5,534	■■■■□	Building specifications being drafted
Asset Renewal	Trailer (150VPK)	**4,600**	0	4,600	■■■■□	Building specifications being drafted
Asset Renewal	Fibre Furn Tank (Plant 194)	**3,500**	13,645	(10,145)	■■■■□	Building specifications being drafted
Asset Upgrade	Hill View Terrace and Oats Street - Intersection and Pedestrian	**1,068**	0	1,068	■■■■	Works complete
Asset Upgrade	Roberts Road and Orrong Road - Intersection	**25,000**	13,216	11,784	■■□□	Trail right turn closure implemented during Nov/Dec. Assessment of traffic impacts in progress to determine permanent measures
Asset Upgrade	Rutland Avenue - Oats Street to Welshpool Road	**157**	0	157	■■■■	Works complete
Asset Upgrade	Star Street and Briggs Street (Blackspot)	**225,000**	0	225,000	■□□□	Design complete. Service relocation design and truncation resumption negotiations in progress. Two-year staged project
Asset Upgrade	Archer and Orrong Intersection (Blackspot)	**1,343,220**	14,400	1,328,820	■□□□	15% design review complete by MRWA. Variation for time extnesion to be submitted to MRWA
Asset Upgrade	Hordern and Geddes Intersection (Blackspot)	**215,581**	3,099	212,482	■■□□	Design complete and ready for procurement. Truncation resumption negotiations in progress. Awaiting Western Power SUPP works to be completed before site is available
Asset Upgrade	Hordern and McMillan Intersection (Blackspot)	**275,882**	18,303	257,579	■■□□	Design complete and ready for procurement. Truncation resumption negotiations in progress. Awaiting Western Power SUPP works to be completed before site is available
Asset Renewal	Oats Street and Star Street Roundabout	**166,573**	0	166,573	■■□□	Works planned for May
Asset Renewal	Custance Street - Band to Getting	**375,000**	451,563	(76,563)	■■■■□	Construction in progress
Asset Renewal	Kent Street - Albany to Gloucester MRRG	**387,899**	391,449	(3,550)	■■■■□	Works complete and final claim submitted to MRWA
Asset Renewal	Oats Street - Swanswa to Rutland MRRG	**538,790**	546,254	(7,464)	■■■■□	Works complete and final claim submitted to MRWA
Asset Renewal	Roads to Recovery Funding Income - Location TBA	**285,000**	0	285,000	■■■■	Claims submitted and grants received. R2R signs installed on-site
Asset Renewal	Norseman Street - Carnarvon to End	**100,745**	100,687	58	■■■■□	Works complete - awaiting invoices
Asset Renewal	Howick Street West - Kitchener to Burswood	**110,375**	110,375	(0)	■■■■	Works complete
Asset Renewal	Lake View Street - Carnarvon to End	**87,150**	86,313	837	■■■■□	Works complete - awaiting invoices
Asset Renewal	Tuam Street - Washington to Albany Highway	**98,040**	101,297	(3,257)	■■■■□	Works complete - awaiting invoices
Asset Renewal	Dome Place - VPD to End	**21,420**	8,249	13,171	■■■■□	Footpath and kerb replacement done
Asset Renewal	Anglesea Street - Gerard to Carnarvon	**105,131**	96,004	9,127	■■■■□	Works complete - awaiting invoices
Asset Renewal	Patricia Street - Carson to Albany Highway	**122,000**	117,158	4,842	■■■■□	Works scheduled in April to coincide with school holidays
Asset Renewal	Leigh Street - Kitchener to Burswood	**78,238**	79,473	(1,235)	■■■■□	Works complete - awaiting invoices
Asset Renewal	Ashburton Street North - Gloucester to End	**218,811**	218,811	0	■■■■□	Works complete - linemarking drawings to be reapproved due to tie-in changes
Asset Renewal	Willis Street - Albany to Fraser	**195,118**	197,354	(2,236)	■■■■□	Kerb works completed, asphalt scheduled for Jan/Feb
Asset Renewal	Read Street - Withnell to Oats	**32,076**	0	32,076	■□□□	Works to be carried forward
Asset Renewal	Tuckett Street - Briggs to Cohn	**70,000**	86,490	(16,490)	■■□□	No progress to date - lack of Depot resource
Asset Renewal	Sandra Place - Harris to End	**85,484**	448	85,036	■■□□	
Asset Renewal	Watts Place - Turner to End	**22,548**	22,548	0	■■■■	Works complete
Asset Renewal	Briggs Street - Star to Orrong	**425,000**	20,534	404,466	■■■■□	Construction in progress
Asset Renewal	Raleigh Street - Archer to End	**305,000**	249,101	55,899	■■■■□	Construction in progress
Asset Renewal	Savill Place - Cohn to End	**85,000**	4,378	80,622	■■□□	No progress to date - lack of Depot resource. Scheduled April
Asset Upgrade	Traffic Calming Gallipoli St - Cornwall to Streatly	**25,000**	0	25,000	■■□□	Design approved. Works to be scheduled
Asset Upgrade	Upgrade - ROW 59	**450,000**	368,221	81,779	■■□□	Works awarded and to start in March
Asset Renewal	Sussex Street and Moorgate Street Intersection	**40,000**	22,801	17,200	■■■■□	Works planned 11 April
Asset Renewal	Blair Athol Street - Carnarvon to Gerard	**91,927**	91,600	327	■■■■□	Works complete - awaiting invoices
Asset Renewal	Lion Street - Rutland to Planet	**143,905**	0	143,905	■□□□	No progress to date - lack of Depot resource. Scheduled April
Asset Renewal	Downing Street - Cohn to Briggs	**89,000**	384	88,616	■□□□	No progress to date - lack of Depot resource. Scheduled Mar/April
Asset Renewal	Mars Street West - Lion to Mercury	**144,666**	141,377	3,289	■■■■□	Works complete apart from line marking by MRWA.
Asset Renewal	Midgley Street - Rutland to Gallipoli	**150,682**	151,713	(1,031)	■■■■□	Works complete - awaiting invoices
Asset Renewal	Maude Street - Anglesea to Blair Athol	**76,902**	73,551	3,351	■■■■□	Works complete - awaiting invoices
Asset Renewal	Template Street - Washington to Berwick	**169,208**	171,832	(2,624)	■■■■□	Kerb works completed - asphalt clashes with ongoing SUPP works and will be deferred until 21/22
Asset Renewal	Wyndham Street - Burlington to Albany	**93,312**	0	93,312	■□□□	No progress to date - lack of Depot resource

Asset Renewal	ROW 46 Upgrade	**240,000**	0	240,000	■■□□	RFQ closed. Tender been assessed
Asset Renewal	Garland Street Renewal	**295,000**	512,786	(217,786)	■■□□	Works awarded
Asset Renewal	Harris Street - Oats Street/Mercury Street/Briggs Street	**9,927**	250	9,677	■■■■□	Works complete - awaiting invoices
Asset Upgrade	Albany Highway Cycle Lanes (Mackie to Oswald)	**50,000**	0	50,000	■□□□	MRWA design approvals in progress. Civil design complete for procurement
Asset Renewal	Rubber Softfall - Aqualife	**25,000**	0	25,000	□□□□	
Asset Renewal	Insurance Replacement Plant 515 - GWO546	**27,485**	24,295	3,190	□□□□	
		16,618,313	**7,395,838**	**9,222,475**		

WESTERN AUSTRALIAN
Electoral Commission

LGE 028

TOWN OF VICTORIA PARK
File No. Gov/7/20
Xref No.
BLP ☐ CLP ☐ FLBLP ☐ FIN ☐ RAT ☐
23 DEC 2020
RLP ☐ CEO ☐ HR ☐ NE ☐
RAN ☐ EH ☐ PLN ☐ BLD ☐
☐ DOC No.

Mr Anthony Vuleta
Chief Executive Officer
Town of Victoria Park
Locked Bag No 437
VICTORIA PARK WA 6100

Dear Mr Vuleta

Local Government Ordinary Election: 2021

The next local government ordinary elections are being held on 16 October 2021. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2021/2022 budget preparations.

The estimated cost for the 2021 election if conducted as a postal ballot is $109,000 inc GST, which has been based on the following assumptions:

- 23,400 electors
- response rate of approximately 35%
- 4 vacancies
- count to be conducted at the offices of the Town of Victoria Park
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of $4,680 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day
- any additional postage rate increase by Australia Post
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

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BSI
ISO 9001
FS 520650

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2021 for the Town of Victoria Park in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Town of Victoria Park also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Town of Victoria Park in anticipation of an affirmative vote by Council. If you have any further queries please contact Phil Richards Manager, Election Events on 9214 0400.

Yours sincerely

R Kennedy

Robert Kennedy
ELECTORAL COMMISSIONER

16 December 2020

Local Planning Policy No. 37

Community Consultation on Planning Proposals

Adopted: 30 September 1998

Amended: dd Month 2021

Introduction

Council recognises that development within the Town has the potential to impact the amenity of neighbouring properties or the wider community, depending on the scale and nature of the proposal.

Community consultation plays an important role in ensuring that those who may be affected by a *planning proposal* are given an opportunity to comment on the proposal, and allows for their comments to be considered as part of the decision-making process.

This policy provides guidance on the community consultation process for *planning proposals*, including when consultation will occur, the means and duration of consultation, and the manner in which Council will keep the community informed of the decision-making process.

Notwithstanding this policy, applicants are strongly encouraged to discuss proposals with nearby owners and occupiers prior to the submission of any *planning proposal* to the Town.

Objectives

a) To recognise the balance between the desire for the community to be informed and have reasonable opportunity for input into *planning proposals* and the administrative requirement to process *planning proposals* in an efficient manner and within prescribed statutory timeframes;
b) To outline the process the Council will use when undertaking community consultation and considering submissions;

Relationship to other Council policies

Council Policy GEN6 'Public Participation Policy' provides a framework for Council to engage with the community in relation to any Town proposal or initiative. This local planning policy complements Council Policy GEN6. In most instances, the level of public participation to be undertaken for *planning proposals* will be Level 2 'Consult'.

Policy Scope

This policy is applicable to the entire municipal area of the Town of Victoria Park and will be applied by the Town when undertaking community consultation for *planning proposals*. In circumstances where consultation is undertaken it will include both the owners and occupiers of properties that, in the opinion of the Town, may be impacted by the proposal and/or other stakeholders where these are identified. The Policy also applies to *planning proposals* for which the Council is not the final decision-making authority.

Definitions

Adjoining properties (AP) is to be determined by reference to Diagrams 1 to 3 below:

Diagram 1

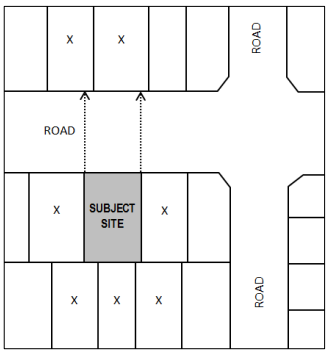

Diagram 2

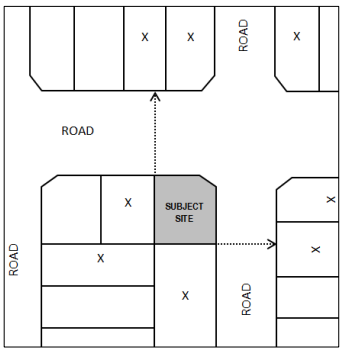

Diagram 3



Complex application has the meaning given in Schedule 2, clause 1 of the Regulations, namely:

(a) an application for approval of development [i.e. a development application] that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located i.e. Unlisted Uses; or

(b) an application [i.e. a development application] of a kind identified elsewhere in this Scheme, or in a local planning policy, as a complex application.

(c) in accordance with (b) above, a **significant application**, as defined below by this policy is deemed to be a **complex application**.

Directly adjoining property means only the property(ies) with a boundary directly adjacent to that part of the building for which a variation is proposed. For example, if a development proposes a reduced setback to the western lot boundary, then only the property to the west will be consulted.

LPP refers to an adopted Local Planning Policy of the Council.

Online where referred to as an applicable consultation method in Table 1 or Table 2 includes advertising/display of the proposal on the Town's website. Where considered necessary, this may additionally include advertising/engagement via the Town's social media platforms (e.g. Facebook, Twitter, LinkedIn etc.) and/or the Town's online consultation hub 'Your Thoughts', in particular for planning proposals listed within Table 1.

Local Planning Framework refers to any adopted and/or approved planning instrument in operation within the Town of Victoria Park, adopted under the provisions of the Planning and Development Act, the Regulation or Local Planning Scheme. Examples include (but are not limited to) the Local Planning Strategy, Local Planning Scheme, Local Planning Policy, Precinct Structure Plan, Standard Structure Plan, Heritage List, entry of a place on a Heritage List, and Local Development Plan.

Planning proposal in the context of this policy includes an application for development approval (including a complex application and significant application), as well as any proposal to prepare, advertise, adopt, amend, repeal or revoke a planning instrument of the Town's Local Planning Framework.

Significant application means an application for development approval that:

(a) comprises:
    i. A residential or mixed-use development that contains 1 or more new multiple dwellings; and/or
    ii. A new building of more than 3 storeys in height; and/or

(b) is considered by the Manager Development Services or Coordinator Urban Planning to:
    i. involve a significant exercise of discretion in terms of one or more of the Local Planning Scheme, Residential Design Codes WA, Local Planning Policy(ies) or other planning instruments of the Town's Local Planning Framework; or
    ii. proposes a scale of development that is considered to be significantly different from the predominant and expected pattern of land use or development within the locality; or
    iii. proposes development with potentially significant amenity impacts on nearby residential areas or neighbours in terms of visual impact, streetscape, privacy, noise, intensity of use, traffic generation and adequacy of parking; and/or

(c) requires determination by the:
    i. State Development Assessment Unit (SDAU); or
    ii. Metropolitan Inner South Joint Development Assessment Panel (DAP), but excluding:
        - applications for an extension of time or cancellation of a DAP approval; or
        - amendments to an existing approval where the Manager Development Services or Coordinator Urban Planning consider the amendments to be of a kind that do not warrant community consultation.

SDAU refers to the State Development Assessment Unit of the Department of Planning, Lands and Heritage (DPLH).

Surrounding properties (SP) means either:
(a) the owners and occupiers of those properties which fall wholly or partly within a **200m radius** of the subject site, in the case of a planning proposal listed within **Table 1** and a *complex application* listed within **Table 2**; or
(b) the owners and occupiers of those properties which fall wholly or partly within a **100m radius** of the subject site, in the case of a planning proposal listed within **Table 2** that is not a *complex application*.

WAPC refers to the Western Australian Planning Commission.

Policy Requirements

1. Instruments of the Town's Local Planning Framework

(a) Consultation Requirements (**Table 1**)

i. Community consultation in relation to the strategic and statutory planning instruments of the Town's Local Planning Framework will be undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, relevant provisions of this Policy, and **Table 1** below. It should be noted that these are minimum requirements, and that for strategically significant Town-led planning proposals the Town may undertake additional community engagement and consultation.

ii. Planning proposals may be subject to changes or modifications that require readvertising of the modified proposal to the public, following the completion of initial community consultation. In such circumstances the Town will generally undertake the readvertising in accordance with the same consultation requirements undertaken for the original proposal, except where stated otherwise within **Table 1** below, or where complying with the instructions of the WAPC or Minister for Planning. Any persons who made submissions in relation to the original proposal will also be contacted directly by the Town (via letter or email) notifying them of the readvertised proposal.

iii. Within **Table 1**, the:

'✓' symbol denotes that a particular consultation method does apply; and

'✗' symbol denotes that a particular consultation method does not apply; and

'**D**' indicates that a particular consultation method is at the discretion of the Town, to be determined by the Manager Development Services or Coordinator Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area, including the number, frequency and/or geographic extent of the particular consultation method.

(b) Preliminary Consultation for Scheme Amendments

In the case of a proposed 'Standard' or 'Complex' Local Planning Scheme Amendment that is not consistent with a Council approved strategy or policy, an approved Structure Plan, or Council's strategic planning position, then Council will undertake community consultation prior to determining whether or not to initiate a Scheme Amendment. The consultation will include the relevant methods of consultation listed within **Table 1** below and where site-specific may include letters to owners and occupiers within a 200m radius of the site.

TOWN OF VICTORIA PARK

Table 1 – Community Consultation Requirements for Instruments of the Town's Local Planning Framework

	Planning Proposal/Instrument	Minimum Duration (Days)	Online advertising	Public inspection (Admin/Library)	Public Notice (Town website)	Public Notice (Admin / Library Noticeboards)	News-paper notice	Sign(s) on site	Letters (post or email)
1.	**Local Planning Strategy** (new/amendment)	**21**	✓	✓	✓	✓	✓	**D**	**D**
2.	**Local Planning Scheme (LPS)** (new or consolidation of existing LPS)	**90**	✓	✓	✓	✓	✓	**D**	**D**
	- readvertising	**60**	✓	✓	✓	✓	✓	**D**	**D**
3.	**Preliminary Consultation – Standard/Complex LPS Amendment** (prior to initiation decision by Council – refer to clause 1(b) above)	**21**	✓	✓	✓	**D**	**D**	✗	**D**
4.	**Complex LPS Amendment** Includes new/amendment of a Development Contribution Area or new/amendment of a Development Contribution Plan.	**60**	✓	✓	✓	**D**	**D**	**D**	**D**
	- readvertising	**42**	✓	✓	✓	**D**	**D**	**D**	**D**
5.	**Standard LPS Amendment**	**42**	✓	✓	✓	**D**	**D**	**D**	**D**
	- readvertising	**21**	✓	✓	✓	**D**	**D**	**D**	**D**
6.	**Basic LPS Amendment** Includes amendment arising from the Minister's decision on the consolidation of an existing LPS.	**0**	✗	✗	**D**	**D**	✗	✗	✗
7.	**Heritage List** (new list/entries, modification or removal of entries)	**21**	✓	✓	✓	**D**	**D**	**D**	✓
8.	**Heritage Area** (new/amendment/revocation)	**21**	✓	✓	✓	**D**	**D**	✓	✓
9.	**Precinct or Standard Structure Plan** (new or amendment)	**42**	✓	✓	✓	✓	✓	✓	**D**
	- readvertising	*Duration and methods at WAPC discretion*							
10.	**Local Planning Policy (LPP)**[1] (new or amendment)	**21**	✓	✓	✓	**D**	**D**	**D**	**D**
11.	**Payment in Lieu of Parking Plan** (new or non-minor amendment)	**21**	✓	✓	✓	**D**	**D**	**D**	**D**
12.	**Local Development Plan (LDP)** (new or amendment)	**14**	✓	✓	✓	**D**	**D**	✓	**D**
13.	**Repeal/revocation of 1, 2, 8, 9 and 10**[2]	**0**	✗	✗	✓	**D**	✗	✗	✗

1. *Amendments to a LPP to reflect LPS provisions or mandatory requirements of legislation or State Planning Policies may be reduced or removed with the approval of the WAPC, Minister for Planning or the Department Planning, Lands and Heritage acting on their behalf.*
2. *Repeal /revocation of 1, 2 and 9 is subject to prior approval of the WAPC and/or adoption of a new planning instrument that expressly revokes or repeals the instrument.*

2. Applications for Development Approval

(a) Consultation Requirements for Development Applications (**Table 2**)

i. The circumstances where an application for development approval will be the subject of community consultation and the methods and duration of consultation that will apply are contained in **Table 2**.

ii. Within **Table 2**, the:

'✓' symbol denotes that a particular consultation method does apply;

'✕' symbol denotes that a particular method does not apply;

'**D**' indicates that a particular consultation method is at the discretion of the Town, to be determined by the Manager Development Services or Coordinator Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area, including the number, frequency and/or geographic extent of the particular consultation method.

'**AP**' refers to Adjoining Properties as defined in the Definitions; and

'**SP**' refers to Surrounding Properties as defined in the Definitions.

iii. Where an application for development approval falls within more than one type or category of development listed within **Table 2**, then the greater of the relevant consultation requirements shall apply.

(b) Readvertising of amended applications for development approval

i. Applications for development approval that have been amended by an applicant following community consultation for the original proposal, will be readvertised in accordance with **Table 2**, where the amended application:
   a. increases the extent of a previously advertised variation; and/or
   b. introduces a new variation or aspect of the proposed development listed within **Table 2** that requires community consultation.

ii. Persons who have made submissions in relation to an original application for development approval which requires readvertising following its amendment, will be notified directly (via letter or email), where it:
   a. involves i.a. above for which they were previously directly consulted; and/or
   b. involves i.b. above, and in the specific circumstances requires direct notification of that person(s) in accordance with **Table 2**.

(c) Circumstances where Community Consultation will not be required

Community consultation is not required for an application for development approval where it is not a *complex application* and it:

i. Complies with all applicable provisions of the Scheme, the Deemed-to-Comply requirements of Volume 1 of the Residential Design Codes WA (R-Codes), Local Planning Policies, or other relevant planning instruments; or

ii. Proposes variations to the Scheme, the Deemed-to-Comply requirements of Volume 1 of the R-Codes, Council Policies or other relevant planning instruments that are not specifically identified in **Table 2** as requiring consultation; or

iii. Seeks to renew a previous approval issued, provided that the previous approval did not expire more than 12 months ago and the design has not significantly changed or increased the extent of any non-compliances.

Table 2 – Community Consultation Requirements: Applications for Development Approval

	Application Type / Category of Development	Minimum Duration (Days)	Online advertising	Public inspection (Admin)	Public Notice (Town website)	Public Notice (Admin Noticeboard)	Newspaper notice	Sign(s) on site	Letters (post or email)
1.	**Complex Application** Refer to Definitions above – includes Unlisted Uses and ***Significant Applications****	**28**	✓	✓	✓	✓	✓	✓	✓**(SP)**
	- readvertising of amended proposal	**14**	✓	✓	✓	✓	✓	✓	✓**(SP)**
	**Refer to clause 15 of this policy in relation to applications subject to SDAU determination.* Exemptions from consultation (a) Minor building additions or alterations to an approved Unlisted Use.								
2.	**Telecommunications Facility**	**21**	✓	✓	✓	**D**	✓	✓	✓**(SP)**
3.	**Non-conforming Use (NCU)** Includes extension of an existing NCU; and Change of NCU to another NCU	**14**	✓	✓	×	×	×	✓	✓**(SP)**
	Exemptions from consultation (a) Minor building additions or alterations to an existing NCU.								
4.	**'AA' (Discretionary) Use** (where not an exempt use under LPP 32 'Exemptions from Development Approval')	**14**	✓	✓	×	×	**D**	✓*	✓**(AP)**
	Exemptions from consultation: (a) Minor building additions or alterations to an approved 'AA' use. *A sign on site is not required for: i. a Residential Building classified as 'short term accommodation' under LPP 31 'Serviced Apartments and Residential Buildings including Short Term Accommodation; ii. a Home Business or Home Store. iii. an 'AA' use within the 'Industrial (1)' or 'Industrial (2)' zones.								
5.	**Demolition of a Place that is:** (a) entered in a **Heritage List** adopted by the Town (b) located within a designated **Heritage Area** under the Scheme; or (c) entered in the **State Register of Heritage Places**	**14**	✓	✓	✓ (a) and (c)	✓ (c) only	✓ (a) and (c)	✓	✓**(SP)**
6.	**Demolition of an Original Shopfront** (where it has its frontage to **Albany Highway**)	**14**	✓	✓	×	×	×	×	✓**(AP)**

Development Application Type / Attribute		Minimum Duration (Days)	Online advertising	Public inspection (Admin)	Public Notice (Town website)	Public Notice (Admin Noticeboard)	Newspaper notice	Sign(s) on site	Letters (post or email)
7.	**Vehicular access to a property via a right-of-way subject to possible future closure action**	**14**	✓	✓	✗	✗	✗	✗	✓**(AP*)**
8.	**Variation to development standard contained within a:** **(a) Local Planning Scheme;** **(b) Precinct Plan;** **(c) Structure Plan;** **(d) Local Development Plan;** **(e) Local Planning Policy** (excluding LPP 25 'Streetscape', LPP 26 'Boundary Walls' and LPP 38 'Signs'). ***AP** applies to variations whose impacts are determined by the Manager Urban Planning or Coordinator Urban Planning to potentially affect one or more *adjoining properties* only. Examples include: i. variations to side setback, boundary walls, visual privacy and overshadowing requirements, which will generally be advertised to directly adjoining properties only; and ii. variations to street setback and minor (10% or less) variations to car parking, plot ratio and building height requirements. ***SP** applies to variations whose impacts are determined by the Manager Urban Planning or Coordinator Urban Planning to potentially affect surrounding properties and/or are likely to be of concern to the wider locality or community in which the proposal is located. Examples include significant variations (above 10%) to car parking, plot ratio and building height requirements. Exemptions from consultation: (a) Where the variation is deemed by the Manager Development Services or Coordinator Urban Planning to be of a minor nature or to be an internal design consideration that does not affect external properties, the streetscape or locality more generally. (b) A car parking shortfall, where there is no net increase in an existing parking shortfall.		**14**	✓	✓	✗	✗	✗	✗	✓**(AP* or SP*)**
9.	**Variation to Acceptable Outcome of Volume 2 of the Residential Design Codes WA in relation to:** **(a) Building height[3]** **(b) Boundary wall height[1]** **(c) Minimum primary and secondary street setbacks[2]** **(d) Minimum side setbacks[1]** **(e) Minimum rear setback[1]** **(f) Average side setback (where applicable)[1]** **(g) Plot ratio[3]** **(h) Building separation** (to adjoining property boundaries only) **(i) Visual privacy[1]** (Table 3.5 setbacks to side and rear boundaries) **(j) Car and bicycle parking[3]** (Table 3.9 Parking Ratio requirements) 1. *Directly adjoining properties only in relation to (b), (d), (e), (f), (h) and (i)* 2. *AP applies to (c)* 3. *SP applies to (a), (g), and (j)*		**14**	✓	✓	✗	✗	✗	✗	✓**(AP[1,2] or SP[3])**

	Development Application Type / Attribute	Minimum Duration (Days)	Online advertising	Public inspection (Admin)	Public Notice (Town website)	Public Notice (Admin Noticeboard)	Newspaper notice	Sign(s) on site	Letters (post or email)
10.	**Variation to Acceptable Development or Deemed-to-Comply requirement of:** **- LPP 25 'Streetscape';** **- LPP 26 'Boundary Walls'; or** **- Volume 1 of the Residential Design Codes WA;** **in relation to:**	14	✓	✓	✗	✗	✗	✗	✓(AP[1])

(a) Street setback
(Primary or Secondary Street, Right of Way)

(b) Building height

(c) Car parking

(d) Boundary setbacks[1]

(e) Boundary walls[1]

(f) Retaining walls[1]

(g) Site works[1]

(h) Visual Privacy[1]

(i) Overshadowing[1]

(j) Outbuildings[1]

(k) Ancillary dwellings
(lot area, plot ratio area, parking, location)

1. Directly adjoining properties only for requirements (d) to (j)

Exemptions from consultation:

(a) Street setback:
   i. A carport in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, with a minimum primary street setback of 1.5m but with an average setback of less than 6.0m;
   ii. A front setback average of 5.8m or greater;
   iii. Porches or an entry feature to a secondary street with a setback of 1.5m or greater;
   iv. Variations to the maximum dwelling setback from a right-of-way of 1.0m or less; and
   v. Variations to Communal Street setback requirements of LPP 25.

(b) Building height variation to a wall with a pitched/gable roof that would comply if measured from natural ground level to the underside of the eaves.

(c) Boundary setbacks:
   i. Ground floor side or rear setback variation, where the variation is no greater than 10% of the required minimum setback.
   ii. A side or rear setback variation where the setback would be compliant if the wall height was measured from natural ground level to the underside of the eaves.
   iii. A side setback variation to an open sided carport including where the columns/posts are up to the boundary.

(d) Boundary walls:
   i. Exceeding an average 3.0m height where the maximum height of the boundary wall is 3.5m or less above natural ground level.

(e) Visual Privacy – Overlooking from a major opening raised more than 0.5m above natural ground level where the overlooking within the cone-of-vision occurs:
   i. Over an adjoining property driveway, car parking bay or car parking structure; or
   ii. Behind the street setback line of an adjoining property that is an open garden or landscaped area forward of the main building of the dwelling on that property, which is visible from the street and does not function as the primary outdoor living area (as defined by the R-Codes) of the dwelling.

(f) Outbuilding with a wall height of no more than 3.0m.

Development Application Type / Attribute			Minimum Duration (Days)	Online advertising	Public inspection (Admin)	Public Notice (Town website)	Public Notice (Admin Noticeboard)	Newspaper notice	Sign(s) on site	Letters (post or email)
11.	**Development by local government on a reserve** (e.g. parks and recreation; public purpose reserve; or civic use reserve)	**Minor Works**	**14***	✓	✓	✕	✕	✕	✓*	✓(AP*)
		Major Works	**21**	✓	✓	**D**	✕	✕	✓	✓(SP)
	*Where considered by the Manager Development Services or Coordinator Urban Planning that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)									

Note 1: Where there is an inconsistency in the requirements under this policy, then the greater consultation requirements apply. Additionally, if an application is deemed to be a *complex application* then the consultation requirements for a *complex application* apply in addition to the consultation requirements that would otherwise apply.

3. Discretion to vary consultation requirements

(a) Notwithstanding Table 1 and Table 2, the Town may require consultation to be undertaken, or require additional consultation (method and/or duration), where it is considered appropriate based upon the nature of a particular *planning proposal*.

(b) The Council may also inform adjoining or surrounding properties of a *Complex Application* (by letter, email or other methods), advising them of the Council's decision (or that of another relevant decision maker) in relation to that application.

4. Excluded holiday period days

(a) The consultation period for any *planning proposal* excludes

i. all Western Australian public holidays; and

ii. a period commencing on 25 December in a year and ending on the next 1 January; and

iii. a period of 7 days commencing on Good Friday in a year.

5. Evidence of non-objection

(a) In the case of applications for development approval, consultation will not be required where the applicant provides a copy of the application plans(s) with certification from the owners and occupiers of the relevant property(ies) stating no objection to the proposal. Such certification must include a clearly printed and signed statement containing the following:

i. A list of the specific variation(s) or aspect(s) of the development for which consultation would otherwise be required;

ii. A statement that the plans have been viewed and there is no objection to the proposal;

iii. The full name of the owner/s or occupier/s of the relevant properties;

iv. Signatures of all persons shown as owners on the Town's IntraMaps system (which is linked to the rate records);

v. a current contact address and telephone number for all signatories.

(b) Council Officers (at their discretion) may contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s), and will be checked against available Council records to ensure all relevant signatures have been provided.

(c) With respect to Table 2, where the consultation period is yet to conclude but written responses have already been received from all relevant persons notified of the proposal, then Council Officers may proceed to determine the application without awaiting the conclusion of the advertising period.

6. Ownership Details

(a) Council will rely on the ownership details displayed on the IntraMaps system (which is linked to the rate records) for the purpose of notifying owners and occupiers of properties.

(b) It is the responsibility of the owners and occupiers of the properties within the Town to

inform the Council in writing of any changes in their address details as and when these occur.

7. Requirement for consultation within a strata development

(a) Where an application for development approval requires community consultation in accordance with this policy, and the proposal is located within a strata development, consultation with the owners and occupiers of all properties within the strata development will be undertaken except where the application for development approval form is signed by all strata owners who appear on the rate records held by the Council. The sending of a letter/email to a Strata Company only in lieu of directly notifying each individual property owner is not accepted.

8. Letters and Email Notices

(a) Where consultation for a *planning proposal* includes the sending of letters or emails (where email addresses are known and available), then this shall be the responsibility of Council, and will be sent at the commencement of the consultation period or the first week in which any required newspaper notice is published.

(b) Letter or emails are to be sent to both the owners and occupiers of the adjoining or surrounding properties specified in Table 1 and Table 2.

(c) Council's consultation letter/email notice shall contain the following:

i. the site and general nature of the proposal;

ii. the nature of the discretionary decision or concern involved;

iii. the availability of plans/information for viewing and how to access the plans and other relevant documents online from the Town's website, 'Your Thoughts' consultation hub (if applicable) or other platforms;

iv. the last date by which any comments are to be lodged with the Council;

v. an invitation to comment on that part of the proposal that is being consulted on; and

vi. a statement that it should not be construed that final approval will be granted for the proposal.

9. Sign(s) on Site

(a) It is the responsibility of the applicant to arrange for installation of the sign(s) and payment of associated costs.

(b) The sign board(s) is to be professionally prepared, constructed of aluminium composite material (ACM), acrylic, corflute or similar weather-resistant material. Alternative materials may be considered at the discretion of the Manager Development Services or Coordinator Urban Planning, such as where the sign is to be displayed from a shopfront window in direct view of the street.

(c) Where an application for development approval is to be advertised by way of a sign on-site, then the number, size, format and content of the sign(s) and the sign notice shall be in accordance with the WAPC's 'Manner and Form documents' (as amended), that have been published to ensure satisfaction of the requirements of deemed clause 87(3) of the Regulations. These will be made available for download from the Town's website.

Applicants shall comply with the relevant sign requirements applicable to their application, depending on whether or not is it deemed a *complex application* in accordance with this policy and the Regulations.

(d) The sign(s) should be in place on the same day as consultation commences and is to remain on-site for the duration of the consultation/comment period.

(e) The applicant is to submit evidence, such as dated photographs, of all required signs on the site, no later than five (5) working days following installation.

10. Newspaper Notice

(a) If an application for development approval is required to be advertised by way of a newspaper notice then it shall be in the format published on the Town's website and comply with the below:

i. Be published on the commencement date of the consultation period, in a newspaper circulating, at least weekly, in the area in which the land subject of the application is located; and

ii. The size of such advertisement(s) being sufficient for people to read clearly;

(b) It is the responsibility of the applicant to arrange for publication of the notice and payment of associated costs.

(c) The applicant is to submit evidence of the newspaper notice being published, no later than five (5) working days following its publication.

(d) The Town will arrange for publication of any required newspaper notices for a *planning proposal* listed in Table 1.

(e) The applicant shall reimburse the Town for payment of associated costs for publication of any newspaper notices for a *planning proposal* listed in Table 1.

11. Display and Viewing of Plans

(a) Community consultation for all *planning proposals* will include relevant plans and documents (or links to plans and documents) on the Town's website, 'Your Thoughts' consultation hub (if applicable) or other online platforms for the duration of the consultation period.

(b) Copies of relevant plans and documents will be made available for viewing at Council's Administration Centre upon request, or in extenuating circumstances may be mailed upon request.

(c) The submission of a *planning proposal* for assessment by the Town is taken to be agreement for plans and/or documents to be displayed, viewed or circulated in accordance with (a) to (b) above, for the duration of the consultation period.

12. Community Information Sessions

(a) A community information session or drop-in session on strategically significant planning proposals listed within Table 1 may be held by Council Officers, where it is considered by the Town, that it will assist the community's understanding of the proposal and provide increased opportunity to view plans and any relevant additional information.

(b) The community information session or drop-in session will be held at least one week prior to conclusion of the consultation period.

13. Submissions received by Council

(a) Where a *planning proposal* is the subject of a report to a Council Meeting or other decision maker, the Officer's report will include a summary of the submissions received during the consultation period, along with an accompanying response from Council Officers considering the issues raised in the submissions.

(b) Full copies of submissions will be made available to Elected Members but will not be made available to members of the public unless required by law.

(c) All submissions received in relation to a planning proposal will be communicated by Council Officers to the applicant, with full copies (with personally identifying information removed) of submissions being provided to the applicant upon request.

(d) The applicant will be provided with a minimum of seven (7) days to respond to any objection(s) received during the consultation period and/or amend a planning proposal in order to overcome the objection(s).

14. Notification of Submitters

Those persons who lodge a submission in a relation to a *planning proposal* will receive written notification by letter or email of:

(a) The decision of Council Officers where the proposal is an application for development approval determined under delegated authority, along with a response to the matters raised in their submission;

(b) The time, date and particulars of the Agenda Briefing Forum and Ordinary Council Meeting, where the *planning proposal* will be considered/determined by the Council, with notification to include instructions on how to access the agenda prior to the scheduled meetings.

(c) The decision of the Council, where the *planning proposal* was considered at a Council Meeting, and any associated conditions of approval or reasons for refusal.

15. Planning proposals where Council is not the final decision maker

(a) *Planning proposals* which are required to be determined by other planning authorities, for example the Metropolitan Inner South Joint Development Assessment Panel (DAP), or the Western Australian Planning Commission (WAPC), will be subject to the consultation procedures outlined in this Policy. With respect to applications determined by the SDAU, the consultation requirements will be at the SDAU's discretion.

(b) Those persons who lodge a submission in a relation to a *planning proposal* to be determined by the DAP, SDAU or WAPC will receive written notification of:

i. Council's recommendation to the DAP, SDAU or WAPC;

ii. Instructions on how to access the agenda of the DAP, or WAPC meeting online, and the date, venue and information on how to make a request for deputation or presentation at the meeting (if possible); and

iii. The decision of the DAP, SDAU or WAPC once the proposal is determined.

16. Review of Applications by State Administrative Tribunal (SAT)

(a) Application for development approval determinations subject to an application for review by the SAT will be subject to the community consultation requirements contained in Table 2 where the review:

i. Includes consideration of an amended proposal that introduces new, or increases the extent of, any previously proposed non-compliances; or

ii. Where deemed appropriate by the Manager Development Services or Coordinator Urban Planning.

(b) Those persons who have lodged a submission in relation to an application for development approval, the determination of which is later reviewed by the SAT (either during the consultation for the original application, or consultation carried out in accordance with (a) above), will be notified as per clause 14 of this policy.

Version Control

Date Initially Adopted :	Former Administrative Policy GEN3 'Community Consultation' – adopted 28 September 1999
Date(s) Amended :	1. Adopted as Local Planning Policy 37 at Ordinary Council Meeting 8 November 2016; 2. Amended by Council resolution at Ordinary Council Meeting 11 December 2018. 3. Amended by Council resolution at Ordinary Council Meeting dd Month 2021.

INTRODUCTION

Council recognises that development within the Town may impact the amenity of neighbouring properties or the community as a whole. Community consultation plays an important role in ensuring that those who may be affected by a *planning proposal* are given an opportunity to comment on the proposal, and allows for their comments to be considered as part of the decision-making process.

This policy provides guidance on the community consultation process for *planning proposals*, including when consultation will occur, the means and duration of consultation, and the manner in which Council will keep the community informed of the decision-making process.

Notwithstanding this policy, applicants are strongly encouraged to discuss proposals with nearby owners and occupiers prior to the submission of any *planning proposal*.

POLICY SCOPE

This policy is applicable to the entire municipal area of the Town of Victoria Park and will be applied by the Town when making discretionary decisions relating to advertising of *planning proposals*. In circumstances where consultation is undertaken it will include both the owners and occupiers of properties that, in the opinion of the Town, may be impacted by the proposal and/or other stakeholders where these are identified. The Policy also applies to *planning proposals* for which the Council is not the final decision making authority.

OBJECTIVES

The objectives of this policy are to:

(a) outline the process the Council will use when undertaking community consultation and considering submissions; and

(b) recognise the balance between the desire for the community to be informed and have reasonable opportunity for input into *planning proposals* and the administrative requirement to process *planning proposals* in an efficient manner and within prescribed statutory time frames.

STATUTORY BACKGROUND

The Town of Victoria Park Town Planning Scheme No. 1 includes a number of clauses relating to community consultation for development applications, Structure Plans, Local Development Plans and Local Planning Policies. Many requirements relating to community consultation are mandatory while others provide the Town with discretion as to whether a proposal is to be advertised and the method of advertising.

Part 4 of the Residential Design Codes (R-Codes) requires that for residential developments, the Town may notify potentially affected neighbours in certain circumstances. These circumstances are outlined in the tables contained in this Policy.

RELATIONSHIP TO OTHER COUNCIL POLICIES

Council Policy GEN6 'Public Participation Policy' provides a framework for Council to engage with the community in relation to any Town proposal or initiative. This local planning policy complements Council

Policy GEN6. In most instances, the level of public participation to be undertaken for *planning proposals* will be Level 2 'Consult'.

This Policy also aligns with the strategic outcomes of the Town's Strategic Community Plan, specifically Civic Leadership outcomes CL1 and CL2, which aim to ensure that members of the community:

- Receive information in various ways and at different times, that is easy to understand; and
- Are authentically engaged and informed in a timely manner.

DEFINITIONS

'Adjoining properties' (AP) is to be determined by reference to Diagrams 1 to 3 below:

DIAGRAM 1

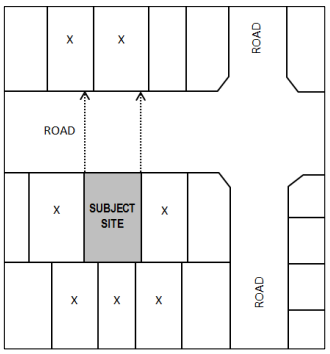

DIAGRAM 2

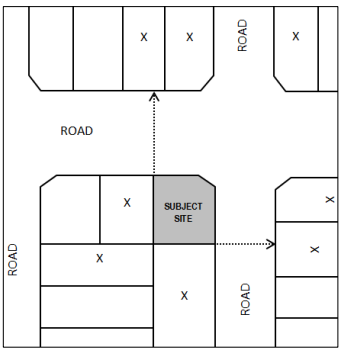

DIAGRAM 3



'Directly adjoining property' means only the property(ies) with a boundary directly adjacent to that part of the building for which a variation is proposed. For example if a development proposes a reduced setback to the western lot boundary, then only the property to the west will be consulted.

'LPP' refers to an adopted Local Planning Policy of the Council.

'Online' where referred to as an applicable consultation method in Table 1 or Tables 2A, 2B, 2C or 2D includes advertising/display of the proposal on the Town's 'Your Thoughts' consultation hub, and where considered necessary may additionally include the Town's website or other online platforms.

'Planning proposal' in the context of this policy includes a development application; Structure Plans; Scheme Amendments and Local Development Plans.

'Significant application' means a development application that:

- involves a significant exercise of discretion in terms of the Scheme, R-Codes or Council Policies; or
- proposes a scale of development that is considered to be significantly different from the predominant and expected pattern of land use or development within the locality; or
- proposes development with potentially significant amenity impacts on nearby residential areas or neighbours in terms of visual impact, streetscape, privacy, noise, intensity of use, traffic generation and adequacy of parking.

'Surrounding properties' (SP) means those properties which fall wholly or partly within a 100m radius of the subject site, unless specified otherwise, in Table 1 and Tables 2A, 2B, 2C or 2D.

POLICY REQUIREMENTS

The following provisions apply to community consultation on *planning proposals*:

1. Scheme Amendments, Structure Plans and Local Development Plans

(a) Consultation Requirements (Table 1)

i. Community consultation in relation to Scheme Amendments, Structure Plans, Local Development Plans and Local Planning Policies will be undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, relevant provisions of this Policy, and Table 1 below.

ii. Within Table 1, the:

- '✓' symbol denotes that a particular consultation method does apply; and
- '✗' symbol denotes that a particular method does not apply.

(b) Preliminary Consultation for Scheme Amendments

In the case of a proposed Scheme Amendment that is not consistent with a Council approved strategy or policy, an approved Structure Plan, or Council's strategic planning position, then Council will undertake community consultation for 21 days prior to determining whether or not to initiate a Scheme Amendment.

TABLE 1: Scheme Amendments, Structure Plans and Local Development Plans

PROPOSAL TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS				
		LETTERS	SIGN(S) ON SITE	NEWS-PAPER	ONLINE	NOTICE BOARD
BASIC SCHEME AMENDMENT	Consultation not required					
STANDARD SCHEME AMENDEMENT	42	✓*	✓*	✓	✓	✓
COMPLEX SCHEME AMENDMENT	60	✓*	✓*	✓	✓	✓
STRUCTURE PLAN	28	✓*	✓	✓	✓	✗
LOCAL DEVELOPMENT PLAN	14	✓*	✓	✓	✓	✗
LOCAL PLANNING POLICY	21	✓*	✗	✓	✓	✗

***** The method(s) and extent of consultation will be determined by the Manager Development Services or Coordinator Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area.

2. Applications for Development Approval

(a) Consultation Requirements for Development Applications (Tables 2A to 2D)

i. The circumstances where an application for development approval will be the subject of community consultation and the methods and duration of consultation that will apply are contained in Tables 2A, 2B, 2C and 2D below.

ii. Within Tables 2A to 2D, the:

- '✓' symbol denotes that a particular consultation method does apply;
- '✗' symbol denotes that a particular method does not apply;
- '**AP**' refers to *Adjoining Properties* as defined in the Definitions; and
- '**SP**' refers to *Surrounding Properties* as defined in the Definitions.

iii. The requirements of more than one Table may apply to a development application. Where more than one category/circumstance applies to a particular development application, then the greater of the relevant consultation requirements shall apply.

(b) Circumstances where Community Consultation will not be required

Community consultation will not be undertaken for a development application that:

i. Complies with all applicable provisions of the Scheme, R-Codes or Local Planning Policies; or

ii. Proposes variations to Scheme, R-Codes or Council Policies that are not specifically identified in Tables 2A, 2B, 2C or 2D as requiring consultation; or

iii. Seeks to renew a previous approval issued, provided that the previous approval did not expire more than 12 months ago and the design has not significantly changed or increased the extent of any non-compliances.

(c) Notwithstanding (b) above, the Council may inform adjoining or surrounding properties of a *Significant Application* (by letter, email or other methods), advising them of the Council's decision (or that of another relevant decision maker) in relation to that application.

TABLE 2A: LAND USE (Refer Note 1)

LAND USE OR DEVELOPMENT TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
"X" PROHIBITED USES	NO CONSULTATION AS THE APPLICATION CANNOT BE APPROVED				
UNLISTED USES Exemption from consultation	21	✓	✓(SP)	✓	✓
Minor additions to a building used as an Unlisted Use, where the additions comply with applicable development standards.					
CHANGE OF NON-CONFORMING USE	14	✓	✓(SP)	✓	✗
Exemption from consultation Minor additions to a building with non-conforming use rights, where the additions comply with applicable development standards.					
"AA" DISCRETIONARY USES	14	✓	✓(AP)	✓*	✗
Exemptions from consultation (a) Minor additions to a building approved as an 'AA' use, where the additions comply with applicable development standards. (b) Home Occupations that do not involve activities generating any noise, traffic, odours, parking or customers to the site. *A Sign on Site is not required for a Home Occupation, Family Day Care or Residential Building (short term accommodation) in the Residential zone.					

TABLE 2B: DEVELOPMENT TYPE (Refer Note 1)						
LAND USE OR DEVELOPMENT TYPE		COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
			ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
SIGNIFICANT APPLICATIONS		21	✓*	✓(SP**)	✓	✓
*Includes notice on Public Notices section of Council's Website. **Surrounding properties within 200m radius of the subject site.						
TELECOMMUNICATIONS FACILITIES (excluding exempt 'Low Impact' facilities)		21	✓	✓(SP)	✓	✓
SATELLITE DISHES (where non-compliant with Local Planning Policy 19 – Satellite Dishes)		14	✓	✓(AP)	✗	✗
SIGN(S) FOR A NON-RESIDENTIAL USE WITHIN A RESIDENTIAL ZONE (where non-compliant with a Local Law or Local Planning Policy applying to Signs)		14	✓	✓(AP)	✗	✗
DEMOLITION OF A PROPERTY OR STRUCTURE THAT IS: - On a Heritage List adopted under the Scheme; - Located within a designated Heritage Area under the Scheme; or - Entered in the State Register of Heritage Places		14	✓	✓(SP)	✓	✗
DEMOLITION OF AN ORIGINAL SHOPFRONT (where located on a property fronting Albany Highway in a District Centre or Commercial Zone)		14	✓	✓(AP)	✓	✗
VEHICULAR ACCESS TO A PROPERTY VIA A R.O.W. (where the R.O.W. is subject to possible future closure action)		14 *To owners and occupiers of land abutting the ROW which is subject to a possible future closure action.	✓	✓*	✗	✗
DEVELOPMENT BY LOCAL GOVERNMENT ON A PARKS AND RECREATION RESERVE; PUBLIC PURPOSE RESERVE; OR CIVIC USE RESERVE	**Minor Works**	14*	✓	✓(AP*)	✓*	✗
	Major Works	21	✓	✓(SP)	✓	✗
*Where considered by the Manager Development Services or Coordinator Urban Planning that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)						

TABLE 2C: NON-RESIDENTIAL OR MIXED USE DEVELOPMENT (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
VARIATIONS TO SCHEME, PRECINCT PLAN OR LOCAL PLANNING POLICY DEVELOPMENT STANDARDS RELATING TO: - **Plot ratio, Building Height; Setbacks~~;~~ On-site Parking Provision; and** - **Boundary Walls, Visual Privacy, and Overshadowing for Residential component only**	14 **Directly adjoining properties* only in case of setback variations	✓	✓(SP*)	✗	✗
<u>Exemptions from consultation</u> A car parking shortfall, where there is no net increase in an existing parking shortfall.					

TABLE 2D: RESIDENTIAL DEVELOPMENT (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
STREET SETBACKS: Applications not complying with the Acceptable Development requirements of LPP 25 – Streetscape in relation to **Primary Street, Secondary Street** and **Right of Way** setbacks. Exemptions from consultation (a) A carport in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, with a minimum primary street setback of 1.5m but with an average setback of less than 6.0m; (b) A wall height variation to a wall with a pitched/gable roof, that would comply if measured from natural ground level to the underside of the eaves; (c) A front setback average of 5.8m or greater; (d) Porches or an entry feature to a secondary street with a setback of 1.5m or greater; (e) Variations to Communal Street setback requirements of LPP 25.	14	✓	✓ (AP)	✗	✗
SIDE SETBACKS: Setbacks not complying with the Deemed-to-Comply requirements of the R Codes. Exemptions from consultation (a) Ground floor side or rear setback variation, where the variation is no greater than 10% of the required minimum setback. (b) A wall exceeding a length of 9m due to the wall length including a boundary wall, where the wall is single storey and the side setback would comply if the length of boundary wall were not included. (c) A side or rear setback variation where the setback would be compliant if the wall height was measured from natural ground level to the underside of the eaves; (d) A side setback variation to an open sided carport including where the columns/posts are up to the boundary.	14	✓	✓ (AP*) **Directly adjoining properties* only	✗	✗
BOUNDARY WALLS: Boundary walls not complying with the Acceptable Development requirements of Local Planning Policy 26 – Boundary Walls. Exemption from consultation Structures with an open side adjacent to the boundary, if compliant with the wall height and length limitations prescribed by the Local Planning Policy 26 – Boundary Walls.	14	✓	✓ (AP*) **Directly adjoining properties* only	✗	✗
PARKING: Applications proposing a lesser number of on-site car bays (including visitors bays) than required under the Deemed-to-Comply provisions of the R-Codes, LPP 23 or LPP 30	14	✓	✓ (AP)	✗	✗
PLOT RATIO: Applications not complying with the plot ratio requirements outlined in the Deemed-to-Comply requirements of the Scheme or the R-Codes.	14	✓	✓ (AP)	✗	✗
BUILDING HEIGHT: Applications not complying with the requirements of the TPS Scheme or Precinct Plan, R- Codes (Deemed-to-Comply requirements) or LPP 27 Exemptions from consultation A wall height variation to a wall with a pitched/gable roof that would comply if measured from natural ground level to the underside of the eaves.	14	✓	✓ (AP)	✗	✗

TABLE 2D: RESIDENTIAL DEVELOPMENT (CONTINUED) (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
RETAINING WALLS HIGHER THAN 500MM ABOVE NATURAL GROUND LEVEL	14	✓	✓(AP*)	✗	✗
			**directly adjoining properties* only		
PRIVACY AND OVERLOOKING	14	✓	✓(AP*)	✗	✗
*Where the proposal does not comply with the Deemed-to-Comply requirements of the R-Codes.					
OVERSHADOWING: Applications not complying with the Deemed-to-Comply requirements of the R-Codes or LPP 36	14	✓	✓(AP*)	✗	✗
			**directly adjoining properties* only		
OUTBUILDINGS: Applications not complying with the Deemed-to-Comply requirements of the Residential Design Codes in relation to floor area, wall height, ridge height or setbacks. Exemptions from consultation: An outbuilding with a wall height of no more than 3.0m.	14	✓	✓(AP*)	✗	✗
			**Directly adjoining properties* only		

Note 1: Where there is an inconsistency in the requirements under this Policy, then the greater consultation requirements apply. Additionally, if an application is deemed to be a *significant application* then the consultation requirements for *significant applications* prevail over the consultation requirements that would otherwise apply.

3. Discretion to vary requirements

Notwithstanding Table 1 and Tables 2A, 2B, 2C and 2D, the Town may require consultation to be undertaken, or require additional consultation (method and/or duration), where it is considered appropriate based upon the nature of a particular *planning proposal*.

4. Holiday Periods

The consultation period for any *planning proposal* excludes all public holidays and the whole of the weeks in which Christmas Day to the day after New Year's Day (inclusive) falls.

5. Evidence of non-objection

(a) In the case of development applications, consultation will not be required where the applicant provides a copy of the application plans(s) with certification from the owners and occupiers of the relevant property(ies) stating no objection to the proposal. Such certification must include a clearly printed and signed statement containing the following:

i. A list of the specific variation(s) or aspect(s) of the development for which consultation would otherwise be required;

ii. A statement that the plans have been viewed and there is no objection to the proposal;

iii. The full name of the owner/s or occupier/s of the relevant properties;

iv. Signatures of all persons shown as owners on the Town's IntraMaps system (which is linked to the rate records);

v. a current contact address and telephone number for all signatories.

(b) Council Officers (at their discretion) may contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s), and will be

checked against available Council records to ensure all relevant signatures have been provided.

(c) With respect to Tables 2A, 2B, 2C and 2D, where the consultation period is yet to conclude but written responses have already been received from all relevant persons notified of the proposal, then Council Officers may proceed to determine the application without awaiting the conclusion of the advertising period.

6. Ownership Details

(a) Council will rely on the ownership details displayed on the IntraMaps system (which is linked to the rate records) for the purpose of notifying owners and occupiers of properties.

(b) It is the responsibility of the owners and occupiers of the properties within the Town to inform the Council in writing of any changes in their address details as and when these occur.

7. Requirement for consultation within a strata development

(a) Where a development application requires community consultation in accordance with Clause 2 and any of Tables 2A to 2D, and the proposal is located within a strata development, consultation with the owners and occupiers of all properties within the strata development will be undertaken except where the development application form is signed by all strata owners who appear on the rate records held by the Council. The sending of a letter/email to a Strata Company only in lieu of directly notifying each individual property owner is not accepted.

(b) In all instances, Council Officers will notify the owners and occupiers of the properties within the strata development of the determination of the development application.

8. Letters and Email Notices

(a) Where consultation for a *planning proposal* includes the sending of letters or emails (where email addresses are known and available), then this shall be the responsibility of Council, and will be sent at the commencement of the consultation period or the first week in which any required newspaper notice is published.

(b) Letter or emails are to be sent to both the owners and occupiers of the adjoining or surrounding properties specified in Table 1 and Tables 2A, 2B, 2C and 2D.

(c) Council's consultation letter/email notice shall contain the following:

i. the site and general nature of the proposal;

ii. the nature of the discretionary decision or concern involved;

iii. the availability of plans/information for viewing and how to access the plans and other relevant documents online from the Town's website, 'Your Thoughts' consultation hub or other platforms;

iv. the last date by which any comments are to be lodged with the Council;

v. an invitation to comment on that part of the proposal that is being consulted on; and

vi. a statement that it should not be construed that final approval will be granted for the proposal.

9. Sign(s) on Site

(a) It is the responsibility of the applicant to arrange for installation of the sign(s) and payment of associated costs.

(b) The sign board(s) is to be professionally prepared, constructed of aluminium composite material (ACM), acrylic, corflute or similar weather-resistant material. Alternative materials

may be considered at the discretion of the Coordinator Urban Planning, such as where the sign is to be displayed from a shopfront window in direct view of the street.

(c) Where a development application is to be advertised by way of a sign on-site, then the notice shall be in the format outlined in Appendix 1 and comply with the below:

i. The sign(s) being in a prominent position(s) on the land so that it can be clearly read from the adjoining streets;

ii. The sign board(s) being 1200mm x 1000mm, with black lettering on a white background;

(d) The sign(s) should be in place on the same day as consultation commences and is to remain on-site for the duration of the consultation/comment period.

(e) The applicant is to submit evidence, such as dated photographs, of all required signs on the site, no later than five (5) working days following installation.

10. Newspaper Notice

(a) If a development application is required to be advertised by way of a newspaper notice then it shall be in the format outlined in Appendix 1 and comply with the below:

i. Be published once a week for the duration of the consultation period, in a newspaper circulating, at least weekly, in the area in which the land subject of the application is located; and

ii. The size of such advertisement(s) being sufficient for people to read clearly;

(b) It is the responsibility of the applicant to arrange for publication of the notice and payment of associated costs.

(c) The applicant is to submit evidence of the newspaper notice being published, no later than five (5) working days following its publication.

(d) The Town will arrange for publication of any required newspaper notices for a *planning proposal* listed in Table 1.

(e) The applicant shall reimburse the Town for payment of associated costs for publication of any newspaper notices for a *planning proposal* listed in Table 1.

11. Display and Viewing of Plans

(a) Community consultation for all *planning proposals* will include relevant plans and documents (or links to plans and documents) on Council's website, 'Your Thoughts' consultation hub or other online platforms for the duration of the consultation period.

(b) Copies of relevant plans and documents will be made available for viewing at Council's Administration Centre upon request, or in extenuating circumstances may be mailed upon request.

(c) The submission of a *planning proposal* for assessment by the Town is taken to be agreement for plans and/or documents to be displayed, viewed or circulated in accordance with (a) to (b) above, for the duration of the consultation period.

12. Community Information Sessions

(a) A community information session or drop-in session on a *significant application* or any other *planning proposal* may be held by Council Officers, where it is considered by the Town, that it will assist the community's understanding of the proposal and provide increased opportunity to view plans and any relevant additional information.

(b) The community information session or drop-in session will be held at least one week prior to conclusion of the consultation period.

13. Submissions received by Council

(a) Where a *planning proposal* is the subject of a report to a Council Meeting or other decision maker, the Officer's report will include a summary of the submissions received during the consultation period, along with an accompanying response from Council Officers considering the issues raised in the submissions.

(b) Full copies of submissions will be made available to Elected Members but will not be made available to members of the public unless required by law.

(c) All submissions received in relation to a planning proposal will be communicated by Council Officers to the applicant, with full copies (with personally identifying information removed) of submissions being provided to the applicant upon request.

(d) The applicant will be provided with a minimum of ten (10) days to respond to any objection(s) received during the consultation period and/or amend a planning proposal in order to overcome the objection(s).

14. Notification of Submitters

Those persons who lodge a submission in a relation to a *planning proposal* will receive written notification of:

(a) The decision of Council Officers where the proposal is a development application determined under delegated authority, along with a response to the matters raised in their submission;

(b) The time, date and particulars of the Elected Members Briefing Session and Ordinary Council Meeting, where the *planning proposal* will be considered/determined by the Council, with notification to include instructions on how to access the agenda prior to the scheduled meetings.

(c) The decision of the Council, where the *planning proposal* was considered at a Council Meeting, and any associated conditions of approval or reasons for refusal.

15. Planning proposals where Council is not the final decision maker

(a) *Planning proposals* which are required to be determined by other planning authorities, for example the Metropolitan Central Joint Development Assessment Panel (DAP) or the Western Australian Planning Commission (WAPC), will be subject to the consultation procedures outlined in this Policy.

(b) Those persons who lodge a submission in a relation to a *planning proposal* to be determined by the DAP or WAPC will receive written notification of:

i. Council's recommendation to the DAP or WAPC;

ii. Instructions on how to access the agenda of the DAP meeting on the DAP website, and the date and venue of the DAP meeting, where the proposal is to be considered by the DAP; and

iii. The decision of the DAP or WAPC once the proposal is determined.

16. Review of Applications by State Administrative Tribunal (SAT)

(a) Development application decisions subject to an application for review by the SAT will be subject to the community consultation requirements contained in Tables 2A, 2B, 2C and 2D where the review:

i. Includes consideration of an amended proposal that introduces new, or increases the extent of, any previously proposed non-compliances; or

ii. where deemed appropriate by the Manager Development Services or Coordinator Urban Planning.

(b) Those persons who lodge a submission in relation to a development application reviewed by the SAT (during the consultation for the original application, or consultation carried out in accordance with (a) above) will be notified as per Clause 14 of this Policy.

VERSION CONTROL

Date Initially Adopted :	Former Administrative Policy GEN3 'Community Consultation' – adopted 28 September 1999
Date(s) Amended :	1. Adopted as Local Planning Policy 37 at Ordinary Council Meeting 8 November 2016; 2. Amended by Council resolution at Ordinary Council Meeting 11 December 2018.

APPENDIX 1

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL

TOWN OF VICTORIA PARK
TOWN PLANNING SCHEME NO. 1

Notice is hereby given that (1) _____

has applied to the Town of Victoria Park for approval of (2) _____

_____

_____

_____

on land situated at (3) _____

_____

_____

Any person wishing to comment upon this proposal can do so either via email to admin@vicpark.wa.gov.au or in writing to the Chief Executive Officer, Town of Victoria Park, Locked Bag No 437 Victoria Park WA 6979. Public comments are to be made by no later than (4) _____ .

(1) Insert name of applicant.
(2) Insert the particulars of the proposed land use or development.
(3) Insert the postal address and lot number of the land subject of the application.
(4) Insert the date that submissions close.

Town of Victoria Park



West Coast Eagles Lease obligations and Player Hours Report

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Reporting Period:	**2020**
Reporting Officer:	**Digby Moulin**
Reporting Officer contact details:	

Lease Obligations

Have WCE made the Indoor Training Hall available to:

Perth Demons Yes ☒ No☐

General Public and Community Groups Yes ☒ No☐

Summary	

Have WCE made the Gymnasium available to:

Perth Demons

Yes ☒ No☐

Summary	

Have WCE made Oval 2 available to:

Perth Demons Yes ☒ No☐

General Public and Community Groups Yes ☒ No☐

	Comments
Summary	PFC training, community groups (VPJFC) and schools (Lathlain Primary School Athletics Carnival, Lathlain Primary School Carols By Candlelight, West Coast Health Fitness Program, Ursula Frayne College, Western Australian Female Football Academy, Wirrpanda Foundation, Victoria Park Raiders, State Academy, Ken Wyatt Cup, Naitanui Academy, PFC Futures program)

Have WCE provided written details as to when Oval 2 is available to:

General Public and Community Groups Yes ☒ No☐

	Comments
Summary	Bookings are available on the clubs website. https://www.westcoasteagles.com.au/club/mineral-resources-park mrpoperations@westcoasteagles.com.au

Have WCE provided a booking system to book Oval 2 to:

General Public and Community Groups Yes ☒ No☐

	Comments
Summary	Booking is available on the clubs website. https://www.westcoasteagles.com.au/club/mineral-resources-park mrpoperations@westcoasteagles.com.au

Have WCE displayed the contact details for booking Oval 2 on its website

Yes ☒ No☐

	Comments
Summary	Booking is available on the clubs website. https://www.westcoasteagles.com.au/club/mineral-resources-park mrpoperations@westcoasteagles.com.au

Have WCE erected a boundary fence that allows Oval 2 to remain accessible to:

General Public and Community Groups Yes ☒ No☐

	Comments
Summary	Oval 2 remains accessible to general public with boundary erected fence

Have WCE erected a boundary fence around Oval 2 with a reasonable number of access points for:

General Public and Community Groups Yes ☒ No☐

	Comments
Summary	

Have WCE installed signs around the perimeter of Oval 2 advising training is in progress for:

General Public and Community Groups Yes ☒ No☐

	Comments
Summary	Signs are erected when AFL, AFLW, WAFL & NGA training is active.

Have WCE provided access to Oval 2 to:

Perth Demons Yes ☒ No☐

General Public and Community Groups Yes ☒ No☐

	Comments
Summary	Oval 2 is accessible to these groups When is it available to General Public and Community Groups? When do Perth Demons have access?

Have all Parties complied with the usage arrangements in Schedule 3

Yes ☒ No☐

	Comments
Summary	

Have WCE monitored the condition of the playing surface of Oval 2 at the Oval Areas Standard

Yes ☒ No☐

	Comments
Summary	

Have WCE temporarily restricted access to Oval 2 to the General Public due to the public's access adversely impacting the standard of the playing surface

Yes ☐ No☒

	Comments
Summary	Yearly, maintenance was conducted on oval 11/20 2 weeks shutdown period Have there been any instances where community use of the oval has lead to the oval or sections of the oval being impacted? I have noticed the goals squares are roped off from time today is this the result of high use from the community?

Have WCE extended the delivery of its existing community programs to include the Town where appropriate and applicable

Yes ☒ No☐

	Comments
Summary	Advise appropriate groups of WCE community programs - Naitanui Cup Higgins Park More detail around what was delivered at Higgins Park. Explain the Naitanui Cup and who is involved, who plays etc.

Have WCE and the Town jointly monitored and reviewed the Community Benefits Strategy in accordance with the Community Benefit Principles

Yes ☒ No☐

	Comments
Summary	Bi – Monthly meetings @ Council offices

Have WCE delivered the community benefits in the Community Benefits Delivery Program incorporating:

The equivalent of 1 full time employee of the Wirrpanda Foundation Ltd - Not ApplicableYes ☐ No☐

The equivalent of 2 full time employees of the WCE provided that the equivalent of only one full time employee is required to be provided the WCE so long as one full time employee of the Wirrpanda Foundation Ltd is being provided Yes ☒ No☐

	Comments
Summary	WCE - Fraser McInnes, Claire Clifton, Dana Hooker, Chris Brown

100 hours per year of player involvement, but if the programs do not warrant this amount of hours, the WCE shall not be required to make up the time in a subsequent year

Were 100 player hours provided in 2020? Yes ☐ No☒

	Comments
Summary	COVID-19 has had a material impact on player availability due to the strict WA Government and AFL protocols. Despite this impost, the club is pleased to report 94.5 hours were completed.

Have WCE made good the failure to provide any part of the deliverables under the Community Benefits Delivery Program during the course of the year in the subsequent year.

Yes ☒ No☐

	Comments
Summary	Subject to Covid, AFL and WA Health Department guidelines, all efforts will be made to meet 100 hours appearances

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TEL (08) 9311 8111 **FAX** (08) 9311 8181 **ABN** 77 284 859 739
EMAIL admin@victoriapark.wa.gov.au **VISIT** victoriapark.wa.gov.au
Administration Centre, 99 Shepperton Road, Victoria Park WA 6100
Locked Bag No. 437, Victoria Park WA 6979

100 Player Hours

Initiative/Event Attended	Date of Attendance	Activities completed	Players in Attendance	Hours Provided
Tree Planting	2/8/20	Planting Trees with Community	DH, JB, FM	6
Library	6/8/20	Photos of players reading favourite book	TK NN DH TB OA	5
Photo with TOVP Staff	1/8/20	Photo TOVP staff raising the flag for AFL Finals	DH FM	2
Healthy Community	11/10/20	MH week stall at farmers market to promote	Rick the Rock Eagle	2
Healthy Community	12/10/20	MH week Blender bike @ Leisurelife Centre	JB FM	4
Healthy Community	14/10/20	MH week Albany Highway Flower giveaways	JB FM RTR	6
Digital Hub	21/10/20	Smartphone App best use strategies	DH	2.5
Community Development	25/10/20	Telethon Family Festival Day	NicNat BD	5
Community Development	25/10/20	Playtime in Rayment Park	DH	1
Community Development	11/11/20	Remembrance Day @ Memorial Gardens	FM, ROC, CC & RG	4
Community Development	25/11/20	Healthy Relationships Video Production	FM DH	5
Lathlain Primary School	9/11/20	Follow up after Remembrance Day with LPS choir	FM & BD	3
Lathlain Place activation with Christmas carols	12/12/20		Rick the Rock	2
Lathlain PS	12/12/20		Brad Dalziell	2
Supporting Local Communities	Throughout 2020	Various activities, refer to report	Dana Hooker, Fraser McInnes & Ricker the Rock	16
Recreational Groups and Sports	Throughout 2020	Various activities, refer to report	Dana Hooker, Fraser McInnes & Ricker the Rock	13
Support VicPark Campaign	April	TOVP Business Video	Luke Shuey	2
Support VicPark Campaign	April	TOVP Business Video	Dom Sheed	2
Support VicPark Campaign	April	TOVP Business Video	Elliot Yeo	2
Support VicPark Campaign	April	TOVP Health and Wellness Video	Jackson Nelson	2

Support VicPark Campaign	April	TOVP Health and Wellness Video	Oscar Allen	2
Support VicPark Campaign	April	TOVP Indigenous Health Organisation	Brendan Ah Chee	2
Support VicPark Campaign	April	Reconciliation Video	Tim Kelly	2
Support VicPark Campaign	April	Reconciliation Video	Liam Duggan	2

Town of Victoria Park



Community Benefits Strategy Report: Program 2 Healthy Relationships

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VIC PARK

Community Benefits Strategy Outcomes Measurement

Program 2: Healthy Relationships – Including domestic violence awareness and prevention, is a focus area that has deservedly received increased attention from the community, not-for-profit agencies and government as a priority to address. This project utilises the positive influence of sport to embed messages reinforcing respect and equality across the Town of Victoria Park's sport and recreational clubs.

To Be Completed by: West Coast Eagles

Time Frame: December 2019 – December 2020

Initiative	Activities	Indicators
Awareness Campaign	P2.1: • WCE to demonstrate having engaged with the Department of Communities, subject matter experts and a minimum of 3 service providers in the design and delivery of meaningful programs that raise awareness of healthy relationships, gender equality and cultural norms. • Provision of media releases • A minimum of 5 short film clips with players & coaches • A minimum of 2 short audio clips with players & coaches	P2.1.1: A minimum of 5 short film clips with players & coaches. P2.1.2A minimum of 2 short audio clips with players & coaches.
Summary	P2.1.1: • Clip one: Oscar Allen and Jackson Nelson – Health and Wellness. Shared/published on x platform and had x amount of views etc. • 2 Dana Hooker and Fraser McInnes https://www.westcoasteagles.com.au/video/838199/ending-violence-against-women?videoId=838199&modal=true&type=video&publishFrom=1606256082001 • 3 Brendan Ah Chee – Indigenous Health • 4 August - https://www.westcoasteagles.com.au/news/584176/town-of-victoria-park-still-open-for-business – article and video with Elliott Yeo • August – Article on WCE website – Sill open for business • WCE Twitter post – still open for business • Nov – 2020 – video of celebration on winning award for CBS https://www.westcoasteagles.com.au/video/836177/town-of-victoria-park-claims-major-award?videoId=836177&modal=true&type=video&publishFrom=1605237183001	

	P2.1.2: Please provide detail regarding each of two audio clips • Clip one: Ending violence against women – link attached above • Clip two:

Initiative	Activities	Indicators
Healthy relationships workshops	P2.2: • Deliver 2 x annual Healthy Relationships Workshops	P2.2.1: Delivered annually within the Positive Youth Engagement Program –
Summary	P2.2.1: • Unable to deliver in 2020 due to COVID-19. • WCE will work closely with relevant Town officers on the program for 2021.	

Initiative	Activities	Indicators
Provision of an AFLW ambassador	P2.3: • WCE to provide an AFLW player as an active ambassador of the program. • WCE to provide a AFL player as an active ambassador for Wirrpanda Foundation. • AFLW ambassador to make appearances at program activities WCE to demonstrate provision of specific induction and ongoing training to all ambassadors and mentors of the program. This training will align to successful delivery of Healthy Relationship (awareness program outcomes)	P2.3.1: Ambassadors provided. P2.3.2: Ambassador made appearances at program activities - P2.3.3: Training and support was provided
Summary	P2.3.1: Dana Hooker P2.3.2: Yes P2.3.3: Yes	

Initiative	Activities	Indicators
Healthy Relationships Strategy group	P2.4: • Join Healthy Relationships Strategy group • Contribute to Healthy Relationships Strategy group and host three meetings of the group annually. • Develop (in conjunction with agencies) and promote club and community groups 'Healthy Relationships' support program tools. • Provide 'Healthy Relationships' education and follow up to local clubs and community groups.	P2.4.1: Joined Healthy Relationships Strategy group P2.4.2: Hosted three meetings – P2.4.3:Contributed to Healthy Relationships Strategy group- P2.4.4: Developed 'Healthy Relationships' support program tools. – P2.4.5: Provided 'Healthy Relationships' education and follow up to local clubs and community groups. –
Summary	P2.4.1: • Yes two people attended monthly strategy meetings. P2.4.2: • Hosted 1, limited capacity with MRP outside visitor restrictions due to COVID-19 P2.4.3: • Please review Town officer minutes (ToVP) P2.4.4: • No • Was not delivered due to Covid however the deliverable needs more clarity for 2021. P2.4.5: • No • Was not delivered due to Covid however the deliverable needs more clarity for 2021.	

Initiative	Activities	Indicators
Fundraising item offerings or experiences offered to community groups	P2.5: • WCE to deliver 10 fundraising item offerings or experiences to 10 community groups per annum (community groups to be local organisations that align to the outcomes of the Healthy Relationships program).	P2.5.1: Were 10 offerings or experiences delivered to 10 community groups?
Summary	P2.5.1: Yes • Nardine Wimmin's Refuge (footy) • Zonta House (Guernsey) • Starick (Guernsey) • Sussex St Community Law Service (Guernsey) • Boronia Prison/WA Police (footy) • Preventing Violence Against Women (Guernsey) • Palmerston (Guernsey) • Stopping Family Violence (footy) • Sisters of Hope (footy) • Centrecare Perth (footy)	

Initiative	Activities	Indicators
Ongoing support to clubs and community organisations	P2.6: • WCE to demonstrate Ongoing support to clubs and community organisations.	P2.6.1: Was ongoing support provided to clubs and community organisations?
Summary	P2.6.1: • YES – Sport and rec clubs (VPJFC), Healthy Strides • Please review CBA programs Supporting Local Community Organisations and Recreational Groups and Sports Club Development	

Initiative	Activities	Indicators
Use of classroom and function rooms	P2.7: • WCE to make classrooms and function rooms available for use by community groups (subject to availability and cost recovery).	P2.7.1: How many bookings were made by community groups in 2020?
Summary	P2.7.1: Nil – MRP was off limits to external visitors in 2020 due to COVID-19 AFL protocols.	

Initiative	Activities	Indicators
16 Days in WA - Stop the Violence against Women campaign.	P2.8: • WCE website is to be maintained with appropriate resources to provide relevant information on domestic violence to the community. • Initiative 3 - Update your social media profile with the 16 Days in WA frame. • Initiative 5 - Get involved by sharing content using the hashtags #StopTheViolence, • #16DaysinWA, #ViolenceIsNotOK and #ChangeTheConversation. • Initiative 7 - Find out if your workplace has a family and domestic violence support policy and encourage workplace training on the topic. • Initiative 12 - Sign up to become a White Ribbon Supporter, Advocate or Ambassador • Initiative 14 - Wear orange, the 16 Days in WA campaign colour, or organise for a • landmark in your neighbourhood or community to be lit in orange to show your support.	P2.8.1: Initiative 3, 5, 7, 12 and 14 were completed.
Summary	P2.8.1: • Initiative 3 & 5 – 16 Days campaign was run in 2019 & 2020 a video was create with Dana Hooker & Fraser McInnes released on social media and our website • 2019 – Collaborated with 16 Days in WA to feature West Coast Eagles AFLW Head Coach, Luke Dwyer in campaign video (filmed at club facilities).	

	• AFLW Head Coach, Luke Dwyer attended the 16 Days in WA campaign launch outside Optus Stadium as a Special Guest.
	• Social Media Post x 1 (16 Days in WA Launch event)
	• Linked In Social media Post x 1 (16 Days in WA Launch event)
	• Email News Banner x 1 16 Days in WA Campaign Artwork
	• Club Website Takeover (16 Days in WA). Appeared on homepage and on MRECs across the site.
	• This takeover generated 18,900 impressions were delivered with 30 click throughs
	• Club Intranet Post (16 Days in WA)
	• White Ribbon 2019:
	• AFL Player Tom Barrass White Ribbon Ambassador
	• Tom Barrass Player Image Use on STAND UP for White Ribbon Campaign. Details below:
	• Poster paste-ups: your image has been blown up to A2 size and will appear in local cafes, bakeries, music venues, theatres etc across the Perth metropolitan area and Fremantle from 22 November to 10 December;
	• Exhibition: the entire series of images where exhibited within the State Theatre Centre from 22 November to 10 December.
	• Big screens: all images will be screened at Yagan Square Digital Tower on 22 November (9:38am, 1:09pm and 6:20pm), and on the Perth Cultural Centre Big Screen and the Northbridge Piazza Superscreen from 22 November to 10 December.
	• Tom Barrass made a guest appearance at a STAND UP for White Ribbon function. Tom Barrass was interviewed and then an article was released the following day to announce his new role as White Ribbon ambassador.
	• Tom Barrass shared his new role as ambassador on his personal Instagram page.
	• Tom Barrass attended a photoshoot to be used for STAND UP for White Ribbon campaign.
	• Initiative 12 – Completed??
	  ○ Did anyone from WCE Sign up to become a White Ribbon Supporter, Advocate or Ambassador?
	  ○ Tom Barrass?
	  ○ Yes, Tom Barrass was an official White Ribbon Ambassador as mentioned above (see highlighted line above)
	• Initiative 14 – not completed due to COVID-19

Initiative	**Activities**	**Indicators**
Public appearances	P2.9: • 10 public appearances (to include radio and television interviews and appearances at events in the Town of Victoria Park, South East Metro or Metro - wide areas).	P2.9.1: Were 10 public appearances completed?

Summary	P2.9.1: • Public appearances are captured in the 100 players hours report

Initiative	Activities	Indicators
Staffing	P2.10: • Provide a minimum of 1 staff member one day a week and draw on club resources to support the initiatives.	P2:10.1: Was one staff member provided for one day a week and draw on club resources to support the initiatives?
Summary	P2.10.1: • Yes– Claire Clifton, Fraser McInnes and Dana Hooker. • 2021 Initiative: WCE working with ToVP in getting a purple bench erected in Zone 2.	

TOWN OF VICTORIA PARK



Community Benefits Strategy Report: Program Three Supporting Local Community Organisations

WE'RE OPEN VIC PARK

Community Benefits Strategy Outcomes Measurement

Program 3: Supporting Local Community Organisations - WCE to support four community Not-for-profit or community group organisations over the first five years.

To Be Completed by: West Coast Eagles

Time Frame: December 2019 – December 2020

Initiative	Activities	Indicators
Audit of existing local community organisations in the Town of Victoria Park	P3.1: • WCE to conduct an audit of all the local community not for profit groups and social enterprises in the Town. This audit is to ensure that all organisations are invited to participate and so that these organisations can be collaborated with through this program.	P3.1.1: Was the audit completed?
Summary	P31.1: • We utilized the Sport Australia online club development Health Check Survey. This was a free online survey tool that covered all areas of club development for local organisations and sporting clubs. The platform allowed users to self-assess how they are going, and identify the areas of need and gaps in which we could try to assist with. (Survey results sent through to TOVP Community team via email) • The survey was sent out initially on the 16/12/2019 and a follow up went out on 10/1/2020. The follow up returned more responses from community clubs and organisations. • Lathlain Playgroup, WA Disabled Sports, Healthy Strides, PCYC were the organisations selected by the WCE community benefits team to be involved with the program from the list of respondents. 3 other organisations – The Haven Centre, Advocare and Essentials for Women also applied to join the program, but were unfortunately unsuccessful	

Initiative	Activities	Indicators
Application process	P3.2: • WCE to demonstrate a clear, transparent, and fair process for selection of 4 not for profit community group organisations. • WCE to promote WCE and ToVP communication and social media channels to ensure optimal reach. • WCE to select 4 community organisations and inform ToVP who these organisations are	P3.2.1: WCE provided a clear, transparent, and fair process for selection of 4 not for profit community group organisations. P3.2.2: Promoted WCE and ToVP communication and social media channels. https://www.youtube.com/playlist?list=PLOpI2EyPVsVb4jww9_k45A8dLBRyx3cua P3.2.3: Selected 4 community organisations and informed ToVP who these organisations are.

Summary	P3.2.1: • We utilized the Sport Australia online club development Health Check Survey. This was a free online survey tool that covered all areas of club development for local organisations and sporting clubs. The platform allowed users to self-assess how they are going, and identify the areas of need and gaps in which we could try to assist with. (Survey results sent through to TOVP Community team via email) • The survey was sent out initially on the 16/12/2019 and a follow up went out on 10/1/2020. The follow up returned more responses from community clubs and organisations. • Lathlain Playgroup, WA Disabled Sports, Healthy Strides, PCYC were the organisations selected by the WCE community benefits team to be involved with the program from the list of respondents. The successful organisations were determined by the WCE Community Benefits team on the back of the results found within the survey data. 3 other organisations – The Haven Centre, Advocare and Essentials for Women also applied to join the program, but were unfortunately unsuccessful P3.2.2: • The WCE Community Benefits team promoted the opportunity to join our Community benefits program through an EDM. The contact list was attained through the Town Of Vic Park Community team and sent out twice to all eligible organisations. The program and outcomes were promoted through the WCE Instagram, Facebook and Twitter Account. While we don't have individual post reach – find attached the total follow count of our social channels – Twitter 87.7k, Facebook 319,888k & Instagram 212k P3.2.1: • Healthy Strides, Lathlain Playgroup, Kensington PCYC & West Australian Disability Sporting Organisation

Initiative	**Activities**	**Indicators**
Design process	P3.3 • WCE will engage with four local not-for-profit or community groups to design capacity building programs specifically tailored to each group's needs. • Design process to establish outputs, short and medium term outcomes and an evaluation framework.	P3.3.1: WCE engaged with four local not-for-profit or community groups to design capacity building programs specifically tailored to each group's needs. P3.3.2: Design process to established outputs, short and medium term outcomes and an evaluation framework?
Summary	P3.3.1: Yes, hands on assistance to each of the organisations. P3.3.2: No.	

Initiative	Activities	Indicators
Program Support	P3.4: • WCE to offer and demonstrate program support to 4 organisations in line with each organisation's needs. • A minimum of 4 workshop sessions are to be held per community group.	P3.4.1: WCE to offered and demonstrated program support to 4 organisations in line with each organisation's needs?. P3.4.2: A minimum of 4 workshop sessions were held per community group.
Summary	P3.4.1: • Engaged with 3 of the organisations however not PCYC as they were going through leadership changes and COVID-19 so did not require any assistance until they had bedded now leadership team and their strategy. P3.4.2: 4 workshops sent digitally.	

Initiative	Activities	Indicators
Outcomes, indicators and targets	P3.5: • The program shall measure and report against the following outputs, outcomes, and indicators • Outputs: 1. Targeted relevant ongoing program support to four (4) not-for profits over the first 5 years. 2. A minimum of four sessions held per community group. **Short term outcomes** Participants are aware of opportunities to participate in positive skill development program Participants gain skills and knowledge to drive change within their community. **Medium term outcomes** 5. Behaviour change takes place at an individual and community level.	P3.5.1: Were four sessions held per community group? Participants gain benefit from participating in the program. P3.5.2: Measure baseline results annually for: % of participants report an increase in knowledge gained % of participants report an increase in skills gained % of participants report an increased level of performance improvement % of participants report an increased sense of belonging to the community P3.5.3: Short term outcomes Participants are aware of opportunities to participate in positive skill development program. Participants gain skills and knowledge to drive change within their community. P3.5.4: Medium term outcomes Behaviour change takes place at an individual and community level.

Summary	As discussed, outcome reporting to be conducted by the Town of Vic Park. *Town comment: Town has sought further clarification on this reporting item. Future support may need to be provided to WCE as part of the outcome reporting.*	

Initiative	**Activities**	**Indicators**
Public reports	P3.6: • WCE to produce an Annual Outcome Report (quantitative and qualitative).	P3.6.1: Was the report completed and submitted to the Town of Victoria Park?
Summary	P3.6.1: Yes • 4 reports submitted through Microsoft Teams on 12 February 2021.	

Initiative	**Activities**	**Indicators**
Resource Plan	P3.7: • WCE to demonstrate provision of 1 staff member to work on this project one day a week and draw upon Club resources to support clinics and workshops and initiatives.	P3.7.1: • Provision of 1 staff member demonstrated by WCE.
Summary	P3.7.1: Yes, Fraser McInnes, Claire Clifton and Dana Hooker.	

TOWN OF VICTORIA PARK



Community Benefits Strategy Report: Program 4 Recreational Groups and Sports Club Development

WE'RE OPEN VIC PARK

Community Benefits Strategy Outcomes Measurement

Program 4: Recreational Groups and Sports Club Development – The West Coast Eagles will provide additional support and advice to local sporting clubs who make significant contribution to the individual and community social health and wellbeing.

To Be Completed by: West Coast Eagles

Time Frame: December 2019 – December 2020

Initiative	Activities	Indicators
Audit of existing recreational groups and sports clubs in the Town of Victoria Park	P4.1: • WCE to conduct an audit of all the existing recreational groups and sports clubs in the Town of Victoria Park. This audit is to ensure that all organisations are invited to participate and so that these organisations can be collaborated with through this program.	P4.1.1: Was the Audit completed P4.1.2: Were all organisations invited to participate? P4.1.3: Participants are aware of opportunities to participate in positive skill development program
Summary	P4.1.1: We utilized the Sport Australia online club development Health Check Survey. • This was a free online survey tool that covered all areas of club development. The platform allowed clubs to self-assess how they are going, and identify the areas of need and gaps in which we could try to assist with. (Survey results sent through to TOVP Community team via email) • The survey was sent out initially on the 16/12/2019 and a follow up went out on 10/1/2020. The follow up returned more responses from community clubs and organisations. Finally, a 3rd push came on the 9/09/2020 which was a targeted approach to summer sports – especially cricket. This secured the Curtin-Victoria Park CC as our 6th sporting club to join. Still waiting on their survey results. P4.1.2: Yes. Only 6 clubs took up the offer. The WCE Community Benefits team continued to engage with Town of Vic Park staff across 2020 to find ways to seek further engagement from local clubs within the town. • Carlisle AFC, Victoria Park Raiders JFC, Victoria Park SC, Perth Royals SC, Victoria Park Little Athletics, Curtin-Victoria Park CC • 2 follow up surveys across 2020, including targeted individual emails to clubs (specifically cricket clubs entering their summer season). We also discussed with members of other participating clubs, if they had any insight or ways, we could engage clubs not currently participating. Unfortunately, no clubs responded with feedback as to why they weren't interested in participating. P4.1.3: The WCE Community Benefits team promoted all engagements and visits with clubs currently participating in our program on social media channels. These included coaching workshops, training sessions, appearances, Naitanui Cup and targeted promotion of the Victoria Park JFC. VPJFC supported both this program and the Naitanui Academy (specifically as our backup training facility and the host of the Naitanui Cup) • 1,105 total likes on posts for the Eagles Academies Instagram (2,419 followers). Not including story views and re-shares. Nic Naitanui re-shared Naitanui Cup content promoting the town and VPJFC on his personal account – Nic has 147k followers worldwide.	

	• The posts were placed on the Eagles Academies Instagram Page (run by the Community Dep't). Also shared on the clubs main Twitter Account and Facebook Accounts. A video piece was also developed around the Town and WCE winning an award for the success of the program.

Initiative	Activities	Indicators
Application process	P4.2: • WCE to demonstrate a clear, transparent and fair process for selection of 25 groups to participate in the program. • WCE to promote WCE and ToVP communication and social media channels to ensure optimal reach. • WCE to select 25 recreational groups and sports clubs and inform ToVP who these organisations are.	P4.2.1: 25 sport and recreation groups to participate in the program P4.2.2: Participants gained skills and knowledge to drive change within their community P4.2.3: WCE promoted to WCE and ToVP communication and social media channels to ensure optimal reach.
	P4.2.1: 28 clubs offered to participate. 3 follow ups. Only 6 registered to participate • We followed up via email with local clubs who didn't register with our program across the course of the year. These were email communications sent out initially on the 16/12/2019, then to outstanding clubs again on the 10/1/2020. This follow up returned more responses from community clubs and organisations. Finally, a 3rd push came on the 9/09/2020 which was a targeted approach to summer sports – especially cricket. This secured the Curtin-Victoria Park CC as our 6th sporting club to join. The aim of our program is to engage all clubs; therefore, we accept all nominations from clubs to join our program from within the Town. Due to the impact of COVID-19, we couldn't engage the outstanding clubs much further than we would have liked, as staff were on stand down and off work through well into September. We also engaged the Town for ideas, tips etc, on ways to successfully engage clubs who weren't being proactive to join our program. • The 6 clubs who registered for the TOVP supporting local community clubs' program were Carlisle AFC, Victoria Park Raiders JFC, Victoria Park SC, Perth Royals SC, Victoria Park Little Athletics and Curtin-Victoria Park CC P4.2.2: Through the survey results, we tailored 4 online workshops/videos to increase knowledge and skills for club volunteers • Tips for Clubs operating during COVID-19. Shared with all members of Community Benefits Program (both clubs and local organisations) 34 views • Tips for Coaches operating during COVID-19. Shared with all members of Community Benefits Program (both clubs and local organisations) 15 views • Fitness sessions for club participants with Rick the Rock. Shared with all members of Community Benefits Program (both clubs and local organisations) 48 views	

	• Social Media Training for clubs and players (shared with sporting clubs within the Community Benefits Program) 9 views • A playlist featuring all videos can be found here - https://www.youtube.com/watch?v=2yyi1L1zhWw&list=PLOpI2EyPVsVb4jww9_k45A8dLBRyx3cua P4.2.3: Promoted through WCE Social channels (facebook, twitter, Instagram), additional content though Eagles Academies Instagram account and club website. Also, through Town of Vic Park social channels. The WCE Community Benefits team promoted all engagements and visits with clubs currently participating in our program on social media channels. These included coaching workshops, training sessions, appearances, Naitanui Cup and targeted promotion of the Victoria Park JFC. VPJFC supported both this program and the Naitanui Academy (specifically as our backup training facility and the host of the Naitanui Cup). We also shared the Rick the Rock fitness video to the greater community through COVID-19 • 1,105 total likes on posts for the Eagles Academies Instagram (2,419 followers). Not including story views and re-shares. Nic Naitanui re-shared Naitanui Cup content promoting the town and VPJFC on his personal account – Nic has 147k followers worldwide. • The posts were placed on the Eagles Academies Instagram Page (run by the Community Dep't). Also shared on the clubs main Twitter Account and Facebook Accounts. A video piece was also developed around the Town and WCE winning an award for the success of the program.

Initiative	**Activities**	**Indicators**
Design process	P4.3: • WCE will engage with recreational groups and sports clubs to design capacity building programs specifically tailored to meet strategic planning, governance, long term planning and related club management issues in order to assist capacity building and promote sustainable well managed clubs. • Design process to establish outputs, short and medium term outcomes and an evaluation framework	P4.3.1: The program will adopt the following design principles in response to the community panel recommendations: 1. Inclusion of recreational groups. 2. Facilitation of networking opportunities P4.3.2: Marketing and communication support via West Coast Eagles channels. P4.3.3: Workshops to be available to the broader community when appropriate P4.3.4: An Invitation to the Department of Local Government, Sport and Cultural Industries (formerly Department of Sport and Recreation) to be a project partner.
Summary	P4.3.1 The WCE Community benefits program was inclusive of all sporting and recreational groups interested in joining. • We engaged the Town to supply a complete contact list in which all organisations were invited to participate. A program launch Sundowner event was planned at MRP, but halted due to COVID-19. This was to include a tour of our facility, the opportunity to meet WCE staff (and players), club networking and to present an overview of the program's plans for the year ahead.	

	• We also coordinated further networking opportunities across the year, for clubs who required assistance in certain areas. This included both Victoria Park Raiders JFC and Victoria Park Soccer Club. • We connected these clubs with outside partners of the WCE for multiple opportunities. Such as – applying for grant funding (NAIDOC events), Cultural awareness education, the recruitment of participants for all-abilities soccer program and assisting with organising a function space for an end of year awards night. These partner organisations included – Hawaiian Group, Wirrpanda Foundation, the WA Disabled Sports Association (member of the Community Benefits Program) and Indigo Bay Events (who manage our function spaces at MRP). P4.3.2: Yes – Facebook, Twitter, Instagram, Website, YouTube • Results of marketing in above sections. P4.3.3: Yes - All workshops were recorded online and made available for clubs to view at any time, and share with members and partners. All 4 workshops are in a YouTube playlist which can be found here - https://www.youtube.com/watch?v=2yyi1L1zhWw&list=PLOpI2EyPVsVb4jww9_k45A8dLBRyx3cua P4.3.4: Wasn't possible in 2020 due to COVID-19. Will engage for 2021. Engage with Department of Sport and Rec in 2021. Make contact and meet up with appropriate DSR staff member or team, finding ways to further engage and add value to the club community benefits program in 2021.

Initiative	**Activities**	**Indicators**
Program Support	P4.4: • WCE to offer and demonstrate program support to 25 organisations.	P4.4.1: Was program support offered? P4.4.2: Participants are aware of opportunities to participate in positive skill development program P4.4.3: Participants gain skills and knowledge to drive change within their community
Summary	P4.4.1: Program support was offered to all participants of our program. • We started out through the audit survey, to gauge key areas that local clubs required extra assistance. WCE staff used that data as a guide to work with clubs closely and to set key development workshops and topics across 2020. • The Aus Sport club health check survey was able to give key findings to us in the following areas – Risk Management, Communication, Membership Services, Values, Workforce, Planning, Compliance, Policy, Vision and Mission.	

- The results were in depth and gave us the key data needed to identify trends and gaps across all clubs. That data was then utilized and prioritized for each club on how we could support them best. We also engaged clubs further via phone or face to face meetings to build relationships and to find ways we could work together effectively.

P4.4.2: We constantly communicated and promoted our programs, our resources and our workshops throughout the year to the participating clubs, and to the town.

- This was a way to showcase the work of our program, and for the greater community to see the impact and positive skill development we had offered our participants.
- These included social media posts, our recorded online workshops for further distribution, we offered online resources for coach development, club development and fitness tips during COVID-19 (these included links to websites such as Aus Sport and Coach.AFL, recommending Apps such as Strava fitness, & Smiling Mind Mindfulness Meditation) as well as the 4 key topics from our workshops.
- We also offered physical resources and support such as drink containers, memorabilia pieces and giveaways to all participating clubs as ways to support and help raise funds for them. Our online workshops can be found here - https://www.youtube.com/watch?v=2yyi1L1zhWw&list=PLOpI2EyPVsVb4jww9_k45A8dLBRyx3cua
- An example of our promotion of the program via social media can be found here - https://www.westcoasteagles.com.au/news/836024/a-collective-effort-community-benefits-strategy-wins-coveted-award

P4.4.3:

- Through our 4 development workshops, we empowered our participants to gain new knowledge in key club development areas, in which they could drive change within their own club and the community.
- We also assisted the Victoria Park JFC in additional areas outside of the 4 workshops, which also helped create a positive impact on their own club and club members. I have listed a few examples of these below

Workshop 1 – Club Development tips during COVID-19: This video allowed WCE staff to pass on key information and tips around keeping sporting clubs active and visible during COVID-19 shut down. This included advice on how to run your committee remotely, how to promote and engage members through social media and digital communication, how to adjust your planning and vision post Covid-19 and more. These skills allowed clubs to find ways to stay active during this challenging time. It was great to see both Victoria Park JFC and Victoria Park Soccer Club ramp up their social media and communication presence on the back of this video.

Workshop 2 – Coaching Tips during COVID-19. This video allowed WCE Staff (presented by former North Melbourne and WCE Player) - Drew Petrie (332 AFL games) to offer advice and ideas for local coaches to keep engaged and develop players remotely during Covid-19. Offering insight into effective communication, remote training plans, free resource platforms which assist with remote training (fitness apps, coaching drills, video review) and the importance of metal health and mindfulness meditation. It was great to receive verbal positive feedback on visits to both Victoria Park JFC & Victoria Park SC on how these platforms assisted clubs during the lockdown.

	Workshop 3 – Rick Fit Fitness Tips during COVID-19. This video was sent across the entire program, not just our sporting clubs. The outcome of the video was to have a fun fitness session for participants of all ages, to conduct at home with ease during the COVID-19 lockdown in 2020. Utilizing our Mascot – Rick the Rock and AFLW vice-captain Dana Hooker. The key message was to promote fun and fitness while keeping the video light-hearted for people that might be doing it tough. The session was structured with dynamic warmup, a small circuit of exercises utilizing body weight techniques, and some fun challenges and competitions to help participants be motivated to stay active during the lockdown. This video had the most views out of all online workshops, and we received strong verbal feedback on the success of the video from members of the program. We also plan to use the video across other platforms and programs within the community. Workshop 4 - Social Media training for sporting club members and volunteers. The final online workshop focused on understanding the correct conduct for clubs and players when utilizing social media. The video focused on understanding the importance of being safe and aware when using online platforms, understanding of privacy settings on social media platforms and the importance of digital reputation. These key messages helped clubs and players enjoy social media platforms in a fun and correct manor, while also offering an insight into the dangers of social media and how inappropriate conduct can hurt your personal and club brand. Finally covering off on appropriate privacy settings, and how to make sure your players (especially youth aged participants) are secure from any outside dangers when using social platforms. Again, good verbal feedback from participating clubs on the quality of this presentation and the assistance it provided in an important area. Additional Support (Memorabilia) - we also supplied clubs with WCE memorabilia to assist with fundraising opportunities. Many local sporting clubs suffered heavily on the back of COVID-19 from a financial standpoint. The following clubs received either a signed WCE match football or a signed 2020 WCE signed team player Guernsey – Victoria Park SC, Victoria Park JFC, Carlisle Cougars AFC x 2 Additional Support (Grant funding/NAIDOC) - We worked with the Victoria Park JFC on the application of a funding grant for NAIDOC. Offering advice and guidance, the Victoria Park JFC were able to secure funding to create a set of NAIDOC football jumpers for 2021. The next phase of this program will see WCE indigenous players engage with the club (and indigenous members) to help design the jumper. We also worked with club staff (in liaison with the Wirrpanda foundation) to coordinate a Cultural Awareness session for Victoria Park JFC coaches, parents and members planned for 2021. Additional Support (All Abilities) - WCE Community Benefits team offered assistance to the Victoria Park SC in regards to recruiting and promotion of their All-Abilities soccer program for 2020. The WCE community team already works in the all-abilities space, and was able to link up the VPSC with the WA Disabled Sports Association (also a Community Benefits member) to assist with the recruiting of players for the club. Additional Support (Physical Resources) - The WCE supplied and offered physical resources to all members of the program. These included – Gatorade Drink Containers, Gatorade Drink Bottles, Gatorade Esky's, WCE Posters and Giveaways. Victoria Park SC, Victoria Park JFC & Carlisle AFC all took up the offer of these additional resources.

Initiative	Activities	Indicators
Workshop Sessions	P4.5: • A minimum of 4 annual workshop sessions are to be held in line with the current needs of clubs. • A minimum of 8 follow up sessions are to be held for each club (over the 5 year period)	P4.5.1: 4 annual workshops were delivered in line with the current needs of local clubs. P4.5.2: 8 follow up sessions were held per group to offer targeted support (within the first 5 years of this agreement) P4.5.3: Short term outcomes - Participants are aware of opportunities to participate in positive skill development program. - Participants gain skills and knowledge to drive change within their community P4.5.4: Medium term outcomes - Behaviour change takes place at an individual and community level. Participants gain benefit from participating in the program. Measure baseline results annually for: • % of participants report an increase in knowledge gained • % of participants report an increase in skills gained • % of participants report an increased level of performance improvement • % of participants report an increased sense of belonging to the community
Summary	P4.5.1: The WCE Community benefits team delivered on 4 virtual workshops for 2020, on the back of the COVID-19 Pandemic. Utilizing data from the original survey as a guide, we selected the following four topics to engage our local clubs this season. • Club Development Tips for Clubs operating during COVID-19 (running your committee remotely, promote and engage members through social media and digital communication, adjust your planning and vision post Covid-19 and more) • Coaching Development Tips for Clubs operating during COVID-19 (effective communication, remote training plans, free resource platforms - fitness apps, coaching drills, video review) and the importance of metal health and mindfulness meditation) • At Home Fitness Sessions with Rick the Rock (promote fun and fitness while keeping the video light-hearted for people that might be doing it tough. The session was structured with dynamic warmup, a small circuit of exercises utilizing body weight techniques, and some fun challenges) • Social Media Training for clubs and players (understanding the importance of being safe and aware when using online platforms, understanding of privacy settings on social media platforms and the importance of digital reputation) • Online Workshops can be found here: https://www.youtube.com/playlist?list=PLOpI2EyPVsVb4jww9_k45A8dLBRyx3cua	

P4.5.2: 8 follow up sessions were held per group to offer targeted support (within the first 5 years of this agreement)

- 3 Follow up sessions with Vic Park Raiders (planning session, coaching practical session at club, and support for NAIDOC funding and engagement opportunities). Donated Gatorade equipment (drink tubs and bottles) to club. Donated WCE memorabilia piece (signed footy) as auction piece for club
- 1 Follow up session with Vic Park Soccer club, (practical coaching session at club). Donated WCE memorabilia piece (signed footy) as auction piece for club.
- Carlisle Football Club offered follow up, but season already completed. Donated Gatorade equipment (drink tubs, esky and bottles) to club. Donated 2x WCE memorabilia piece (signed jumpers) as auction piece for club annual golf fundraiser

P4.5.3: We constantly communicated and promoted our programs, our resources and our workshops throughout the year to the participating clubs, and to the town. This was a way to showcase the work of our program, and for the greater community to see the impact and positive skill development we had offered our participants. These included social media posts, our recorded online workshops for further distribution, we offered online resources for coach development, club development and fitness tips during COVID-19 (these included links to websites such as Aus Sport and Coach.AFL, recommending Apps such as Strava fitness, & Smiling Mind Mindfulness Meditation) as well as the 4 key topics from our workshops. We also offered physical resources and support such as drink containers, memorabilia pieces and giveaways to all participating clubs as ways to support and help raise funds for them

P4.5.4: Unfortunately, due to the impact of COVID-19, and the lack of face-to-face workshop sessions it was almost impossible to gauge how many participants engaged with our workshop videos and how many actually gained knowledge. The distribution of our workshops was left to each individual club to disseminate. The only accurate results we have are those recorded by YouTube views – which still don't paint the whole story. 1 View = 1 unique Computer – regardless how many people are watching and how many times the video is watched. Our original plan, and what we intend to do in 2021 is to hold an exit survey after each workshop of participants in attendance, assisting to map their development and skills gained across the entire year. We feel this will give us a more effective way and actual data-based result to help shape our sessions to effectively support our clubs as best as possible. The mantra for our team was to produce as much remote content as possible to support and engage our clubs across what was a tough year. In future years when restrictions are more relaxed, the key will be to build face to face connections and relationships to really help drive knowledge and skills gained.

- Tips for Clubs operating during COVID-19. Shared with all members of Community Benefits Program (both clubs and local organisations) 34 views
- Tips for Coaches operating during COVID-19. Shared with all members of Community Benefits Program (both clubs and local organisations) 15 views
- Fitness sessions for club participants with Rick the Rock. Shared with all members of Community Benefits Program (both clubs and local organisations) 48 views
- Social Media Training for clubs and players (shared with sporting clubs within the Community Benefits Program) 9 views
- A playlist featuring all videos can be found here - https://www.youtube.com/watch?v=2yyi1L1zhWw&list=PLOpI2EyPVsVb4jww9_k45A8dLBRyx3cua

Initiative	Activities	Indicators
Public Reports Resource Plan	P4.6: • WCE to produce an Annual Outcome Report (quantitative and qualitative). • WCE to demonstrate provision of 1 staff member to work on this project one day a week and draw upon Club resources to support clinics and workshops and initiatives.	P4.6.1: Was the report completed and submitted to the Town of Victoria Park? P4.6.2: Provision of 1 staff member demonstrated by WCE.
Annual Report	P4.6.1: Yes • 4 reports submitted through Microsoft Teams on 12 February 2021.	

WEST COAST EAGLES

Community Benefits Strategy Overview 2020

In what has been a challenging year in all facets of life in particular community engagement. The West Coast Eagles (WCE) are proud of the connection and impact we have been able to achieve with the Town of Victoria Park Community Benefits Strategy (CBS). Both parties, working hand in hand to reach outcomes in a changing landscape.

West Coast Eagles Representative Hours

With limited player availability due to COVID-19, AFL protocols governing the Men's and Women's playing squad and large amount of time from March to October where staff were stood down, and only returning in a part time capacity until January 4th, when the team returned to full time work. We were still able to adapt as required to achieve the majority of the required allotment of 100 player hours, reaching 94.5 hours.

Supporting Local Community Organization's

Under the CBS, WCE engaged with 4 not-for-profit organizations within the Town of Victoria Park:

1. Western Australia Disability Sporting Association
2. Lathlain Playgroup
3. Kensington PCYC
4. Healthy Strides OT Clinic

A survey was conducted late 2019 to assess which organization's (including both local community organizations and recreational and sporting clubs) we believed we could add most value to working collaboratively with. The relationship built with each organization and their clients in the first 12 months was a highlight, having significant impact on their well-being, none more evident than the relationship built at Healthy Strides, working with a young man named Logan. This particular relationship has been documented via the club's website, titled 'Strides Together'.
https://www.westcoasteagles.com.au/video/817027/strides-together?videoId=817027&modal=true&type=video&publishFrom=1600657200001

We look forward to continuing these relationships in the next four years with a particular focus to improve the connection with the Kensington PCYC who had some leadership changeover during the 2020 year, which limited our engagement with them.

Recreational Groups and Sports Club Development

Given the sport and recreation clubs within the area (after completing the survey) we were able to reach out to 28 community clubs within the Town of Victoria Park multiple times throughout the year, with six reaching back for assistance:

1. *Victoria Park Junior Football Club (VPJFC)*
2. *Carlisle Football Club*
3. *Victoria Park Soccer Club*
4. *Perth Royals Soccer Club*
5. *Vic Park Curtin Cricket Club*
6. *Victoria Park Little Athletics Club*

We provided online workshops (we were unable to deliver face to face workshops due to Covid) to the sport and recreation clubs. These can be accessed via the YouTube channel below:
https://www.youtube.com/playlist?list=PLOpI2EyPVsVb4jww9_k45A8dLBRyx3cua

Of the six we shared a particularly close relationship with VPJFC in many different facets. Whether it be hands on training, event collaboration or donation items. VPJFC hosted our Naitanui Cup in November, which enabled them to showcase their facilities. It was a highly successful night in regards to community engagement. The video below showcases the Naitanui Cup at VPJFC.

https://www.westcoasteagles.com.au/video/838922/naitanui-cup-2020?videoId=838922&modal=true&type=video&publishFrom=1606611600001

We look forward to further growing our relationships with the six clubs we have engaged with, whilst also building new relationships and providing support to other Sports and Recreational Clubs in the area. For example we aim to target the district level clubs such as Perth Redbacks Basketball and Cricket clubs, who have junior feeder clubs attached to them.

Healthy Relationship Awareness

The healthy relationships component of the CBS has been primarily based around raising awareness as well as promoting behaviors that are in line with the values held by the Healthy Relationship Strategy Group, within the Town of Victoria Park. A campaign to eliminate domestic violence against women was the center point of the healthy relationship strategy group's partnership with WCE. The 16 days in WA event along with video releases and working group meetings have been the predominant involvements. WCE have been an active participant in strategy group meetings, hosting one later in the year at Mineral Resources Park, which for the most part of the year was off limits to the external visitors, due to the COVID-19 protocols governing the competition. The video release on the elimination of violence against women is also available to view on the clubs website.

Ending Violence Against Women (westcoasteagles.com.au)

The inaugural year of the Community Benefits Strategy has been one of great learning and achievement, together we were awarded the *community-based initiative of the year at the 2020 Parks and Leisure National Awards of excellence*. A key to its success was all working groups having the flexibility to adapt to the problems that arose, whilst keeping open lines of communication constant throughout.

Our focus going ahead is ensuring the strategy will maintain the West Coast Eagles brand, having the same, if not greater impact it has had in the first year as it does when reviewed at the 5 year mark. Allowing for adaptability and a best fit approach for the variety of Town of Victoria Park groups that are engaged in the strategy in regard to West Coast Eagles.

We look forward to working with the Town of Victoria Park in 2021.

Richard O'Connell
General Manager
Community and Game Development (AFLW)

ToVP Visits and Photos

	Date	School	Visit type	Info
1	11/02/2020	Ursula Frayne CC Secondary	Safer Internet Day	Cyber Awareness presentation – 160 students and social media post of the day
2	17/02/2020	Lathlain PS	Teachers PD day at MRP	Lathlain PS teachers PD day at MRP classrooms
3	11/08/2020	Ursula Frayne CC Secondary	Eagle Insight Program	Elite Performance presentation – 80 students
4	11/08/2020	Kent Street SHS	Eagle Insight Program	Leadership presentation – 10 students
5	17/08/2020	Kent Street SHS	Eagles Insight Program	Elite Performance presentation – 40 students
6	17/08/2020	Regent College	SEDA	All students involved in football clinics
7	18/08/2020	Kent Street SHS	Eagle Insight Program	Elite Performance presentation – 40 students
8	24/08/2020	Regent College	SEDA	All students involved in football clinics
9	26/08/2020	Ursula Frayne CC Secondary	Football Competition at MRP Oval 2	Game played at MRP with team photo with 4 current and past AFL/W players
10	28/09/2020	Victoria Park Christian School	ERMS Program	Presentation to whole school assembly with Rick the Rock – 200 students
11	3/10/2020	Carson Street School	ERMS Program	Presentation to whole school assembly with Rick the Rock – 30 students and classroom walk around
12	3/10/2020	East Victoria Park ESC	ERMS Program	Presentation to whole school assembly with Rick the Rock – 60 students
13	4/10/2020	Ursula Frayne CC Secondary	Eagle Insight Program	Leadership – 100 students at MRP
14	8/12/2020	Ursula Frayne CC Primary	Eagle Insight Program	Cyber Awareness – 120 students

15	10/10/2020	Kent Street SHS	RUOK Day celebration	Stall with giveaways and football activities during school lunch time
16	10/10/2020	Carson St School	Football Clinic	30 students
17	15/10/2020	Kent Street SHS	ALP Program	Into session followed by 3 school run sessions
18	16/10/2020	Victoria Park Christian School	Football Clinic	30 students
19	17/10/2020	East Victoria Park ESC	Football Clinic	30 students
20	10/12/2020	Ursula Frayne CC	Eagle Insight Program	Leadership presentation – 180 students
21	10/12/2020	Ursula Frayne CC Primary	Eagle Insight Program	Cyber Awareness – 120 students
22	22/10/2020	Ursula Frayne CC Primary	Eagle Insight Program	Leadership presentation – 120 students
23	24/10/202	Santa Clara CPS	ERMS Program	Presentation to whole school assembly with Rock the Rock – 300 students
24	24/10/2020	Santa Clara CPS	Football Clinic	2 classes – 60 students
25	3/12/2020	East Victoria Park ESC Carson St School	Drop off Giveaways for students and signed merchandise to raise funds for schools.	Engages disability sports WA, VisAbility, Heathly strides foundation and dropped off giveaways
26	9/12/2020	Lathlain PS	Football Clinic	School Choir – 30 students
27	10/12/2020	Ursula Frayne CC Secondary	Eagle Insight Program	Leadership presentation – 180 students
28	13/12/2020	Lathlain PS	Twilight Xmas Concert	Rick the Rock appearance
29	15/12/2020	Lathlain PS	HJ Giveaway visit	Q & A with 2 Players and Rick the Rock – 2 classes 50 students


BHP








ECU
BHP

TOWN OF VICTORIA PARK



Community Benefits Strategy Report: Program 1 Youth Engagement

WE'RE OPEN VIC PARK

Community Benefits Strategy Outcomes Measurement

Program 1: Youth Engagement Program – Engage young people in constructive local activities and support parents withholder children and adolescents. The program will be available to all youth community members, creating an inclusive and safe environment, along with opportunities to increase cultural awareness and breakdown cultural barriers to inclusion.

To Be Completed by: Wirrpanda Foundation

Time Frame: December 2019 – December 2020

<table>
<tr><th>Initiative</th><th>Activities</th><th>Indicators</th></tr>
<tr><td>Program Design</td><td>P1.1:
In partnership with WCE and local community organisations design and deliver a weekly education and aspirational program for youth aged 12-18.
Development of a Project Plan including:
Appropriate and effective promotion of the program
Suitable level of consultation with TVP community members, including local youth in planning and delivery of the program.
Create working relationships with local community and organisations to target diverse range of youth participants.</td><td>P1.1.1: Program was delivered as per the Project Plan
P1.1.2: Appropriate and effective program promotion
P1.1.3: Suitable level of community consultation in planning and delivery
P1.1.4: Working in collaboration with WCE and local community organisations
P1.1.5: Targets for minimum number of sessions & participant numbers met
P1.1.6: Use of role models; involvement and impact
P1.1.7: Self-reported improvement in participant health knowledge, physical literacy, and cultural inclusiveness measures.
P1.1.8: Number of youth community members:
- Engaging with Town of Victoria Park facilities
- Providing positive feedback on their experience</td></tr>
<tr><td>Summary</td><td colspan="2">P1.1.1: Program was delivered as per the Project Plan
The Wirrpanda Foundation has delivered both the Wirra Club and Little Sista Girlz activities in alignment with the initial project plan that was developed and negotiated as part of the Community Benefits Strategy. This is evidenced through the outcomes illustrated below.
P1.1.2: Appropriate and effective program promotion
Principals Meeting 4 March 2020 12pm-1:30pm Function Room- ToVP
Presentation by Josie Janz-Dawson and Carly Davis about Wirra Club program and also opportunity to link schools with the Department of Education Cultural Standards Framework. Nicole Annson, Town of Victoria Park, and Josie, Wirrpanda Foundation provided an update on the Community Benefits Strategy, including the Youth Engagement Program being delivered by the Wirrpanda Foundation.
Lathlain Primary School Professional Development Day Date: 21 August 2020
Presentation by Josie Janz-Dawson at Lathlain Primary School Term 3 Professional Development Day focussing on practical discussions of implementing the Cultural Standards Framework in a classroom setting. Positive feedback provided via the School Principal acknowledging how engaging and positive the presentation was. The school also acknowledged the presentation in the school newsletter communication.
Additional information found in TOVP Marketing Coverage.pdf – Appendix XX</td></tr>
</table>

P1.1.3: Suitable level of community consultation in planning and delivery
Did any community consultation take place?

- No, Wirrpanda Foundation are not designing a new custom program, we are delivering a Wirra Club model to the ToVP Primary School students.
- We have 2 current Indigenous AFLW WCE players that are employed full-time by Wirrpanda Foundation (Alicia Janz and Imahra Cameron), Alicia engages with both the Wirra Club and Little Sista Girlz Program due to her working location.
- The Wirrpanda Foundation participated in a community engagement opportunity through holding a stall at the Lathlain Community markets in December 2020. This was an opportunity to showcase the Wirra Coding Club to the community. The event was also attended by a number of regular participants.
- The WF also presented to TOVP principals outlining the Wirra Club session opportunities.
- The WF has also utilised its social media platforms to increase community awareness, engagement and participation across the programs.

P1.1.4: Working in collaboration with WCE and local community organisations

- Wirrpanda Foundation don't currently deliver the program with WCE, we have two separate ToVP strategies. WF understands that WCE will report against their own activities.
- Where opportunity arises, Wirrpanda Foundation will collaborate with West Coast Eagles however as we deliver separate strategies it will not be something the organisation feels needs addressing.

P1.1.5: Targets for minimum number of sessions & participant numbers met

- Total Session Delivered: 44
- Throughout the year, we have seen numbers increase exponentially. By end of February 20, the program was receiving a number of requests to join the program higher than the seats available under the Firetech delivery model. The advent of COVID-19 put a hold to this development, and forced the remainder of the program to be delivered online. This unfortunately meant that a number of students previously engaged in the face-to-face workshops were unable to join due to lack of device access, internet access or both.
- Student participation was strong, with kids engaged and actively learning the various aspects of digital literacy and citizenship delivered in this program. The program's inclusive approach ensured students had a welcoming space to learn not just about coding and robotics, but also have a safe environment to thrive in.

P1.1.6: Use of role models; involvement and impact

- Wirra Club role models: Josie Janz-Dawson, Troy Cook, Carly Davis, Stacey Mourish and Alicia Janz. Wirrpanda Foundation mentors supervised the session while Firetech deliver the coding component with three facilitators to support the children in their learning.
- Little Sistagirlz + Little Brothaboys role models: Josie Janz-Dawson, Stacey Mourish, Alicia Janz, Buffie Corunna, Alisha Roberts and Carly Davis. Wirrpanda Foundation staff and mentors deliver the activity/workshop and engage with the young people directly.
- School Holiday Activities role models: Ashley Sampi, Max Canning, Josie Janz-Dawson, Troy Cook, Stacey Mourish, Alicia Janz, Emily McGuire, Brady Grey, Shanieka Ryder and Jacinta Anderson. Cassie Davidson, Emily McGuire and Imahra Cameron ran an AFL skills session one school

holidays. Participants were able to engage opportunistically with West Coast Eagles players during open training that occurred on the same days as school holiday program.
- Perth Football Club engagement with participants, providing 20 children with Perth FC branded footballs to use during a football skills session and to take home.

P1.1.7: Self-reported improvement in participant health knowledge, physical literacy and cultural inclusiveness measures.
- Students were able to explore the world of digital literacy and STEM, from Coding, robotics to Drones, App Design and the visual arts. During one of the programs, the students were taught how to use a DSLR Camera as well as how to edit their images using a photo-editing app. This resulted in an end-of-year showcase, with the students being presented certificates and given prints of their favourite images to take home.
- Aboriginal students who normally did not do well in the standard schooling system found the coding clubs to be a safe space to learn and engage with mentors. The nature of programs like the coding club means they are usually reserved for students with a strong academic record. As the program was not aligned to school attendance or grades, it gave a real opportunity to the students to gain digital literacy and return to their schools and present what they have been doing.
- Students participated in surveys both at an individual and focus group level.
- Feedback from parents and teaching staff at participant schools supports improved knowledge and behaviours.
- Self reported feedback has been evidenced through participants expressing that they felt more confident in engaging in ICT and digital literacy activities within their school environment since they have been regularly engaging with Wirra Coding Club.

P1.1.8: Number of youth community members:
Engaging with Town of Victoria Park facilities
- Weekly walking bus- pick up of children from Lathlain Primary School to attend Wirra Club. Participants walk through the Lathlain precinct parks and facilities.
- Lathlain Community Oval- utilised to facilitate physical activity sessions.
- Lathlain Main Oval- regular booking made by WF with WCE to utilise the main oval for physical activity and engagement sessions.
- Rayment Park- Little Sista Girlz
- Zone 2X
- Optus Stadium Parks
- Aqualife Town of Victoria Park – Little Sista Girlz: 14 youth attended. The WF would like to take the participants once per term as a reward for their engagement with the program, however as a not for profit organisation that does not have dedicated grant funding to deliver this activity it will be dependent on resource and funding availability.

Providing positive feedback on their experience
- Little Sista Girlz participants expressed positive feedback through:
  1) regularly requesting to play at the park (Rayment Park)
  2) enthusiasm for attending the swimming pool excursion
  3) pride in attending the program and the Wirrpanda Foundation facility.

	• Wirra Club participants express positive feedback through 1) regularly attending weekly sessions 2) building relationships with Wirrpanda Foundation staff 3) participating enthusiastically in activities across the Wirrpanda Foundation facilities.

Initiative	Activities	Indicators
Program Delivery	P1.2: • Delivery of positive youth engagement sessions to Town of Victoria Park youth • Minimum number of 1 session per week (during school terms) + 2 sessions per school holiday period • Target of 50 sessions total per calendar year • Number of young local community members positively engaging with Town of Victoria Park facilities • Target of 20 young local participants per session • Target of 800 young local participants per calendar year **individuals to attend only 1 weekly Term session (for that particular Term), and up to 2 School Holiday sessions (per holiday period); therefore, the number of unique participants is likely to be less than 800	P1.2.1: Annual Project Outcome Report. P1.2.2: Program being delivered as per Project Plan. P1.2.3: Program partnerships. P1.2.4: Session and Attendance data; inc. any available demographic information. P1.2.5: Pre and post assessment comparisons of participant health knowledge, physical literacy and cultural inclusiveness measures* P1.2.6: Participant feedback surveys; inc. qualitative and quantitative P1.2.7: Stakeholder/partner feedback surveys; inc. qualitative and quantitative
Summary	P1.2.1: Annual Project Outcome Report. **Wirra Club** Wirra Club is delivered in partnership with Firetech as an after-school program for Town of Vic Park residents aged 8-17. The after-school programme is run for 2 hours, once a week (Wednesday) during the school term. Firetech deliver their coding component for one hour. The curricula includes coding, robotics, engineering with electronics, video game design, app design and creative design. Makecode arcade and Makecode Microbits were some of the main products and lessons focused on in Semester One. Minecraft Coding for Kids has been the focus for Term 4. Students attending Wirra Club came from a variety of schools in the Town of Vic Park region. Where possible Wirrpanda Foundation facilitates pick up of children from school sites. Wirrpanda Foundation facilitates the session at the Lathlain Office in the downstairs classrooms providing three Wirrpanda Foundation mentors supervise. Firetech deliver the coding component of the session with three facilitators to support the children in their learning. Wirrpanda Mentors include: Josie Janz-Dawson, Troy Cook, Carly Davis, Stacey Mourish and Alicia Janz. Forty-Five (45) unique students have attended Wirra Club during Semester One and Semester Two 2020. Eighteen (18) students regularly attend each week. Nineteen (19) students identify as Aboriginal or Torres Strait Islander.	

	Flyers created and distributed to local Primary Schools to offer registration and attendance for Town of Vic Park residents and school children. Schools Represented 1.Lathlain Primary School 2.East Victoria Park Primary School 3.St Augustine's Primary School 4. Kent Street SHS **Sessions Delivered:** 23 sessions. COVID impacted on delivery- due to school closures and uncertainty with COVID delivery we had to cancel our face to face Wirra Club sessions being hosted at Lathlain MRP classrooms as MRP was closed to external visitors. Notification sent to parents on 16 March 2020. Curtin University Melissa Black and Sonya Girdler currently completing a program evaluation. **Little Sistagirlz + Little Brothaboys** Aboriginal and Torres Strait Islander students aged 8-12 delivered as an after-school program for Town of Vic Park residents. The after-school programme is run for 2 hours, once a week (Thursday) during the school term. Wirrpanda Foundation staff and mentors deliver the activity/workshop and engage with the young people directly. Activities include: Park and playground visits, art and craft, sport and exercise, cooking, health and wellbeing and cultural identity. Playgrounds visited to date within the town include Rayment Park, Optus Stadium Parks and Zone 2X. Term 4 focus on learning noongar language, engaging girls each session in Kahoot quizzes. Currently up to 20 words. Personal care packs distributed amongst girls. Wirrpanda Foundation facilitates the sessions at the Lathlain office in the downstairs classrooms with up to five Wirrpanda staff mentors supervising. Wirrpanda Foundation picks participants up from school either using a bus or a walking group. Wirrpanda Mentors include: Josie Janz-Dawson, Stacey Mourish, Alicia Janz, Buffie Corunna, Alisha Roberts and Carly Davis. Volunteer: Penny Morrison Twenty (20) Aboriginal and Torres Strait Islander girls have attended Little Sistagirlz during Semester One and Semester Two (commenced in Term 3, 2020). Twelve (12) Aboriginal and Torres Strait Islander female students attend regularly each week. There was little to no uptake of boys attending the 'Little Brothaboys' session. **Sessions Delivered:** 14 sessions. **School Holiday Activities** Delivering youth engagement activities during the school holiday period. Activities include: Movie screenings, sport activity, art and craft and cooking.

	Wirrpanda Mentors include: Ashley Sampi, Max Canning, Josie Janz-Dawson, Troy Cook, Stacey Mourish, Alicia Janz, Emily McGuire, Brady Grey, Shanieka Ryder and Jacinta Anderson. Thirty-five students have attended the School Holiday activities during Semester One and Semester Two 2020. **Sessions Delivered:** 5 sessions **Total Session Delivered:** 42 P1.2.2: Program being delivered as per Project Plan. • The Wirra Club, Brotha Boyz & Sista Girlz program is a weekly education, healthy lifestyles and aspirational program for youth aged 8-15 living within the Town of Victoria Park. • Sessions involve a variety of sporting activities to engage participants, and delivery of health and well-being information to empower and enable participants to make informed decisions to lead a positive and healthy lifestyle; not engaging in anti-social activities and committing to school attendance and performance. • Program benefits include access to role models, promoting physical activity, health education and self-development. • Weekly Wirra Club activities also involve a 1 hour session for participants to engage and actively learn across digital literacy such as coding, robotics, virtual reality, augmented reality and digital photography. P1.2.3: Program partnerships. • Wirra Club delivered in partnership with Firetech as an after-school program for Town of Vic Park residents aged 8-15. Firetech deliver their coding component for one hour. The curricula includes coding, robotics, engineering with electronics, video game design, app design and creative design. • Curtin University are the program evaluators. • Little Sistagirlz + Little Brothaboys has no program partners at this time the program has been planned and delivered utilising WF education and admin staff. In 2021, the WF is working to seek a grant from the Crime Prevention Office. This will enable the WF to employ a dedicated resource to plan and deliver this program across the 2021 year. P1.2.4: Session and Attendance data; inc. any available demographic information. • Wirra Club: Forty-Five (45) unique students have attended Wirra Club during Semester One and Semester Two 2020. Eighteen (18) students regularly attend each week. Nineteen (19) students identify as Aboriginal or Torres Strait Islander. • Little Sistagirlz + Little Brothaboys: Twenty (20) Aboriginal and Torres Strait Islander girls have attended Little Sistagirlz during Semester One and Semester Two (commenced in Term 3, 2020). • Twelve (12) Aboriginal and Torres Strait Islander female students attend regularly each week. There was little to no uptake of boys attending the 'Little Brothaboys' session. • The Wirrpanda Foundation has not had uptake of Aboriginal and Torres Strait Islander male students, however we regularly liaise with schools and the community to refer participants when required.

	P1.2.5: Pre and post assessment comparisons of participant health knowledge, physical literacy and cultural inclusiveness measures* • Pre and post assessment has only occurred for the Coding Club. • The assessment of Little Sista Girlz participants occurs through mentor observations. P1.2.6: Participant feedback surveys; inc. qualitative and quantitative • No Participant feedback surveys in 2020. • In 2021, the WF will develop and administer course surveys to capture data on participant feedback, knowledge and understanding. P1.2.7: Stakeholder/partner feedback surveys; inc. qualitative and quantitative • No Stakeholder/partner feedback surveys in 2020. • In 2021, the WF will develop and administer course surveys to capture data on stakeholder and community feedback, knowledge and understanding. This will include mentors, families and teachers from participating schools.

Initiative	**Activities**	**Indicators**
Provision of Ambassadors	P1.3: WCE to provide player ambassadors (male & female) and Wirrpanda Foundation role models; to increase engagement, and uptake of program messages	P1.3.1: Use of WCE ambassadors and WF role models.
Summary	P1.3.1: • Wirrpanda Foundation mentors used for programs were Josie Janz-Dawson, Troy Cook, Carly Davis, Stacey Mourish, Alicia Janz, Ashley Sampi, Max Canning, Emily McGuire, Brady Grey, Shanieka Ryder, Buffie Corunna and Jacinta Anderson. • Wirra Club: Wirrpanda Foundation mentors supervised the session while Firetech deliver the coding component with three facilitators to support the children in their learning. • Wirrpanda Foundation mentors plan and deliver a 1 hour physical activity session with participants. This usually involves accessing the football oval and engagement in games such as football skills, skipping, team sports and basketball. The start of each session involves a health afternoon tea. Activities ensure that participant groups are mixed to encourage relationship building of youth. • Little Sistagirlz + Little Brothaboys: Wirrpanda Foundation staff and mentors deliver the activity/workshop and engage with the young people directly. Activities include: Park and playground visits, art and craft, sport and exercise, cooking, health and wellbeing and cultural identity. • School Holiday Activities: In 2020, WCE AFLW players (whom are WF mentors) Cassie Davidson, Emily McGuire and Imarha Cameron facilitated a football skills session at Lathlain on the main football oval. This engaged up to 20 youth- boys and girls- aged 8 years to 14 years. Participants were also able to engage with West Coast Eagles players by watching and interacting with the open training sessions that took place during school holidays.	



wirrpanda foundation

Town of Victoria Park Community Benefits Strategy

Marketing Coverage

2019

Wirrpanda Foundation is with Jennie Spence.
Published by D'Arne Corr [?] · December 18, 2019 at 9:16 AM ·

SCHOOL HOLIDAY PROGRAM! 🎉

We are so excited that our school holiday program is back and this time will also be open to all kids living in the Town of Victoria Park 🙂🏏

The program kicks off this school holidays and will then continue weekly throughout the term!

For more details and to register your interest please head to:
http://bit.ly/2EhXGiB



7,725	754	Boost Post
People Reached	Engagements	

43 16 Comments 21 Shares

Wirrpanda Foundation Facebook
Reached: 7,725

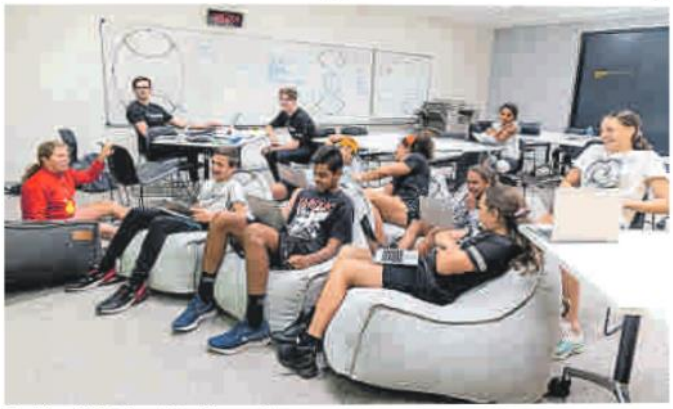
2020

Wirra Club to take flight for local youth

The Wirrpanda Foundation is launching a free new program for Town of Victoria Park youth this school holidays.

Partnering with the Town of Victoria Park and West Coast Eagles as part of the Town's community benefits strategy, the Foundation will initially deliver the Wirra Club as a school holiday program and then transition to be delivered one afternoon a week throughout the school year.

The Wirra Club will use mentors from the Wirrpanda Foundation and West Coast Eagles to deliver the program, with activities focusing on health, wellbeing, physical activity and life skills development for local youth.



The Wirra Club is launching this month.

Wirrpanda Foundation general manager of education services Josie Janz-Dawson said the Foundation was thrilled to be launching the program.

"Wirra Club is the Foundation's very first program, utilising strong role models to engage youth in positive activity, so to be able to bring the program to the Town of Victoria Park, providing another opportunity to connect, is very exciting for the Wirrpanda Foundation team," she said.

Launched in 2005 by former West Coast Eagles player David Wirrpanda, The Wirrpanda Foundation aims to lead the provision of education and employment opportunities for Aboriginal and Torres Strait Islander Australians.

The Wirrpanda Foundation is taking expressions of interest for the Wirra Club School Holiday Program.

Contact 9242 6700 or admin@wf.org.au.

Southern Gazette
January 2020

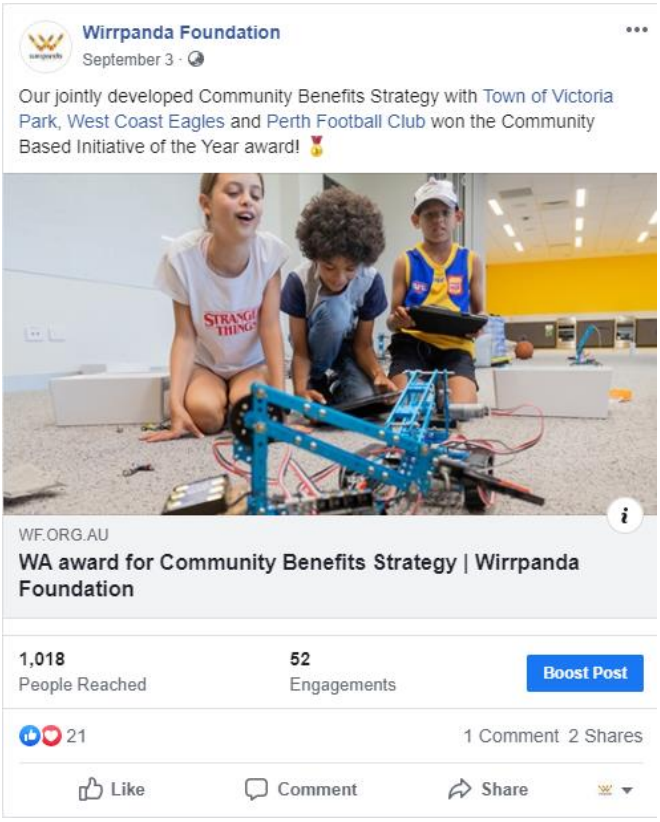
wirrafoundation



wirrafoundation WIRRA CLUB

Jul 29, 2020

Wirrpanda Foundation
Instagram Story
Impressions: 423



Wirrpanda Foundation
Facebook
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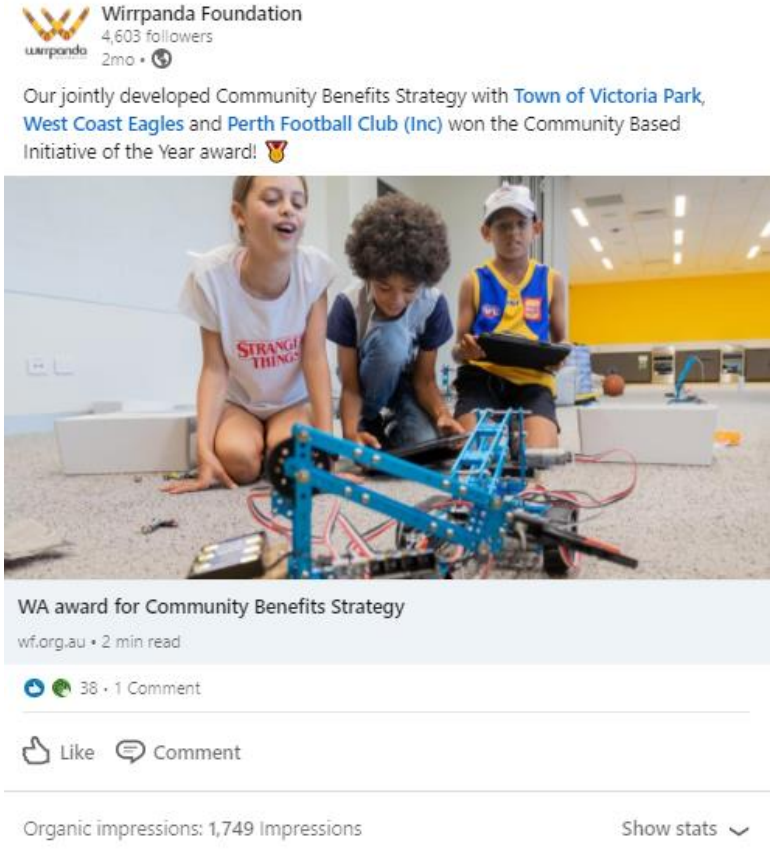

Wirrpanda Foundation
LinkedIn
Impressions: 1,749

4

WA AWARD FOR COMMUNITY BENEFITS STRATEGY



The partnership between the Wirrpanda Foundation, Town of Victoria Park, West Coast Eagles and Perth Football Club has been recognised in the 2020 Parks and Leisure Regional Awards of Excellence for our jointly-developed Community Benefits Strategy.

The strategy won the 'Community Based Initiative of the Year' award and competed against other strong projects from the City of Cockburn, City of Fremantle, City of Perth, FORM, City of Melville and City of Wanneroo.

Launched in December 2019, the strategy enables the project partners to use their strengths to deliver a wide range of programs focusing on outcomes in employment, health, education, Aboriginal and Torres Strait Islander wellbeing, youth engagement and social inclusion.

As part of the strategy, the Wirrpanda Foundation engages local youth in the weekly after school program, Wirra Club. Utilising our strong Aboriginal and Torres Strait Islander role models, Wirra Club delivers activities focusing on a mix of health, wellbeing, physical activity and digital literacy skills such as coding, photography and robotics.

Wirrpanda Foundation CEO Lisa Cunningham said designing the strategy was a truly collaborative effort with all parties involved.

"The Wirrpanda Foundation would like to recognise how collaborative the process has been with all partners and in particular acknowledge the Town of Victoria Park in designing and assisting us to implement the strategy."

"Our move to the Lathlain facility and gaining our first permanent home has been fantastic for the Foundation. Through the delivery of our programs we are enjoying being immersed in the community and we look forward to years ahead of working together to achieve great outcomes," Cunningham said.

Town of Victoria Park Deputy Mayor Bronwyn Ife congratulated all involved in the award-winning strategy.

"This award is well-deserved and goes to show how special and unique the strategy is both within our Town and in the wider community," Ife said.

"I would like to thank the staff who worked so hard on this project, our partners in the process the West Coast Eagles and Wirrpanda Foundation, Town Elected Members past and present, and most importantly our community. It's through the contributions and passion of the community that we have meaningful programs being delivered today."

West Coast Eagles CEO Trevor Nisbett said it was exciting for the Community Benefits Strategy to be recognised so early into the partnership with the Town of Victoria Park, Wirrpanda Foundation and Perth Football Club.

"It demonstrates the impact we have already enjoyed in the 12 months or so that we have been located at Mineral Resources Park, but also at a time when it has been challenging to ensure we connect with the local community," Nisbett said.

The Community Benefits Strategy will now progress to the national awards which will be announced in November.

Wirrpanda Foundation Website
September 2020
READ HERE

wirrafoundation



Wirrpanda Foundation
Instagram Story
Impressions: 551

wirrafoundation WIRRA CLUB Warm up with Cookie 💪🏾 @townofvicpark

Oct 14, 2020

wirrafoundation

Wirrpanda Foundation
Instagram Story
Impressions: 524



wirrafoundation + proud coach @bradygrey_ WINNERS 🏆

Oct 14, 2020

wirrafoundation



Wirrpanda Foundation
Instagram Story
Impressions: 468

wirrafoundation WIRRA CLUB WEDNESDAYS @townofvicpark

Oct 28, 2020

wirrafoundation

Wirrpanda Foundation
Instagram Story
Impressions: 756



wirrafoundation WIRRA CLUB WEDNESDAYS

Nov 4, 2020



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Facebook
Reached: 1,533



Wirrpanda Foundation
LinkedIn
Impressions: 3,863



Wirrpanda Foundation Facebook
Reached: 604



Wirrpanda Foundation Instagram
Impressions: 509

wirrafoundation



Wirrpanda Foundation
Instagram
Impressions: 1,107

wirrafoundation NATIONAL WIN 🏆
Our Community Benefits Strategy in partnership with the Town of Victoria Park, West Coast Eagles and Perth Football Club has won the Community-Based Initiative of the Year at the 2020 Parks and Leisure National Awards of Excellence!

Nov 16, 2020

Wirrpanda Foundation
4,603 followers
2d •

NATIONAL WIN 🏆
Our Community Benefits Strategy in partnership with the Town of Victoria Park, West Coast Eagles and Perth Football Club (Inc) has won the Communit ...see more



Big Win for Community Benefits Strategy
wf.org.au • 2 min read

24 • 2 Comments

Like Comment

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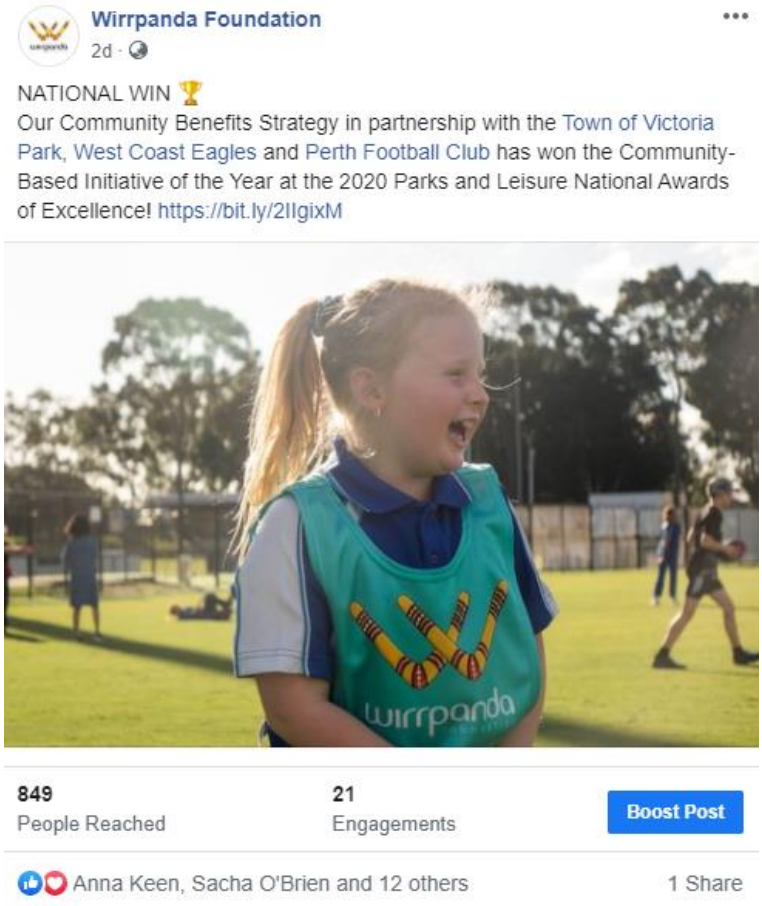
Impressions: 1,003

10



Wirrpanda Foundation
Facebook
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Wirrpanda Foundation
Twitter
Impressions: 300

11

BIG WIN FOR COMMUNITY BENEFITS STRATEGY



The partnership between the Wirrpanda Foundation, Town of Victoria Park, West Coast Eagles and Perth Football Club has won the national award for the Community Based Initiative of the Year at the 2020 Parks and Leisure National Awards of Excellence.

After winning the regional award earlier this year, the initiative progressed through to the national awards to compete with other strong projects from around Australia, including Blacktown City Council (NSW/ACT), Fraser Coast Regional Council (QLD), National Parks and Wildlife Service SA (SA/NT) and Belgravia Leisure (VIC/TAS).

Launched in December 2019, the strategy enables the project partners to use their strengths to deliver a wide range of programs focusing on outcomes in employment, health, education, Aboriginal and Torres Strait Islander wellbeing, youth engagement and social inclusion.

As part of the strategy, the Wirrpanda Foundation engages local youth in the weekly after school program, Wirra Club. Utilising our strong Aboriginal and Torres Strait Islander role models, Wirra Club delivers activities focusing on a mix of health, wellbeing, physical activity and digital literacy skills such as coding, photography and robotics.

General Manager of Community Development, Troy Cook said the Foundation was very proud of the partnership between the Wirrpanda Foundation, West Coast Eagles, Town of Victoria Park and Perth Football Club.

"The benefits that are being delivered to the community are amazing. We are especially proud of what we are doing here with the Town of Victoria Park Community Benefits Strategy. I'd also like to congratulate the other nominees for all the great work they are doing," Cook said.

Wirra Club is hosted every Wednesday from 3pm, and is open to all local and Aboriginal and Torres Strait Islander youth.

Wirrpanda Foundation Website
November 2020
READ HERE

Expression of Interest - Hockey Working Group 2021

Assessment Matrix

12.03.2021

			First name	Kristi	Michelle	Kate
			Last name	Annear	Smart	McCambridge
Assessment Panel Member 1	**Criteria 1**	Resident or ratepayer of the Town of Victoria Park		5	5	5
	Criteria 2	Commitment to the time and effort required in joining the group		5	5	5
	Criteria 3	Experience in working in a collaborative manner		3	3	3
	Criteria 4	A strong interest in community sport		4	3.5	2
	Criteria 5	No direct association with the Victoria Park Xavier Hockey Club		5	5	5
	Criteria 6	Relevant experience and/or knowledge in hockey club requirements; or Experience working in a community group or on projects of community benefit.		5	2	3
Score				90%	78%	77%
Assessment Panel Member 2	**Criteria 1**	Resident or ratepayer of the Town of Victoria Park		5	5	5
	Criteria 2	Commitment to the time and effort required in joining the group		5	5	5
	Criteria 3	Experience in working in a collaborative manner		4	4	4
	Criteria 4	A strong interest in community sport		5	4	3
	Criteria 5	No direct association with the Victoria Park Xavier Hockey Club		5	5	5
	Criteria 6	Relevant experience and/or knowledge in hockey club requirements; or Experience working in a community group or on projects of community benefit.		5	3	4
Score				97%	87%	87%
Assessment Panel Member 3	**Criteria 1**	Resident or ratepayer of the Town of Victoria Park		5	5	5
	Criteria 2	Commitment to the time and effort required in joining the group		5	5	5
	Criteria 3	Experience in working in a collaborative manner		4	4	4
	Criteria 4	A strong interest in community sport		5	4	3
	Criteria 5	No direct association with the Victoria Park Xavier Hockey Club		5	5	5
	Criteria 6	Relevant experience and/or knowledge in hockey club requirements; or Experience working in a community group or on projects of community benefit.		5	3	4
Score				97%	87%	87%
Combined Average				**94%**	**84%**	**83%**
Rank				**1**	**2**	**3**

Scoring Guide

5 = application meets criterion - very well
4 = application meets criterion - well
3 = application meets criterion - satisfactory (or neutral if applicable)
2 = application just fails to meet the criterion
1 = application largely fails to meet the criterion



Macmillan Precinct

Masterplan

TOWN OF VICTORIA PARK

Concept Plan Report

Prepared by Hatch RobertsDay
November 2020

We acknowledge the Whadjuk people of the Noongar nation as the traditional owners of this land and pay respect to Elders past, present and emerging.

Thank you to the Macmillan Precinct Working Group and all those who participated in the project for their time, ideas and enthusiasm.

DOCUMENT CONTROL

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Client	Town of Victoria Park
Prepared by	HATCH | RobertsDay Level 2, 442 Murray Street, Perth WA 6000
Contributors	**With_Studio** **ASPECT Studios** **Colliers International** **Pritchard Francis**

REVISION	COMMENT	AUTHOR	APPROVED BY	DATE ISSUED
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K	Final	K. Vizzutti	Z. Cameron	11/11/2020

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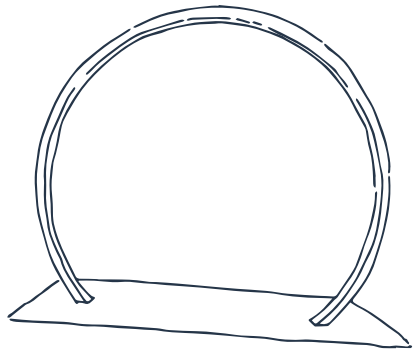


1. Summary



1.1 Introduction

While the Macmillan Precinct today is a much-valued hub of community services, ageing buildings and changing community needs will require significant renewal and investment over the coming decades.

These challenges offer a unique opportunity to build on the Macmillan Precinct's strategic location at the heart of the Town, renew its existing facilities and establish new and exciting functions to support the needs of the community into the future.

To do this, Council has been working closely with local clubs, groups and residents to collaboratively shape a Masterplan fit for the future needs of our community.

What's a Concept Plan?

The Macmillan Precinct Concept Plan is a high level guide for the future detailed masterplan based on wider community feedback from the Victoria Park community, including local residents, businesses, sporting clubs, community groups and facility operators.

The plan establishes overall design principles and desired outcomes for the design of new community facilities, enhancement of public parks and spaces, inclusion of new activities and uses, and options for funding and delivery.

The Concept Plan is only a preliminary working document and significantly more community consultation and detailed investigations will be required to confirm the final plans for the area.

Why do we need one?

The Concept Plan is needed to guide the Town's response to identified issues and needs in the precinct based on the values and priorities of the community.

Building condition assessments of key facilities, including Leisurelife and the Library, have identified substantial maintenance and expansion needs that will require significant redevelopment and replacement over the coming decades.

As the operator and owner of these facilities and much of the other land in the precinct, the Town has a responsibility to maintain, manage and responsibly plan for the future of these important assets.

Now what?

This Concept Plan is currently in draft form and the Town is seeking further community feedback before it is finalised. Once this has been done, the Concept Plan will be used to guide and direct detailed masterplanning including community facility layout, public space design, business case development and more.

The Town will continue to engage with the community and key stakeholders as this process gets underway to ensure their views and needs are incorporated into detailed plans.

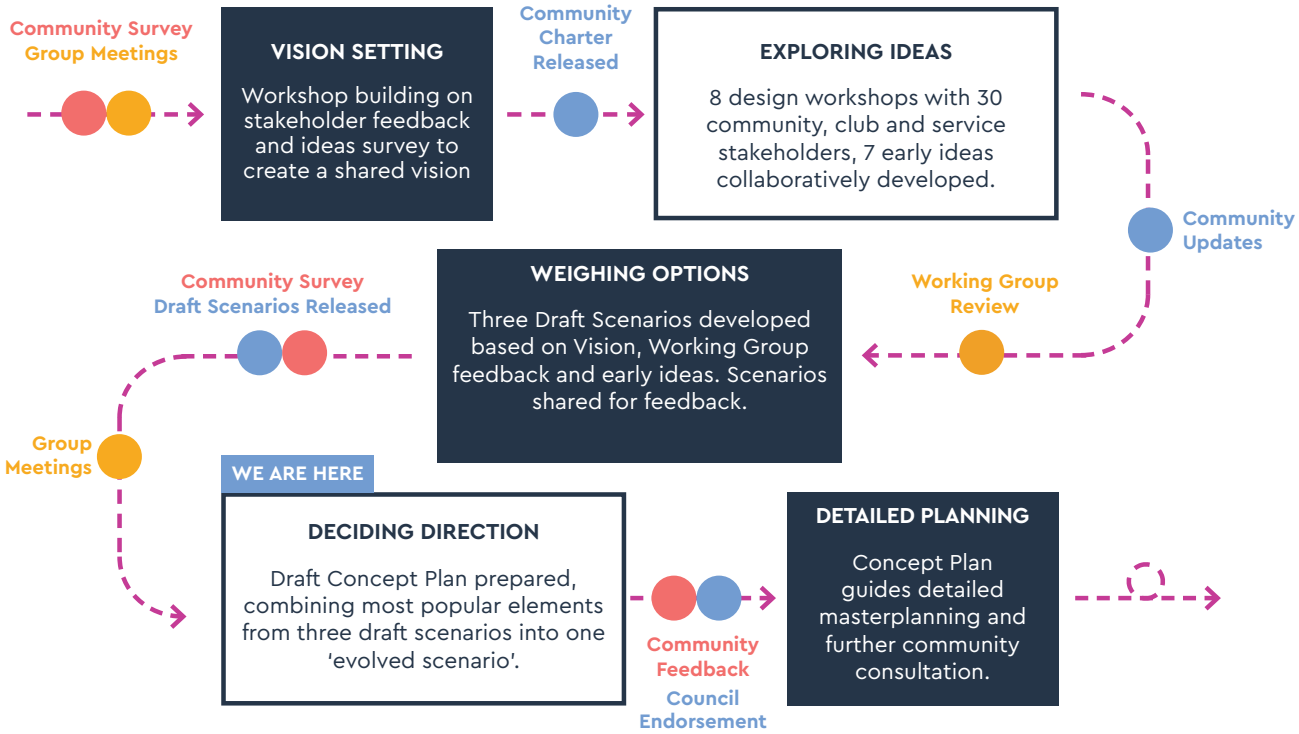
Once finalised, the detailed masterplan will be used as a guiding document for staged implementation over the coming decades as funding becomes available, while ensuring value for money for ratepayers.

1.2 Community Input

The Concept Plan has been shaped by over 6 months of continuous community engagement
→ **Page 24**

This Concept Plan is the first step in preparing a community-led framework for the future of the Macmillan Precinct. As a vital hub for Town services, community events and public life, it is essential that any future changes reflect the values and priorities of the Victoria Park Community.

Since February 2020, the Town has been consulting in detail with site stakeholders and the wider community to ensure the Concept Plan reflects their shared aspirations for the future. The purpose of the Concept Plan is to outline initial priorities and directions to inform subsequent detailed masterplanning.



1.3 Key Messages

Prioritise Community



The Macmillan Precinct is first and foremost a place for community services, special events and civic life. Existing services, clubs and facilities are all highly valued and should remain on site into the future to cater for the future needs of the local community.

Embed Art & Culture

The precinct is more than just a service hub – it can grow to become a place of life-long learning, making and performing where people connect with our diverse community and express their creativity.



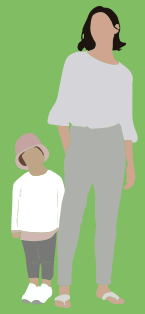
Meet Future Needs



Focus on the needs of the clubs and groups who use the site today and ensure that new facilities meet their future needs.

Protect Green Space

John Macmillan Park is a rare green space that will be vital to our shared wellbeing as our community grows. Its size, mature trees and open lawn need to be safeguarded and enhanced.



Promote Diversity

Ensure that services and activities on offer reflect the diversity of our community and include people of all ages and backgrounds.



Maintain the Vibe

People like the local feel and casual, unpretentious atmosphere of the how the place is today. Any change needs to maintain this relaxed vibe and distinctive local flavour which is central to Victoria Park's character and identity.



Key limits and requirements for the Concept Plan have been set based on community priorities
→ **Page 24**

1.4 Valued Amenities

Resounding community feedback has made it clear that the site's existing amenities, services and user groups are deeply valued and seen as vital to the identity and liveability of Victoria Park.

Reflecting this, all major site stakeholders have been individually and collectively involved in the preparation of the Concept Plan to ensure that their future needs are well understood and can be accommodated on site into the future.

John Macmillan Park



John Macmillan Park is a treasured place used for morning walks, weekend markets, play and quiet contemplation from toddlers to teens. We heard that the Park's value comes from its generous size, frame of mature fig and gum trees and unstructured lawn which is a rare resource.

Leisurelife + Community



Lesiurelife is the Town's premier community facility. We heard that all of its services should be maintained into the future, including the gym, court space for Basketball, Netball, Badminton and Squash, meeting rooms, creche and the Victoria Park Community Centre.

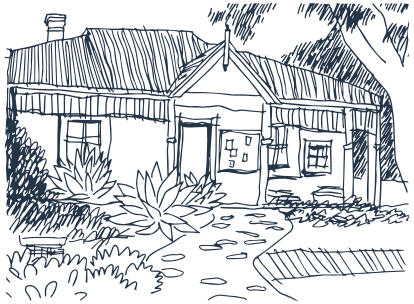
Library + Law



The Town Library is a much-valued facility that goes well beyond loaning books with computer services, study spaces, early childhood support and more on offer. The building also houses the not-for-profit Sussex Street Community Law Centre. We heard a bigger and more flexible library is needed going forward.

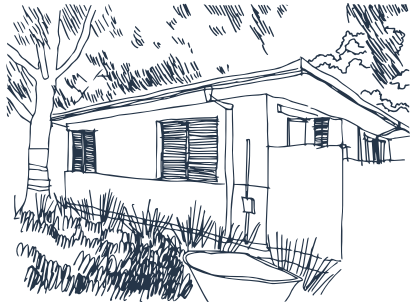
The Concept Plan reflects the feedback of current club and community groups
→ **Page 25**

Arts Centre



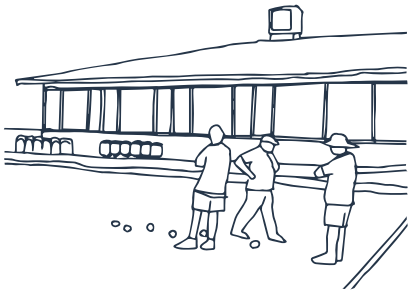
The Victoria Park Centre for the Arts is a diverse and ever-changing venue for painting, pottery, poetry, events, language classes, exhibitions and more. We heard that its heritage cottage setting is intrinsic to its DNA and should be preserved into the future, while expanding its footprint and visibility within the precinct.

Billabong



Billabong Childcare is a popular community care service with around 60 care places for local kids. While not a Town service, we heard that local and community-based care is an valued service that should continue to have a home within the local area.

Bowls Club



The Victoria Park-Carlisle Bowls Club is a longstanding Town asset, hosting competition and barefoot bowls, parties, functions and Area 5 Football. We heard that the Club is an important part of the precinct's mix and that several different approaches for its future should be further explored with club members.

Surrounding Area



While not included in the Concept Plan, neighbouring areas like Albany Hwy and the Park Centre are important attractions that we heard should be considered holistically alongside the Macmillan Precinct, to ensure shared issues like transport, parking and public safety are effectively addressed.

1.5 Future Vision

The Concept Plan reflects the vision of local residents and site users → **Page 28**



The Macmillan Precinct is Vic Park's shared commons — a place where culture, community and creativity intertwine.

1.6 Guiding Principles

The Concept Plan is informed by four guiding principles
→ **Page 30-33**

Green Forever



The Macmillan Precinct will remain a focal green space, both a relaxing retreat from inner city life and a dynamic stage for unique experiences and major events.

Space for All



The Macmillan Precinct will become the heart of East Vic Park, a place of community wellness and belonging that sustains the Town's valued services through flexible design.

Mixed Together



The Macmillan Precinct will seamlessly connect with and complement Albany Highway's thriving entertainment scene, retail core and public transport linkages.

Local Character



The Macmillan Precinct will re-imagine the 'civic precinct' and evolve into an energetic local hub that embodies East Vic Park's unique identity and character.

1.7 Concept Plan

The Concept Plan reflects the ideas and feedback of many local residents and site stakeholders
→ **Page 35-41**



1.8 Key Elements

Key elements of the Concept Plan have received strong community support
→ **Page 42-45**



All existing community facilities and services kept on site in current or new buildings



Improved pedestrian access through the site with new laneways and promenades



Preserving the full size of John Macmillan Park with new native landscaping, play areas and event spaces



Retaining iconic Fig trees and other significant vegetation to protect tree canopy and biodiversity



Adding more greenery and creating additional public spaces around the site



Improving traffic flow and car parking management with upgraded streets and basement parking



Increasing activity and safety around the clock with more lighting, events and tenants



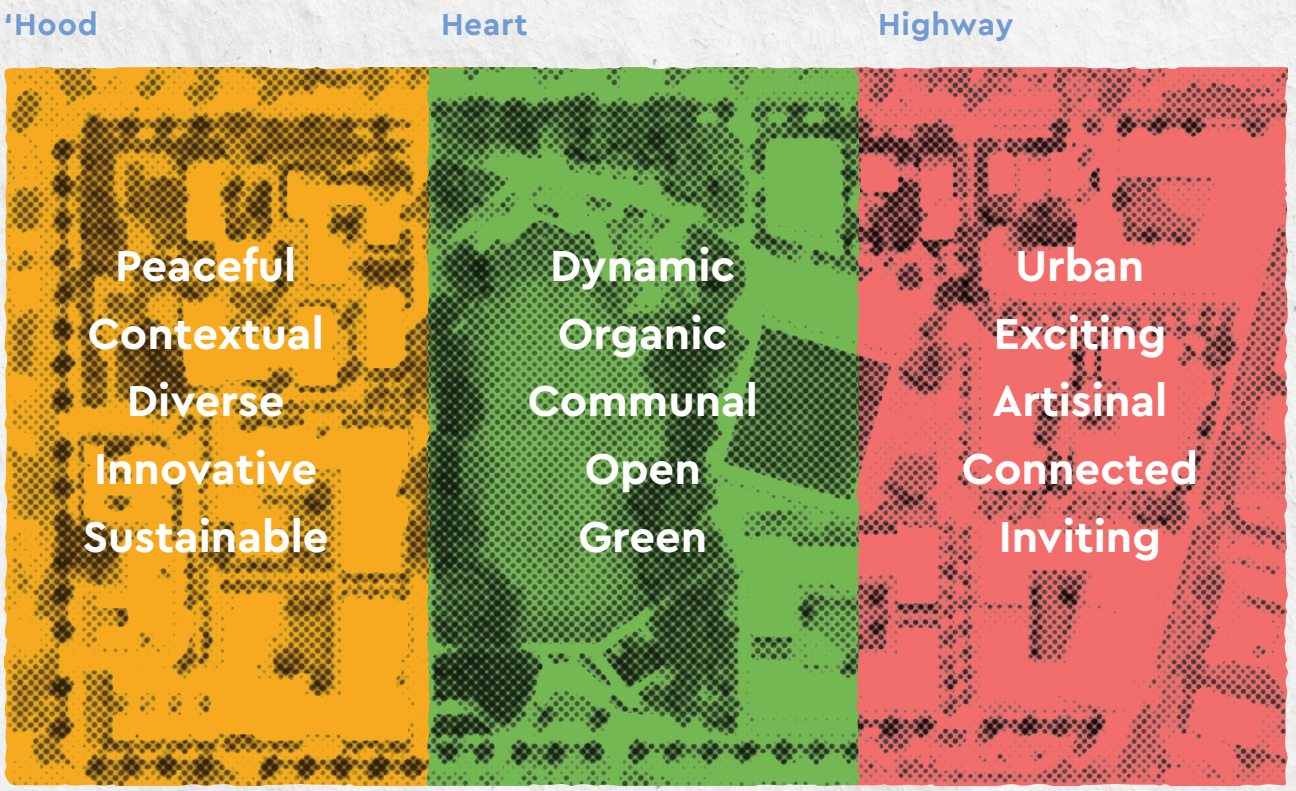
Some private and non-profit development on site to help fund new community facilities

1.9 Places

The Concept Plan defines three unique places which each offer specific community benefits
→ **Page 48-49**

Three distinctive places are envisaged within the Macmillan Precinct: a lively laneway area connected to Albany Hwy to the east, a central heart focused on enhanced public parkland and new community facilities, and a quiet and leafy residential quarter which gently transitions to the suburban streets beyond.

Together, they form a cohesive but varied place that is immersive, resilient, flexible and capable of meeting the needs of the Victoria Park community well into the future.



1.10 What Happens To...

Existing, expanded and new facilities are at the heart of the Concept Plan
→ **Page 50-59**

John Macmillan Park	Size expanded with substantial enhancements and landscaping, including native sensory gardens, event spaces and a destination playground.
Leisurelife	Courts, Gym, Squash and other uses expanded and incorporated into a new community hub located east of the park. Facility design subject to further investigation and consultation.
Library	Significantly expanded in size with more meeting and digital learning spaces, incorporated into a new community hub with direct park outlook and access.
Bowls and Area 5	Relocated within an integrated community hub, or alternatively either west of the park or another location subject to further consultation with Bowls/ Area 5 members and the wider community.
Arts Centre	Retained in existing location with expanded creative/ performance/gallery spaces and stronger connections to other facilities within the precinct.
Community Law Centre	Retained on site and relocated to a new streetfront space within new development. Potential locations include Kent St, Sussex St and Albany Hwy.

Community Centre	Operational model shifted to operate within shared meeting and event spaces with access to specialised facilities aligned with the Centre's strategic plan.
Childcare	Relocated to a new purpose-built facility within the site subject to further consultation with operator. Potential locations include Kent St, Sussex St or within community facilities.
Kent St Cottages	Retained and restored for commercial, non-profit and/or community use.
Albany Hwy Properties	Developed for private housing/mixed use subject to engagement with current landowners.
Car Parking	Consolidated into basement/undercroft parking beneath community facilities with access via Sussex St and Kent St.
Highway Sump	Closed or relocated to subsurface storage subject to hydrological and engineering investigations.

1.11 Next Steps

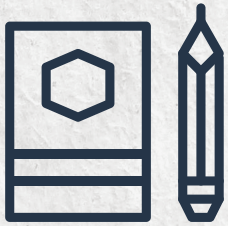
The Concept Plan will guide detailed masterplanning and further consultation
→ **Page 60-73**

This Concept Plan is only the beginning of a multi-year planning and community consultation process to bring the shared vision for the Macmillan Precinct to life.

The Concept Plan will serve as a guide for detailed Masterplanning over the coming months, which will look in detail at how public spaces and community facilities should be designed, how existing services and users are best accommodated, as well as the cost and funding implications of these decisions.

All further stages of planning will be accompanied by extensive and continuing consultation with local residents and site stakeholders to ensure that decisions remain aligned to the vision and their needs.

Detailed Masterplan



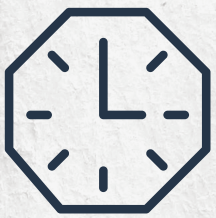
Getting underway over the coming months, a detailed masterplanning process will build on the ideas in the Concept Plan and look specifically at the details of community facility design, public space look and feel, governance and inclusion, and further important details in consultation with site users and the wider community.

Further Consultation



Members of the community will continue to be engaged as detailed masterplanning gets underway. In particular, key site stakeholders like the Bowls Club, Squash and Basketball associations, Arts Centre, Childcare operator and others will be closely engaged with to ensure their needs are addressed.

Funding & Delivery



Implementation of the detailed masterplan (i.e. on the ground changes) aren't expected for some years and will be subject to detailed budgeting, business case development and Council approval to secure the necessary funding and ensure that future investments represent value for money for Town ratepayers.

"I believe there is a lot of possibility for the area and the Town can be visionary and use this opportunity to create something amazing."
— Local Resident



2. Context

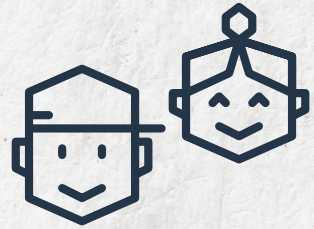

ALL NIGHT PIZZA CAFÉ
714
La Terra
HEALTH CENTRE
STONE SPA
FOR LEASE

2.1 Project Purpose

The Concept Plan is the first step towards addressing significant operational and financial challenges that have been identified within the precinct through community needs assessments and building condition audits. Major renewal and investment will be needed over the coming decades to address these challenges.

At the same time, this offers a unique opportunity to enhance existing services and bring in exciting new uses which will build on the site's strategic location at the heart of the Town and support the needs of the community into the future.

Changing Needs



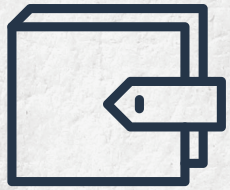
The Town of Victoria Park's population is forecast to nearly double over the coming decades, with the majority of these new residents expected to be housed in new development on the Burswood Peninsula, along Albany Hwy and near our train stations. There will be a need to provide accessible services for these new residents, both in terms of location and capacity.

Ageing Facilities



Building condition assessments of key Town assets within the Macmillan Precinct, including Leisurelife and the Library, have identified significant maintenance and upgrade needs that are likely to require significant redevelopment and replacement of existing Town-owned facilities over the coming decades.

Funding Gap



Providing new Council facilities which meet the needs of a larger and more diverse population will be a considerable expense for which existing funding sources are limited. As such planning for the future of the Macmillan Precinct will need to consider not just what facilities are needed, but how they will be paid for, operated and maintained.

2.2 Urban Context

East Victoria Park is one of Perth's great suburbs, a dynamic and diverse place spanning the iconic Albany Hwy. The area's identity and liveability is deeply connected to the Macmillan Precinct, which has been a centre of local life for generations.

The precinct is situated at the geographic centre of the Town of Victoria Park, closely connected to major attractions in the surrounding area including Perth CBD, Crown Casino and Optus Stadium on the Burswood Peninsula and the Bentley-Curtin Specialised Activity Centre which includes Curtin University and the Curtin Technology Park.

Evolving History



The Macmillan Precinct is on ancient land, which the Whadjuk people have cared for and shaped for tens of thousands of years. The area has long been a place of civic life having housed a federation-era school (pictured). Future planning offers the potential to reflect memories and stories from times past and work towards reconciliation.

Activity Centres

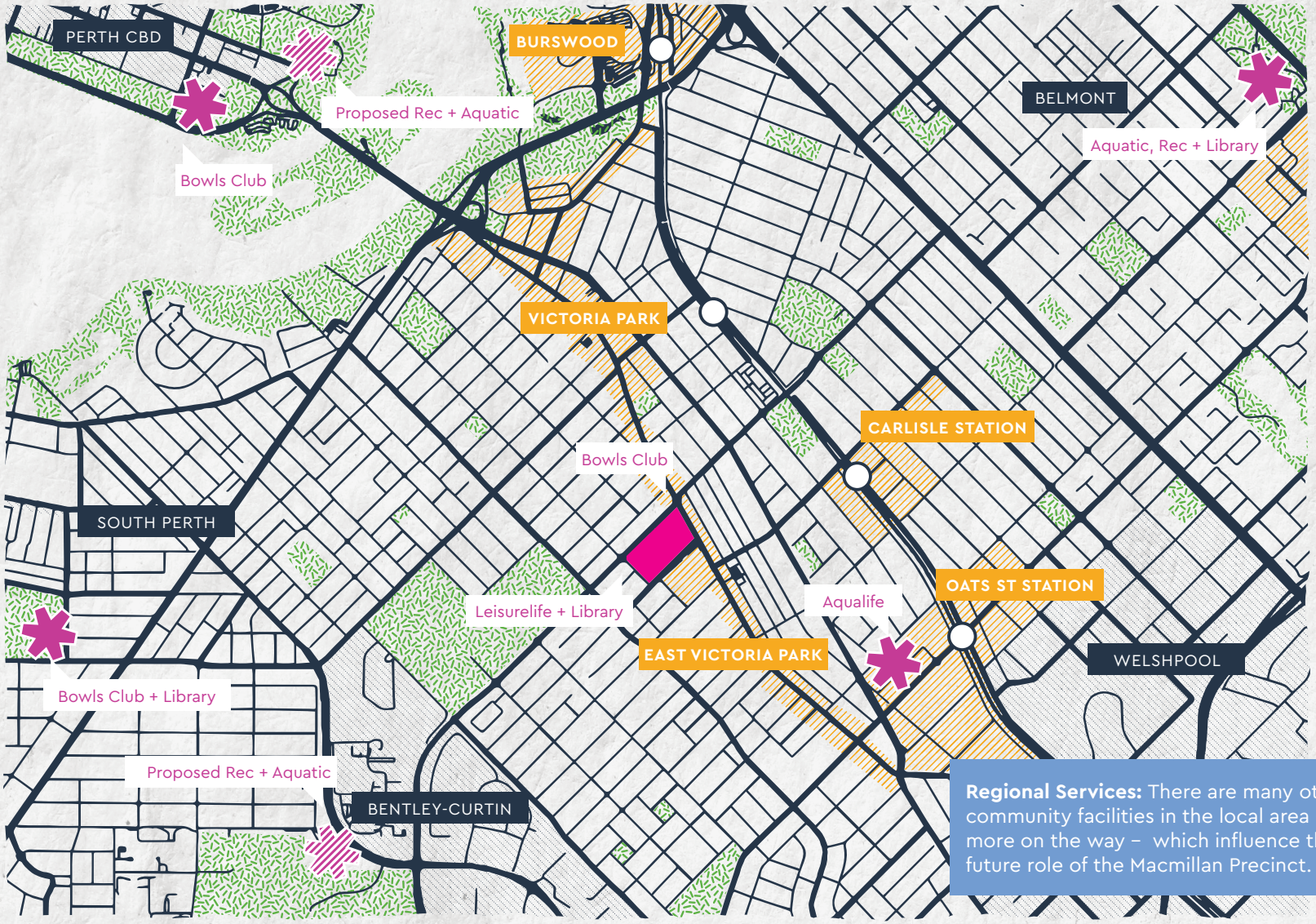


The site is located in the heart of the Albany Hwy (East Victoria Park) Activity Centre. Its proximity to major retail and entertainment offers a valuable opportunity to revitalise and integrate public spaces, community facilities and other complementary activities to improve quality of life and build back better post COVID-19.

Community Hubs



Planning for the future of the Macmillan Precinct offers an opportunity to complement and extend existing community services available in the wider area, which include the Town's Aqualife complex and major proposed sport and aquatic facilities being planned in East Perth and at Collier Park.



Regional Services: There are many other community facilities in the local area – and more on the way – which influence the future role of the Macmillan Precinct.

2.3 Site Context

Key Facilities

The Macmillan Precinct is currently home to dozens of community groups, sporting clubs and service providers who occupy a range of Town and privately-operated facilities within the site. Together, these groups attract hundreds of thousands of visitors per year – young, old and those in between.

An audit of site activity has identified in excess of 85 formal events and scheduled activities which occur from early morning to late at night across a typical week, including organised sport, CALD services, early learning and playgroups, art exhibitions, language, yoga and dance classes, farmer's markets, functions, legal aid, group fitness and more. Informally, the site is also frequently used for relaxation, dog walking and light exercise.


1. Bowls Club & Area 5


2. John Macmillan Park



5. Victoria Park Library


3. Leisurelife Recreation Centre


4. Centre for the Arts


6. Community Centre


7. Sussex Street Law Centre


8. Billabong Childcare

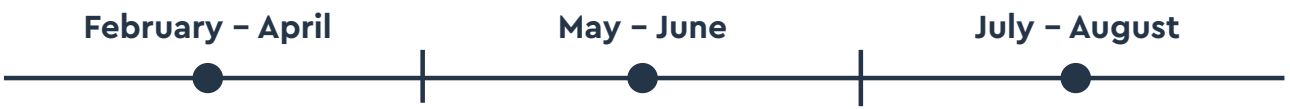


Public Life: A study was carried out at different times and locations over a week to understand when and how locals and visitors make use of the Macmillan Precinct.

2.4 Engagement Process

Since February 2020, the Town has been consulting in detail with site stakeholders and the wider community to ensure the Concept Plan reflects their shared aspirations for the future. This process is summarised by the diagram opposite.

Community engagement will continue through the next steps of the project as the Concept Plan is expanded and refined into a detailed masterplan from which further planning will be progressed over the coming years.



VISION & PRIORITIES	EXPLORING IDEAS	DECIDING DIRECTION
Wider community sets guiding vision • Creating a Vision Charter • Interviews with 6 key stakeholders • 100 Community Surveys • Online Ideas Map • 30 person Vision Workshop	**Working Group co-creates three Draft Scenarios** • 2-week Design Forum with 20 Community Representatives and 10 club and facility stakeholders • Online feedback and discussion forum	**All Stakeholders review Scenarios to shape Concept Plan** • 100 completed Scenario Review community surveys • 80 community update attendees • 6 key stakeholder meetings

NEXT STEPS	The Concept Plan will act as a guide for detailed masterplanning and further engagement with the community and key site stakeholders including community groups, sporting clubs and facility operators.

2.5 User Requirements

As a vital hub for Town services, community events and public life, it is essential that any future changes suit the user groups, clubs and facility operators on site today. The following design requirements reflect user group feedback through individual interviews and Working Group participation.

Bowls Club

Input
- Club member meetings
- Working Group participation

Requirements
- Preference for 2 bowling greens to accommodate competitions
- Potential to relocate elsewhere as part of larger facility or remain on site in various potential locations
- Preference to make use of shared bar/facilities rather than operate

Leisurelife

Input
- Redbacks and Squash meetings
- Working Group participation

Requirements
- 4-8 big courts depending on use (general or specialised)
- Spectator bleachers
- 6-8 Squash courts
- Gym facility, Creche & Cafe
- Meeting rooms and office space

Community Centre

Input
- Centre Staff meetings
- Working Group participation

Requirements
- Able to co-locate with library or leisurelife meeting facilities and office space as required
- Commercial kitchen desired to accommodate cooking classes and activity
- Potential to adapt to a different operating model

Library

Input
- Library staff meeting

Requirements
- Tripling in size required to meet future need
- Extended computer labs, maker spaces and lifelong learning
- Extended shelving for collection
- Opportunity to share meeting rooms and other facilities
- Local history space

Arts Centre

Input
- Working Group participation

Requirements
- Space with secure tenure and ability to make mess
- Outdoor space for gardening and events
- Potential to expand exhibition and studio space
- Potential to add dedicated performance space

Law Centre

Input
- Service provider meeting
- Working Group participation

Requirements
- Suitable office facilities to support non-profit work
- Ground floor tenancy/shopfront preferred for ease of access/walk-ins
- Able to be accommodated in various locations

Billabong Childcare

Input
- Service provider meetings
- Working Group participation

Requirements
- Childcare facility suited for 60 places
- Outdoor play and integration with public space
- Options to be accommodate at ground or upper levels in mixed-use development

2.6 Challenges

While the Macmillan Precinct today is a much-valued hub of community services, detailed auditing of community needs and building condition has identified significant emerging challenges which will require renewal and investment over the coming decades.

These challenges include ageing buildings with poor access and a shortage of space needed to deliver modern services for a growing population. Safety and activity around the precinct are also key concerns.



Ageing Facilities



Accessibility



Safety and Security



Increasing Demand



Parking and Traffic



Shortage of Space

2.7 Opportunities

While significant, the Macmillan Precinct's challenges also offer a unique opportunity to build on the site's strategic location at the heart of the Town, renew and upgrade its existing facilities and establish new and exciting functions which will support the needs of the precinct's operators, clubs and users.

This includes delivering flexible and state-of-the-community facilities which respond to the changing tastes and needs of our community today and in the future.



Enhanced Green Space



Modern Facilities



Greater Diversity



Sustainable Design



Increased Vibrancy



21st Century Services

3. Vision



Why a Vision?

In response to the Macmillan Precinct's place context and its dueling opportunities and challenges, a community vision and guiding principles have been developed to inform future planning. Developed through wide stakeholder engagement, the vision reflects shared aspirations for the future and will guide all major decisions over the coming decades.

Vision Statement

"The commons" are the cultural and natural resources accessible to all members of a society.

Better-connecting people and services in the precinct to build relationships and strengthen community

The Macmillan Precinct is Victoria Park's shared commons, where culture, community and creativity intertwine.

Welcoming community facilities and events, immersive green spaces and an eclectic mix of uses shape a unique destination that is deeply connected to its history while boldly embracing a new future.

Protecting and enhancing existing green space including the mature trees and open lawn

Meeting the needs of an increasingly diverse and growing community through new services and facilities

Reflecting East Vic Park's gritty, urban character and unique sense of place.

Principle 1

Green Forever

The Macmillan Precinct will remain a focal green space, both a relaxing retreat from city life and a dynamic stage for shared experiences and big events.

Its mature trees, open vistas and central lawn hold irreplaceable value that will be safeguarded and elevated by green infrastructure and sustainable design.

"We walk our dog here and enjoy the farmers market most weeks. We love the shade provided by the mature trees."

—Local Resident



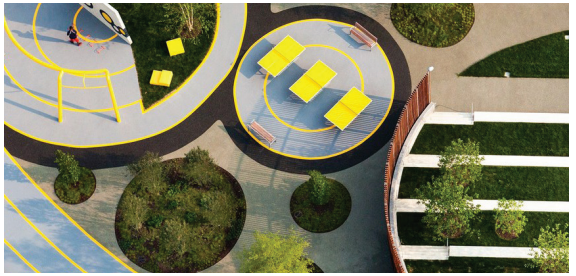
















Principle 2

Space for All

The Macmillan Precinct will become the heart of Victoria Park, a place of community wellness and belonging that sustains the Town's valued services through its flexible and innovative facilities.

It will meet the diverse needs of the clubs and groups who call it home, while finding balance with services in surrounding areas.

"It is important for all residents to have these facilities available for exercise, communication and wellness."

—Local Resident

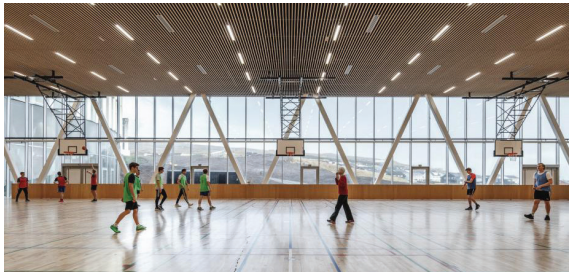


















Principle 3

Mixed Together

The Macmillan Precinct will connect into Albany Hwy's thriving entertainment scene, commercial core and transport links.

It will strengthen physical and social bonds across East Victoria Park to improve accessibility, build cultural capital and catalyse economic prosperity in the local area.

"Improve pedestrian access and connect the precinct to the Park Centre and to Albany Hwy"

—Local Resident



















Principle 4

Local Character

The Macmillan Precinct will re-imagine the traditional 'civic precinct' to become an energetic and ever-changing local hub.

It will embed East Victoria Park's quirky character, casual atmosphere and strong community spirit throughout its buildings, spaces and experiences.

"The collection of different facilities that support and bring together people from all walks of life is unique and is something we treasure in our local area."

—Local Resident



















4. Scenarios



4.1 Overview

The Concept Plan was developed through an iterative process of community consultation, through which three Scenarios were created to explore different ways of delivering community infrastructure, improving open space and bringing new life to the Macmillan Precinct.

Developed through a collaborative online design process with a 30-strong Working Group and reviewed by over 100 community members, these Scenarios provide a robust starting point for future planning.

Based on community feedback and technical review, the ultimate Concept Plan has drawn on elements of all three Scenarios.

Scenario 1



This Scenario explored a sensitive and minimally invasive design approach, with limited development and a focus on retaining the site's existing layout and passive character, while strengthening connections between community facilities. It was based on Working Group and community feedback focused on keeping the site low key and simple.

Scenario 2



This Scenario investigated the mixing of community and commercial uses together to efficiently deliver new facilities for all services and create a focused frame of public activity surrounding an expanded John Macmillan Park. It was based on Working Group and community feedback focused on expanding sport and community uses.

Scenario 3

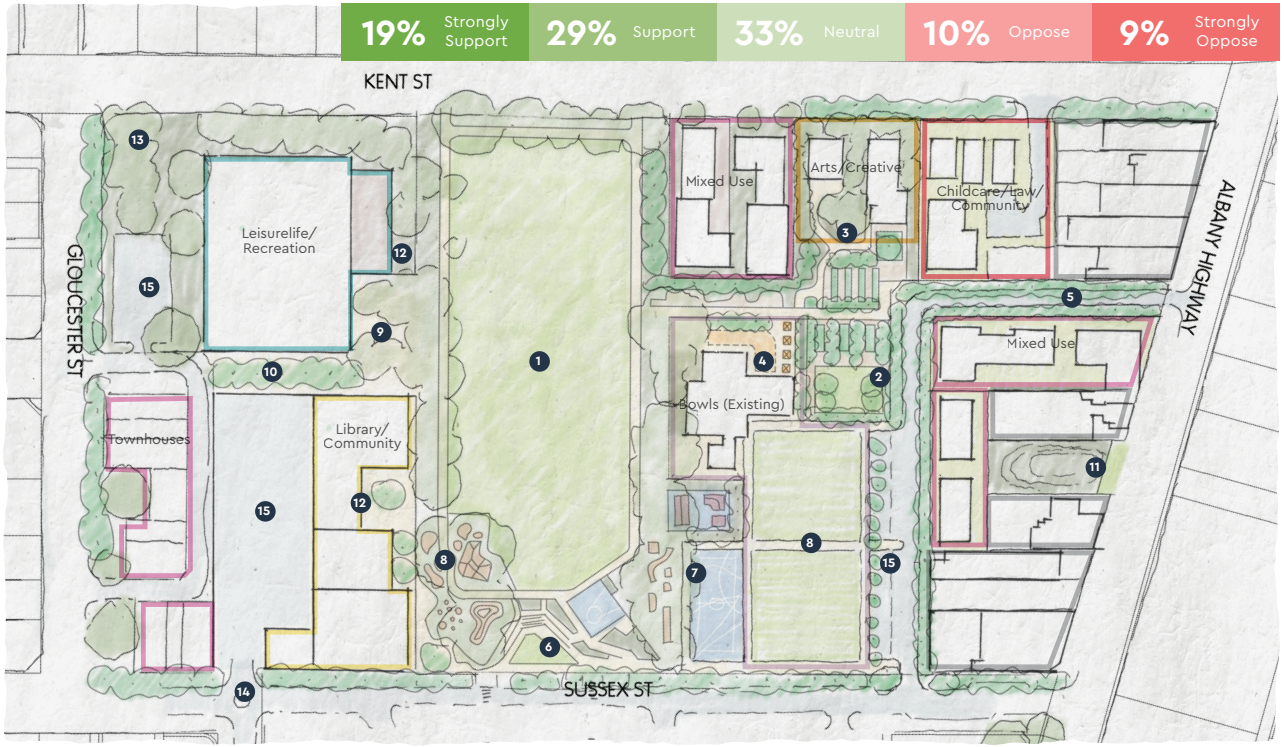


This Scenario explored the creation of a Town heart, with vertically stacked community and commercial uses framing a civic square and spilling out into a re-imagined John Macmillan Park through activated pedestrian laneways. It was based on Working Group and community feedback focused on being bold and visionary and creating a diverse place.

4.2 Scenario 1

This Scenario explored a sensitive and minimally invasive design approach, with limited non-community development and a focus on retaining the site's existing layout and passive character, while strengthening connections between community facilities.

Its big idea was redesigning the Bowls Club in its existing location, creating a central 'culture courtyard' that opens up access to the Park and brings community groups together. Other community facilities were upgraded/ rebuilt in their existing locations.



Findings

Working Group Review

Feedback on Scenario 1 was mixed, with a significant number of the Working Group strongly supportive of the sensitive and minimally invasive approach proposed. Others however found it uninspiring and suggested that the site could aspire to more.

Community Feedback

General public feedback was neutral overall, with no strong opposition but at the same time no real enthusiasm for key elements of the Scenario. The limited amount of private development contemplated by this Scenario was popular.

Technical Assessment

Technical review of this option identified that it would be broadly feasible from a servicing point of view, but that staging of replacement facilities would prove difficult and financially the Scenario would effectively generate no net revenue to support investment in facilities.

Design Merit

Review of the Scenario's scale and layout found it to be broadly sufficient, if uninspiring, and that more could potentially be done to further activate and enhance the functionality of the site by consolidating community facilities into a more efficient footprint.

20%
Scenario most aligned to community vision

"Its ok, though not very inspired. There are some limitations of the current layout and this just replicates these issues."

★☆☆
Lower Quality Community Facilities and Amenities

30%
Public Open Space (9% increase)

"I have to say I like this one and is a good start and can be enhanced. The park is retained, I like the courtyard feel."

19%
Strongly Support Option 1 Overall

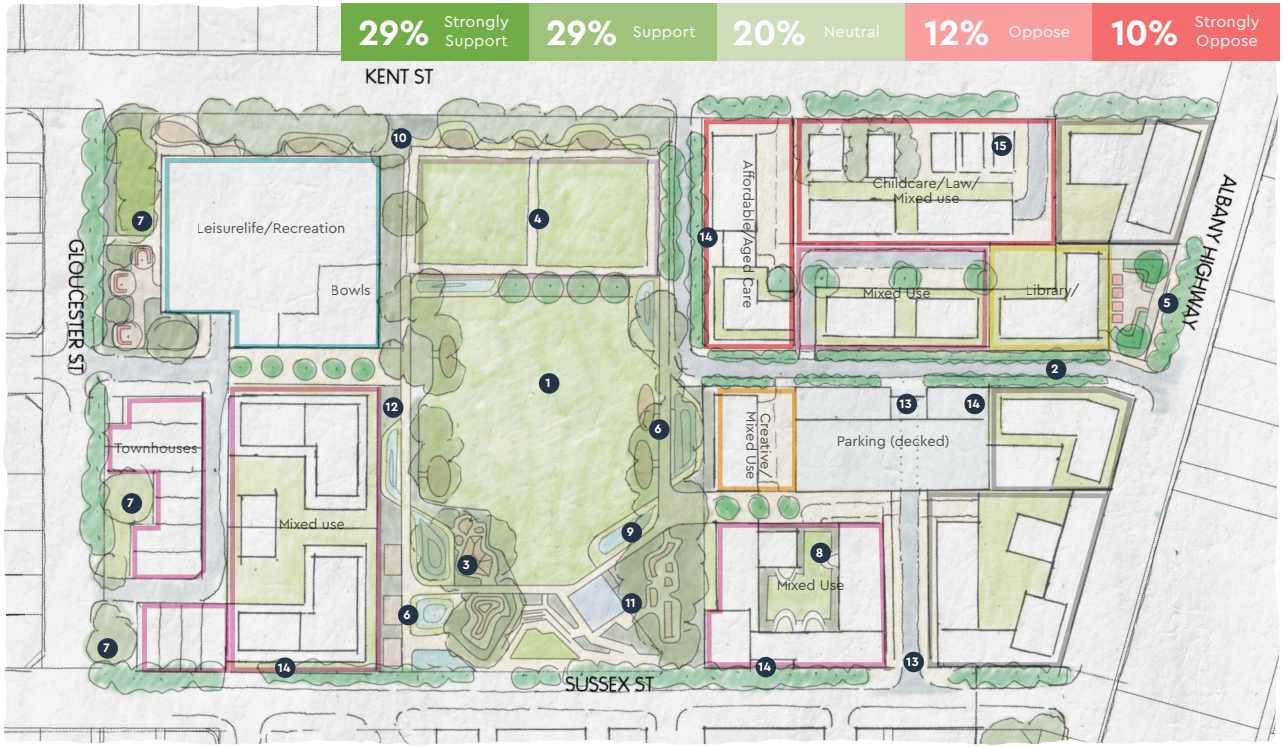
$ $ $
Moderate est. facility and infrastructure costs

+$0m
Low est. net funds raised for community investment

4.3 Scenario 2

This Scenario investigated the mixing of community and commercial uses together to efficiently deliver new facilities for all services and create a focused frame of public activity surrounding an expanded John Macmillan Park.

Its big idea was the creation of a tree-lined promenade through the centre of the site, connecting the Park to Albany Hwy. Community facilities were split up in this Scenario, with community services given new purpose-built spaces within private development, while Leisurelife and the bowling greens were located on the Park.



1. Expanded John Macmillan – upgrades
2. Linear Promenade/Shared Street
3. Expanded Children's playground
4. Landscaped Bowls Greens
5. Civic Piazza fronting Highway
6. Seating/activity nodes
7. Tree retention/pocket park
8. Roof gardens/building greenery
9. Water elements/rain gardens
10. Kent Street Linear Park
11. Expanded Youth Play Zone
12. Parkside cafe
13. Parking access
14. Active street frontages/retail
15. Retained heritage cottages

- Leisurelife/Recreation
- Library/Community
- Other Services
- Arts/Creative/Performance
- Bowls
- Mixed Use
- Private Land

Findings

Working Group Review

Feedback on this Scenario was generally negative, with concerns that the proposed promenade was less than ideal as a connection and questions were raised about the impact of relocating the Bowls into open space.

Community Feedback

Wider feedback was in contrast strongly positive, with this option being the most generally favourable amongst the wider public. However, only 27% thought it best reflected the community's vision for the site.

Technical Assessment

Technical review of this option identified a range of feasibility options relating to sewer servicing, car parking management and facility operation which would call into question its long term viability.

Design Merit

Review by the design team identified the Bowls being in open space as a potential shortcoming. Amenity issues arising from both the scale of development next to the park and the location of a large sports complex on the high point of the site were noted.

27%
Scenario most aligned to community vision

"I am in favour of limiting the height of buildings as I am concerned about shadows cast and their impact in use of the green and community spaces."

★★☆
Moderate Quality Community Facilities and Amenities

34%
Maintained Public Open Space (14% increase)

"All the community facilities need to link easily to each other, encourages cross usage. At the moment they are very separated."

29%
Strongly Support Option 2 Overall

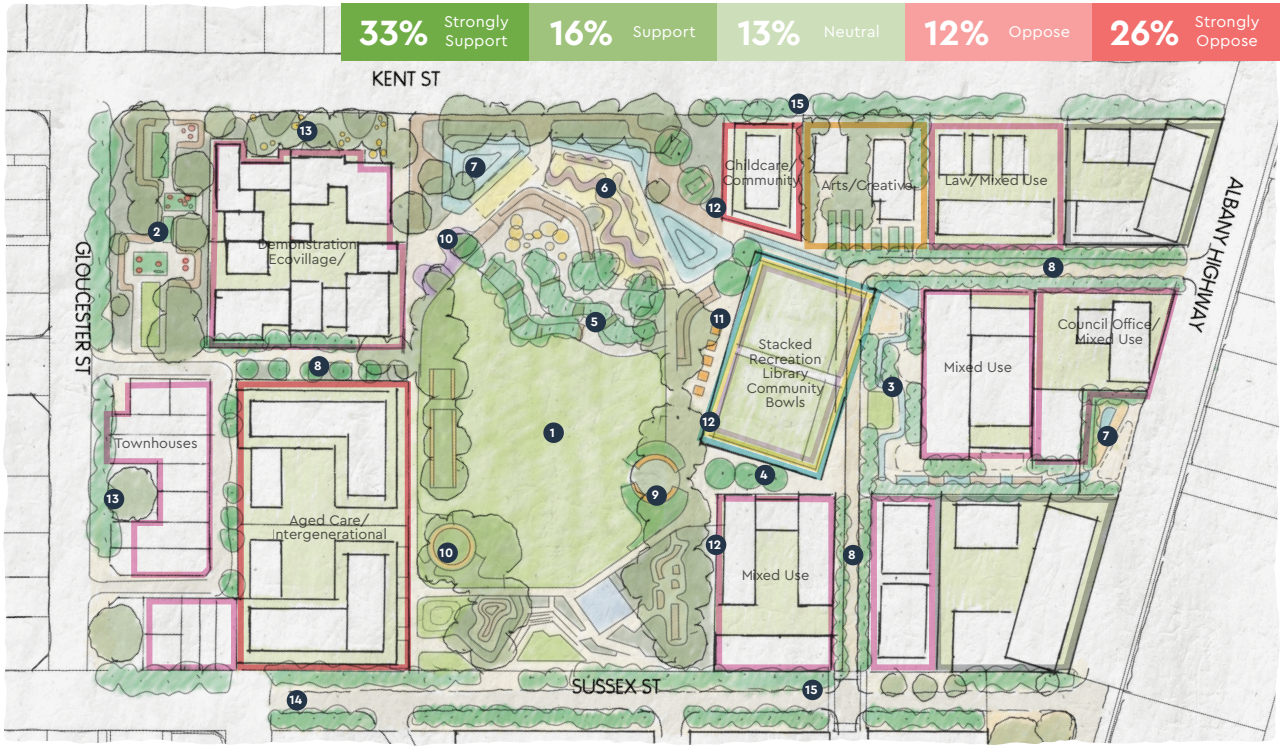
$ $ $
Moderate est. facility and infrastructure costs

+$6m
Moderate est. net funds raised for community investment

4.4 Scenario 3

This Scenario explored the creation of a town heart, with vertically stacked community and commercial uses framing a civic square and spilling out into a re-imagined John Macmillan Park through activated pedestrian laneways.

Its big idea was the creation of an adaptable and flexible community hub integrating library and community space, Leisurelife and bowls within one building opening onto the park, connected by a network of active pedestrian laneways lined with art, cafes and community uses.



1. John Macmillan Park – major upgrades
2. Kent St contemplative/sensory park
3. Town Square/cultural exchange zone
4. Outdoor library/reading/learning
5. Native Botanic gardens/added trees
6. Regional playground attraction
7. Drainage/water sensitive elements
8. Activated laneways/street art
9. Yarning Circle/Indigenous recognition
10. Activity/fitness landscape nodes
11. Park alfresco/events space
12. Glass/operable interface with Park
13. Tree retention
14. Street upgrades/shared space
15. Car Parking access (basement)

- Leisurelife/Recreation
- Library/Community
- Other Services
- Arts/Creative/Performance
- Bowls
- Mixed Use
- Private Land

Findings

Working Group Review

Feedback was broadly split, with strong support for the concept as 'visionary' whilst equally some were opposed to its scale of contemplated development and the community facility design. Open Space in this Scenario was widely supported.

Community Feedback

Broader community feedback was also mixed, with this Scenario being both the most strongly liked and disliked of the three. It was also the clear favourite when it came to identifying which option best reflected the Community's vision for the site.

Technical Assessment

Analysis suggests that this Scenario would generate the highest level of funding to invest in community facilities, with lower servicing costs compared to Scenario 2. Preliminary feasibility investigations suggest that the Scenario is viable.

Design Merit

Review of the Scenario's layout and scale identified that some buildings were potentially over-sized and that park enhancements may be too substantial to be affordable. Despite these issues this Scenario was identified as the strongest in terms of design merit.

39%
Scenario most aligned to community vision

"My opinion around this is that Option 3 is hands down the most exciting and game changing option... the open spaces and play areas are integral"

★★★
Higher Quality Community Facilities and Amenities

52%
Public Open Space (81% increase)

"I don't like all the community uses stacked into one massive building... It may potentially work if you separated out the community centre"

33%
Strongly Support Option 3 Overall

$ $ $
High est. facility and infrastructure costs

+$13m
Low est. net funds raised for community investment

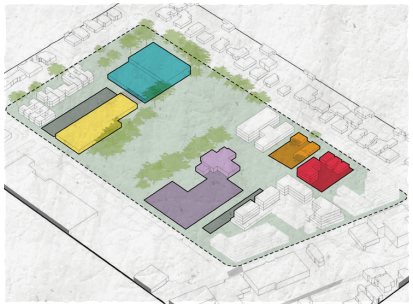
4.5 Facility Direction

- Leisurelife/Recreation
- Library/Community
- Other Services
- Arts/Creative/Performance
- Bowls

Three approaches to community facility provision were explored through the Scenarios: replacing like-for-like, integrating with mixed use private development to defray costs, and co-locating facilities into a unique flexible community hub.

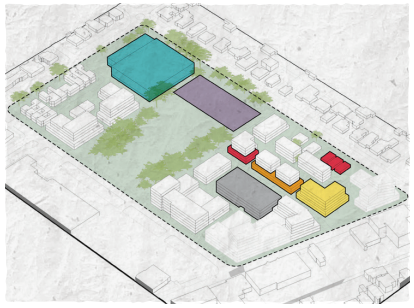
While Scenario 3's approach to facility provision proved controversial with strong support and equal concern, it has been selected for further investigation based on design and technical analysis which suggests it offers the best placemaking and facility management potential. As an alternative, a less intense side-by-side design option (similar to facilities shown in Scenario 1) will also be developed for further community consultation, costing and design testing.

Scenario 1



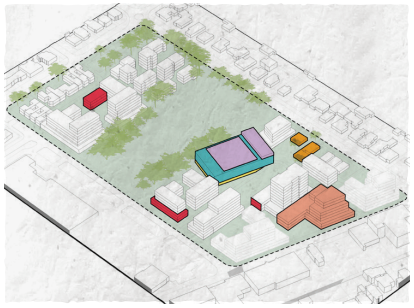
Scenario 1 considered rebuilding Leisurelife and the Library west of the park as lightweight pavilions with a shared entry, refurbishing and consolidating the existing Bowls Club and shifting other community services to Kent St. While this was popular amongst some of the Working Group, it was coolly received by the wider community with some critiquing its lack of vision. Analysis also identified major technical and financial issues.

Scenario 2



Scenario 2 explored combining Leisurelife and Bowls into one facility with greens at the top of the Park, and mixing a new Library and other community uses with new development near Albany Hwy. Technical analysis found that this approach would not offer much financial and operational benefit to the Town and splitting facilities would be less desirable from a functionality perspective. This was supported by Working Group feedback.

Scenario 3



Scenario 3 considered vertically stacking recreational, community, Library and Bowls facilities into an integrated and flexible hub, next to an expanded cultural/arts precinct and other potential uses such as childcare. This Scenario, while receiving mixed feedback, is considered to offer the most community benefits through innovative design, collaborative use of space and adaptability to accommodate change over time.

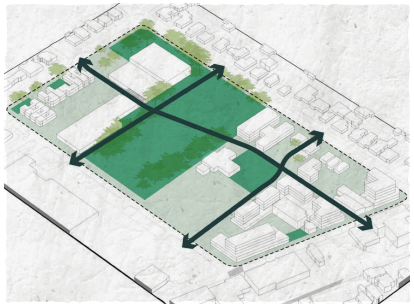
4.6 Public Space Direction

Key Public Space
Pedestrian Connection

Three different levels of enhancement and expansion of open space were explored through the Scenarios. Based on Working Group and Community feedback and technical findings, the most popular public space direction (Scenario 3) has been progressed as part of the Concept Plan.

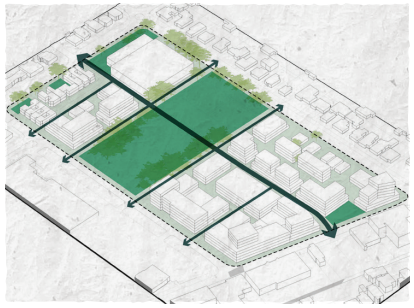
Key modifications to Scenario 3 as part of the evolved concept include increasing the size of the central grassed green, removing some water elements and expanding the regional playground. Elements incorporated from other scenarios include the culture courtyard from Scenario 1 and the Albany Hwy piazza from Scenario 2.

Scenario 1



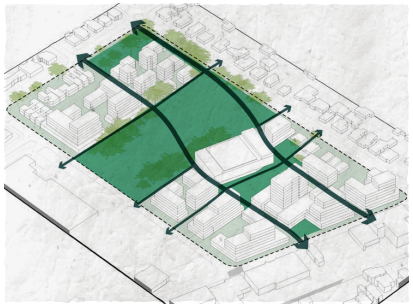
Scenario 1 provided for limited enhancements to John Macmillan Park, while also creating a new 'culture courtyard' public space and a small pocket park next to the sump on Albany Hwy. While popular among some, this scenario was neutrally received overall with a common view being that it was too conservative.

Scenario 2



Scenario 2 provided for additional seating and native landscaping in John Macmillan Park, an active piazza on Albany Hwy and a tree-lined promenade connecting both spaces which runs the length of the site. This Scenario was broadly supported by the community, but the Working Group has significant concerns about the Bowls taking up park space.

Scenario 3



Scenario 3 explored significant enhancements to John Macmillan Park, the creation of a dynamic town square for smaller events and a new sensory native garden for quiet contemplation. New pedestrian connections flow across the site. This scenario was the most strongly supported overall, although there were concerns about 'over-crowding' the space.

4.7 Other Use Direction

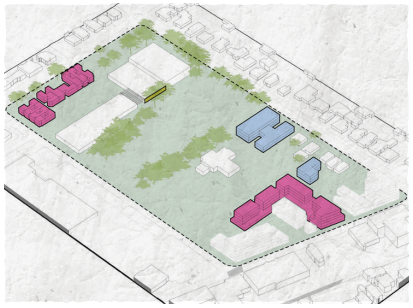
Nonprofit/service
Mixed Use Residential
Commercial/Retail
Eco Demonstration
Aged Care

The Scenarios explored three different levels of private development and inclusion of other uses within the site, ranging from minimal to significant.

Based on community feedback, a level of 30-40% of the site being used for these purposes was considered to be an equitable balance between preserving the site as a predominantly civic place while generating sufficient revenue to help fund new and expanded community infrastructure.

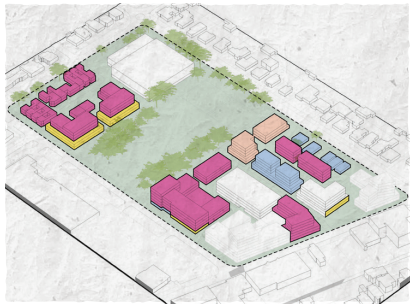
Based on community feedback, a combination of Scenarios 2 and 3 has informed the Concept Plan with an overall reduction in building height and bulk provided for.

Scenario 1



Scenario 1 limited development of Council land, with only small areas for townhouses, low apartments up to 4 storeys and non-profit/ community office space. While popular amongst some of the Working Group, it did not receive strong endorsement from other stakeholders including survey respondents from the wider community.

Scenario 2



Scenario 2 explored a range of complementary uses across 35% of the site, such as housing, non-profit space and a mix of cafes and active uses spilling out onto and activating the central park. While technical analysis identified issues with this site layout, the overall scale and mix of uses was generally supported.

Scenario 3



Scenario 3 explored a range of more intensive uses with potential community benefits including Aged Care, a demonstration ecovillage and housing between 4–10 storeys focused around a lively laneway precinct fronting Albany Hwy. Overall feedback identified this level of development height and bulk as over-development that should be reduced.

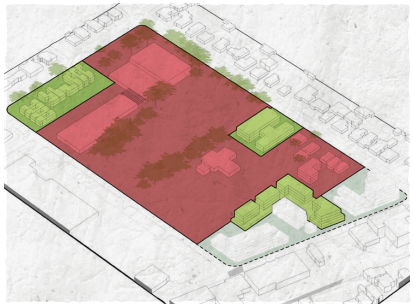
4.8 Funding Direction

Revenue Source
Expenditure Source

As a balance between community facility investment and private development, each Scenario explored a different level of overall financial feasibility and potential funding options.

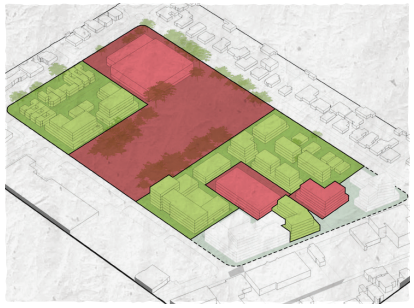
Based on Working Group and Community feedback, a balanced funding approach which combines some funds raised on site with other local and State sources was identified as the preferred approach. This broadly reflects the approach taken by Scenarios 2 and 3 which have informed the Concept Plan.

Scenario 1



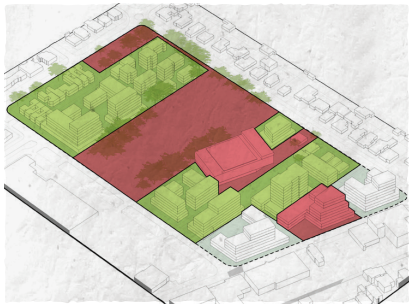
Analysis indicates that this Scenario would be heavily reliant on rates, general revenue, borrowings or external grants to fund community facilities due to limited revenue being drawn from the site. This scenario is not expected to generate any net income for the Town to invest in improved community infrastructure. This funding approach was not widely supported by the Working Group or broader community.

Scenario 2



Analysis suggests that Scenario 2 would generate a moderate level of revenue to contribute towards the funding of community facilities, balanced with investments from other sources to deliver community infrastructure. Mixing private and public uses together as contemplated by this Scenario is not expected to yield any financial benefit and may impact community facility quality.

Scenario 3



Analysis identified this Scenario would generate the most revenue, providing additional funds to invest in community facilities and services. Additional funding will be required to deliver significant community facilities. While this funding model was broadly popular, the scale and impact of private development was of paramount concern amongst all stakeholders and so this has been addressed in the Concept Plan by reducing heights.

5. Concept

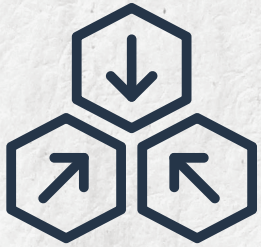


5.1 Overview

The Draft Macmillan Precinct Concept Plan builds on more than six months of community consultation and draws together the best of three co-designed Scenarios to set a clear and exciting direction for the future.

The Concept Plan also reflects detailed financial and engineering analysis and review of these options. The Concept Plan is not the final plan but will guide and direct a future detailed masterplan.

Combined Scenarios



Based on community feedback, the Concept Plan draws particular elements from each of the three Scenarios, including the site layout of Scenario 3, the building scale of Scenario 2, and popular public space ideas from all three Scenarios.

Reflecting Feedback



The Concept Plan responds to the feedback of key stakeholders, the Working Group and the broader community by seeking to address the biggest concerns and reflect the most popular elements of each Scenario.

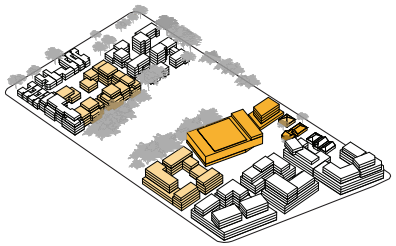
Technical Analysis



The Concept Plan takes into account preliminary financial and technical assessments of each Scenario to ensure that the facility design, landscape treatments and overall approach of the Concept Plan is feasible.

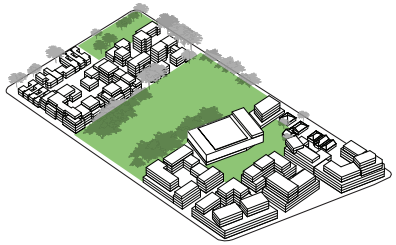
5.2 Key Moves

New Facilities



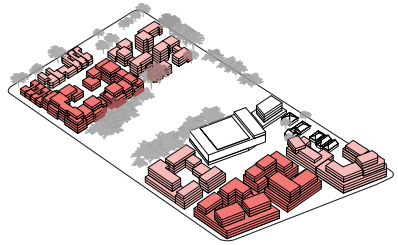
The Concept Plan expands and combines all current community services into an innovative community hub. Co-locating these services together offers an opportunity to create a uniquely collaborative and flexible 'town heart' which brings together a diverse mix of sporting, cultural and community groups.

More Open Space



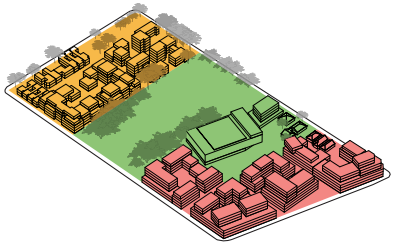
Co-locating community facilities within a more efficient envelope frees up considerable extra space, which the Concept Plan dedicates as a new and expanded network of public open spaces including small piazzas, tree retention pocket parks, pedestrian lanes and an expanded central green.

Greater Diversity



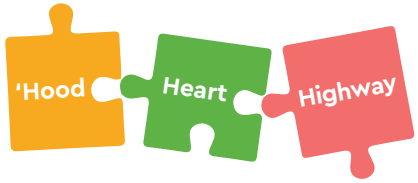
The Concept Plan utilises surplus land to accommodate new and additional community facilities, non-profit and educational spaces and complementary residential and commercial uses which help bring life and vitality to the precinct while also helping to fund new community infrastructure.

Distinct Places



The Concept Plan shapes three distinct places within the Macmillan Precinct which, when considered together, contribute to the creation of a cohesive but varied place which has all the ingredients of a vital, sustainable and lively destination.

5.3 Design Approach



The Concept Plan imagines three unique places within the precinct, each with a distinctive feel and defined but complementary roles.

Together, they form a cohesive but varied place which has all the ingredients of a vital, sustainable and lively place that is able to meet the needs of the Victoria Park community into the future.

Heart
The focus of the precinct will be the upgraded John Macmillan Park and new community hub, a distinctly civic place of lifelong learning, culture, wellness and community-building. Combining Arts, Library, Community Centre, Lesiurelife, Bowls and more, the hub will be designed to meet the unique needs of the Victoria Park community, both today and into the future.

Adapting to our online world, the new and expanded Library will not just be a place for books but a meeting and learning destination, where community members can access online resources and connect through classes and events. Beautiful design will seamlessly connect indoors and out, with readers and study groups bringing the park to life.

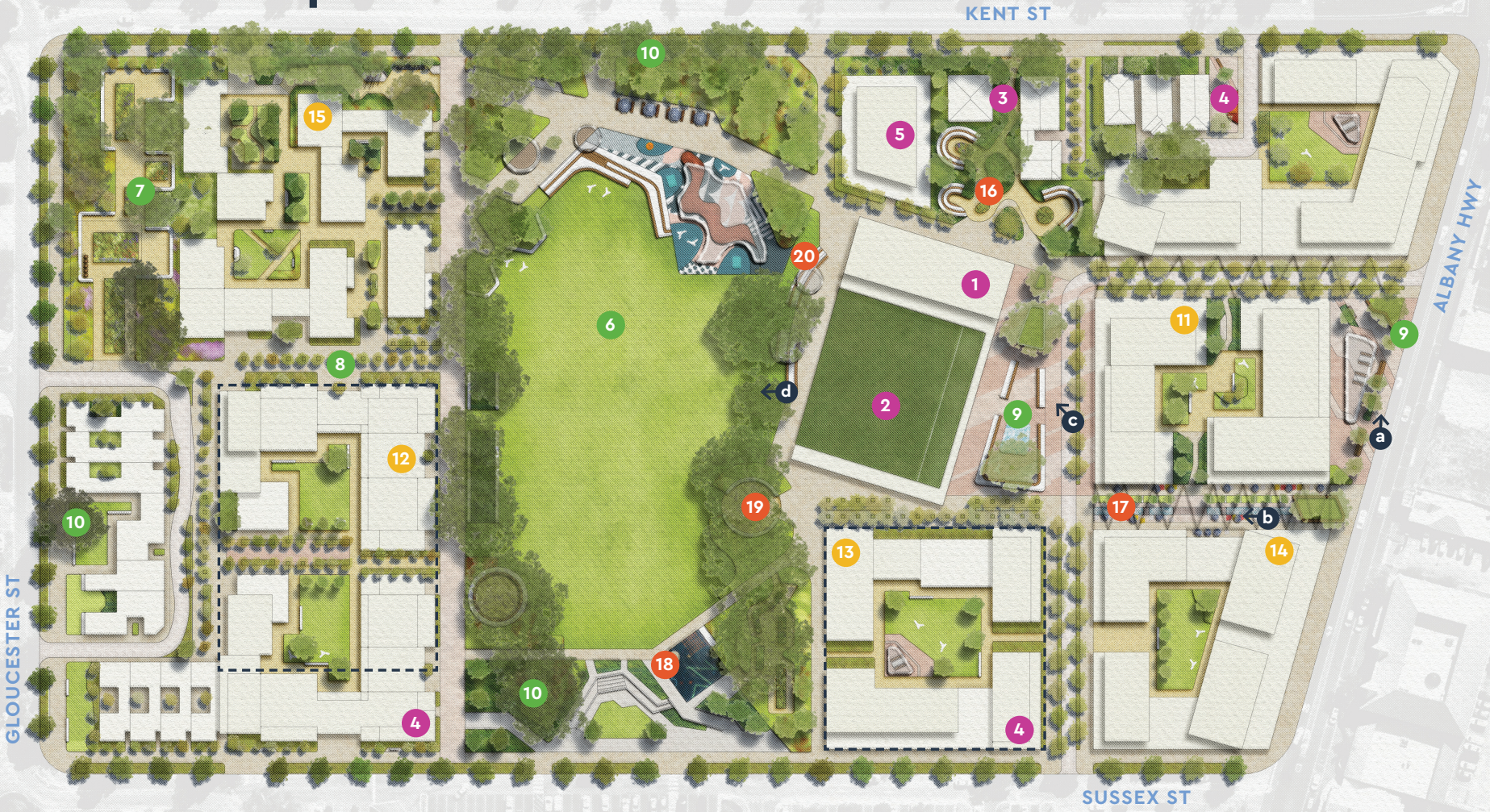
Future community services will shift away from a static, centralised delivery model to support grassroots and community-led activities. Innovative management and governance will support a wide variety of service providers and community organisations, enabling independent use of performance areas, meeting rooms, art studios and maker spaces throughout the precinct.

Recreational facilities will also evolve, no longer excluding alternative uses thanks to flexible design and smart scheduling systems. Squash and basketball courts will easily transform into function spaces or a Town Hall for community meetings, bringing new users and activities into the space. An ever-expanding roster of community events and cultural pursuits across the hub will reinforce the role of the precinct as a place for, and by, the Victoria Park community.

Highway
East of John Macmillan Park, the precinct will transition into a lively and dynamic network of intimate urban lanes and quirky, mid-rise buildings filled with art, non-profit space, cafes, residences and workshops. This contrasting urban space will complement rather than compete with Albany Hwy, expanding and diversifying the local economy and building a more resilient and liveable neighbourhood. Small piazzas and squares throughout will form a stage for public life, alfresco dining and impromptu gatherings.

'Hood
To the west, the noise of the Highway and bustle of civic activity will fade as the precinct gently transitions into its quiet residential surrounds. Here, low-rise townhouses and apartments offer residential living, aged care and other passive community services in a quiet, leafy setting. Views through trees to the park will increase activity and improve safety at all times of day.

5.4 Concept Plan



Facilities

1. Combined community hub including expanded Leisurelife and Library and community centre spaces. Facility design subject to further consultation.*
2. Opportunity for unique rooftop bowls integrated with community hub. Other locations subject to consultation with Bowls members.
3. Expanded Arts Centre with increased studio, exhibition and performance space.
4. Potential locations for non-profit facilities including Childcare and Sussex St Law Centre, subject to consultation with operators.
5. Future-ready space for additional community services as demand rises.

Public Space

6. Expanded John Macmillan Park with seating, lighting, native landscaping, promenades and a destination playground
7. Gloucester Street pocket park with retained trees and quiet sensory garden spaces
8. Landscaped green links providing pedestrian and cyclist connections through the site
9. Hardscaped public piazza space for informal public events and to support wayfinding into the precinct
10. Retained and protected mature figs and gums

Other Uses

11. Potential for non-profit office and service spaces which complement and extends Town services
12. Long-term ground lease opportunities e.g. Aged Care which provide ongoing revenue to help fund Town services
13. Parkside cafes with outdoor seating and space for parents to watch kids play in the park
14. Ground floor workshops, artist studios, cafes and small retail tenancies which complement Albany Hwy traders
15. Opportunities for sustainable and innovative demonstration housing

Placemaking

16. Sculpture garden and outdoor 'culture courtyard' utilised for arts classes and events
17. Laneway network with active ground floor tenancies and creative workshops/studios, public art and suspended feature lighting
18. Expanded youth hangout space with improved lighting and kick-about space
19. Yarning Circle and traditional owner storytelling and recognition throughout public spaces
20. Fixed screen of outdoor movies and cultural programming

*Containing Library & community space, Leisurelife facilities and potentially Bowling Greens. Several design options to be explored through detailed masterplanning and further community consultation.

Albany Highway

The Macmillan Precinct will mix together with Albany Hwy, connecting east and west with new streetfront activity while also inviting people into the heart of the precinct through new connections lined with creative spaces, workshops and public art.

Identity



Identifiable buildings, distinct places and wayfinding will define a clear identity for the precinct which is grounded in the existing character of East Victoria Park. Unique architecture and small placemaking details will foster a strong and distinct sense of identity.

Microclimate



Street trees, awnings and shelters will support physical comfort and create a pleasant microclimate that allows people to spend more time outdoors and create a livelier neigbourhood which encourages walking, healthy living and civic participation.

Accessibility



The Macmillan Precinct will allow for easy accessibility and connectedness from throughout Victoria Park and wider Perth. Prioritising walking, cycling and public transport will encourage sustainable and healthy travel to the precinct while basement parking will provide direct access to facilities.



a. Albany Hwy: An inviting arrival point and thriving main street to shop, relax and connect

Little Lane

New pedestrian lanes from Albany Hwy will draw people into the site to use community facilities and visit the park beyond. Colourful art installations, artisinal stores and co-working spaces and small wine bars and cafes will embed local character and bring these spaces to life.

Diversity of Uses



Flexible and diverse building types and street level spaces with different kinds of tenure and management will create an interesting and resilient place. A vibrant mix of community spaces, cafes, residences, workshops and creative studios will coexist in a balanced way while creating visual variation and juxtaposition.

Human Scale



Comfortable, low scale and varied buildings will create a pleasant place that people will want to spend time in. Buildings will be designed with attention to the experience at street level, using varied colours and materials and adding small details which appeal to all the senses.

Sustainability



Buildings and spaces will be encouraged to be designed and delivered with minimal impact on the environment, with smart design supporting lower energy use, fewer construction resources, recycling of site materials and generation of renewable energy.



b. Little Lane: A dynamic pedestrian space seamlessly connecting the Park to the Highway

Culture Courtyard

The Macmillan Precinct will provide space for all, offering diverse and varied public spaces like a Town Square and flexible and co-located facilities at the Community Hub. It will welcome a diverse range of users and be cleverly designed to so it can adapt and evolve over time.

Creativity



Creativity and cultural expression will be enabled and encouraged throughout the precinct. Ephemeral installations, permanent artworks, visible artists in residence and accessible exhibitions will build cultural capital.

Variety of Spaces



Different landscaped and urban public spaces will provide a vital respite from city living. A variety of spaces, small and large, intimate and grand, relaxed and casual will form an interconnected network of outdoor spaces where public life can flourish.

Flexibility



All buildings and facilities will be responsive to and capable of change over time to accommodate new activities and functions, new people and changing needs. Smart design and governance will enable this flexibility over the short and long term.



c. Culture Courtyard: An shared civic place where people connect through culture, art and recreation

John Macmillan Park

John Macmillan Park will be green forever, expanded in size and enhanced with greater urban tree canopy, native landscaping to support local biodiversity.
New green spaces and amenities will embed local character, shared histories and traditional landowner values into the landscape.

Biodiversity



The placement of buildings and design of new and existing public green spaces will protect existing trees and create a rich and diverse urban landscape which supports local wildlife and makes greater biodiversity possible.

Safety



Frequent doors and shopfronts at street level and a strong connection to windows and balconies on upper building levels will provide passive surveillance and a bring sense of safety and activity to the precinct, helping to address antisocial behaviour.

Activity



Flexible and open spaces will support the constant presence of events and activities within the precinct's buildings and open spaces. Nighttime movies, weekend markets, morning fitness classes and more will seamlessly blend indoors and out.



d. John Macmillan Park: An open, flexible and lushly landscaped green heart for East Vic Park

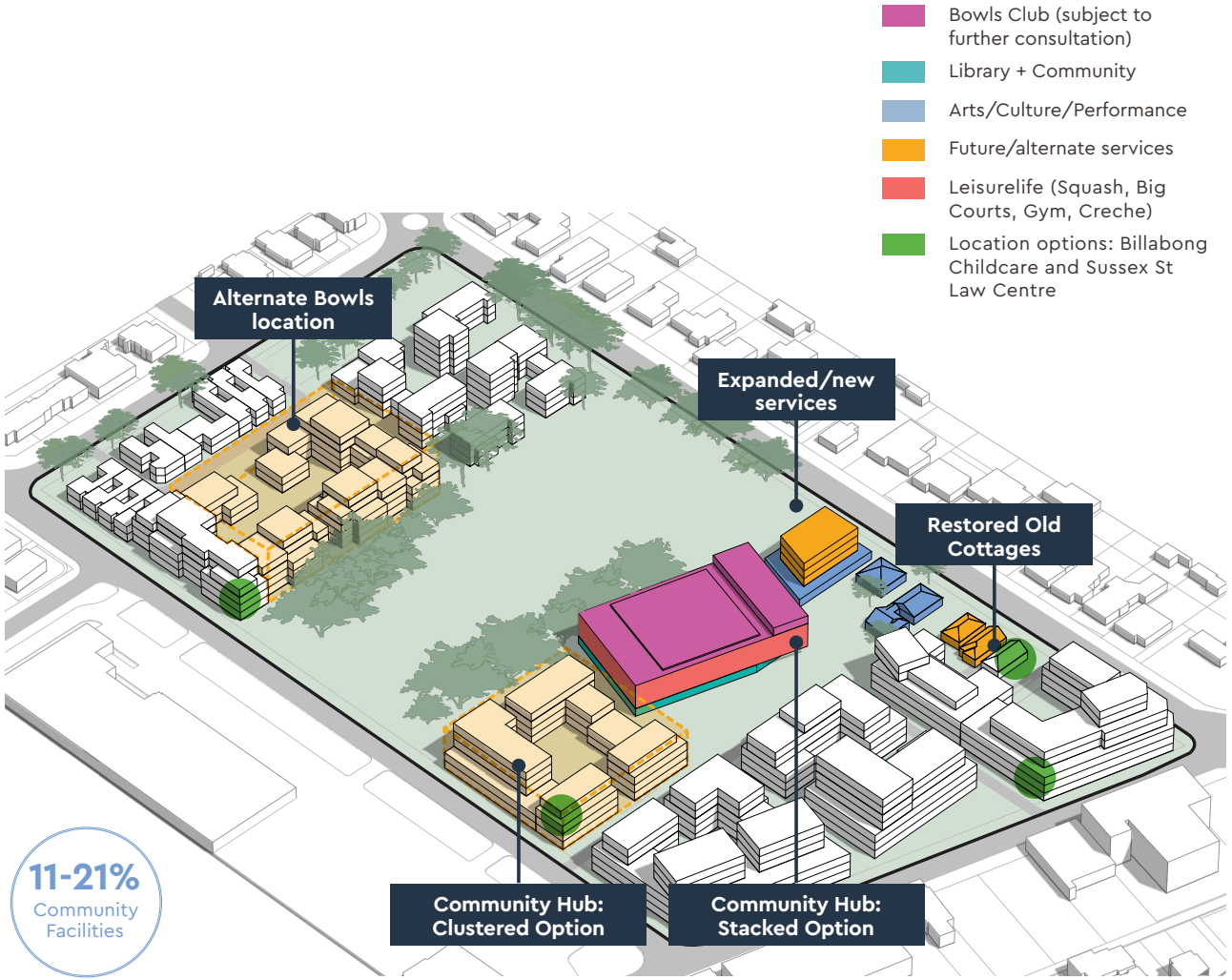
5.5 Facilities

The Concept Plan accommodates all community facilities currently on site, identifying how they can remain in the precinct within new and expanded facilities.

Reflecting the feedback of club representatives and the wider community, these facilities include:

- An expanded Leisurelife with creche, big courts, squash and gym facilities
- An expanded Library and integrated Community Centre
- An expanded Arts Centre with performance and creative space
- A new Bowls Club with 1-2 bowling greens
- Space for Billabong Childcare and Sussex St Law Centre.

Detailed masterplanning and further consultation will confirm how these new facilities will be delivered.

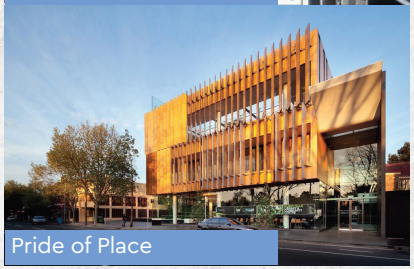


Learn + Make


Life-long Learning


Maker Space

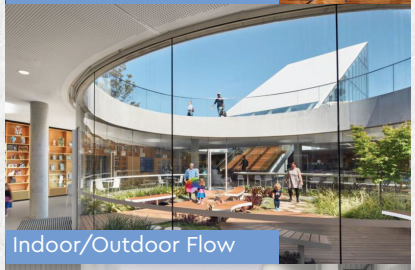

Visual Connections


Pride of Place

Play + Bond


Casual Bowls


Flexible and Multi-use


Indoor/Outdoor Flow


Organised and Informal

Create + Perform


Performance Space


Youth and Teen Spaces


Exhibitions and Events


Community Outreach

Care + Support


Intergenerational Care


Community Building


Legal Aid and Support


Organic and Casual

5.6 Community Hub Options

The Concept Plan establishes several key parameters for future community facilities, including:

- Co-locate community uses east of the park at the current Bowls Club site
- Meeting requirements for new Leisurelife, Library and Community facilities within an integrated community hub, potentially also including Bowls
- Expanding Arts Centre in existing heritage cottage location
- Providing suitable facilities for Billabong and Sussex St Law Centre

In response to community feedback, two different community hub models will be explored in detail through the masterplanning phase:

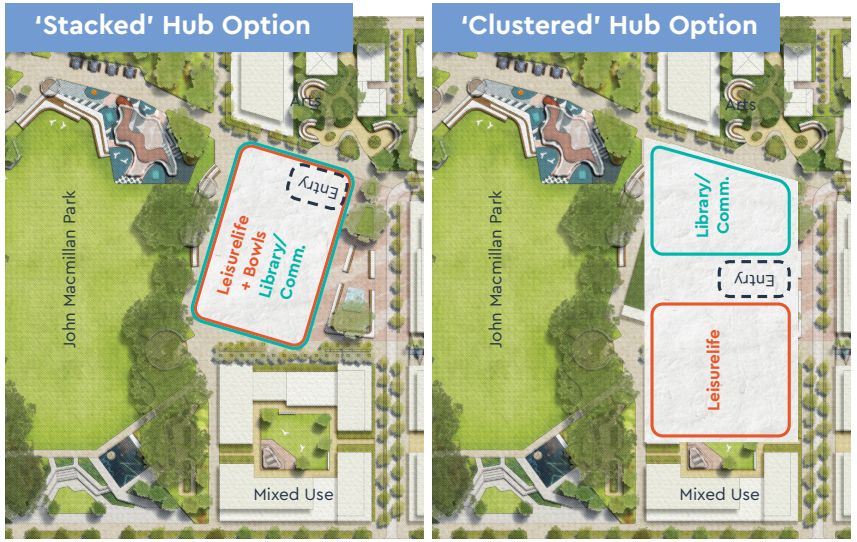
1. A 'stacked' community hub which vertically integrates all key Town services, as has currently been shown in the Concept Plan.
2. An alternative single-storey 'clustered' community hub with services side-by-side and a shared entry. Alternative Bowls Club location as per page 63.

Each option has various pros and cons, which will be further considered in the context of detailed design concepts and pricing to determine the preferred option.

The 'stacked' option offers an opportunity to create a high level of collaboration between users within a unique building, maximising operational efficiency and reducing building footprint to permit other development. However, the structural implications of this would add significantly to construction cost. The feasibility of this approach, particularly rooftop bowls, also requires further investigation.

Conversely, the 'clustered' option would be a more conventional facility model however could still be designed in a distinctive and innovative way. Because the clustered option requires a larger area, the site south of the current hub location would be used to accommodate this option. This would significantly reduce returns to the Town from development, however this would be in part be offset by lower facility construction cost.

The Concept Plan has been designed with the flexibility to accommodate either of these options, with a decision to be made following detailed investigation into each option and further community consultation through the masterplan stage.



5.7 Bowls Club Options

The Concept Plan establishes several key parameters for a future Bowls facility within the Town, including:

- The expectation of at least two synthetic bowling greens being provided to accommodate competitions
- A flexible mindset from Club members regarding ultimate location within the precinct or elsewhere
- A preference to see the Bowls maintained on site as an important part of the local community
- Confirmation that retention in existing location is not practical due to limitations on accommodating other facilities and increased servicing costs

While a rooftop bowls facility as part of a stacked community hub was widely supported, further investigation is required concerning:

1. Technical feasibility (number of bowling greens that can be accommodated and structural implications); and
2. Operational impacts (experience for club members and operating model of club i.e. competition or casual facility)

These matters will be explored in consultation with Club members through the detailed masterplanning phase. Should this find that a rooftop facility is not practicable, several alternative locations will be investigated to ensure that a suitable location is found for the Club.

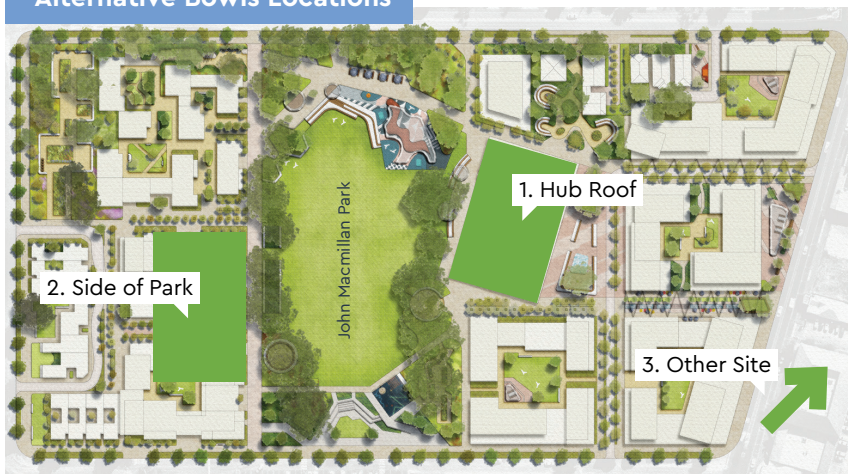
No changes to the existing Macmillan Park facility will occur until the future of the club has been confirmed.

Potential alternative locations identified for further investigation include:

- Relocating two greens at ground level on the western side of John Macmillan Park, potentially integrated with an aged care facility. This location will reduce commercial return to the town.
- Relocating outside of the precinct, potentially to a new field club with other co-located sport users in a location to be determined. This option will be subject to separate planning and consultation.

The Concept Plan has been designed with the flexibility to accommodate either of these alternative options.

Alternative Bowls Locations

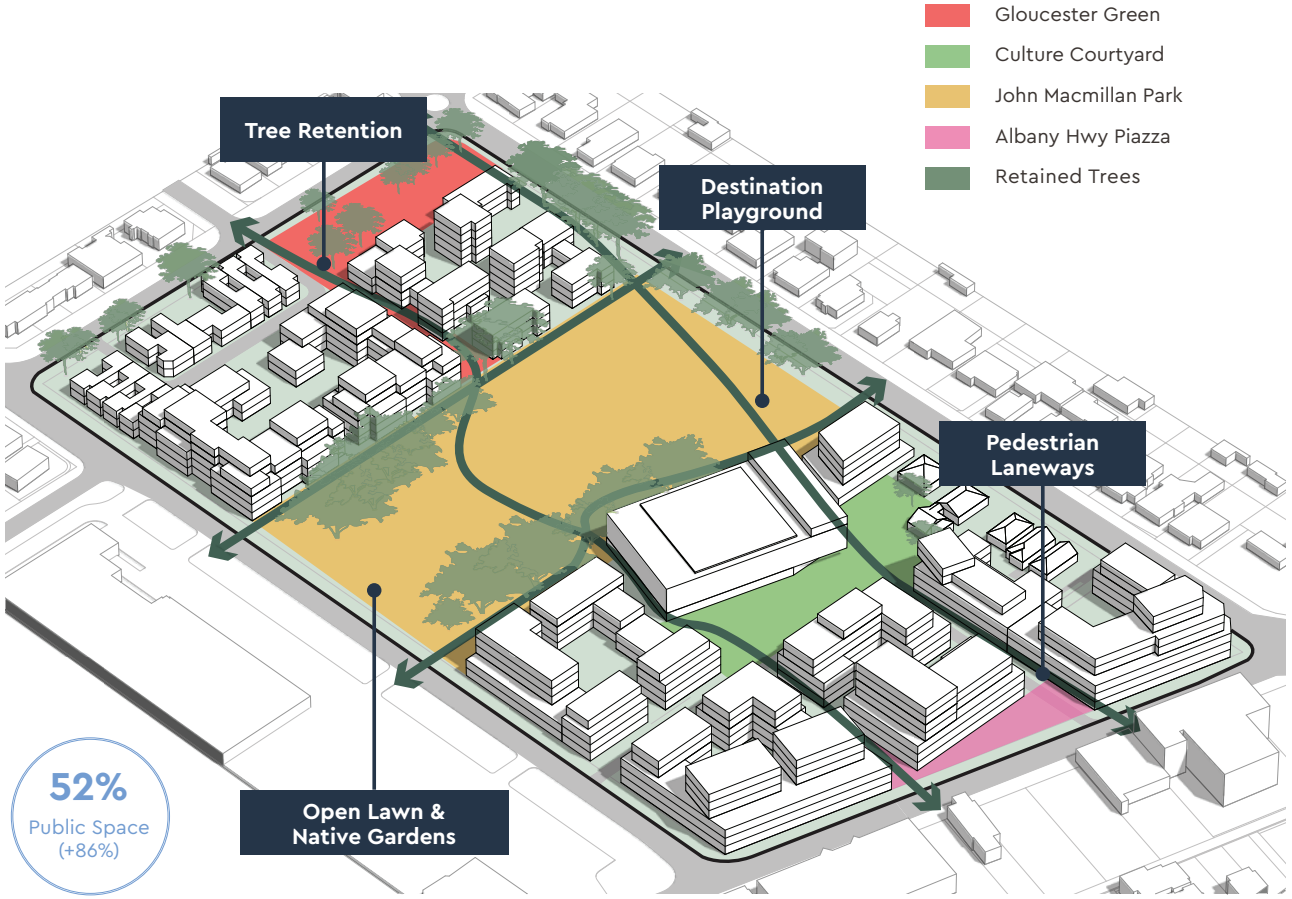


5.8 Public Space

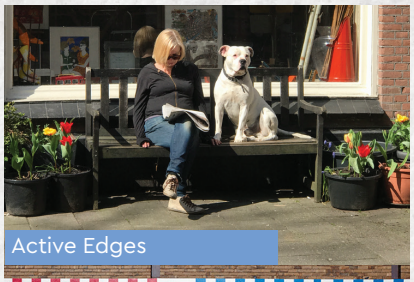
Co-locating community facilities within a more efficient envelope creates significant surplus land and allows for more than 52% of the site to be dedicated for new and existing public space, including small piazzas, tree retention pocket parks, pedestrian lanes and an enhanced John Macmillan Park.

This variety of spaces - small and large, intimate and grand, relaxed and casual - will form an interconnected network of outdoor spaces where public life can thrive.

Detailed masterplanning and further consultation will confirm the detailed design of these spaces including materials and amenities, landscaping palette and heritage interpretation.



Albany Hwy Piazza


Active Edges

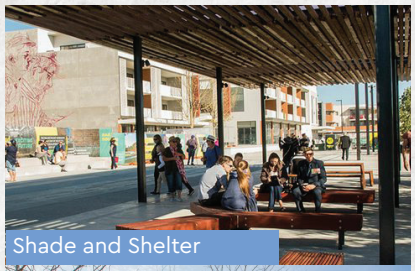

Public Art


Places to Linger



Movement Focus

Culture Courtyard

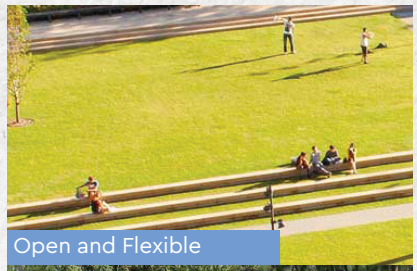

Shade and Shelter


Inside/Outside Flow


Ecological Systems


Casual Relaxation

John Macmillan Park


Open and Flexible


Indigenous Recognition


Pedestrian Promenades


Destination Play

Gloucester Green


Leafy and Shady


Soft Edges and Interface

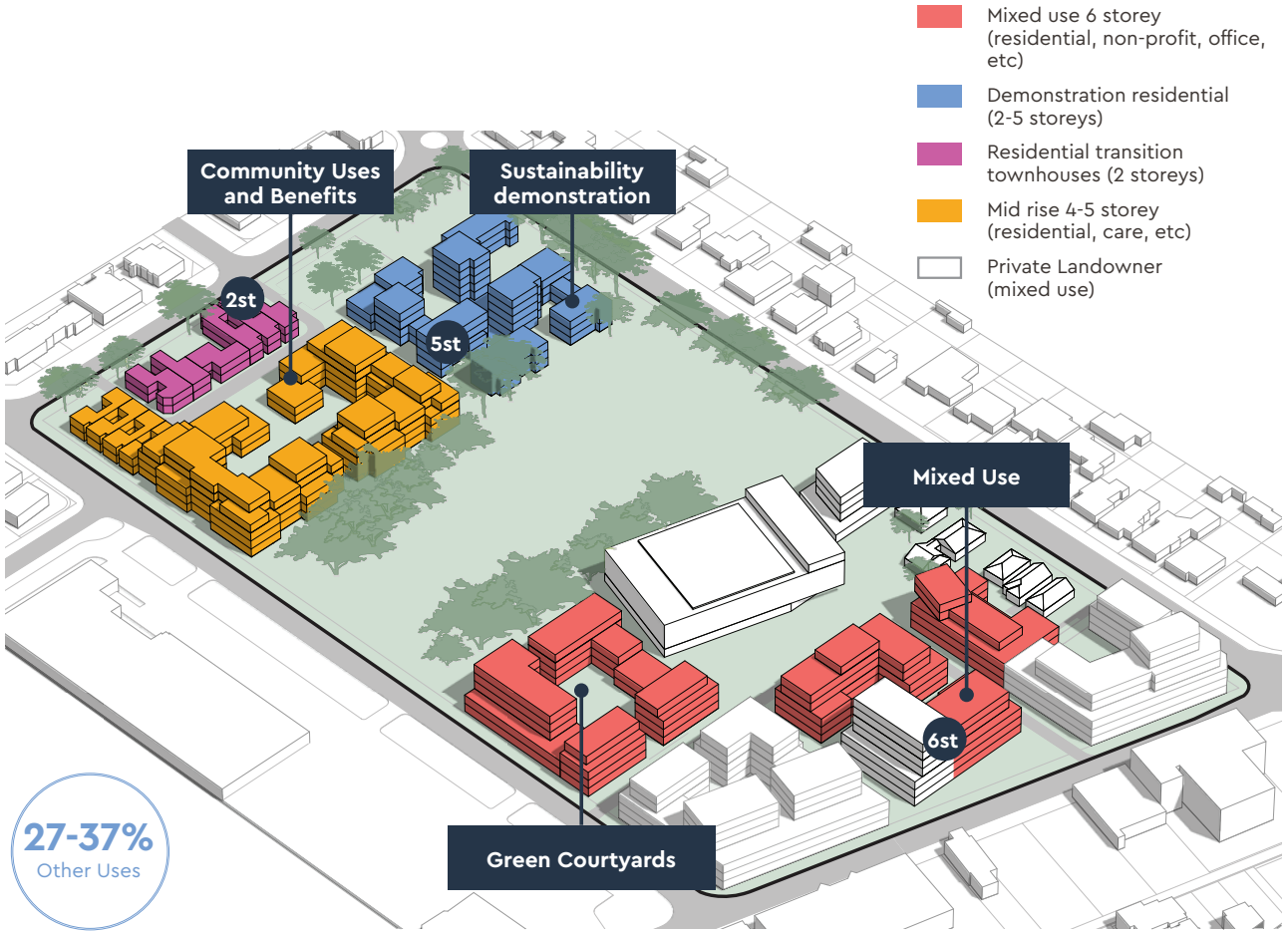

Temporary Installations


Native Landscaping

5.9 Activity

In addition to new community facilities and significantly increased public open space, the Concept Plan utilises surplus land to accommodate a diverse range of additional activities. These potentially include non-profit and educational spaces, health and aged care, complementary residential and commercial uses which help bring life and vitality to the precinct while also contributing to the funding of new community infrastructure.

Flexible and diverse building types and ground floor interfaces with different kinds of tenure and management are proposed, which will create an adaptable and resilient place with a vibrant mix of community spaces, cafes, residences, workshops and creative studios. Building height and massing will match the local context with heights between 2 and 6 storeys.



Live


Contextual and Local


Live-Work Studios

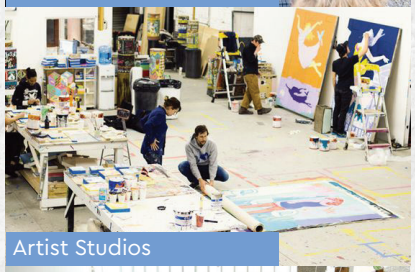

Demonstration Projects


Sensitive Height & Scale

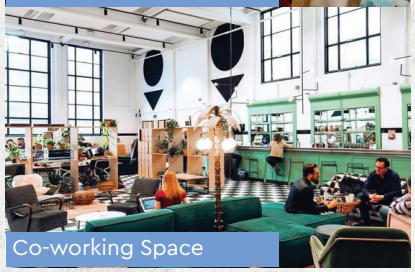
Work



Non-profit and Charities


Artist Studios


Community Services


Co-working Space

Indulge


Convenience and Retail


Wine Bars and Dining


Artisan Goods and Crafts


Art and Interactivity

Experience


Farmer's Markets


Movie Nights


Outdoor Performances


Pop Up Events

5.10 Potential Uses

The Concept Plan process involved exploring a range of potential additional land uses within the site in consultation with community members.

Through this process, a range of potential uses were identified which will be investigated further through the detailed masterplan.

Key parameters for additional development include:

- Maintaining the precinct as a predominantly civic and community space
- Giving priority to community uses such as charity/non-profit/NGO space, service providers, artist/maker spaces, education and aged care
- Ensuring commercial and residential uses have public benefit such as funding contributions, community facilities or other desired community outcomes

As part of the detailed masterplanning process, the following potential uses will be reviewed and further discussed through community consultation:

- **Non-profit/NGO space**
  Potentially self-funded commercial or operations space for charities and other community organisations
- **Aged Care**
  Innovative care and accommodation services for local population supporting ageing in place
- **Health**
  Healthcare providers including general practitioner, specialist consulting and allied health services
- **Education and Governance**
  Dedicated space for skills, training, education and local or state government including agencies and service providers
- **Residential Development**
  Private housing development including townhouses, small apartments and live-work studio spaces
- **Office and Co-working**
  Employment floorspace for local businesses supporting subleasing or co-working
- **Retail and Entertainment**
  Additional retail and food and beverage space which complements but does not compete with available services at the Park Centre and along Albany Hwy
- **Innovation and Light Commercial**
  Opportunity for flexible small-scale artisan manufacturing, tool workshops and creative studios

Specific land uses have not yet been allocated to individual areas within the Concept Plan. Final land use decisions will require further community consultation around specific users and development outcomes, detailed planning and business case preparation, funding allocation and Council endorsement.

5.11 Funding Approach

Property valuation and cost estimates prepared through the Concept Plan process identified that, across all three draft Scenarios, aggregate development costs, landscaping and community facility built form costs well exceed revenue achieved from potential development within the precinct.

While the Town's property landholdings within the site have the potential to significantly contribute to these costs, it was further identified through community and Working Group consultation that significant land disposal on the scale previously considered through past planning exercises (up to 80%) was not supported. Through the Scenario development process, development of approximately 30-40% of the site was identified as achieving a suitable balance.

Importantly, it was widely agreed that funding should come from a variety of local and state sources to balance impacts to the site and to ratepayers. Central to this view is a desire to see Town ownership of land maintained where possible.

As part of the detailed masterplanning process, specific costings and estimates will be developed to help identify potential funding models.

Based on preliminary Scenario modelling outcomes, the following indicative order of magnitude costs are anticipated:

- Community Facility investment in the order of $40 million
- Site Infrastructure costs in the order of $7 Million; and
- Landscaping costs in the order of $8 million.

Based on the level of potential development contemplated by the Concept Plan, revenue generated from the site as a land development proposition would see approximately $13 million returned to the Town accounting for developer margin and servicing costs.

Community facility and landscaping costs would necessarily be part of a standalone business case for the Town to resolve through detailed planning and exploration of external funding sources. These funding sources could potentially include:

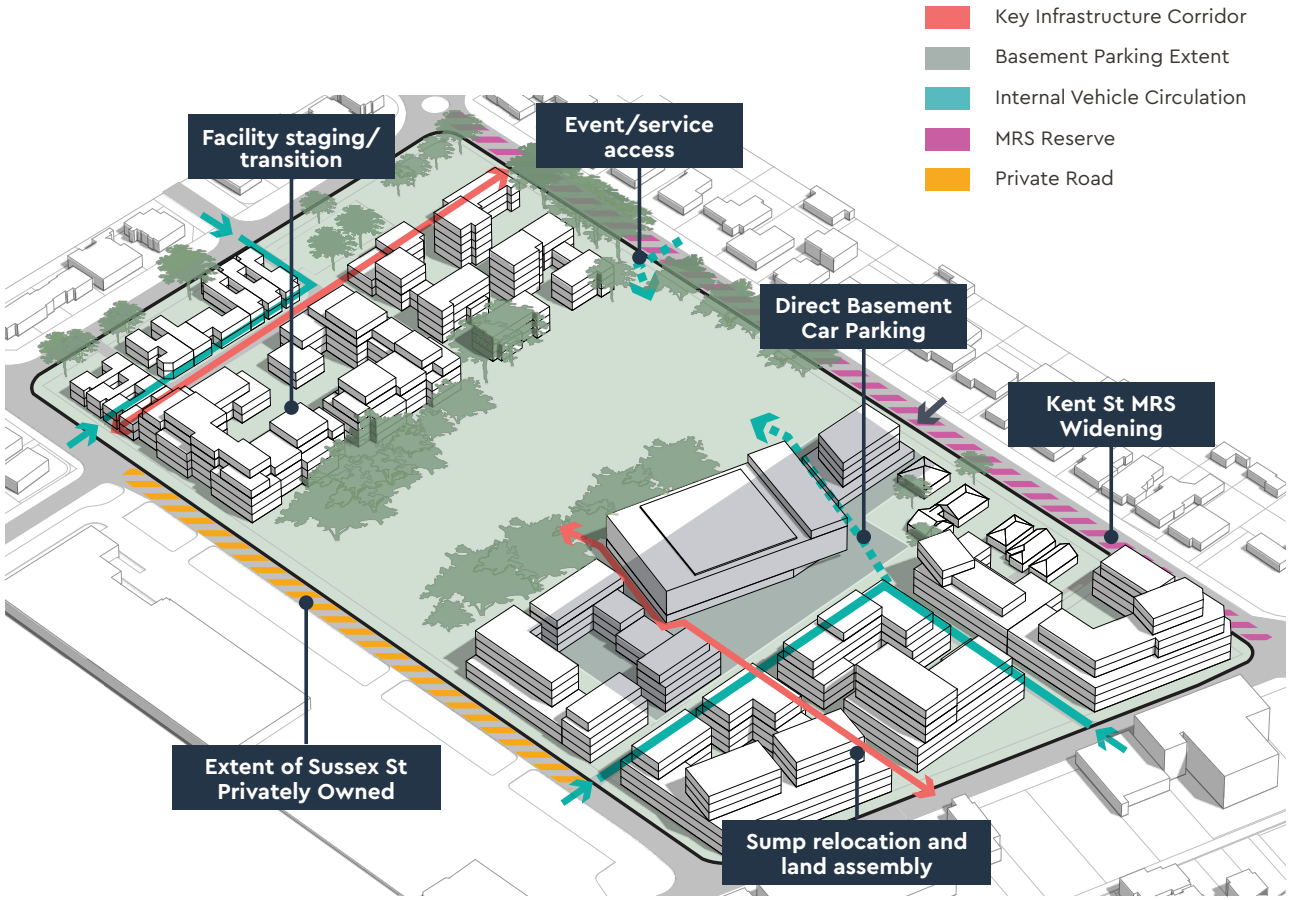
- Long term ground leases and land sales within the precinct and other Town-owned properties throughout the LGA;
- General revenue and borrowings against forecast future recurrent rates and/or possible parking revenue; and
- Funding contributions by NGO/non-profit operators, commercial operators and State authorities.

Overall and as agreed through community consultation, the funding approach to be pursued will be one of balancing the development of Council land with other revenue sources.

5.12 Masterplan Guidance

Preparation of the Concept Plan has identified a number of technical considerations that will require resolution through the detailed masterplan. These include tenure and zoning constraints, water and sewer servicing alignments and traffic management considerations as shown on the diagram opposite.

To further inform the detailed masterplan, the following guiding statements have been prepared to inform detailed planning and design of community services, public space and activity in the precinct. This draft guidance has been developed collaboratively with the local community through listening and discussing values and priorities.



Facilities

Faclities are Town or privately operated community groups, sporting clubs and the buildings, activities, events and services they provide to the local community.

Masterplan Guidance
Community services and facilities in the Macmillan Precinct will:

1. Provide certainty as to the ultimate provision and location of facilities for existing community groups, sports clubs stakeholders and service providers who operate from the site today.
2. Reinforce community wellbeing, health and fitness and cultural expression and as the primary focus of the precinct to maintain its status as the Town's civic heart.
3. Re-imagine public assets to meet future needs and ensure their ongoing viability through innovative and efficient design and management which promotes an inclusive events calendar that provides day and night activity for groups of all ages and cultural backgrounds.
4. Strengthen relationships and partnerships with community groups and service providers through flexible governance structures which support independent group activities and service delivery
5. Create 'one destination' where all community services come together within a multiple use facility using innovative design to deliver a range of diverse community, cultural, recreation and educational services.
6. Enhance and elevate –the relationship between indoor and outdoor activities through considered facility design, programming and service delivery.
7. Consider the views and priorities of the local community in the planning, management and balancing of competing requirements between differing services and community groups.

Public Space

Public Space refers to the parks, plazas, streets and trees that exist within the site today or which could be added in the future.

Masterplan Guidance
Public spaces in the Macmillan Precinct will:

1. Celebrate and protect the precinct's mature Morton Bay Figs and Eucalyptus as place markers of high historical and environmental significance.
2. Maintain a significant central green as a key programmatic element and platform for recreation and cultural expression alongside a mix of complementary 'green' and 'urban' spaces to accommodate day-to-day activities.
3. Support the daily rituals of the local community in how they use the space today including key pedestrian connections through the site to surrounding attractions including the Park Centre, Kent St and Albany Hwy.
4. Promote ecological enhancement through the planting of suitable endemic species with a habitat or feeding function and 'ecozoning' through understorey planting in appropriate locations.
5. Reflect Aboriginal heritage and other historical and cultural values through considered selection of species, art and embedded storytelling within landscape design.
6. Accommodate a range of intensive and passive experiences and activities including walking, exercising, dog walking, children's play, fitness, performances, festivals as well as informal socialising and relaxation.
7. Provide pedestrian and cyclist connections across the site which are clearly visible, direct, well-lit and contribute to an enjoyable pedestrian experience.
8. Ensure green spaces are open, freely accessible at all times of day for programmed and unprogrammed use and are seen to be safe and welcoming for people of all ages and backgrounds.

Activity

Activity refers to the non-community residential, retail, non-profit, educational or other land uses that may be introduced into the precinct to support the local community or help fund new facilities.

Masterplan Guidance
New buildings and development in the Macmillan Precinct will:

1. Ensure development within the Precinct supports the Community's vision.
2. Integrate with the surrounding area with a focus on directing intense activity and development towards Albany Hwy area to promote urban vitality.
3. Improve legibility and reinforce key pedestrian and cyclist connections to and across the precinct, including additional north-south and east-west connections which currently do not exist.
4. Ensure an appropriate and complementary mix of commercial, retail and entertainment uses to achieve day and night activation and promote safety and surveillance.
5. Ensure that climate change preparedness is considered through sustainable building design, energy use and opportunities for on-site storage and generation.
6. Respect and reveal the Aboriginal heritage and any other cultural values or historical trends relevant to the site, including the heritage of existing and prior buildings, through design and material selection.
7. Reflect and embed the 'Vic Park' design vernacular through suitable form, scale and materials while also ensuring that new buildings do not detracted from the landscape character of John Macmillan Park.
8. Promote detailed and considered design at a human scale, including integration with the public realm, intricate detailing and high visual transparency at ground level and building massing that fits in with the area.

HATCH | RobertsDay

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13.1 Macmillan Precinct Concept Plan – Public submission summary

No.	Submission received	Officer's response	Amended – Y/N
1	**I support the draft concept but have some concerns** 1. Although I agree with the intent, I believe the current state of Kent ST with regards to traffic and its non-pedestrian friendly nature is not conducive or suitable to accommodate what is proposed. However, if traffic is calmed/diverted from Kent ST adjacent to John MacMillan I believe the proposed developments may be possible.	• Kent Street, between Gloucester St and Albany Hwy, is classed as a District Distributor B (DB) road classification. Under the Main Roads 'Roach Hierarchy for WA' a DB road is listed as having a high level of connectivity between primary and other distributor roads and high traffic volumes travelling between industrial, commercial and residential areas with a recommended operating speed of 60 – 70 km/h. Residential and commercial access is allowable but preferred to be limited where possible. • Detailed traffic management and movement network planning through the masterplanning stage will appropriately address Kent St interface with the Precinct.	N
2	**I support the draft concept**	Noted	N
3	**I oppose the draft concept**	Noted	N
4	**I support the draft concept** 1. Maintaining existing trees and green spaces are important to the community so increasing them is appropriate. 2. I think that most of the important elements from the various scenarios have been combined in the proposed draft concept, especially the connectivity. I think that there needs to be really clear communication as to how private development can both help fund the project and bring vibrancy e.g. bars, cafes and restaurants on lane ways. I think that the public at large fail to grasp how this private investment is both financially and culturally appropriate. I also think that there needs to be some very clear communication on the benefits of the consolidated and stacked community hub - ease of use, increased efficiency etc. but also on how this connects directly with increased green space and improved economy by making	Noted	N

	more space available for private development i.e more bang for buck. The new Belmont Hub might be a good reference point.		
5	**I support the draft concept** 1. Macmillan Park is a fantastic green space. Preserving the native trees in the area, along with addition of a playground and landscaping will greater activate the area. 2. The draft concept is brilliant. I would prefer to see the Town make more efficient use of the space by considering a stacked rather than clustered option.	Noted	N
6	**I support the draft concept but have some concerns** 1. Maintaining green spaces is important for health and wellbeing as Victoria Park grows and inbuilt housing and multi-level residential are proposed around the area. 2. Is basement parking a paid parking? Concern with accessibility and usability of new facilities if people have to pay for parking to use it. ie the Perth City is a ghost town now because non-working people prefer to shop somewhere than go to the city. 3. I prefer the clustered option than the stack option. Stack option concerns - access, accessibility and safety in case of fire, noise level especially with the library	• Parking arrangements will be investigated in detail in the masterplanning stage with a decision by Council at a later date to determine if paid or un-paid parking is provided. • Stacked option will meet the same Australian Standards required as a clustered option with regards to accessibility, noise and safety.	N
7	**I support the draft concept** 1. Overall the draft concept looks very exciting. I especially like the inclusion of sustainable concepts and native vegetation. The proposed laneways, playgrounds and pocket spaces are also a great idea for attracting casual community gatherings. 2. In relations to whether the hub should be stacked or clustered, I prefer the stacked option if feasible. I think it aligns with the height of the proposed surrounding buildings better and encourages users to explore the various facilities when they are integrated. 3. While not mentioned, I hope the proposed basement parking will be managed by the Town and not offered to private companies. Additionally, I hope development for the new Leisurelife facility will include a bigger space for the provision group fitness classes as what is currently available does feel cramped.	Noted	N
8	**I support the draft concept**	Noted	N

	1. The park is so important for walking and relaxing and events and just being in the cool green, and it looks like this will only increase with the new plan. I like the integration of native gardens - if this is along the lines of the new park further down Miller then that will be great as you've done an excellent job there. 2. The plan is retaining the old that links with our history and adding new and sustainable facilities to match our needs. The way they are being mixed together adds to the vibrant and eclectic feel of Vic Park and I think you've done it really well. 3. I love that the library will be expanding, and seems to be integrating with the arts centre and the green outside, and I like the idea of the laneways linking Albany Hwy (at the moment a rather boring section if we're honest!) with the park and community facilities. 4. More people will mean reduced security risks, and more chance to continue to mix age groups and backgrounds and purposes to make a diverse, dynamic and accepting heart.		
9	**I support the draft concept** 1. With Albany Highway and the amount of traffic flowing through Miller and Kent Street it is critical to focus on green space. This should also be extended to the land currently in the corner of Hubert St and Miller Street to increase the green space. 2. With population doubling in the next decade control pollution from motor vehicles in the area is an important thing to consider. I like that the project is focusing on green space and having modern facilities. Having permanently moved to Vic Park 2 months ago I definitely fee that motor vehicle pollution is very high in the area under consideration. 3. I strongly believe that green spacing should be extended to other areas/lands in the area.	• Detailed traffic management and movement network planning through the masterplanning stage will appropriately address vehicle traffic within and around the Precinct. • Extending public open space is outside of the scope of this project but has been noted for inclusion in the Activity Centre Precinct Planning work to be undertaken by the Town.	N
10	**I oppose the draft concept** 1. The conversion of public recreation land to residential and commercial purposes is opposed, particularly a 2 - 6 storey residential development along Gloucester St, which is not compatible with the surrounding area of single storey houses. Private residential and commercial use is more appropriately located along the Albany Hwy frontage.	• Based on community feedback, a combination of Scenarios 2 and 3 has informed the Concept Plan with an overall reduction in building height and bulk. Majority of Gloucester St frontage is proposed as 2 storey residential townhouse and public open space, transitioning into 2-5 storey mixed-use closer to John Macmillan Park frontage to reduce impact on existing residential areas.	N

	2. Page 66 of the concept plan shows much of the land will be converted to multi storey mixed residential and commercial use whereas the priority should be to improve and expand current recreational and public use of the land. 3. If all of the residential and commercial use was removed from the plan (other than along Albany Hwy), then I would support the general concept.	• Based on community feedback through the scenario planning, a level of 30-40% of the site being used for Other Uses was considered to be an equitable balance between preserving the site as a predominately civic place while generating sufficient revenue to help fund new and expanded community infrastructure.	
11	**I support the draft concept but have some concerns** 1. The public open space is being kept as part of the concept plan and not developed 2. I have concerns about the concept plan and the building development heights proposed and their impact on private residents who live on Kent, Gloucester, Sussex and Moorgate St. 3. 6 storey building heights in my option is too high and encroaches on the privacy, noise and traffic of the residents on these streets. 4. I believe a maximum building height restriction of 4 storeys is more appropriate and considerate of the local residents on these streets.	• Based on community feedback, a combination of Scenarios 2 and 3 has informed the Concept Plan with an overall reduction in building height and bulk. Majority of Gloucester St frontage is proposed as 2 storey residential townhouse and public open space, transitioning into 2-5 storey mixed-use closer to John Macmillan Park frontage to reduce impact on existing residential areas. • 6 storey heights have been restricted to the Albany Hwy end only.	N
12	**I support the draft concept**	Noted	N
13	***No Answer Provided*** 1. You all seem to be veering towards Version 1 and I really do not have a major problem with that. However, I would like it noted that: a. Cars should not be driven around in an area that children will be using, no matter how little risk it is considered that there will be (see newspapers for back-up concerns). b. The green/grassy/flowered areas should be retained along with the trees – extensions into relaxation areas but with children's areas nearby would be useful. c. Commercial type ventures should not be situated in the park for general use, as there are numerous similar facilities close by – it should be for relaxation, sport, recreation, gym, library, child care centre etc as they are available then to everyone. d. Council offices there make a great deal of sense, as they would be central to the area.	Noted	N

	e. There are plenty of bars and cafes around the area, so if food and drink is required at times it should be matched to relevant areas, not the general public. Pubs and cafes in that area should be encouraged to set out small gardens for their customers to keep the theme going. f. Aged Persons' accommodation on that park is not a good idea as night time activities are asking for trouble i.e. hiding places in the dark, robbery, worries about going outdoors at night, noise. I am an older person and would not like that situation at all, just because it is close to some recreation/sport area. Better if such accommodation was built near/adjacent to the park but not in it. g. A link somehow to an Arts Centre in that old house/theatre just down the highway would make sense. h. I agree re more funds being required now, but in a few years it will cost a lot more to make the same Impact for a larger community. Land/houses in or adjacent to the park could be sold now to make up the required funding without it being broadcast why – which could make a difference in the price required – even perhaps some a little further afield because it is for everyone's benefit and usage.		
14	**I support the draft concept**	Noted	N
15	**I support the draft concept** 1. I believe that concept 3 is the most sustainable option, this would positively impact on the community culture and also draws in financial gain for future work.	Noted	N
16	**I support the draft concept** 1. Increasing tree canopy and green space is very important. 2. I think it is fantastic and exactly what the area needs. I support the proposal to stack community services in one location to maximise green space.	Noted	N
17	**I support the draft concept** 1. I am highly supportive of the proposal. I would strongly encourage the move of the Town's administration to the McMillian Precinct as part of this processing, enabling the sale or redevelopment of 99 Shepparton Road as part of the funding for the works. 2. I would also discourage the engagement of extensive numbers of private developers with as much as possible, including the commercial and	• The Town will investigate the options for the future of the Town's administration through the Future Organisational Needs project pending budget approval at the Quarterly Review. • As part of the detailed masterplanning process, specific costings and estimates will be developed to help identify	N

	residential space, being owned by the Town as an alternative revenue source and ensuring public assets are kept in public hands.	potential funding models.	
18	**I support the draft concept but have some concerns** 1. I believe the height of buildings is still an issue. The community consistently reject the construction of buildings over 4 storeys. 2. I am concerned about the council not being about the fund the development of a multi-storey community centre. It is a great idea but hope that it doesn't get watered down or changed in future based on a reassessment of cost. If the council commits to building it, they should do so. 3. I am concerned about the councils ability to ensure the vibrant development on Albany highway and the laneway accesses to the park given that they do not own this land. How can they guarantee that the community's vision for that space will be achieved? 4. The Bowls club is being maintained because a very small but vocal minority are petitioning for it to remain. Other aspects of the park and community facilities are used more widely and frequently by the broader community that should be prioritised. Decisions to keep services and sacrifice public space for use by a tiny minority should not be made based on lobbying by a vocal minority. The redevelopment of the raised train line offers ample land in the future to relocate the bowls club to a more easily accessible location and encourages the use of the railway underpass areas which would decrease unsavoury behaviour. 5. Keeping the green space, the access to Albany highway, and all the mixed use in the concept plan are great. It has balanced a difficult list of competing points of view and community needs.	• Based on community feedback, a combination of scenarios 2 and 3 has informed the Concept Plan with an overall reduction in building height and bulk. Majority of Gloucester St frontage is proposed as 2 storey residential townhouse and public open space, transitioning into 2-5 storey mixed-use closer to John Macmillan Park frontage to reduce impact on existing residential areas. • 6 storey heights have been restricted to the Albany Hwy end only and is consistent with community feedback during the scenario planning. • Based on community feedback through the scenario planning, a level of 30-40% of the site being used for Other Uses was considered to be an equitable balance between preserving the site as a predominately civic place while generating sufficient revenue to help fund new and expanded community infrastructure. • All laneways and service roads into the Precinct are located on Town land to ensure that there is no reliance on private land owners to deliver the Precinct Vision. • The future of the Bowls Club will be explored in consultation with Club members through the detailed masterplanning phase and will ultimately be a decision of Council to determine the preferred location option.	N
19	**I support the draft concept but have some concerns** 1. I believe the final concept plan incorporates all the current uses and the desires of the community to have more green space, enhanced walkability and usability and potential for future uses. 2. The main concern is the right balance of development. I expect we will not find out how much it will cost and how much funding we will need from development until more work is done on the detail.	Noted	N

	3. So i hope that the concept will not change in response to costs and if it does that it will go back for the community for more consultation. Any loss of amenity, facilities or green space will not be supported.		
20	**I support the draft concept** 1. I like to open space, the big trees and the open space to hold many events, meet up// catch up etc and it is close to many amenities. 2. There were options given to us all to contribute and most of the facilities are included given a new home.	Noted	N
21	**I support the draft concept**	Noted	N
22	**I support the draft concept but have some concerns** 1. Open green space maintained 2. Have some concerns about traffic if no changes are made to the private section of Sussex St. 3. Some concerns about six story development over the park. 4. Still not sure if this concept includes a covered community gathering space/enough space for the community centre. 5. Great to see so much land maintained for the community and that all community services including leisure life, library and billabong are maintained on site. 6. Excellent to see some sustainable housing and greenery maintained on site.	• Detailed traffic management and movement network planning through the masterplanning stage will appropriately address vehicle traffic within and around the Precinct. • The Town has held several discussions with Hawaiian regarding the future of Sussex St with no suitable agreed to date. • Based on community feedback, a combination of scenarios 2 and 3 has informed the Concept Plan with an overall reduction in building height and bulk. Majority of Gloucester St frontage is proposed as 2 storey residential townhouse and public open space, transitioning into 2-5 storey mixed-use closer to John Macmillan Park frontage to reduce impact on existing residential areas. • 6 storey heights have been restricted to the Albany Hwy end only and is consistent with community feedback during the scenario planning. • Detailed planning and design for the integration of the Community Centre in the Community Hub will occur through the masterplanning stage to ensure sufficient space is provided.	N
23	**I support the draft concept** 1. I appreciate the work that's gone into it.	• The future of the Bowls Club will be explored in consultation with Club members through the detailed masterplanning phase and will ultimately be a decision of Council to determine the preferred location option.	N

	2. Personally, I don't find the bowls club necessary to remain there, admittedly, I didn't know it was there at all, and would question the viability of having a rooftop space which is accessible for the club's clientele. Also considering, if used for events, the noise will travel further from the higher open space.		
24	**I support the draft concept but have some concerns** 1. Billabong Daycare to remain as a ground floor facility so children have ample outdoor space to play and learn.	• The potential locations have been developed alongside Billabong Childcare as a key stakeholder to ensure they are appropriate for their future uses. • The future design of the Childcare will be explored through the detailed masterplanning phase and will ultimately be a decision of Council to determine the preferred location option.	N
25	**I support the draft concept** 1. Retaining billabong child care is an essential service to the community.	Noted	N
26	**I support the draft concept**	Noted	N
27	**I support the draft concept but have some concerns** 1. As a parent with a child at Billabong Community daycare im concerned this plan does not include a suitable alternative with nature based surrounds and secure outdoor play areas. The map seems to show the daycare moving to a high rise building.	• The potential locations have been developed alongside Billabong Childcare as a key stakeholder to ensure they are appropriate for their future uses. • The future design of the Childcare will be explored through the detailed masterplanning phase and will ultimately be a decision of Council to determine the preferred location option.	N
28	**I support the draft concept but have some concerns** 1. The Town's decision-makers continue to see any area of open land as a development opportunity: i.e. more buildings disguised as community resources, but usually only for vested interests (membership clubs etc). We always have to fight to maintain, let alone extend, parklands, bushlands, trees, space and so on. The Council's role is to defend and protect such precious and irreplaceable places in our Town and lives. 2. I am not against development when is proven to be needed, well-designed, and on a human scale - well designed Medium Density housing is the way of the future. 3. One single goal needs to guide this proposal - how can we identify, increase	Noted	N

	and protect open parkland and beneficial trees in the Town? 4. Clearly well-intentioned and a useful exercise, but as a tool for community engagement, overwritten and confusing. Brevity and clarity increase accessibility and engagement, and informed citizens are much more likely to respond to what they 'get in one go'. Thank you.		
29	**I support the draft concept** 1. I think te draft concept is very good. You are striving to retain all current community facilities, retaining a good amount of green space (although I think this could be reduced marginally while still retaining the green space values that the community desires) while allowing fir further private investment to offset the costs of the redevlopment. Mainitaining some of the community facilties in a multi-level buidling makes sense and provides a number of synergies. 2. Billabong's key purpose can be integrated with other community facilties for users of the library and the legal centre as an example in relation to the shirt-term care of children.	Noted	N
30	**I support the draft concept but have some concerns** 1. As Vic park is a young community, it is essential that the billabong daycare is provided with sufficient facilities. The plans appear to reduce the space allocation to billabong.	• The potential locations have been developed alongside Billabong Childcare as a key stakeholder to ensure they are appropriate for their future uses. • The future design of the Childcare will be explored through the detailed masterplanning phase and will ultimately be a decision of Council to determine the preferred location option.	N
31	**I oppose the draft concept** 1. Full submission provided as attachment below	Noted	N
32	**I support the draft concept but have some concerns** 1. Generally my partner and I support the concept, but would definitely like any residential buildings kept to low rise and built in character keeping with heritage of area.	Noted	N
33	**I oppose the draft concept**	• Based on community feedback, a combination of scenarios 2 and 3 has informed the Concept Plan with an overall	N

	1. I am positive about the retention of green spaces, council services and community places (including Billabong Childcare) in the draft plan, however I have concerns about the density of proposed housing being out of scale with the surrounding areas. 2. Additionally, the design elements of placing aged care residental abutting onto the green spaces will likely lead to noise complaints from these tenants and restrictions about the types of events that can be held at McMillan Park. This seems counter to the proposal about increasing vibrancy and utilisation of space. 3. I am very negative about the offset/tilt of the leisure and library hub (whilst liking the stacked approach) - was there an actual structural reason for the tilt or was this a design flourish? Could the stacked building be aligned with the remainder of the structures in the precinct? 4. Lastly I would like to raise the issue that the scenario being proposed had a 29% strongly opposition (by far the most disliked of the 3 proposals).	reduction in building height and bulk from Scenario 3.	
34	**I support the draft concept but have some concerns** 1. Green space is vital 2. Do not support the inclusion of residential housing 3. I oppose the selling of any assets and am concerned about increased traffic and lack of parking.	• Detailed traffic management and movement network planning through the masterplanning stage will appropriately address vehicle traffic within and around the Precinct. • Based on community feedback through the scenario planning, a level of 30-40% of the site being used for Other Uses was considered to be an equitable balance between preserving the site as a predominately civic place while generating sufficient revenue to help fund new and expanded community infrastructure.	N

Submission #31

Dear Sir/Madam

Please find following my response to the Macmillan Precinct Masterplan, Draft Concept Plan Rev J, and the associated public engagement.
Public Workshop and Charter

The public workshop was a disappointment and a poor use of the resources committed and of the community participant's time and effort. The presentation and workshop methodology was scattered thematically had too many relatively minor issues being discussed often out of a suitable context, and other issues that the community tried to engage further were hurried along/abbreviated or dismissed. It looked like a smoke and mirrors approach to avoid proper scrutiny, and to allow the officers and consultant to mould the reporting in whatever way they preferred. General examples include presenters telling the community to consider costs in some talking points/scenarios and explicitly not for others; it was not a genuine way to engage the community about preferences. A specific example is during a discussion when a cost/budgetary issue was raised I mentioned what the Town was proposing to spend on Edward Millen and that there needs to be some overall balance and accountability for town resources before selling land. The town officer moderating our table rejected/refused to note this discussion point until the group pushed her multiple times. This point was of course ignored. Another issue was the specification of aboriginal art/heritage interpretive material, our table thought that it was not appropriate to specify such details at the start of a spatial and facilities planning project; and in addition we were against a project mandating cultural programming based on any ethnicity, and, certainly not without presenting a site specific rationale. Another item was a general resistance to selling public land at the same time funding accommodation for not for profit organisations, the Charter simply does not reflect these shared community views and concerns.

In addition simple and positive ideas that make for a good consultant briefing items did not get a mention in the Charter. From my table the most obvious example relates to public art and visual impact, we very quickly came to a strong agreement that there should not be any dominant high impact visual design statements or art works; and that the precinct design should focus on quality craftsmanship with more intimate and lower key visual impact at a more personal scale. One of the example images presented that was unanimously strongly disliked by our table was included in the Charter. Why waste our time with the discussing the images if it is not going to be recognised, particularly when we selected plenty of other images that had unanimous appeal. It looks like where the officers or consultants did not agree with the community they simply censored or fudged.

Many of the items promoted in the charter did not get strong or even mild agreement; in addition there is no assessment of, nor acknowledgment for, where there were contrary preferences and opinions for the issues we were discussing. The charter reflects the town officers and/or consultants views or preference more than the communities. The Charter is not useful, as it should be much better; as it stands it looks like manufactured consent.

Draft Concept Plan

GENERAL COMMENTS

The Draft concept Plan document is unnecessarily long, verbose and over padded with adjectives for the amount of actual assessable information presented. It is tedious to read and navigate because it is over stuffed with rhetoric and typical town planning and urban design clichés and hackneyed talking points without project specific relevance or context. There is a significant lack of accountable or assessable information for a document of this

size. One example is the use of the description ‘gritty urban character’ this is simply not appropriate it is like the consultants are looking down on East Victoria Park because of the previous lower social economic status reputation. It has never been gritty, maybe a bit daggy, it reads like the consultants want to give this some ‘edge’ like some urban revitalisation projects for a Victorian industrial area in Great Briton.

Another example, the sustainable living development has no rational or description of/for;-

- Why this site and layout as presented is particularly suitable,
- What initiatives are applicable and more importantly what challenges this site for the site that will need to be addressed,
- Cost implications for development and reduction to the revenue generated by land sale, which will be significant for a demonstration project.

As the text currently reads it is green-washing, virtue signalling dogma. If the consultants cannot provide at least some preliminary qualification to the word ‘sustainable’ relevant to this site then it should not be on the plan; maybe just a simple sentence in the report text stating it would be nice to have something distinctly above average, but that comes with negative financial consequences. A motherhood statement to the effect that sustainable is good is just patronising; everyone assumes sustainable development, we just expect that anything out of the ordinary or exemplary is accounted for because financial accountability is a core component of sustainability.

SCENARIOS

The Concept Master Plan is most closely aligned to Scenario 3. This scenario had the largest ‘strong support’ by a margin of only 3 percentage points over the Scenario 2 ‘strong support’. However; Scenario 2 had the greatest combined support of 58 percentage points compared to 49 percentage points for Scenario 3; this is a 9 point or an 18% increase of overall combined support for Scenario 2. The combined support for Scenario 1 was 48 percentage points just 1 point less than for Scenario 3.

Much more significant is the dislike percentages. Scenario 2 is 3 percentage points total dislike more than Scenario 1, and Scenario 3 is 16 percentage points greater dislike than scenario 2, this increase is all in the ‘strong dislike’ category. Scenario 3 has a 260% increase in strong dislike compared to Scenario 2 and a 289% increase in ‘strong dislike’ over Scenario 1. Expressed another way Scenario 3 has a 1.23/1 ratio of support over dislike, whereas Scenarios 1 and 2 have a ratios of 2.53/1 and 2.64/1. Scenarios 1 and 2 have over double the support/dislike ratio compared to Scenario 3. By any analysis Scenario 3 cannot be considered popular or supported.

The rationale for predominantly basing the concept masterplan on Scenario 3 is not acceptable. Scenario 3 is the most strongly disliked by a very significant margin. In addition its small increase in ‘strong support’ is overshadowed by the more significant increase in overall support for Scenario 2. This is somewhat polemic; it seriously undermines the credibility of the Concept Plan and the project generally.

PUBLIC SPACE

I made many attempts to get more clarification regarding the claimed increase in public space for the scenarios and the plan and the Town would not provide the requested breakdown and calculations with areas marked up on plans. I note it was also called public open space in Scenarios public space sections of the report.

There is not an 86% increase in public space demonstrated by any reasonable assessment of what is shown on the plan. The failure to properly demonstrate and account for this in the report is unacceptable given that it is the most significant claim in the project. If a private developer was so inappropriate with space allocation scheduling in a Development Application it would be rejected outright. It is bitterly disappointing to see this deceit done to the community by Town officers and the consultant. If there was any reasonable way to claim the 86% increase in public space I would expect that the consultant would be very pro-active in ensuring that this was fully and transparently demonstrated, as it stands it claim looks knowingly dishonest and fraudulent.

LAYOUT

The layout presented looks too overcomplicated, trying to fit too much into the precinct. Most building have two or more public frontages, this could be a security and safety issue. Overall the plan looks too fussy and bitsy; rather than the suggested enrichment and diversification.

COMMUNITY FACILITIES

There is a lack of description or accounting to the increases or changes of the community facilities accommodation. What is in the report is a bit scattered and unquantified; it is difficult to assess what has been considered. There should be some simple, approximate accounting of/for different size increases and rough cost and planning implications, with tables, schedules or similar. There is some notation for a tripling the size of the library but no accounting for additional ongoing funding for operations. In the scenarios section it states that the comparison is replacing like to like which indicates/suggests accommodating the same level of facilities that exists on site now. As presented the Plan looks like a redevelopment project with some potential for community facilities, possibly to be considered in the future. This is not the community facilities driven project it was proported to be.

I could not find any costing implications for items such as a multi-level recreation centre with roof top bowls. Very long span structures over indoor courts to support a trafficable roof for bowls or roof gardens will be very expensive compared to steel portal framing (like the existing). The additional cost increase will probably be more than the net sale value of land saved by going multi storey. In addition underground parking is more expensive than separate decked structure; and obviously much more than ground level parking. The lack of consideration of simpler construction is an obvious omission in the report. There is no analysis for the general cost implications for choices presented this in the report versus land requirement reduxtions. In addition to the cost of construction there is no accounting for additional future servicing and maintenance costs for multi-storey community facility development over lower rise developments

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LAND SALE AND PROJECT VIABILITY

The amount of revenue for land sales looks very low compared to the cost of the new facilities. Renovation /upgrade of the existing facilities appears to be the better option for the next 15 to 20 years. In the future redevelopment can still be reconsidered, and, the town will still have land available to consider selling, probably for much better inflation adjusted revenue return.

In general there is no identifiable cost benefit analysis and comparisons that informs the preparation of the scenarios or the plan, as a consequence there is a lack of suitable information to assess the proposal for viability. The project will require the Town to go in direct competition with existing rate paying landholders particularly on Albany highway where there is a lot of un-developed and under used sites. Considering the costs and loss of land, the

amenity gains are not evident good value for the residents and rate payers, and it is not demonstrably practical or viable.

I request that the Council considers the above comments and will not approve the progress of the plan as it is presented.

Stage	Stage 3.1: Concept Plan Review and Design Brief
Time	8 – 12 weeks
Purpose	Identify Concept Plan modifications arising from Council and community feedback and undertake additional technical investigations as required to progress detailed master planning;
Tasks	1. Prepare Engagement Plan 2. Project Management Documentation 3. Establish Technical Advisory Group (TAG) 4. TAG Workshops 5. Key masterplanning considerations 6. Supplementary site analysis a. Site Survey b. Hydrological investigations c. Arborist assessment d. Land Use Advisory e. Traffic Advisory 7. Bowls Needs Analysis and Club Consultation 8. Targeted Community Hub stakeholder consultation 9. Draft facility design brief 10. Councillor briefing/update 11. Final design brief to inform 3.2

Stage	Stage 3.2: Bowls and Hub Option Selection
Time	6 - 10 weeks
Purpose	Agree a feasible direction for unresolved design options outlined by the Concept Plan through integrated optioneering and assessment of up to 3 Bowls and Hub configurations, reflecting outcomes of Stage 3.1.
Tasks	1. Preliminary Options Development and Schematic Plans 2. Preliminary Costings 3. Councillor Updates 4. Stakeholder Workshop/Interviews 5. TAG Workshops 6. Stakeholder Workshop 7. Club Consultation 8. Draft Yield Summary 9. General Public Feedback on MCA options 10. Council Endorsement of preferred options for Hub & Bowls.

Stage	Stage 3.3: Detailed Hub and Open Space Design (completed concurrently with 3.4)
Time	6 – 12 weeks
Purpose	Resolve the preferred Hub/Bowls and Landscape approach identified at Stage 3.2 through preliminary concept design development, costings and feasibility analysis, consultation and approval.

Tasks	1. Preferred Hub Concept Design 2. Landscape Concept Design 3. Council Briefing 4. Stakeholder Draft Design Feedback 5. Concept Design Finalisation

Stage	Stage 3.4: Wider Precinct Design and Feasibility (completed concurrently with 3.3)
Time	6-12 weeks
Purpose	Concurrent with 3.3 above, supplement detailed landscape and community facility design developed at Stage 3.3 through preparation of design guidance, planning principles and implementation recommendations for remaining development sites and overall precinct;
Tasks	1. Revised Master Plan and Provisions 2. Yield Summary 3. Transport and access Plan 4. Engineering/Siteworks cost estimates 5. Staging Plan 6. Development Site Guidance 7. Planning Implementation Statement: 8. Feasibility Analysis

Stage	Stage 3.5: Visualisation and Documentation
Time	3 – 6 Weeks
Purpose	Prepare draft 3D visualisations, flythrough and comprehensive masterplan document incorporating prior Stage outcomes for advertising, endorsement and guidance of future business case development and detailed design documentation;
Tasks	1. 3D Visualisations preparation 2. Councillor Briefing 3. Masterplan report preparation 4. Council Report - Consent to Advertise

Stage	Stage 3.6: Formal Advertising and Council Adoption
Time	8 - 12 weeks
Purpose	Promote the Masterplan and community feedback through a range of engagement approaches and incorporate formal advertising outcomes into the final masterplan.
Tasks	1. Preparation of information session and promotion materials; 2. Public feedback period 3. Review of Public Feedback 4. Preparation of submissions summary report with commentary 5. Undertake modifications following advertising as required 6. Council Report – Adoption of Final Masterplan

Project Report

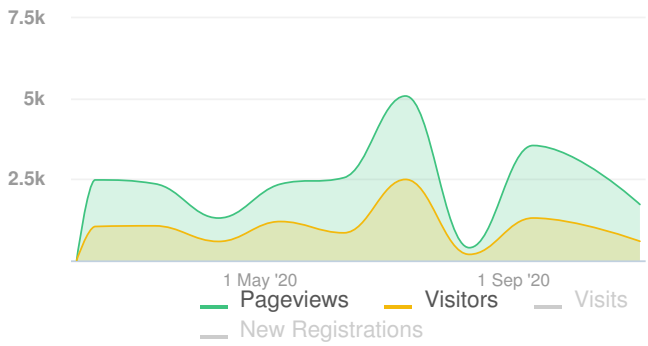
01 January 2020 - 23 October 2020

Your Thoughts

Macmillan Precinct Masterplan

BANG THE TABLE engagementHQ

Visitors Summary



Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
10.3 k	373	38

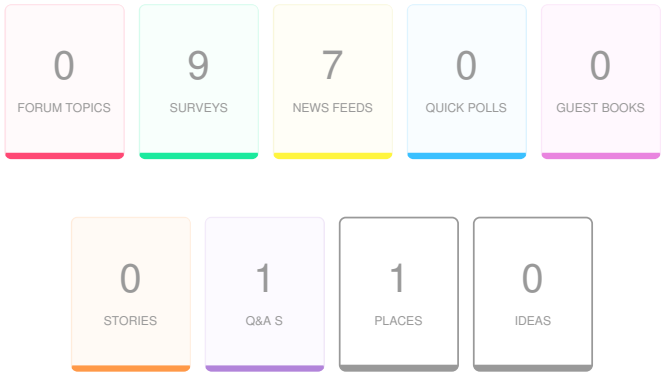
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
561	2.8 k	7.2 k

Aware Participants	7,173
Aware Actions Performed	Participants
Visited a Project or Tool Page	7,173

Informed Participants	2,778
Informed Actions Performed	Participants
Viewed a video	0
Viewed a photo	0
Downloaded a document	1,580
Visited the Key Dates page	166
Visited an FAQ list Page	468
Visited Instagram Page	0
Visited Multiple Project Pages	2,245
Contributed to a tool (engaged)	561

Engaged Participants	561		
Engaged Actions Performed	Registered	Unverified	Anonymous
Contributed on Forums	0	0	0
Participated in Surveys	60	7	448
Contributed to Newsfeeds	0	0	0
Participated in Quick Polls	0	0	0
Posted on Guestbooks	0	0	0
Contributed to Stories	0	0	0
Asked Questions	5	8	0
Placed Pins on Places	28	26	0
Contributed to Ideas	0	0	0

ENGAGEMENT TOOLS SUMMARY

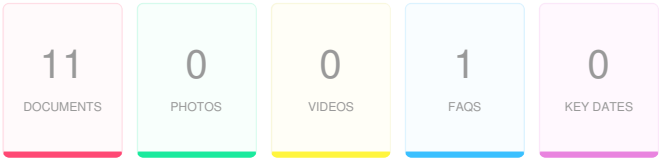


Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Newsfeed	Community share feedback on design scenarios	Published	42	0	0	0
Newsfeed	Community update Design Scenario 20 July 2020	Published	7	0	0	0
Newsfeed	Community update Concept Scenario review 18 June 2020	Published	1	0	0	0
Newsfeed	Community dive into vision workshop	Published	1	0	0	0
Newsfeed	Community share feedback on what they'd like to see in th...	Published	1	0	0	0
Newsfeed	Macmillan Precinct Working Group moved online	Published	1	0	0	0
Newsfeed	Welcome Macmillan Precinct Working Group	Published	0	0	0	0
Qanda	Have a question? Ask and we will respond.	Published	171	5	8	0
Place	Macmillan Precinct Mapping	Draft	379	28	26	0
Survey Tool	Survey	Draft	357	26	4	235
Survey Tool	Design Scenario feedback form	Draft	325	7	0	98
Survey Tool	Webinar registration	Draft	128	13	0	59
Survey Tool	Macmillan Precinct Working Group	Draft	141	2	1	34
Survey Tool	Submission form	Draft	59	9	2	23
Survey Tool	Workshop	Draft	62	3	0	23

ENGAGEMENT TOOLS SUMMARY

Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Place Design Forum	Draft	152	7	0	17
Survey Tool	Community Charter feedback form	Draft	39	7	0	0
Survey Tool	Workshop evaluation form	Draft	7	1	0	3

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Draft Macmillan Precinct Concept Plan (Full Report) [Print Version]	796	912
Document	Design Scenarios	394	482
Document	Macmillan Precinct Annotated Map	196	227
Document	Macmillan Precinct site map 1	187	201
Document	Macmillan Precinct Working Group - Information Pack	173	209
Document	Vision Workshop Presentation	157	197
Document	Macmillan Precinct site map 2	125	138
Document	Macmillan Precinct Community Charter Draft	99	108
Document	Draft Macmillan Precinct Concept Plan (Summary Report) [Print Version]	22	24
Document	Draft Macmillan Precinct Concept Plan (Summary Report) [Web Version]	18	21
Document	Draft Macmillan Precinct Concept Plan (Full Report) [Web Version]	13	16
Faqs	faqs	468	562
Key Dates	Key Date	166	206

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

Visitors 379	Contributors 54	CONTRIBUTIONS 182

2020-02-17 09:03:44 +0800
myjoe01
CATEGORY
I Like This

Address: 11 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61328

2020-02-17 13:01:13 +0800
Reneew027
CATEGORY
Dislike This

I don't like that for all the money spent, there is only one half court to play basketball and it is right near the road. And the amount of rubbish always left there.
Address: 15 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61329

2020-02-17 13:03:45 +0800
Reneew027
CATEGORY
My Big Idea

The rec centre really needs to be knocked down and started again and somehow better integrated with the grass fields behind it. It is quite separated from the rest of the precinct.
Address: Leisurelife, Kent St., Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61330

2020-02-17 15:37:22 +0800
Narelle
CATEGORY
I Like This

More mature trees pleas throughout the park.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61336

2020-02-17 15:40:27 +0800
Narelle
CATEGORY
I Like This

Love the old bowling club...such a fabulous venue to hire, for group meetings, celebrations - lovely old style with fabulous dancefloor, big glass windows, bar and capacity for some catering. Too good not to maintain!
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61337

2020-02-17 15:42:43 +0800
Narelle
CATEGORY
I Like This

More mature trees please...so cooling in our hot climate...attractive to all - birds and people!
Address: 37 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61338

2020-02-17 15:44:17 +0800
Narelle
CATEGORY
I Like This

Love our gym...I think it is fine the way it is personally. We have a great community there - please do not destroy that.
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61339

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-17 15:44:48 +0800
Narelle
CATEGORY
I Like This

Love our library - great events on there too.
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61340

2020-02-17 15:46:37 +0800
Narelle
CATEGORY
I Like This

The Arts Centre must be retained - its beautiful quirky old character is so hard to find in Perth these days! Be like Brisbane - they have maintained lots of the lovely old buildings - they feel so welcoming!
Address: 12 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61341

2020-02-17 15:48:02 +0800
Narelle
CATEGORY
Dislike This

Heat island effect - not enough trees - too much hard surfaces.
Address: 707-709 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61342

2020-02-17 15:52:13 +0800
Narelle
CATEGORY
My Big Idea

This outdoor space needs to have more mature trees throughout it. I know it gets used by food vans, but if they were placed strategically, it would enhance all uses. It is so hot there during the day. If it was planted out more it would enhance use - from gym users, walkers with and without dogs, some shady seating...beautiful space for events then.
Address: John McMillan Park, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61343

2020-02-17 16:01:40 +0800
ED
CATEGORY
I Like

Keeps the trees!
Address: 11 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61344

2020-02-17 16:02:29 +0800
ED
CATEGORY
I Like

Keep the library, but better!
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61345

2020-02-17 16:03:15 +0800
ED
CATEGORY
I Like This

Having the community space available is really important to me.
Address: Leisurelife, Kent St., Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61346

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-17 19:47:00 +0800

aaronaugustson

CATEGORY

My Big Idea

The gym is tired. Relocate it or work with a developer to provide a new gym and expanded community facilities on this site.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61347

2020-02-17 21:04:04 +0800

Singirl

CATEGORY

Dislike This

Given that this whole area contains facilities for community members to engage in leisure /learning activities, many of which are geared to children, the access to these facilities is not at all pedestrian-friendly, and is very disjointed. I would like to see a more accessible entry to the area for pedestrians, especially from Albany Highway and the Park Centre along Sussex Street.
Address: 9 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61348

2020-02-17 21:11:45 +0800

Singirl

CATEGORY

I Like This

Love all these big trees ... please keep them ... and add more variety to ensure plenty of shaded areas in summer and allow light to filter through in winter months. Perhaps even an urban orchard.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61349

2020-02-18 13:39:31 +0800

soozeee

CATEGORY

I Like This

While the rec centre may need enhancement, it is an essential part of the community. Whether going to the gym, using the basketball or squash courts it is a community hub. This is what our rates are for
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61387

2020-02-18 13:43:39 +0800

soozeee

CATEGORY

I Like This

Library really important community assest
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61388

2020-02-18 13:46:19 +0800

soozeee

CATEGORY

I Like This

Open space really important for an increased population. Agree more trees. In no way should this area be considered a 'Town Centre' - that is what Albany Hwy is for.
Address: John McMillan Park, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61389

2020-02-18 13:56:38 +0800

DadVid

CATEGORY

Dislike This

drunks
Address: 11 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61390

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-19 02:58:22 +0800

Nic

CATEGORY

I Like This

Leisurelife is a popular rec centre, well patronised for many activities. We have been going once or twice a week for several years for junior netball.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61403

2020-02-19 03:09:10 +0800

Nic

CATEGORY

I Like This

Please keep all green space!
Address: John McMillan Park, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61404

2020-02-19 21:19:48 +0800

vanessam_81

CATEGORY

I Like This

Please keep these trees - we need to encourage more leafy streetscapes
Address: 27 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61429

2020-02-19 21:22:12 +0800

vanessam_81

CATEGORY

I Like This

Please keep these trees - we need to encourage more leafy streetscapes
Address: 23 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61430

2020-02-19 21:25:07 +0800

vanessam_81

CATEGORY

Dislike This

Being a resident who lives in very close proximity to the park, it is intimidating and unnerving having large groups of people drunk and abusive in our shared spaces. I shy away from our beautiful new facilities because I am cautious of what my small children will see and hear.
Address: 9 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61431

2020-02-19 21:25:58 +0800

vanessam_81

CATEGORY

I Like This

Love these trees - please keep them
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61432

2020-02-19 21:28:37 +0800

vanessam_81

CATEGORY

I Like This

With the dense housing and small blocks that has become Victoria Park, people use this space as their backyard every day/evening. We need this space.
Address: John McMillan Park, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61433

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-19 21:34:19 +0800
vanessam_81
CATEGORY
My Big Idea

I'm not sure the gym needs to be bulldozed, as structurally it looks like a sound building. However, it does need to be brought into the 21st century. In addition, there is a fantastic opportunity to bring life into dead spaces down the McMilland Park side of the building with cafe's that have outdoor seating that spill out onto the park. With the young families that reside in Vic Park or even for dog owners, this is a no brainer - coffee, park and a playground....#winning
Address: Leisurelife, Kent St., Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61434

2020-02-19 21:36:17 +0800
vanessam_81
CATEGORY
Dislike This

The Car yards need to go. Recent developments such as the Boston Brewery are the direction we need to be heading, for many reasons.
Address: 707-709 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61435

2020-02-19 21:38:50 +0800
vanessam_81
CATEGORY
I Like This

Keep as many trees as possible. It will help retain the value in Victoria Park properties, not to mention they are good for mental health, cooling etc..
Address: 243a Gloucester Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61436

2020-02-21 11:50:29 +0800
Dsarde
CATEGORY
I Like This

Keep the community child care centre!!! Great facility for families around the are
Address: Lane 11, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61457

2020-02-21 12:10:45 +0800
Ady
CATEGORY
I Like This

There are lot of families with children in the area so it is important to keep the local child care centre available for the community
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61458

2020-02-21 12:25:37 +0800
nickj69
CATEGORY
Dislike This

The current segmented design of the area means it is chopped up into single use areas and under utilised. I think the redesign needs to have a sense of flow, and connection so that everything is integrated together and becomes a community centre. So this would include access and paths, distributed greenery and different use areas.
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61460

2020-02-21 12:27:28 +0800
nickj69
CATEGORY
My Big Idea

The current model on the Albany Hwy strip is for all the business to face/front the hwy. This means the outdoor environment is relatively unattractive (even with the 40km/h speed limit). How about turning some of the commercial presence inward to the precinct, to encourage circulation and foot traffic across the precinct.
Address: 693 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61461

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-21 12:29:28 +0800

nickj69

CATEGORY

Dislike

This

Parking in the new precinct is going to be a problem. Although I like the idea of prioritising foot and cycle traffic, you probably can't eliminate public parking in the area if you want to keep usage high. An innovative solution needs to be found to allow people to access the area by car, without relying on the shopping centre car park.
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61462

2020-02-21 12:30:07 +0800

Debbie

CATEGORY

My Big Idea

Upgrade the chidrens playground and incorporate a disabitlity playground and have the first wheelchair Trampoline in Perth/Vic Park in it? Debbie Brown
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61463

2020-02-21 12:59:57 +0800

M Sim

CATEGORY

I Like This

So important to keep the child care centre to support the many working families in the area. Would be a huge loss to the community if this were to move.
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61465

2020-02-21 13:31:55 +0800

Taleesha

CATEGORY

I Like This

One of the reasons I chose to send my child to Billabong Community Early Learning Centre (apart from its excellent reputation) is its proximity to the other nearby facilities - the library, park, gym and shops - convenience for me, and excursions for the kids! This is a great little pocket. Please ensure the childcare centre remains here.
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61466

2020-02-21 13:48:58 +0800

C Vicpark

CATEGORY

I Like This

Like to have the leisure life centre here, but it does need a renovation. something like the Cannington leisureplex would be nice. With a indoor playcentre, big library, Venue Hire facility and a swimming pool maybe?
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61468

2020-02-21 13:51:24 +0800

C Vicpark

CATEGORY

I Like This

The library has done many good activities from baby to kid to adult and my whole family loves a lot. Maybe should make it a bit bigger. But anyway we all loves it.
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61469

2020-02-21 13:57:27 +0800

C Vicpark

CATEGORY

Dislike

This

This space had some new work done lately, but some how not really usable. There is not much things kids can do here and the slide is boring and hard to climb up. defiantly need more work done here. I have attached a photo of another playground. something like that would attract more kids and families. In addition, this place can be not safe sometime in the afternoon for kids. There are people smoking and yelling.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61470

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-21 14:10:30 +0800
jessicahdean
CATEGORY
Dislike This

The antisocial behaviour we as a family have experienced in the new park area has meant we travelled further to different parks with no such behaviour. People drinking and drunk, people swearing, shouting and arguing, the rubbish left behind by these people. It's a great shame because the upgrades at John M park are fantastic and would be a wonderful place for us to spend time with our young family but we don't want our children to be exposed to this.
Address: 15 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61472

2020-02-21 14:14:15 +0800
jessicahdean
CATEGORY
My Big Idea

Having more than one swing would be great for the kids and a way that younger kids can access the slide other than the ropes.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61473

2020-02-21 21:35:19 +0800
S.Bee
CATEGORY
I Like This

Our family just adores Billabong Early Learning Centre. It is vital to this community that BELC remains part of any redevelopment for the invaluable service it provides to so many families.
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61482

2020-02-21 21:54:23 +0800
S.Bee
CATEGORY
Dislike This

The constant occupation of drunk and disrespectful groups is beyond concerning. We avoid many facilities such as the library in this area and the playground after being there recently and the area was filled with large groups of people drinking, spitting, swearing, littering alcoholic rubbish and urinating in the park. There's obviously a lot of social issues to address here but this space is supposed to be inclusive for the whole community but as a family who respect the environment and diversity of EVP, we feel this space is one of exclusion for us and many of our friends.
Address: 15 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61483

2020-02-21 23:43:19 +0800
DD
CATEGORY
My Big Idea

Rec Centre, Hall, gym and facilities in need of an overhaul. The super structure is also dated, and could be expanded on with the addition of a pool for example, which would greatly complement the other features and incentivise membership.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61484

2020-02-22 00:00:08 +0800
DD
CATEGORY
Dislike This

These toilet blocks are a hotbed for anti-social behaviour, and the amount of rubbish consistently left on the outskirts is appalling. On two occasions I've witnessed police having been called to usher aforementioned anti-social groups away from the premises. Installing security cameras in the vicinity will serve both as a ditterent and provide better response times from monitored security/local law enforcement.
Address: 9 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61485

2020-02-22 01:37:02 +0800
KatSherwin

The big beautiful trees are such an asset.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61486

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-22 01:56:27 +0800

KatSherwin

CATEGORY

My Big Idea

This drainage swale could be a miniature wetland, open to the public, leading people from Albany Highway with relief from the stark, hardened street.
Address: 765 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61487

2020-02-22 08:15:42 +0800

Colin D

CATEGORY

I Like

Leaving an open lawn area is essential in these days of urban infill and medium to high density living. Room for kids and adults to kick a ball, fly a kite etc.
Address: John McMillan Park, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61503

2020-02-22 08:17:57 +0800

Colin D

CATEGORY

I Like

Trees must be preserved
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61504

2020-02-22 10:28:16 +0800

PJ672

CATEGORY

I Like

Don't ever remove the trees
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61505

2020-02-22 10:32:47 +0800

PJ672

CATEGORY

I Like

A green open space that isn't a playing field is a rare thing. Please don't lose it.
Address: John McMillan Park, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61506

2020-02-22 10:34:42 +0800

PJ672

CATEGORY

My Big Idea

More efficient uses of the parking areas need to be found to accomm odate increased volume of users but also keep the trees. multi storey carparks perhaps?
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61507

2020-02-22 10:37:49 +0800

PJ672

CATEGORY

My Big Idea

The Leisurelife centre is a valuable asset for the community however it covers a big area. A new structure might be several stories high providing additional services but taking up less space. I like the idea of cafes fronting on to McMillan Park.
Address: Leisurelife, Kent St., Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61508

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-22 10:38:57 +0800

PJ672

CATEGORY

I Like This

Love the library. Not sure it needs to be expanded, perhaps non core business can be done elsewhere.
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61509

2020-02-22 10:41:09 +0800

PJ672

CATEGORY

Dislike This

This image is out of date as this car yard has been converted into a restaurant. Which is a good thing.
Address: 769 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61510

2020-02-22 10:43:59 +0800

PJ672

CATEGORY

My Big Idea

How much usage does the bowling club get? It covers a big area if you include the three greens, carpark and club rooms. I don't even know what the other two courts are for. Seems to me there could be more efficient use of the space, more trees, linkage to Albany highway etc
Address: 763 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61511

2020-02-22 10:45:36 +0800

PJ672

CATEGORY

My Big Idea

Seems a pity we can't do more with the draiange sumps around the town. Can they be left open but built over, converted into parks, water features etc. Plant big trees in every on of them.
Address: 765 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61512

2020-02-24 08:59:18 +0800

Ddf

CATEGORY

Dislike This

Always lots of litter around here.
Address: 9 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61543

2020-02-24 09:00:16 +0800

Ddf

CATEGORY

I Like This

I like the library and use it a lot
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61544

2020-02-24 09:01:45 +0800

Ddf

CATEGORY

My Big Idea

The layout of the buildings in this space is nonsense. It's a very poor use of space. A multi level community centre, gym, basket ball courts, library, cafe, etc etc etc could all be incorporated into a 5 or 6 storey building. With a roof top terrace and underground parking.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61545

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-24 09:03:03 +0800

Ddf

CATEGORY

I Like This

Green open space is a wonderful addition to any community. Don't take this away.
Address: John McMillan Park, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61546

2020-02-24 09:04:47 +0800

Ddf

CATEGORY

Dislike This

I dislike the bowling club. It's a massive resource used by only a privileged few. This wonderfully localet open space, with parking, could definitely benefit far more of our town's residents if it were put to other uses rather than restricted for club member use.
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61547

2020-02-24 17:43:41 +0800

ItsmeJC

CATEGORY

Dislike This

I think this corner is a wasted space as there are no facilities that play a part here ie: BBQ areas, benches or any real need to come to this area as it is close to a main road. it would be better suited to increase the area of the leisureplex by having a new multi use court but maybe with a bit better air conditioning or some fans as there are in the current basketball/soccer areas, that way some social games won't have to be as late in the night as almost 10pm. If this is unfeasible then to increase parking for the leisureplex as it is a lot simpler to get new patrons if parking is easy and close to the entrance.
Address: 37 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61552

2020-02-24 17:56:04 +0800

ItsmeJC

CATEGORY

My Big Idea

I think the Leisureplex is in a great area but changes could mean a big improvement for people using them on a regular basis. The Gym could be modernised with new equipment and maybe a slight expansion. Along with the changing areas and toilet facilities. The Multi Purpose areas are good but could use improvement. This area could easily be redeveloped into a 2 storey multi use venue able to be hired out to help cover costs and improve patronage in regular use. An investment now could increase land value as it is close to a brand new leisure centrethat has new facilities and a draw to keep them there. Maybe a small bar in the area as people on social sports teams may stop by for one on the way home or a new cafe that is on the outside so people are able to stop by from a shopping trip or the weekend and enjoy a coffee or a breakfast in the view of the park or in view of the new playground.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61553

2020-02-24 18:10:17 +0800

ItsmeJC

CATEGORY

My Big Idea

i think if we expand the playground area to almost 1/3 of the park grass area it would be a huge draw to parents bringing their children out. having one of the largest public children's playgrounds in Australia would be a big draw to the community especially if we keep the big trees in the are as well. Combined with the food trucks that frequent the area and if the council increases patrols to the area this could be a massive draw to the area especially if you make disabled friendly playgrounds and areas where there is room for parents to help their children along bridges or down slides. Or even a play street with kid sized roundabouts, stop signs, parking bays for bikes and trikes and merging areas, you could give kids a learning experience while letting parents have a nice coffee and breakfast while the kids play and learn
Address: 19 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61554

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-25 08:46:50 +0800

Papa

CATEGORY

My Big Idea

I wish VP council would provide family memberships for the gym so that it made it more affordable for families. I have 3 kids who are all very athletic and would love to join but the costs for all of us is prohibitive.
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61564

2020-02-25 08:49:07 +0800

Papa

CATEGORY

I Like This

Love the library . keep it up, great for my kids too.
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61565

2020-02-25 08:51:44 +0800

Papa

CATEGORY

I Like This

Great to still have such a great bowling club in the town. Have use it for windups for other community groups and is a tremendous asset for the community to hire.
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61566

2020-02-25 11:29:44 +0800

pinkpeony86

CATEGORY

I Like This

Whilst my child attends a different (local) centre, it should be noted that in my recent experience, the majority of the local facilities are at maximum capacity
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61568

2020-02-25 11:32:00 +0800

pinkpeony86

CATEGORY

Dislike This

Avoid the area due to the constant antisocial and intimidating behavior
Address: 9 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61569

2020-02-25 11:32:41 +0800

pinkpeony86

CATEGORY

Dislike This

The nature play are is a great idea, its just not big enough and not enough things to play on for toddlers
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61570

2020-02-25 11:36:26 +0800

pinkpeony86

CATEGORY

My Big Idea

Enough space for a great play area. The Jo Wheatley All Abilites Play Space in Dalkeith could inspire. Enlosed play area for safety, nature play for all ages. https://www.buggybuddys.com.au/things-to-do/playgrounds-and-parks-in-perth/jo-wheatley-all-abilities-play-space-dalkeith/
Address: 19 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61571

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-25 11:38:25 +0800
pinkpeony86
CATEGORY
My Big Idea

Leave the open space for markets / events / picnics etc
Address: 22 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61572

2020-02-25 11:40:16 +0800
pinkpeony86
CATEGORY
My Big Idea

Are we going to need some efficient parking? Underground / multistory to prevent par king "sprawl" and enable more exciting things!
Address: 707-709 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61573

2020-02-25 12:07:22 +0800
Brooke Mueller
CATEGORY
I Like This

Current not for profit community child care centre is a high quality service, deeply valu ed by the community members who utilise it. This facility is a must have in the area fo r the redevelopment of the precinct. We love Billabong - it needs to stay for the curren t families and future families.
Address: 5 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61575

2020-02-25 12:09:12 +0800
Brooke Mueller
CATEGORY
I Like This

All of the mature morton bay figs must remain due to the amenity they provide to the p recinct.
Address: 11 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61576

2020-02-25 12:12:11 +0800
Brooke Mueller
CATEGORY
My Big Idea

Relocate parking to within the precinct rather than at the edges. Then more active and interesting uses be provided to along the street .
Address: 18 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61577

2020-02-25 12:14:44 +0800
Brooke Mueller
CATEGORY
Dislike This

Consolidate the 3 lawn bowls into 1 green. Question whether 3 bowls are necessary. I don't mind the use in this area, but query whether so much of the land should be dedi cated to bowls.
Address: 5 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61578

2020-02-25 12:17:46 +0800
Brooke Mueller
CATEGORY
My Big Idea

The Rec Centre should stay in the precinct and it needs a renovation / redeveloped. T he car park is disjointed as well.
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61579

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-25 12:22:09 +0800
Brooke Mueller
CATEGORY
My Big Idea

This section of buildings (the legal centre attached to the library - which should stay), is unattractive and a dead zone. Less active uses need to be away from the streetscapes. The building frontage could be lined with a more active use such as extend the library further down opening up windows to the street for example. Moving the legal centre internally.
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61580

2020-02-25 12:25:03 +0800
Brooke Mueller
CATEGORY
Dislike This

The vehicular entrance point to the precinct is clunky. Better paving or an appropriately designed cross over point should be provided here to indicate a change from the public road system to the precinct and / shops.
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61581

2020-02-25 12:27:44 +0800
Brooke Mueller
CATEGORY
Dislike This

Dead zone that is unsafe and tucked away and completely underutilised. Could provide the office space for the legal services located next to the library so the library can extend along that frontage instead.
Address: Victoria Park Rec Centre, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61582

2020-02-25 12:29:30 +0800
Brooke Mueller
CATEGORY
My Big Idea

Provide a micro cafe space here to be leased by the City - coffee, water, icecream, basic offerings.
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61583

2020-02-25 13:24:29 +0800
Ben Stangoni
CATEGORY
Dislike This

The homeless camp here which does not benefit the majority of the community, particularly as it reduces the ability of other members to safely use the park area.
Address: 9 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61584

2020-02-25 21:19:23 +0800
Sapphira
CATEGORY
I Like This

Home is where work is! :) I have worked at Billabong Community Early Learning Centre for the past 9 years. It has become a part of my family and has helped me grow; not only as an educator and Early Childhood Teacher, but also as a person. Over the past years, we have had so many families appreciate us, our work ethics, values, love and quality care for their children. Please save our watering hole...aka Billabong.
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61620

2020-02-26 11:01:09 +0800
Jane
CATEGORY
I Like This

I would like to see as much green space as possible maintained
Address: 24 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61640

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-26 11:05:05 +0800

Jane

CATEGORY

Dislike

Address: 707-709 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61641

2020-02-26 13:19:16 +0800

Alan Tham

CATEGORY

I Like

Our child goes to Billabong and he is really happy there. The staff are wonderful. Plea se keep this area and make it great.
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61648

2020-02-26 22:26:01 +0800

cmckellar

CATEGORY

I Like

Billabong childcare centre is an essential service for our community.
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61710

2020-02-27 11:46:03 +0800

MickL

CATEGORY

My Big Idea

This area could have been so good but has been left half done. Others have commented likewise. The idea of a skate park down by the river misses most of the re sidents....everyone must travel a long way to get to it. This space (in the heart of the t own) would be utilised far more than the current proposal. Music (classical) playing all night has been used successfully for areas in Perth to keep drunks and others away f rom a space, might be worth looking at.
Address: TGIF HWKRS MRKT, 24 Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61747

2020-02-27 16:42:03 +0800

Skitz26

CATEGORY

My Big Idea

The rec centre could do with renovation and a nice big deck area for patrons and club s which overlooks the play ground and a pathway connecting the deck to the library
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61781

2020-02-27 16:42:24 +0800

Skitz26

CATEGORY

My Big Idea

The rec centre could do with renovation and a nice big deck area for patrons and club s which overlooks the play ground and a pathway connecting the deck to the library
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61782

2020-02-27 16:49:23 +0800

Skitz26

CATEGORY

My Big Idea

Move the community garden here to encourage more memberships and ease of access, gardens can be intergrated with markets and sell fresh produce. A model like the city farm in east Perth on a smaller scale could promote sustainability and be a gr eat point of interest to the community
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61783

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-02-28 12:07:38 +0800

CraigJ

CATEGORY

I Like This

The gym and recreation centre is a great facility and should remain.
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61815

2020-02-28 12:18:11 +0800

CraigJ

CATEGORY

Dislike This

This is a poorly used space which should provide access between the centre and the park.
Address: Victoria Park Rec Centre, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61818

2020-02-28 13:42:18 +0800

Clare M

CATEGORY

I Like This

Billabong Childcare is an essential service, providing amazing care for children and support for working parents living in the area. So it is a given that this service should remain as part of the Macmillan Precinct, and taken into consideration how the centre, it's educators and the children attending could benefit and utilise the surrounding areas in the future !
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61819

2020-03-01 11:52:29 +0800

Whitney

CATEGORY

My Big Idea

Think next generation gyms - multigenerational recreational and social space that has open areas, integrates with the park, has cafes, and updated gym and rec services/resources. Make it into a lifestyle space.
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61831

2020-03-01 11:55:16 +0800

Whitney

CATEGORY

I Like This

The trees and open green space are essential to keep. Vic park is a high dense suburb and with the increase in apartments along Albany hwy which is bound to occur in the next decade, public parks will be the only "backyard" space that residents will have. We need to increase the public parks not decrease them. They also provide great places for all the excellent activities the town does like the hawkers markets and previously the Sunday morning farmers markets.
Address: 24 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61832

2020-03-01 11:55:49 +0800

Whitney

CATEGORY

My Big Idea

Would be great to have a bit more lighting in the park so it can be used in the evenings
Address: 24 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61833

2020-03-02 16:37:41 +0800

Tabbsy

CATEGORY

I Like This

Great having green usable space and love the way it's being used (farmers markets, hawkers etc)
Address: TGIF HWKRS MRKT, 24 Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61843

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-02 16:38:49 +0800
Tabbsy
CATEGORY
Dislike

Address: 707-709 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61844

2020-03-02 16:39:16 +0800
Tabbsy
CATEGORY
I Like

Address: 763 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61845

2020-03-02 16:39:44 +0800
Tabbsy
CATEGORY
I Like

Address: 12 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61846

2020-03-02 16:42:18 +0800
Tabbsy
CATEGORY
My Big Idea

How about a cafe in the park - small and not obstructive
Address: 20 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61847

2020-03-02 17:09:33 +0800
Big V
CATEGORY
I Like

Save these big trees
Address: 23 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61848

2020-03-02 17:12:27 +0800
Big V
CATEGORY
My Big Idea

Maintain the entire Park as public open space and plant lots of trees on it. How about an Arboretum? This would mean more shade for the Community Markets and other activities.
Address: 24 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61849

2020-03-02 17:13:13 +0800
Big V
CATEGORY
My Big Idea

Maintain the gym, but bigger and better.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61850

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-02 17:13:44 +0800

Big V

CATEGORY

I Like This

Save the trees and plant more.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61851

2020-03-02 17:14:27 +0800

Big V

CATEGORY

Dislike This

Sink the carpark underground to allow more space above for other things.
Address: 35 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61852

2020-03-02 17:15:03 +0800

Big V

CATEGORY

I Like This

Maintain and expand the community spaces.
Address: Hope Perth Christian Church, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61853

2020-03-02 17:17:34 +0800

Big V

CATEGORY

Dislike This

Utilise the doors as another entrance to the building and use the balcony, possibly for a pop up cafe?
Address: Victoria Park Rec Centre, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61854

2020-03-02 17:20:35 +0800

Big V

CATEGORY

Dislike This

All the trees should be evergreen to provide year-round canopy in our hot climate, an d to counteract the intense heat radiated by the new Park Centre car park (which has no canopy).
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61855

2020-03-02 17:21:14 +0800

Big V

CATEGORY

My Big Idea

More rubbish bins please, and public drinking fountains/water bottle refilling options
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61856

2020-03-02 17:22:32 +0800

Big V

CATEGORY

Dislike This

More rubbish bins and regular collections please.
Address: 9 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61857

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-02 17:22:54 +0800

Big V

CATEGORY

I Like This

Love this place!
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61858

2020-03-02 17:23:52 +0800

Big V

CATEGORY

My Big Idea

Could the Hockey Club share this space and club rooms?
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61859

2020-03-02 17:25:13 +0800

Big V

CATEGORY

My Big Idea

Use the sump for trees and vegetation.
Address: 765 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61860

2020-03-02 17:35:18 +0800

Big V

CATEGORY

I Like This

Community facilities must be maintained
Address: 12 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61861

2020-03-02 17:36:12 +0800

Big V

CATEGORY

Dislike This

Sink the car park or add trees to provide shade and beauty.
Address: 18 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61862

2020-03-02 17:37:55 +0800

Big V

CATEGORY

My Big Idea

Add more park benches with sturdy back rests - all over the Park
Address: 15 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61863

2020-03-02 17:39:07 +0800

Big V

CATEGORY

I Like This

The Library is a boon to the community.
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61864

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-02 17:41:23 +0800

Big V

CATEGORY

My Big Idea

Consider a second storey on Leisurelife for community groups or overflow of Council administration.
Address: Leisurelife, Kent St., Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61865

2020-03-02 17:42:41 +0800

Big V

CATEGORY

My Big Idea

Does the playground need a fence or buffer to prevent kids running into the carpark?
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61866

2020-03-02 17:43:58 +0800

Big V

CATEGORY

Dislike

Park Centre car park needs tall canopy trees for shade and cooling.
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61867

2020-03-02 17:46:47 +0800

Big V

CATEGORY

My Big Idea

Could the Bowling Club share the clubrooms and open space with other clubs needing to expand?
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61868

2020-03-03 20:48:15 +0800

Canterbury83

CATEGORY

My Big Idea

Water play area! Or as someone else mentioned, a comprehensive all ages accessible play area like Jo Wheatley play space. Oh and fenced. For the safety of our kids, please please please fence whatever comes next!
Address: 19 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61897

2020-03-03 20:49:11 +0800

Canterbury83

CATEGORY

I Like

Beautiful trees - please dont touch.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61898

2020-03-03 20:51:37 +0800

Canterbury83

CATEGORY

My Big Idea

Cafe or shop space for provisions ie coffee/snacks. Will extend stay in the area. Check out Hole in the Wall as an example of a small functional space (https://www.facebook.com/Holeinthewallsubi/)
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61899

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-03 20:53:36 +0800
Canterbury83
CATEGORY
I Like This

Love our little library... But it could definitely do with an upgrade, maybe to include meeting rooms. Also would benefit from a dedicated (separated off) kids space for rhyme time etc so we dont worry about their antics disturbing other library users. Check out South Perth Library as an example.
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61900

2020-03-03 21:02:35 +0800
Canterbury83
CATEGORY
Dislike This

It's time to go, car yard. Hot, unshaded and ugly. Maybe could be used for food/drink venue... Similar to Port City Roasters in South Freo.
Address: 707-709 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61903

2020-03-03 22:14:33 +0800
Vicpark6101
CATEGORY
Dislike This

Dislike fig trees. I know they are old but they do not provide diversity or habitat and are non native for this area. We should be promoting native species of this locality. Yes we lose canopy cover in the short term but we would gain back usage of the ground beneath and in time canopy cover.
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61904

2020-03-04 07:32:42 +0800
JSM
CATEGORY
I Like This

Love the bowling club. An all inclusive venue.
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61925

2020-03-04 10:11:34 +0800
Jiggly
CATEGORY
Dislike This

This parking area is very old and bumpy. Although the trees and the shade are lovely aspects of this parking lot, it definitely needs to be revamped so that cars, pedestrians and bicycles have a smooth surface to traverse along.
Address: 248 Gloucester Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61935

2020-03-04 10:28:13 +0800
Jiggly
CATEGORY
Dislike This

The buildings and offices here i.e The Legal Service need to go. They are outdated and have musty, smelly interiors. That's my opinion - the gym may be a different story for some recipients however it is hanging on its last legs and tearing it down may improve the area's vibrations. A detonate-/revamp or rebuild with perhaps the development of a safe rooftop recreation, chill-out, yet professional garden 'ohm' zone area with a link to the Sunday markets and the Park Centre (???) would be a nice addition to the space. Workshops or seminars or meetings could be run from this space too private or public - a contemporary on-trend design, multi-functional space indoors and out would serve well here. It all depends on the viability of creating such a space. My input remains strong here: in with the new I say.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61937

2020-03-04 10:53:17 +0800
Jiggly

Ouch! The verge entrance to the carpark of The Park Centre has been a thorn in the side (car's suspension, and after my mom's triple bypass the general discomfort and feeling of staples so she always asks dad to avoid this entrance/exit) forever! "Who takes responsibility here?" I always wondered but this bumpy, uncomfortable entrance has never been addressed.
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?re

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-04 17:25:57 +0800

CorowaKid

CATEGORY

Dislike

Car Yards got to go. Maybe a pedestrian friendly entrance way to the precinct?
Address: 707-709 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61951

2020-03-04 17:29:27 +0800

CorowaKid

CATEGORY

My Big Idea

What about a permanent (semi) amphitheatre/stage and encourage lots of music to be played in the park to attract people
Address: 19 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61952

2020-03-04 21:28:53 +0800

evp1

CATEGORY

Dislike

this is a very dangerous and congested corner
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61954

2020-03-04 22:50:35 +0800

Iheartevp

CATEGORY

My Big Idea

It would be great to improve the pedestrian access to the precinct as this is a busy entrance for cars accessing the shopping centre.
Address: 2 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61955

2020-03-04 22:52:50 +0800

Iheartevp

CATEGORY

My Big Idea

Could this side of the centre have glass walls overlooking the park? This would join the leisure centre with the park area and increase the feeling of security particularly at night.
Address: 19 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61956

2020-03-04 22:56:54 +0800

Iheartevp

CATEGORY

My Big Idea

It would be great to have a separate kids section in the library similar to South Perth or Manning library.
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61957

2020-03-04 23:02:43 +0800

Iheartevp

CATEGORY

Dislike

This area of the park doesn't feel safe, particularly at night.
Address: 15 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61958

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-04 23:04:43 +0800

Iheartevp

CATEGORY

My Big Idea

Trollies from the shopping centre litter this area, could the trollies be fitted with a device which stops them being taken outside the boundary of the centre?
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-61959

2020-03-05 11:46:38 +0800

bernadette nelson

CATEGORY

I Like This

Vic Park Centre for the Arts is a wonderful and friendly place to encounter a range of events from within the local community and beyond. It is a wonderful resource and local facility
Address: 12 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62036

2020-03-05 20:59:41 +0800

Marri

CATEGORY

I Like This

Vic Park Arts Centre is great example of our heritage. We need to preserve these buildings, and keep arts in this central location
Address: 12 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62045

2020-03-05 21:01:52 +0800

Marri

CATEGORY

Dislike This

Good example of Vic Park heritage building. This Town assets deserves to be saved and activated as a public space
Address: 14 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62046

2020-03-05 21:08:42 +0800

Marri

CATEGORY

My Big Idea

Make Bowling Club multi-use and face the Macmillan Park, It blocks the space and could be better utilised
Address: Victoria Park Bowling Club, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62047

2020-03-05 21:10:28 +0800

Marri

CATEGORY

I Like This

Green space is a great asset. Plant more more more trees. More shade will bring more people into the space, and habitat for fauna
Address: John McMillan Park, Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62048

2020-03-05 21:11:35 +0800

Marri

CATEGORY

Dislike This

Building is dated and ugly. No connection with the space around it
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62049

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-05 21:14:33 +0800

Marri

CATEGORY

My Big Idea

Businesses that open up to the park. Alfresco dining, entertainment space, market stalls
Address: Victoria Park Rec Centre, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62050

2020-03-05 21:18:01 +0800

Marri

CATEGORY

I Like This

Great library - but really small. Needs to expand and modernising
Address: Victoria Park Library, 27 Sussex Street, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62051

2020-03-05 22:20:07 +0800

Hillman70

CATEGORY

My Big Idea

Upgrade the gym and make it 24hr access.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62052

2020-03-05 22:23:06 +0800

Hillman70

CATEGORY

My Big Idea

include some outdoor exercise equipment
Address: TGIF HWKRS MRKT, 24 Kent St, Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62053

2020-03-05 22:23:30 +0800

Hillman70

CATEGORY

I Like This

Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62054

2020-03-06 09:49:21 +0800

Ljiggy

CATEGORY

My Big Idea

No more car yards in this precinct! How about looking at the newly developed South Perth Esplanade precinct with perhaps a continuation of the circular stargate theme (instead of the zoo animals as in South Perth). What historically is Victoria Park known for besides Victorian Cottages, picket fences and a haunted old building? A "juicery" would be a nice addition to the space and a couple of other outlets, perhaps some contemporary pop-up style stores on rotation or 4 week on and 2 off. Perhaps a headspace or place to practice mindfulness or EFT so that everyone can grow in harmony with eachother and the environment. Also, local manufacturing or upcycling spaces direct to the consumer. Nice shady, covered, alfresco and indooor areas with scope for communication on all levels. Also, I have taken many Easterners down Albany Hwy to get a feel of it - are there any tour operators that go to Vic Park - that'd e a nice way to connect. Oh a tram!!!!
Address: 755 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62097

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-06 19:34:47 +0800
Missy
CATEGORY
I Like This

I think this green space is very important for the community to gather for markets, concerts and the like. Hate to see high rise units which would affect local traffic.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62104

2020-03-06 19:38:03 +0800
Missy
CATEGORY
I Like This

Enjoy the great gym. Could do with some modernizing but offers an affordable choice of fitness regimes in a perfect location. Well done. Do NOT want it to disappear !
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62105

2020-03-08 11:52:37 +0800
fgiles
CATEGORY
Dislike This

This crossing needs a rework. It is very dangerous for pedestrians (red) particularly those with prams/wheels - cars are coming from 5 directions (blue). It is a key access to the library. New design is needed perhaps incorporating zebra crossings (yellow) and removing a car bay in the car park.
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62130

2020-03-08 11:57:55 +0800
fgiles
CATEGORY
I Like This

The shaded play area is good. Love the trees. The equipment is most appropriate to older children although we've made it work for a toddler. Very glad that it is natural in appearance with its use of wood.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62131

2020-03-08 11:58:38 +0800
fgiles
CATEGORY
Dislike This

Cigarette butts and broken glass are quite prevalent. This is anti-social and needs some consideration.
Address: 17 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62132

2020-03-08 12:04:17 +0800
fgiles
CATEGORY
I Like This

the portal art piece is an absolute star. i love it!
Address: 15 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62133

2020-03-08 12:08:31 +0800
fgiles
CATEGORY
Dislike This

this area needs some work.
Address: Leisurelife, Kent St., Perth, Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62134

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-08 12:10:09 +0800

fgiles

CATEGORY

Dislike This

I support Brooke's idea of bringing another library entrance here. I like that the walkway is shaded but it needs some more life.
Address: 28a Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62135

2020-03-08 12:11:42 +0800

fgiles

CATEGORY

My Big Idea

I wish there was fully connected shade between the park centre and the arts centre. Plant more trees please! And maybe have a bit of an art walk to entice more people to go to the centre
Address: 20 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62136

2020-03-08 12:13:12 +0800

fgiles

CATEGORY

My Big Idea

there are only a few benches here, I think it could benefit from having more. Perhaps resident would like to dedicate one. They could line an 'art walk' to the art centre
Address: 11 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62137

2020-03-08 12:15:06 +0800

fgiles

CATEGORY

My Big Idea

this car park does block off the arts centre from the park. would be nice to have a beautiful route through
Address: 18 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62138

2020-03-08 12:16:29 +0800

fgiles

CATEGORY

I Like This

the arts centre is fantastic. I think it would really benefit from a cafe or at least a vending machine. I am always in need of a cake after I've had a look at some art. Also love what they've done with the garden
Address: 12 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62139

2020-03-08 12:17:44 +0800

fgiles

CATEGORY

I Like This

I actually rather like the view from the arts centre with the hanging lights across the bowling greens. Perhaps this party feeling could be emphasised?
Address: 12 Kent Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62140

2020-03-08 12:19:20 +0800

fgiles

CATEGORY

I Like This

I like that Frank's has a rear entrance - this connection feels very modern. I particularly like the connection of Albany highway through safe pedestrian links to the park. More connections that aren't car runs would be really great. Perhaps an arcaded walkway utilising the existing buildings. Providing multiple exit points will make it feel safer too.
Address: 767 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62141

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-08 12:27:59 +0800

fgiles

CATEGORY

Dislike

this route through is dominated by cars and not very appealing to pedestrians. Although the trees on the corner are nice
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62142

2020-03-08 12:30:54 +0800

fgiles

CATEGORY

Dislike

I love CorowaKid's idea. Pedestrian entrance to precinct yes please.
Address: 707-709 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62143

2020-03-08 12:32:46 +0800

fgiles

CATEGORY

Dislike

I always look at this car park when driving past. It feels prominent, badly planned and full of bins. There is room for improvement in this focal area.
Address: Lane 11a, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62144

2020-03-08 12:36:24 +0800

fgiles

CATEGORY

My Big Idea

This 8-about is a unique thing for Perth, I like it! The new Boston brewing has strong potential to feed into the precinct and there is a lot of traffic that goes past. There needs to be consideration paid to pedestrian connections to the new housing here. This is an important capture point for the precinct.
Address: 687 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62145

2020-03-08 12:38:49 +0800

fgiles

CATEGORY

I Like This

I like this green space but agree there is opportunity to activate it. Perhaps it is another way of bringing pedestrians into the precinct. The trees are amazing
Address: 243a Gloucester Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62146

2020-03-08 12:42:09 +0800

fgiles

CATEGORY

I Like This

I like these suggestions for using drainage swales more productively. Some bush-fire safe decking, vegetation etc could really open these up for passive recreation space.
Address: 765 Albany Highway, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62147

2020-03-08 21:20:25 +0800

Ryan B

CATEGORY

Dislike This

Area is currently being used by vagrants (and also families). The town needs to either accommodate the indigenous families with actual services like seating and bins or extend the car park out to incorporate this additional land. This space is currently fulfilling no-ones requirements.
Address: 7 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62154

ENGAGEMENT TOOL: PLACE

Macmillan Precinct Mapping

2020-03-08 21:31:05 +0800

Ryan B

CATEGORY

My Big Idea

If council seems so keen on redeveloping this space (which was gifted to the town as recreational space) they should consider clearing out the old buildings in this precinct and building something brand new to accommodate the recreation center and library. The council offices could be moved here with the sale of the current council building c ontributing to the cost of this redevelopment.
Address: 3 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62155

2020-03-08 21:34:27 +0800

Ryan B

CATEGORY

I Like This

Billabong childcare provides a vital service to the town and should remain in its curren t location.
Address: 1 Sussex Street, East Victoria Park Western Australia 6101, Australia

http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62156

2020-03-08 21:37:55 +0800

Ryan B

CATEGORY

I Like This

Previous town meetings about this space were very passionate. Most residents are a gainst this precinct being chopped into small pieces and sold off to developers. Green space is vital and there is sufficient space for redevelopment if the old run down buildi ngs are cleared out to make way for custom purpose structures.
Address: 24 Kent Street, East Victoria Park Western Australia 6101, Australia

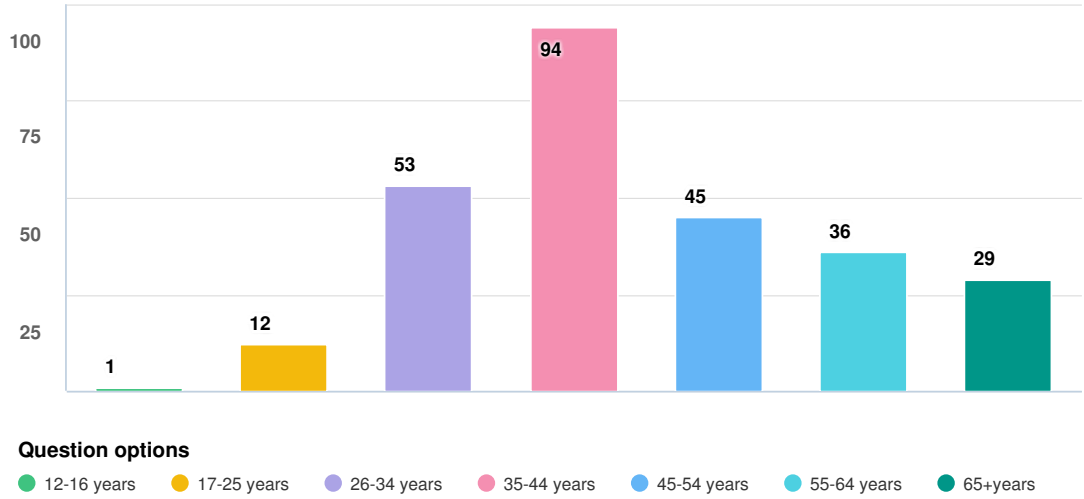
http://yourthoughts.victoriapark.wa.gov.au/mpm/maps/macmillan-precinct-mapping?reporting=true#marker-62157

ENGAGEMENT TOOL: SURVEY TOOL

Survey

Visitors 357	Contributors 265	CONTRIBUTIONS 270

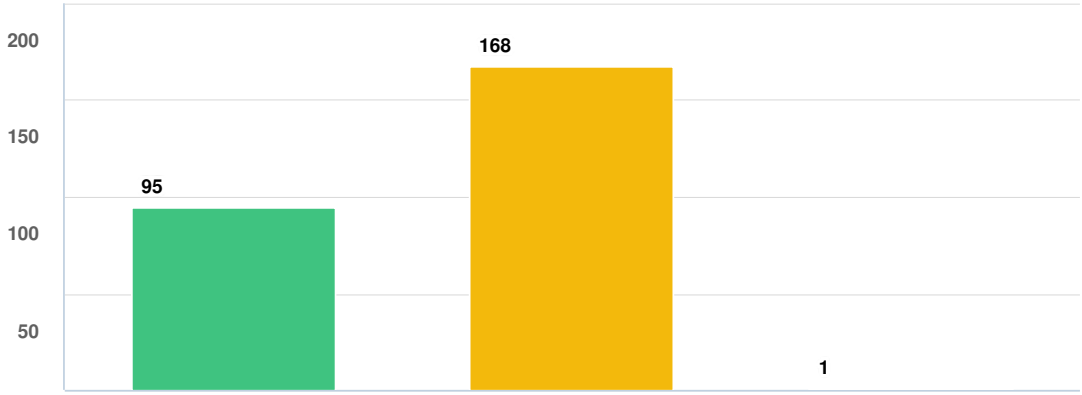
What is your age



Mandatory Question (270 response(s))

Question type: Checkbox Question

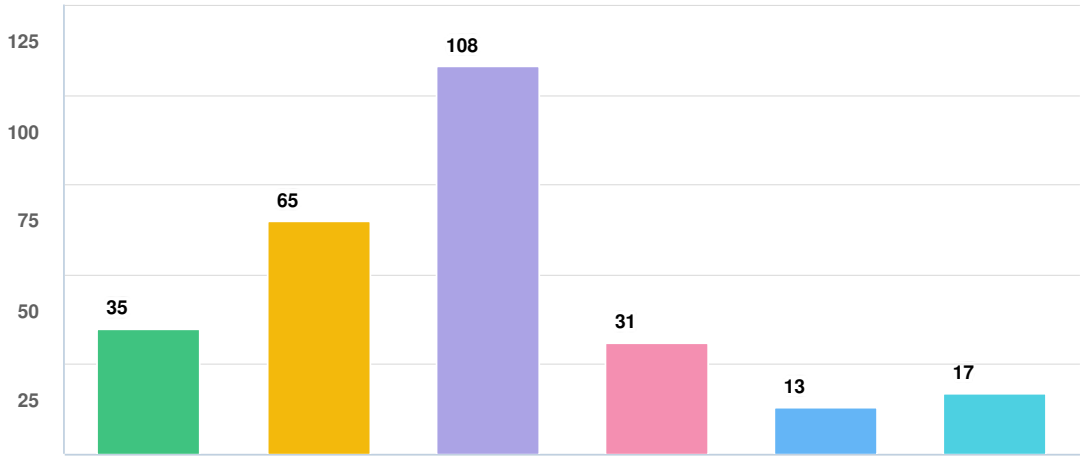
What do you identify as?



Optional question (264 response(s), 6 skipped)

Question type: Checkbox Question

What best describes your household?



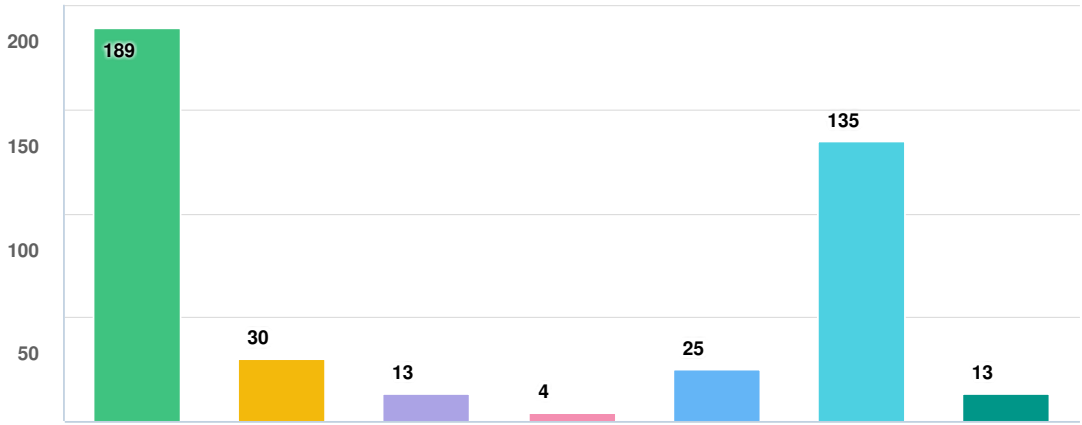
Question options

One person household
Couple family with no children
Family with young children only (less than 18 years old)
Family with adult children only (18+ year old)
Family with both young and adult children
Group/share house

Optional question (269 response(s), 1 skipped)

Question type: Checkbox Question

What is your relationship to the area? (tick all that applies)



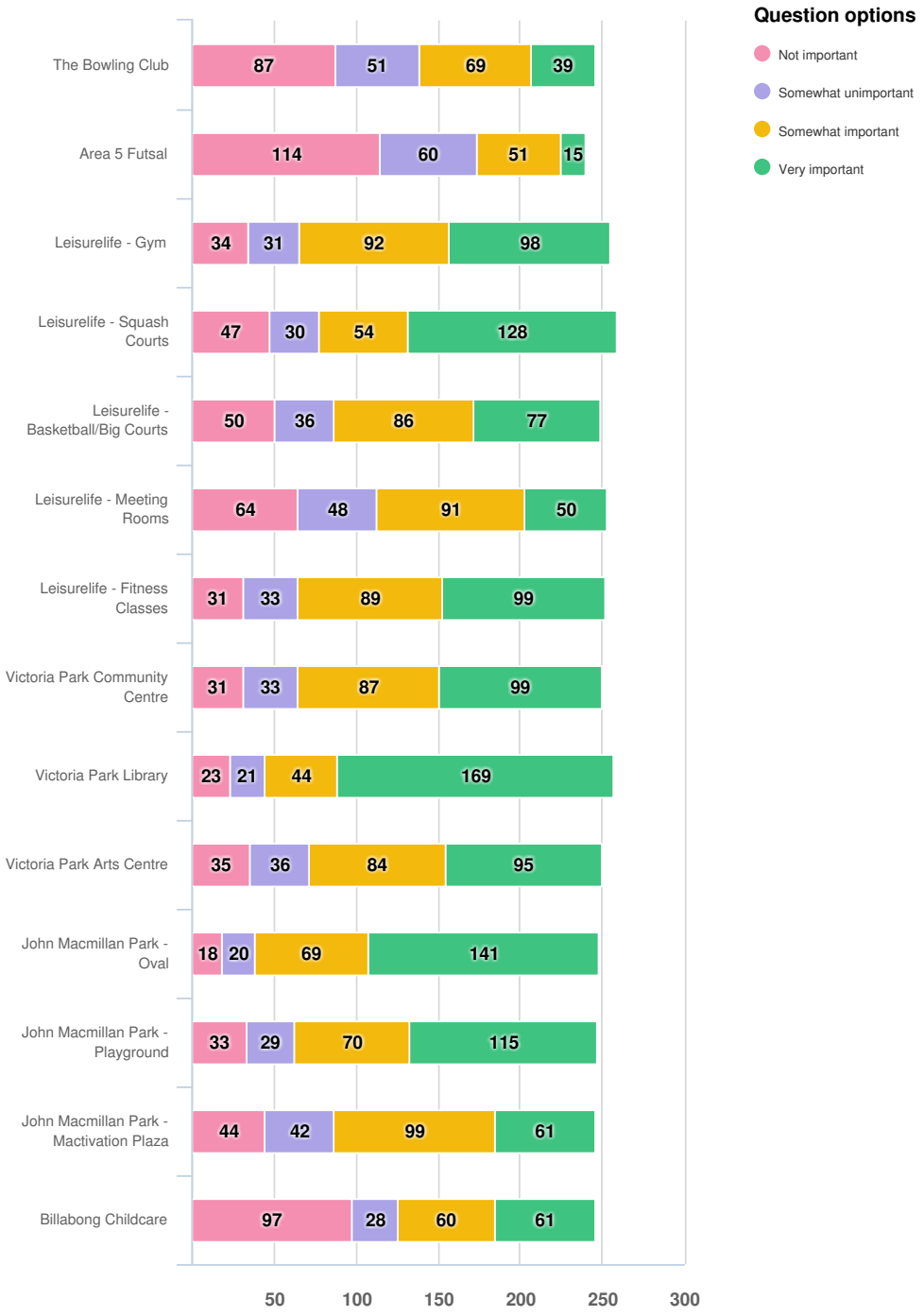
Question options

I live in the Town of Victoria Park
I work in the Town of Victoria Park
I own or operate a business in the Town of Victoria Park
I study in the Town of Victoria Park
I am a local visitor
I play sport or recreation in the Town of Victoria Park
Other

Optional question (270 response(s), 0 skipped)

Question type: Checkbox Question

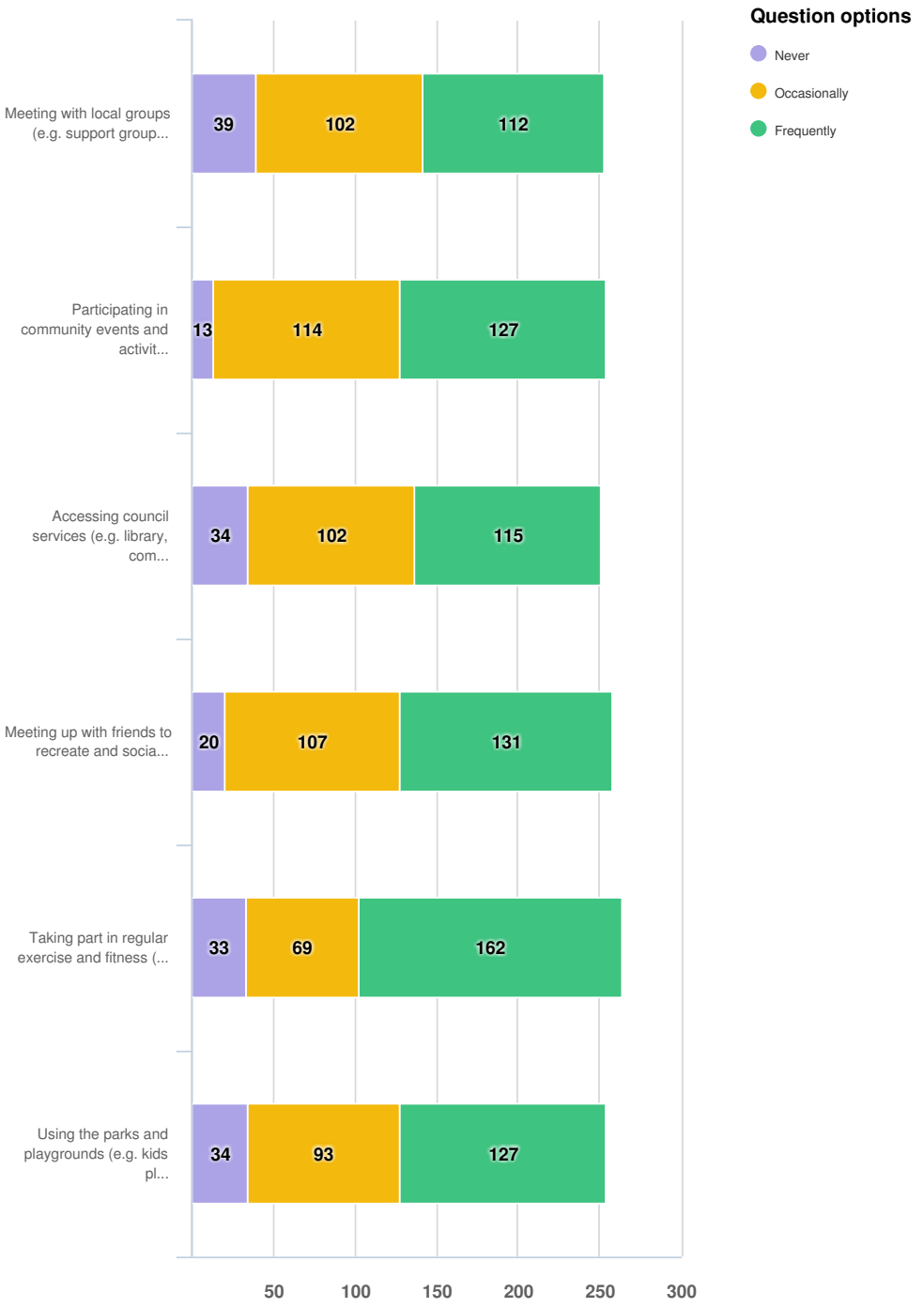
Thinking about how you and your family use the Macmillan Precinct today, please rank how important these current facilities...



Optional question (270 response(s), 0 skipped)

Question type: Likert Question

How frequently do you and your family visit Macmillan Precinct? Please tell us how often you engage in the following activi...



Optional question (269 response(s), 1 skipped)

Question type: Likert Question

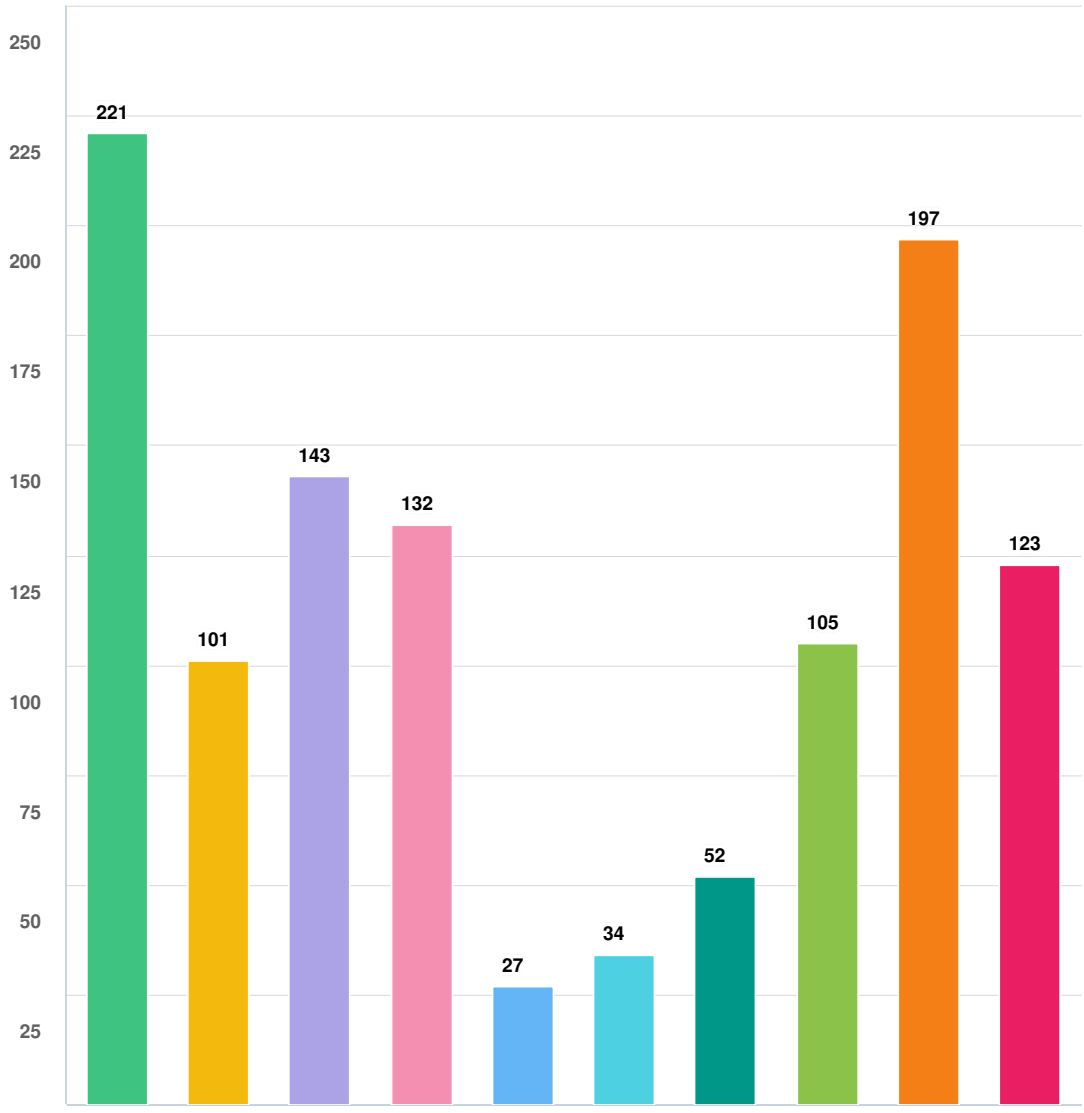
We want to better understand how the community currently feels about the precinct, and whether it meets your expectations. ...



Optional question (267 response(s), 3 skipped)

Question type: Likert Question

What values should guide Council's decisions about the future of Macmillan Precinct? (Please select up to five values that ...



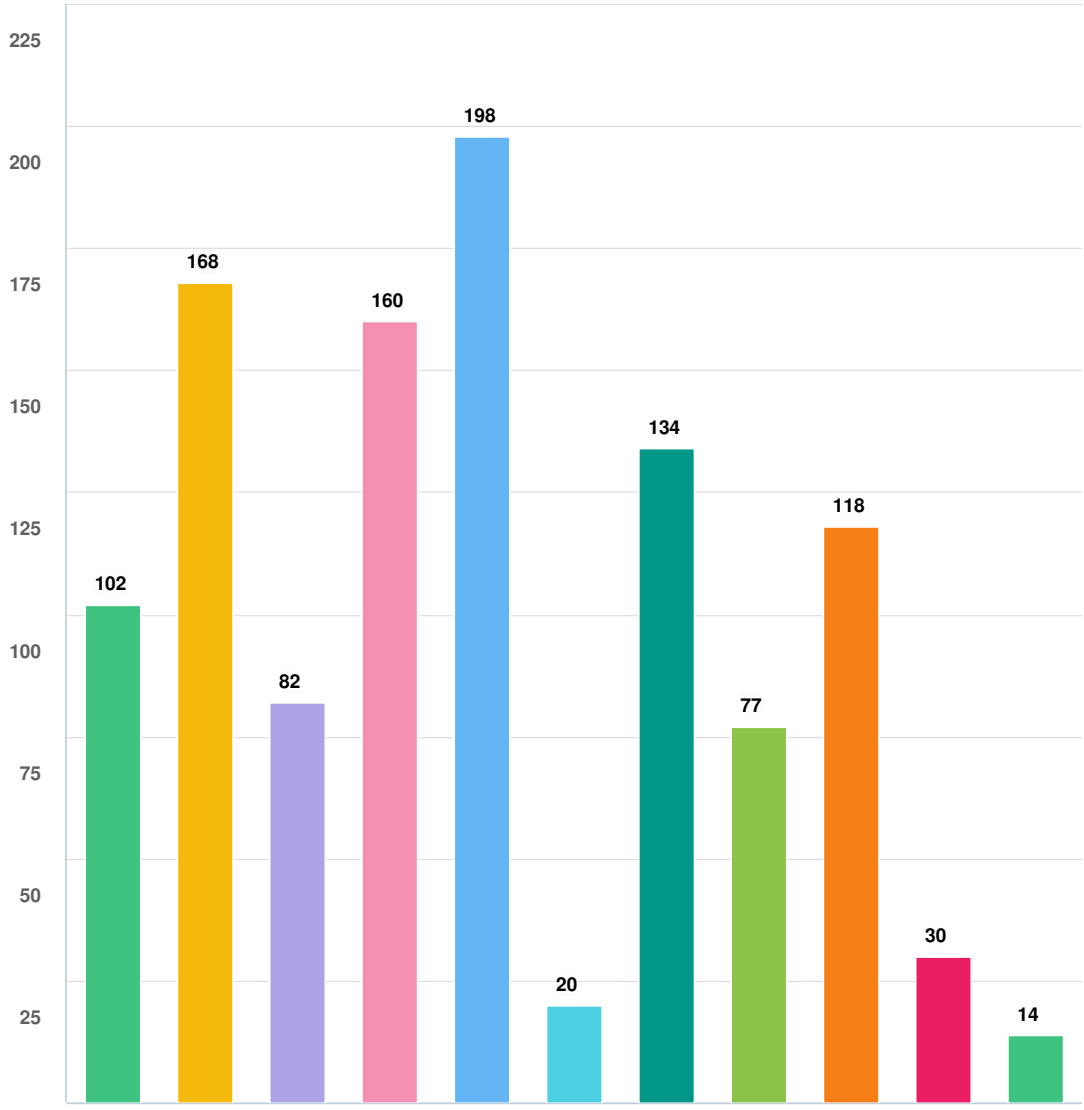
Question options

- Improving public safety and security
- Protecting green space, trees and biodiversity
- Promoting environment sustainability
- Sensible financial management of rates and Council assets
- Catalysing investment to sustain local businesses
- Providing affordable living opportunities
- Supporting vibrant arts, cultural and creative sectors
- Strengthening community and celebrating diversity
- Prioritising service delivery and maximising community benefit
- Improving physical health and mental wellbeing

Optional question (266 response(s), 4 skipped)

Question type: Checkbox Question

The following is a list of potential ideas and opportunities for the Macmillan Precinct. Please select up to five ideas tha...



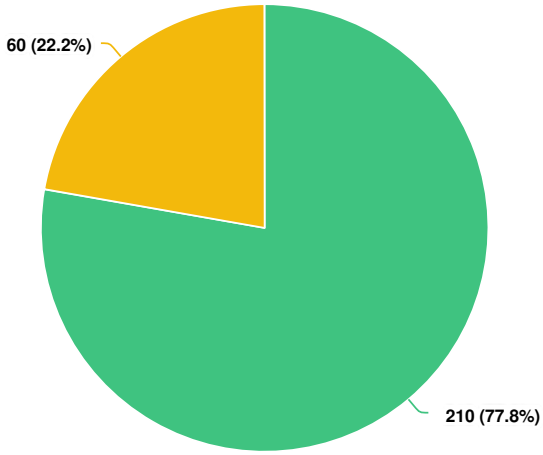
Question options

- Other (please specify)
- Aged Care or other specialised services
- Extended and improved playgrounds
- Recognition of Indigenous Culture
- Enhanced community and learning facilities
- Opportunities for new housing development
- Enhanced sport and recreational facilities
- More frequent community events and festivals
- Expanded range of shops, cafes and other businesses
- Improved parks and green spaces
- Better access and connectivity

Optional question (269 response(s), 1 skipped)

Question type: Checkbox Question

Would you like to be kept informed as the project progresses?



Question options

No Yes

Mandatory Question (270 response(s))

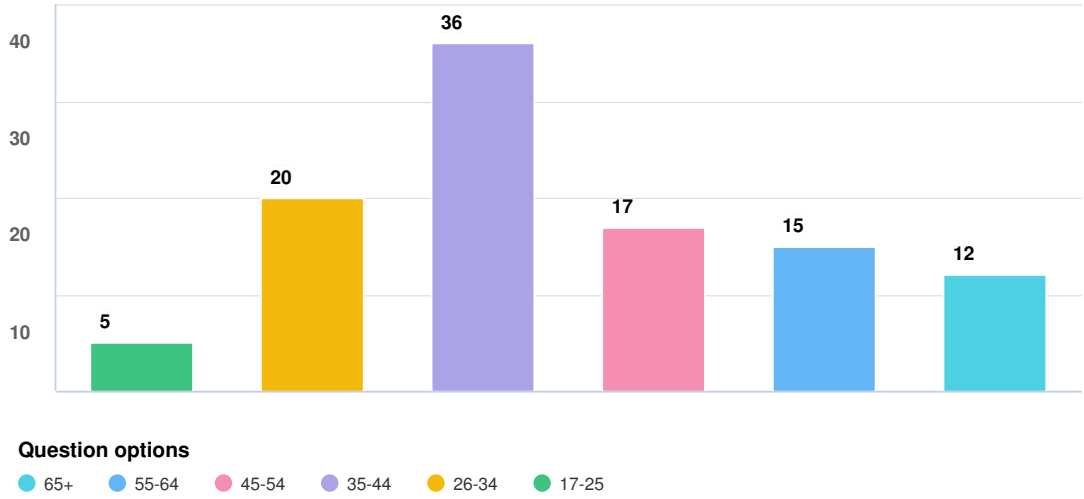
Question type: Dropdown Question

ENGAGEMENT TOOL: SURVEY TOOL

Design Scenario feedback form

Visitors 325	Contributors 105	CONTRIBUTIONS 107

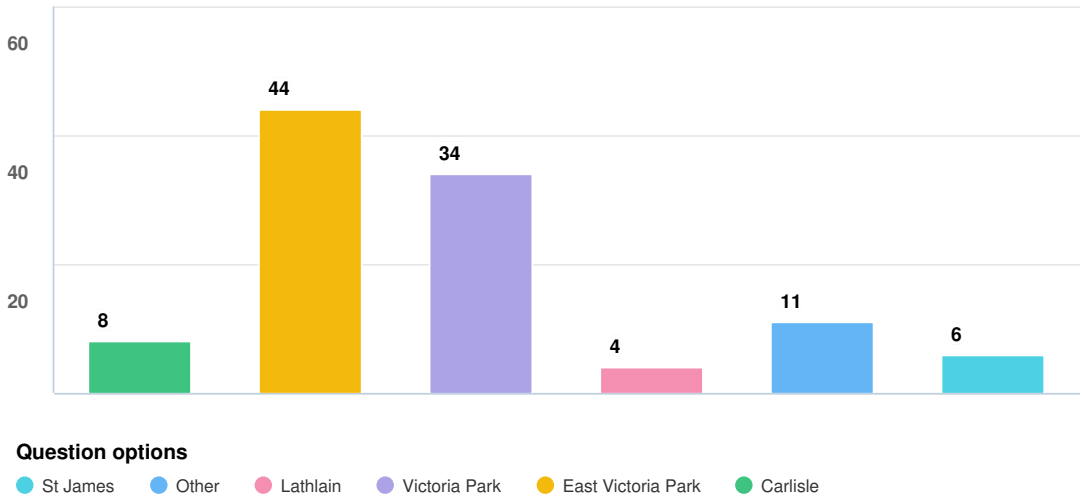
What is your age?



Optional question (105 response(s), 2 skipped)

Question type: Checkbox Question

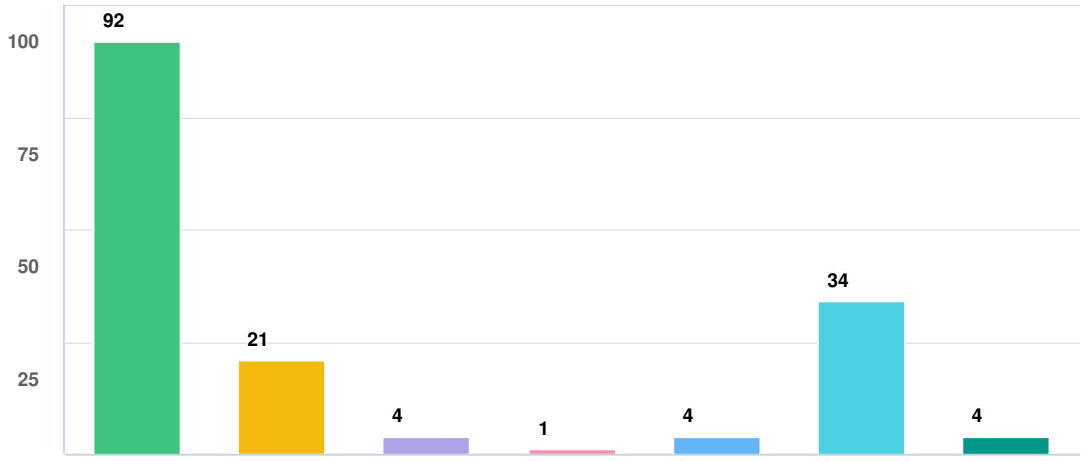
What is your suburb of residence?



Mandatory Question (107 response(s))

Question type: Checkbox Question

What is your relationship to the area? (tick all that applies)



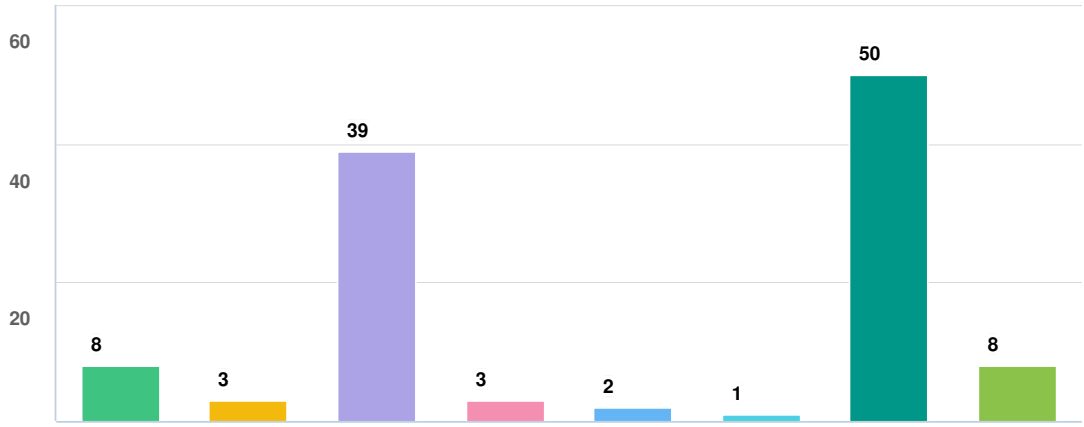
Question options

Other | I play sport or recreation in the Town | I am a local visitor | I study in the Town | I own a local business | I work in the Town | I live in the Town

Optional question (107 response(s), 0 skipped)

Question type: Checkbox Question

What has been your involvement in the Macmillan Precinct Masterplan project?



Question options

I am a Town Officer
I have not been involved
I completed a submission on the Community Charter document
I am a member of the Macmillan Precinct Working Group
Attended a meeting/interview as a main stakeholder
Completed the online/hard copy survey
Participated in the vision workshop
Attended a listening post

Optional question (105 response(s), 2 skipped)

Question type: Checkbox Question

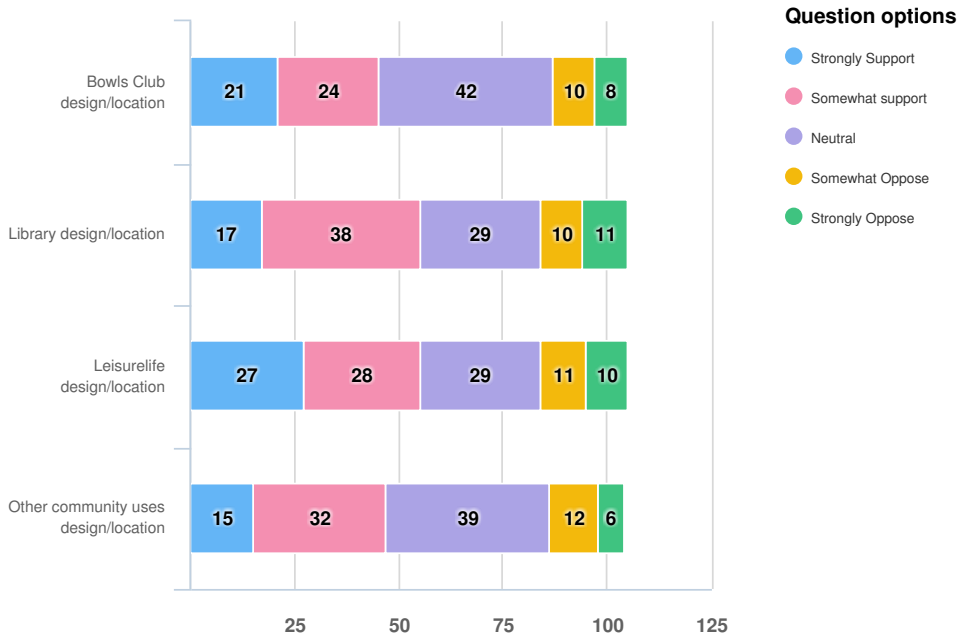
There are a number of shared elements between all scenarios which reflect community feedback. What do you think about these...



Optional question (107 response(s), 0 skipped)

Question type: Likert Question

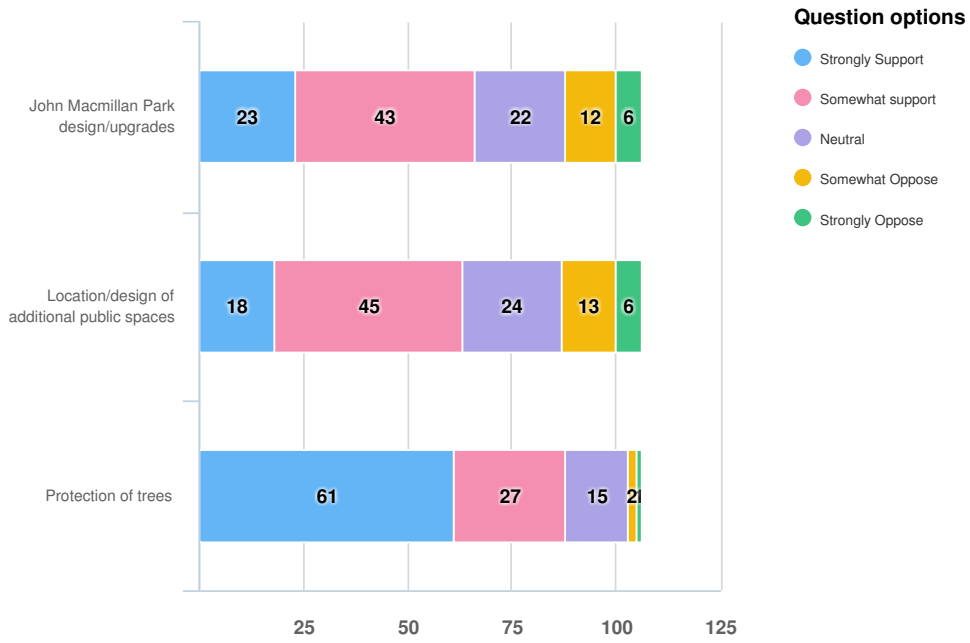
What do you think about the Community Facility ideas in Scenario 1?



Optional question (105 response(s), 2 skipped)

Question type: Likert Question

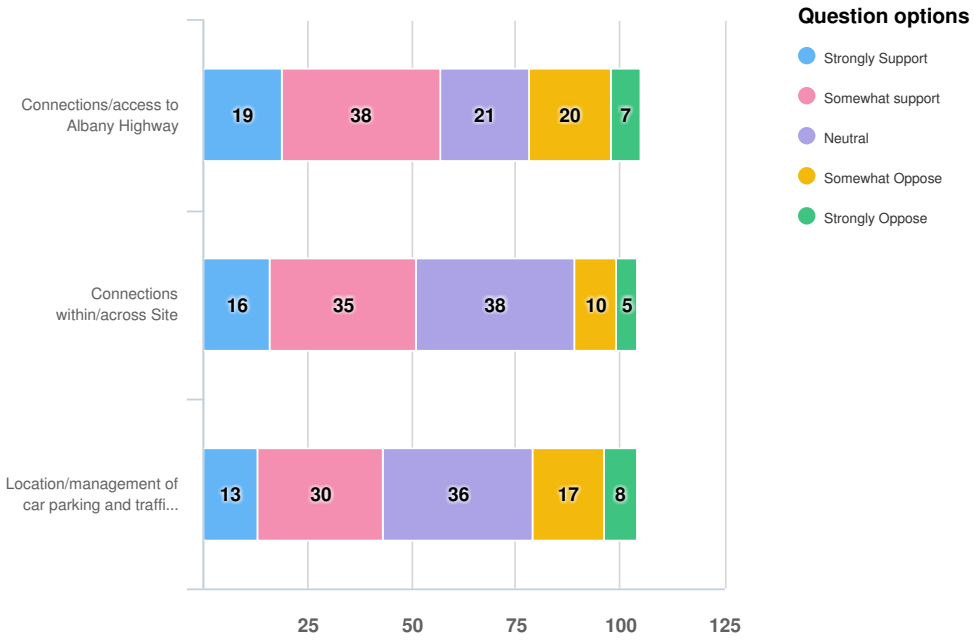
What do you think about the Public Open Space ideas in Scenario 1?



Optional question (106 response(s), 1 skipped)

Question type: Likert Question

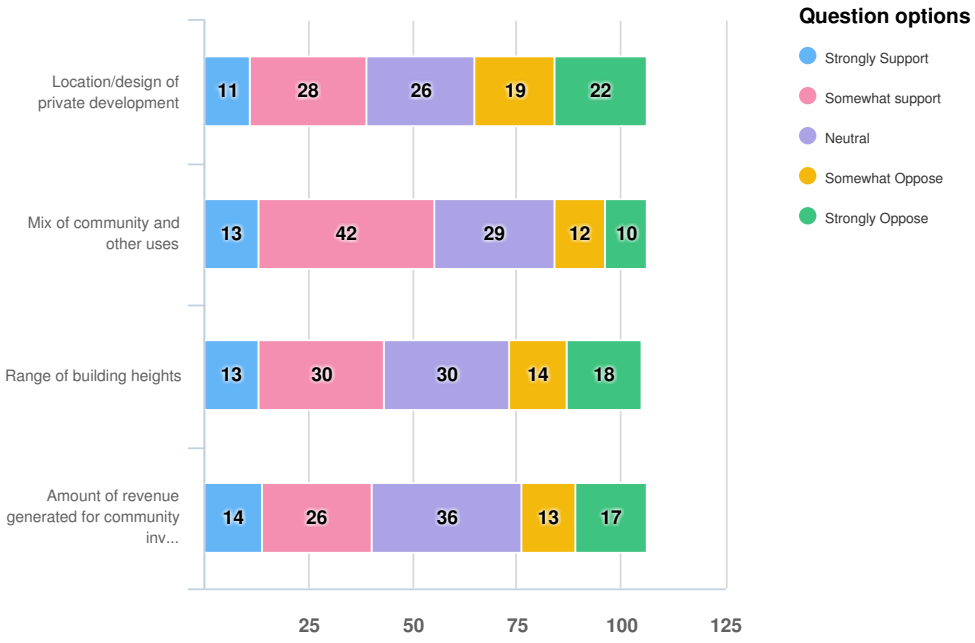
What do you think about the Access/Connectivity ideas in Scenario 1?



Optional question (105 response(s), 2 skipped)

Question type: Likert Question

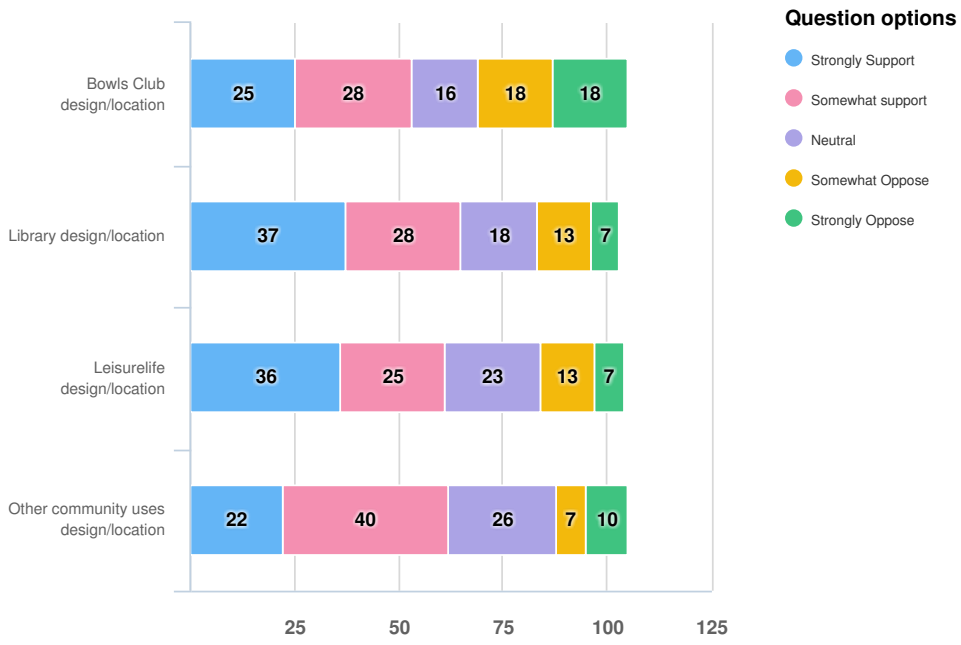
What do you think about the Other Use/Development ideas in Scenario 1?



Optional question (106 response(s), 1 skipped)

Question type: Likert Question

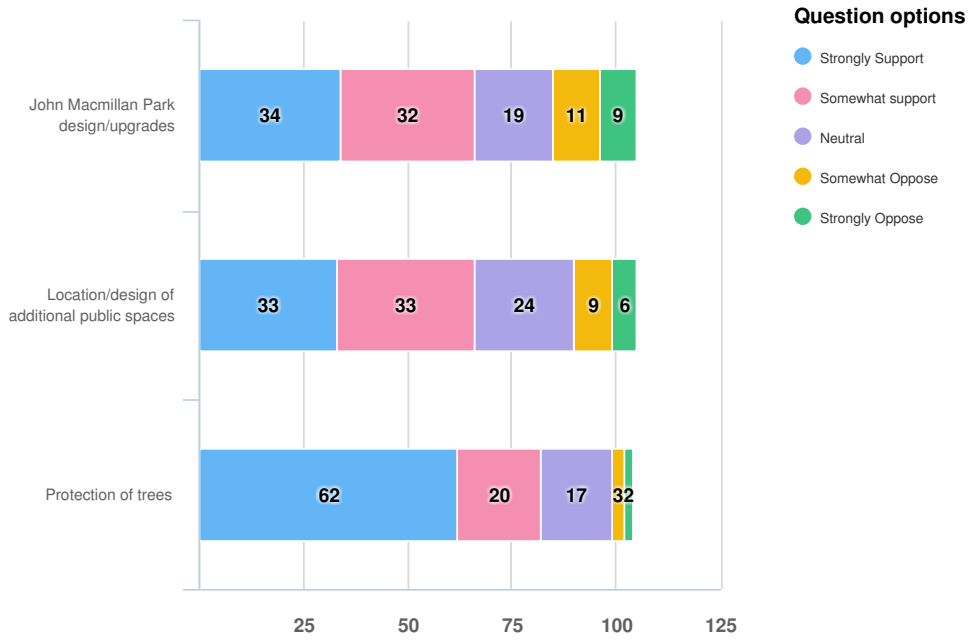
What do you think about the Community Facilities ideas in Scenario 2?



Optional question (105 response(s), 2 skipped)

Question type: Likert Question

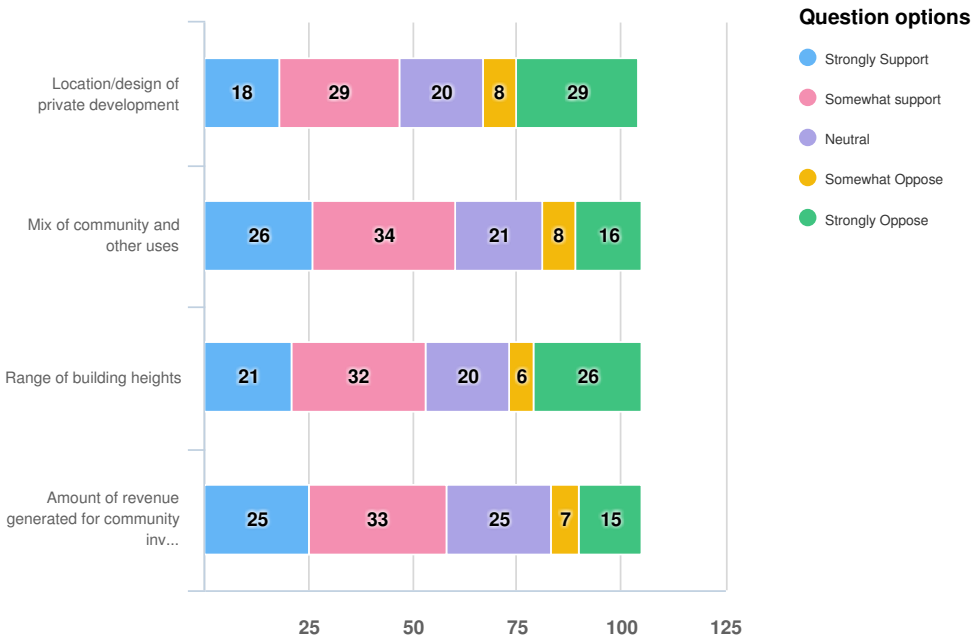
What do you think about the Public Open Space ideas in Scenario 2?



Optional question (105 response(s), 2 skipped)

Question type: Likert Question

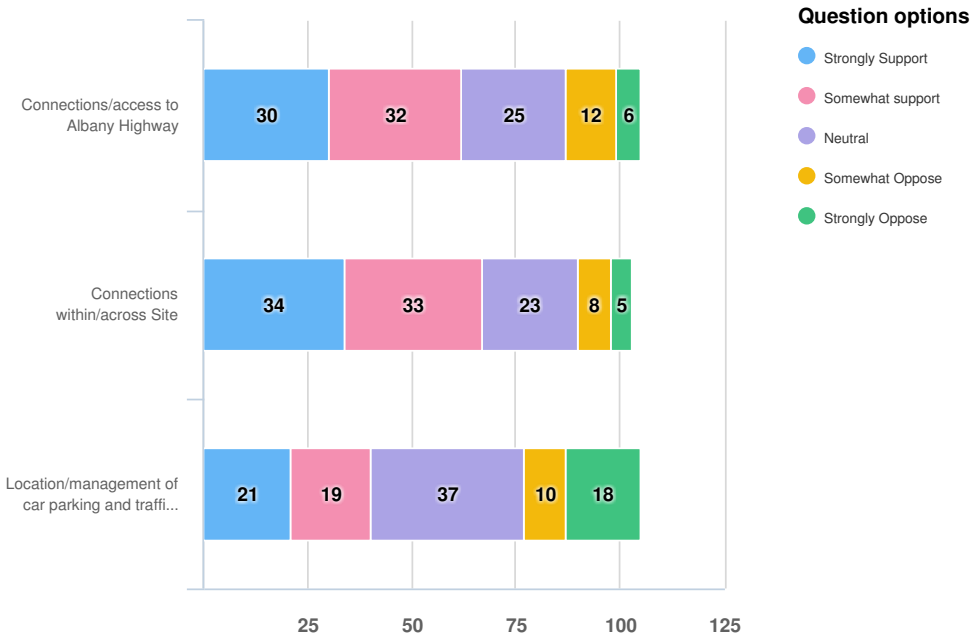
What do you think about the Other Use/Development ideas in Scenario 2?



Optional question (105 response(s), 2 skipped)

Question type: Likert Question

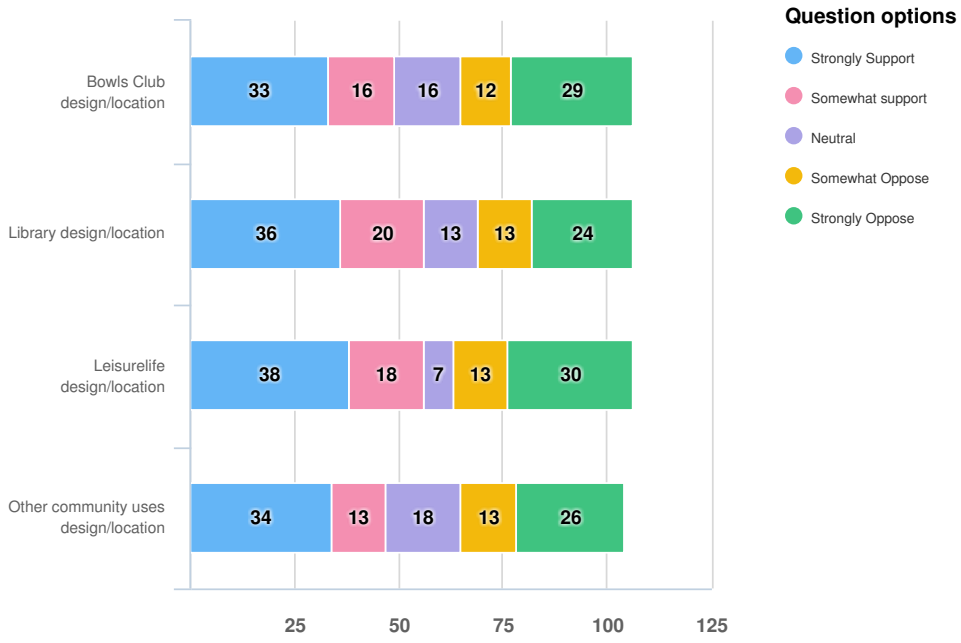
What do you think about the Access/Connectivity ideas in Scenario 2?



Optional question (105 response(s), 2 skipped)

Question type: Likert Question

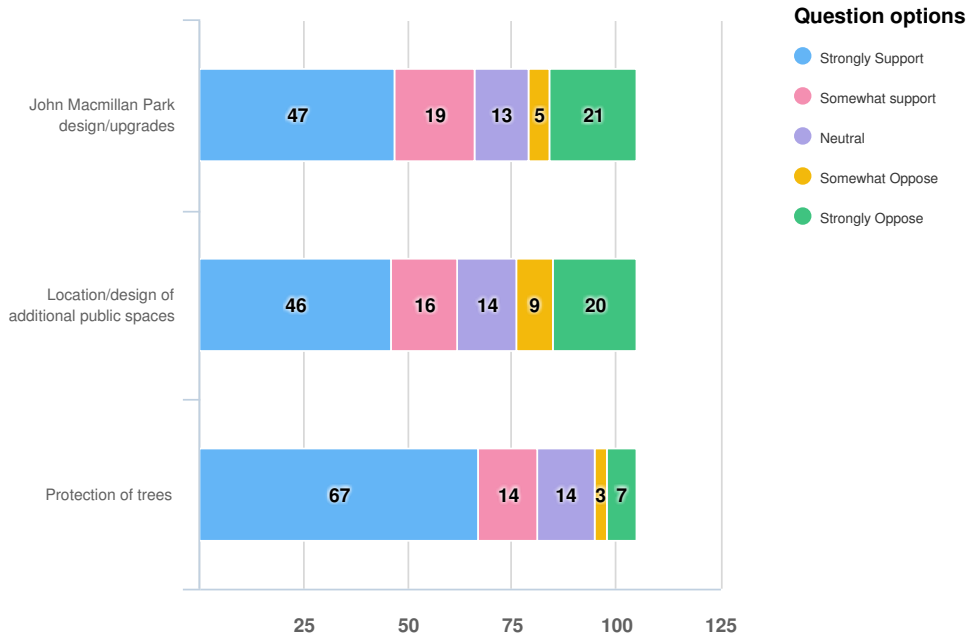
What do you think about the Community Facilities ideas in Scenario 3?



Optional question (106 response(s), 1 skipped)

Question type: Likert Question

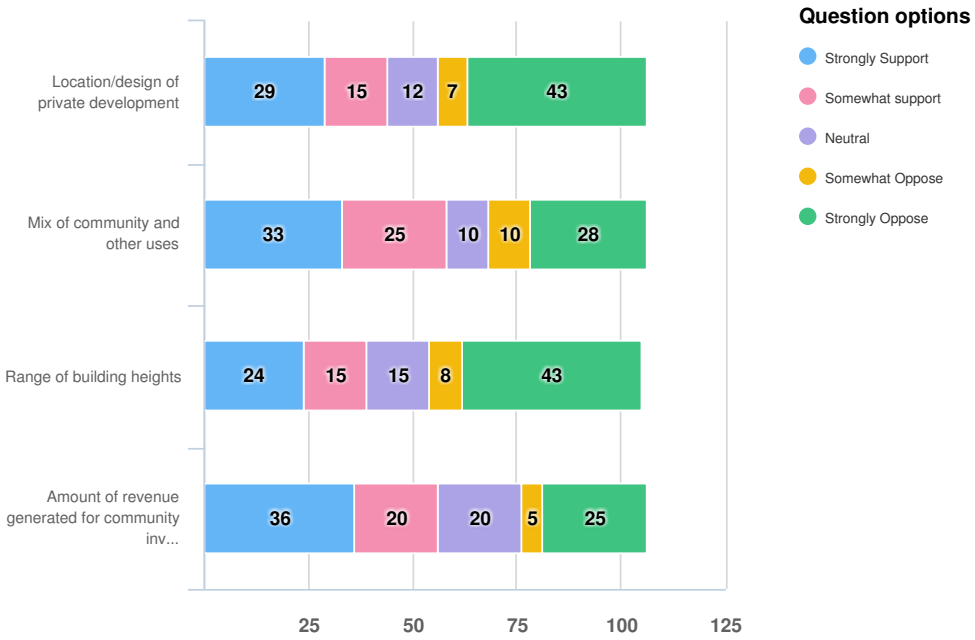
What do you think about the Public Open Space ideas in Scenario 3?



Optional question (105 response(s), 2 skipped)

Question type: Likert Question

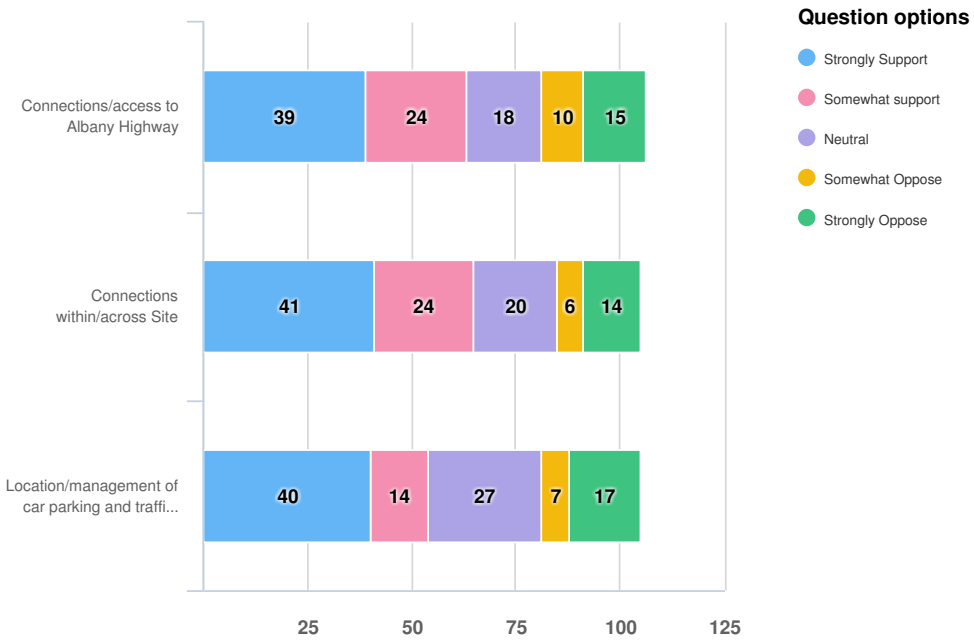
What do you think about the Other Use/Development ideas in Scenario 3?



Optional question (106 response(s), 1 skipped)

Question type: Likert Question

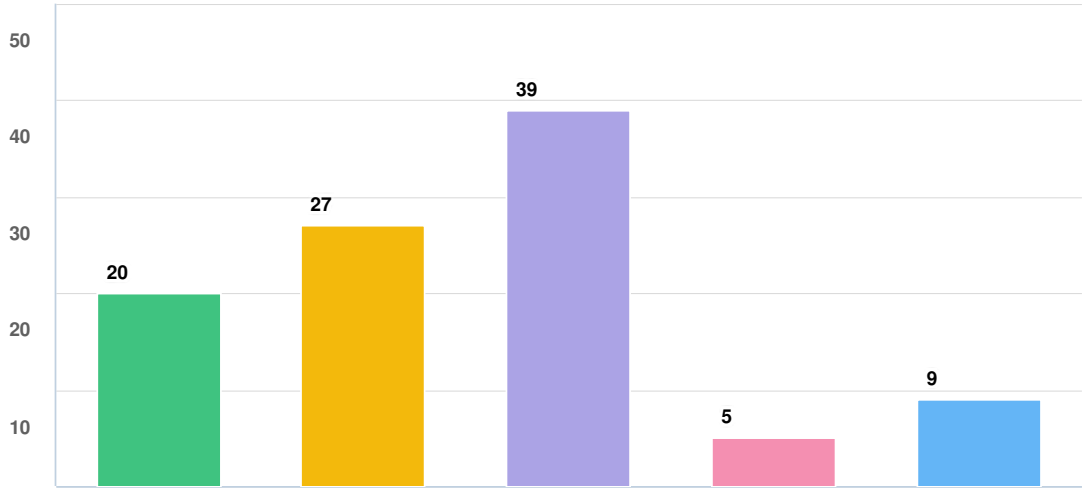
What do you think about the Access/Connectivity ideas in Scenario 3?



Optional question (106 response(s), 1 skipped)

Question type: Likert Question

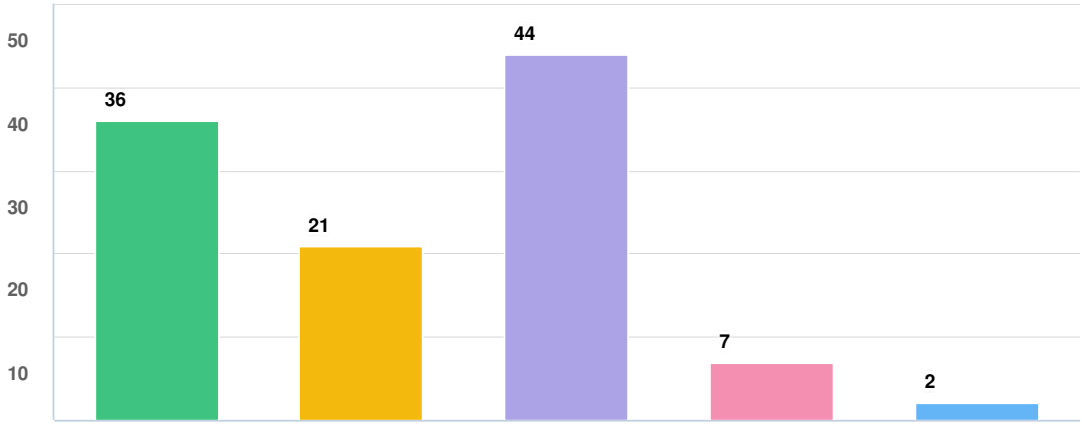
In collaboration with our community and local stakeholders, a Macmillan Precinct Community Charter was been developed. Whic...



Optional question (100 response(s), 7 skipped)

Question type: Checkbox Question

The different scenarios each explore differing levels of expenditure and funding. How would you like to see the Town approa...



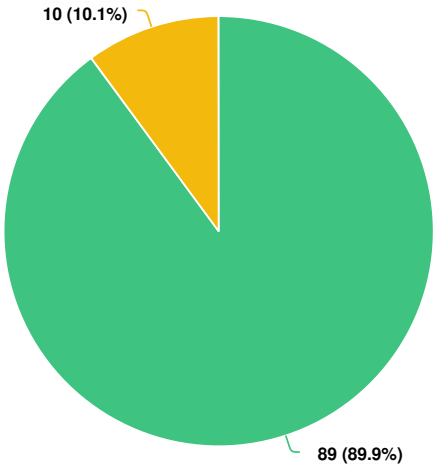
Question options

- Other
- I'm not too sure on this question
- Balance sale of Council land with other revenue sources to fund facilities
- Utilise sale of Council land to maximise revenue for investment in community facilities
- Minimise sale of Council land, rely on existing rates, general revenue, borrowings to fund facilities

Optional question (106 response(s), 1 skipped)

Question type: Checkbox Question

Would you like to be kept informed as the project progresses?



Question options

No Yes

Optional question (99 response(s), 8 skipped)

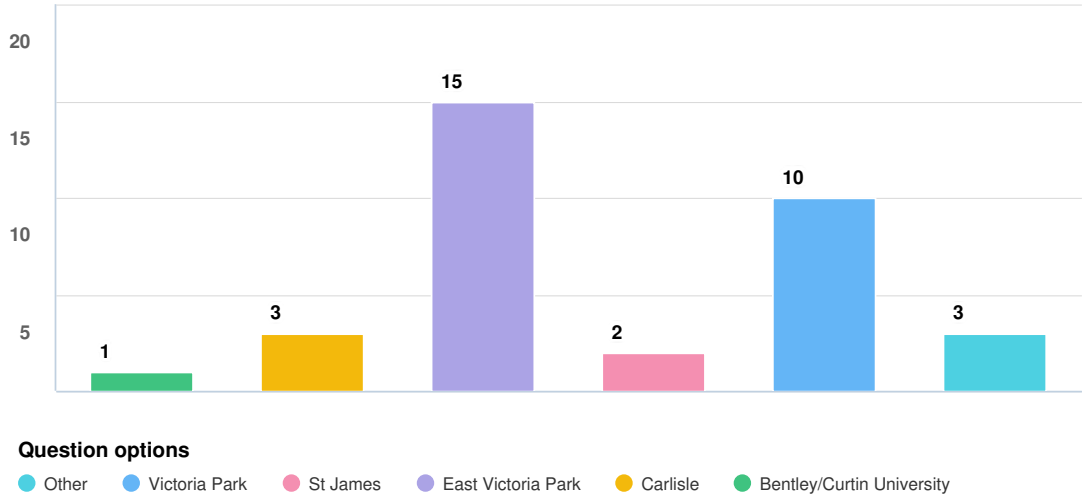
Question type: Dropdown Question

ENGAGEMENT TOOL: SURVEY TOOL

Submission form

Visitors 59	Contributors 34	CONTRIBUTIONS 34

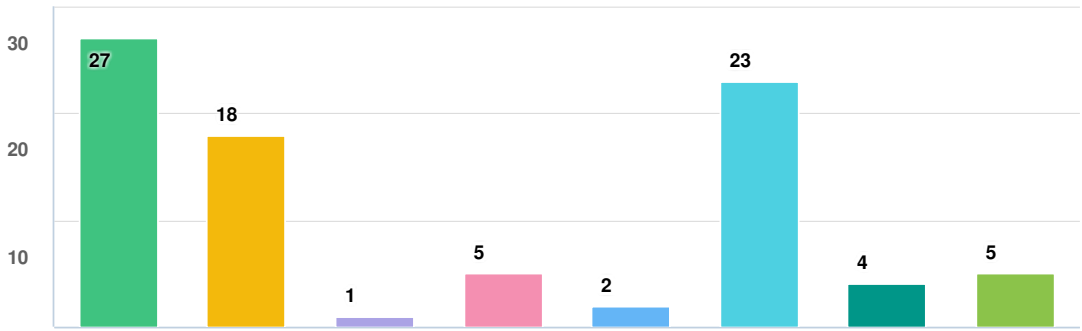
Suburb



Mandatory Question (34 response(s))

Question type: Checkbox Question

What is your primary interest in this project? Please select all that apply



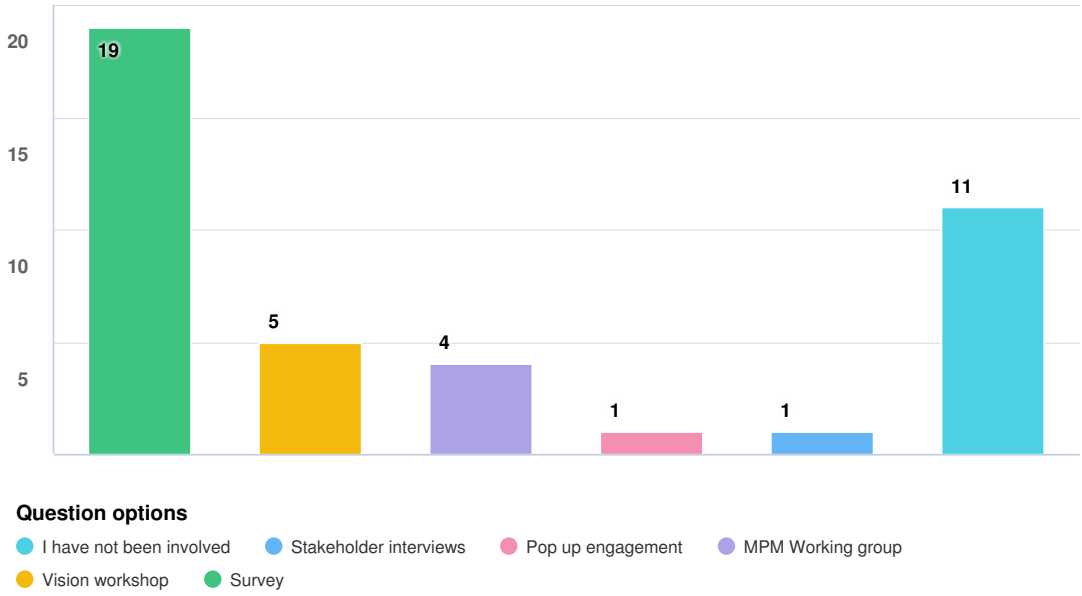
Question options

Other | I live in a neighbouring council area | I eat and drink in the Town of Victoria Park | I go to school in the Town of Victoria Park | I work in the Town of Victoria Park | Business owner/operator | Ratepayer | Resident

Mandatory Question (34 response(s))

Question type: Checkbox Question

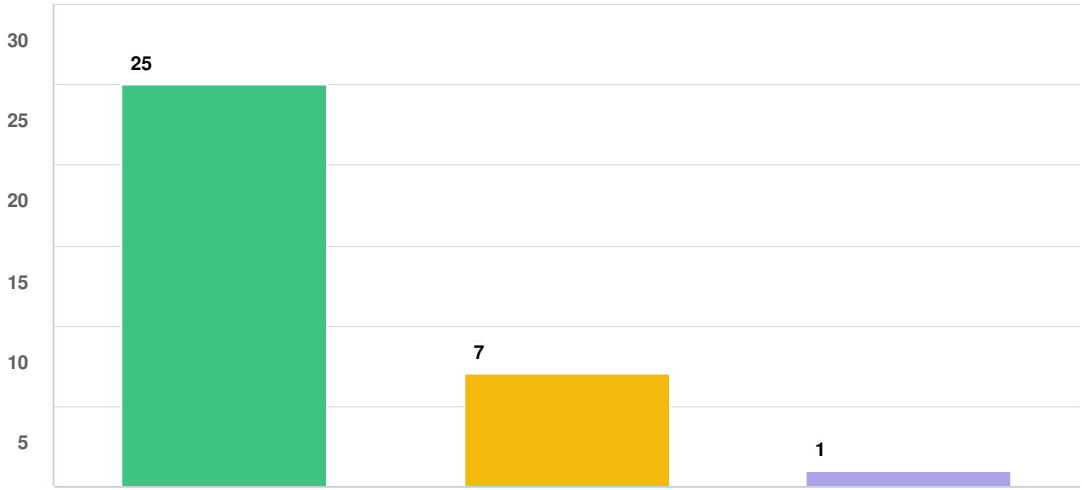
What has been your involvement in this project



Optional question (33 response(s), 1 skipped)

Question type: Checkbox Question

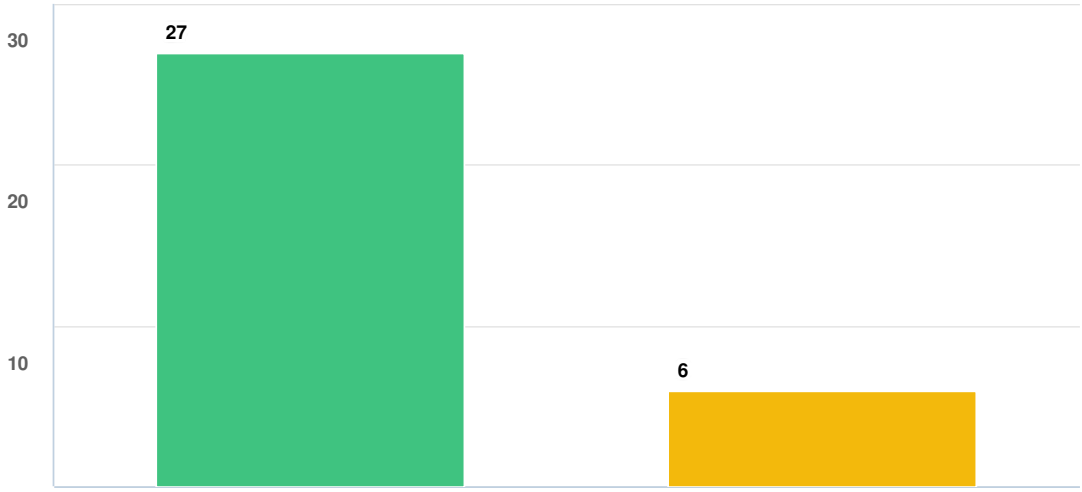
Do you think this approach captures the vision and guiding principles of the Community Charter?



Optional question (33 response(s), 1 skipped)

Question type: Checkbox Question

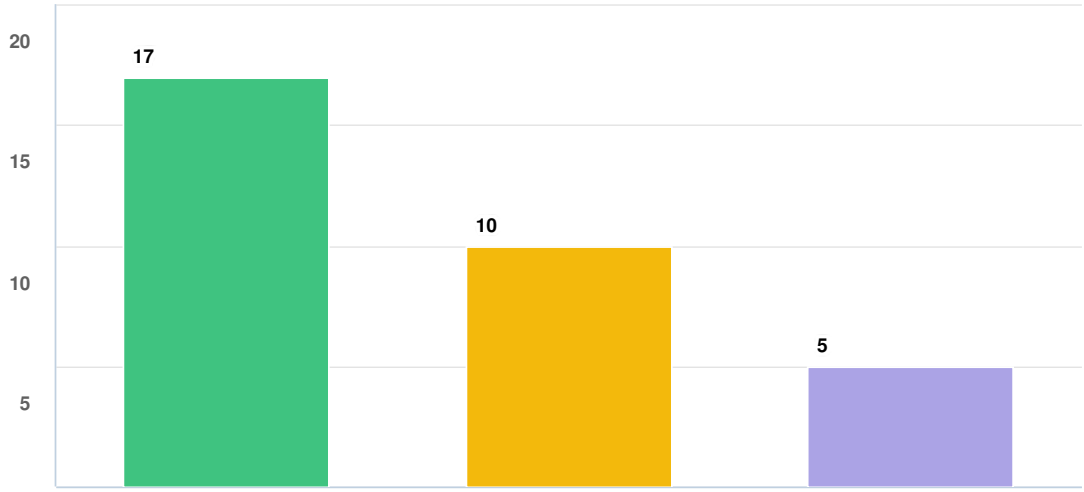
Do you think this approach captures the vision and guiding principles of the Community Charter?



Optional question (33 response(s), 1 skipped)

Question type: Checkbox Question

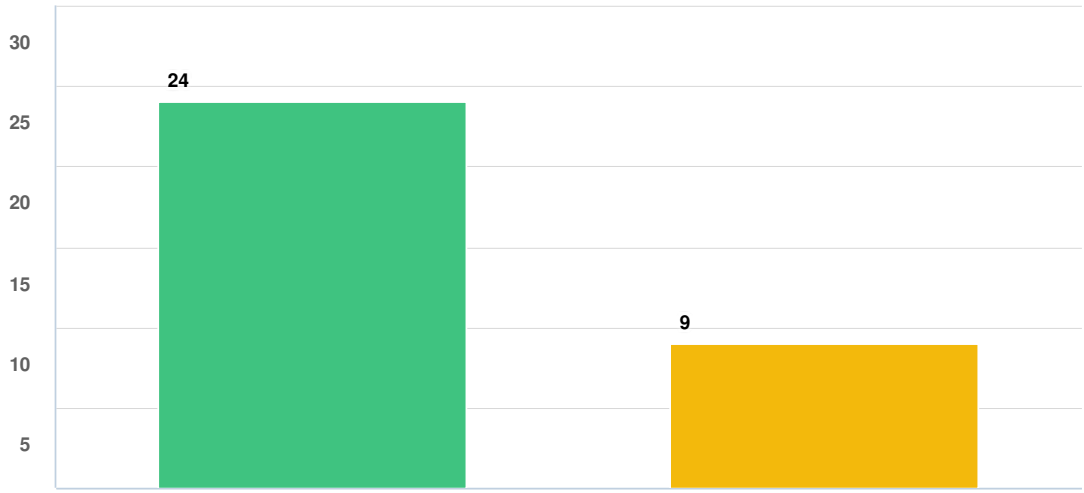
Do you think this approach captures the vision and guiding principles of the Community Charter?



Optional question (32 response(s), 2 skipped)

Question type: Checkbox Question

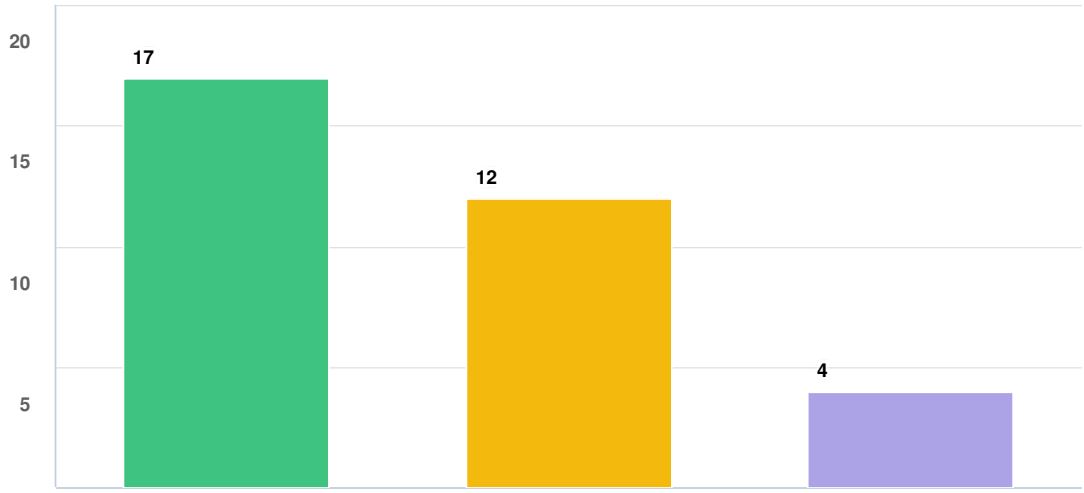
Do you think this approach captures the vision and guiding principles of the Community Charter?



Optional question (33 response(s), 1 skipped)

Question type: Checkbox Question

What is your position in relation to the draft concept?



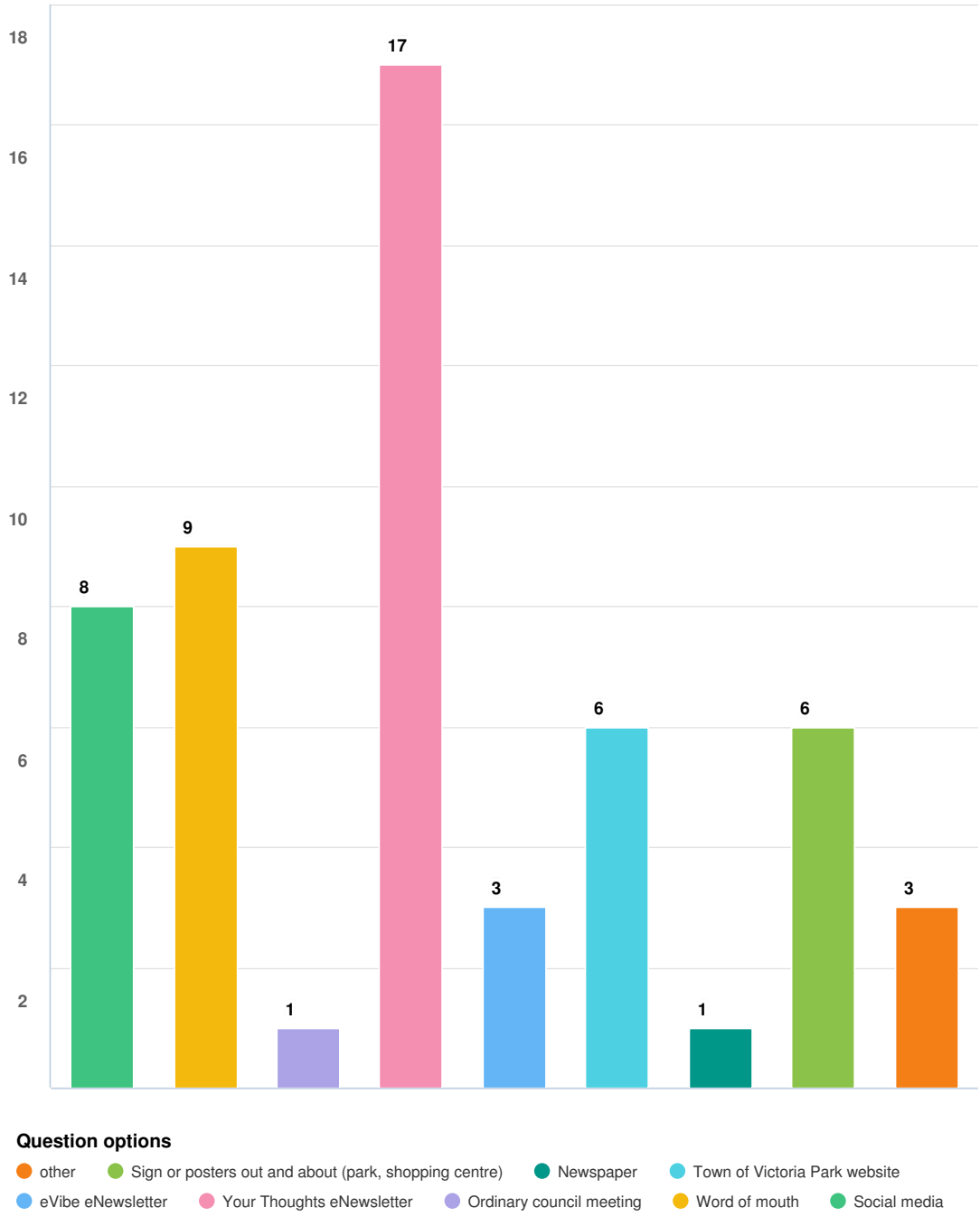
Question options

I oppose the draft concept
I support the draft concept but have some concerns
I support the draft concept

Optional question (33 response(s), 1 skipped)

Question type: Checkbox Question

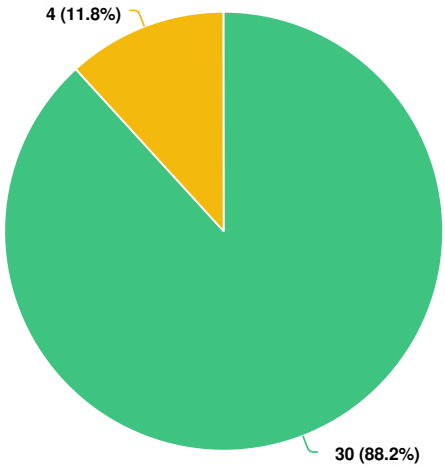
How did you hear about the Macmillan Precinct Masterplan?



Optional question (34 response(s), 0 skipped)

Question type: Checkbox Question

Would you like to be kept informed of the outcome of this project?



Question options

No Yes

Optional question (34 response(s), 0 skipped)

Question type: Dropdown Question

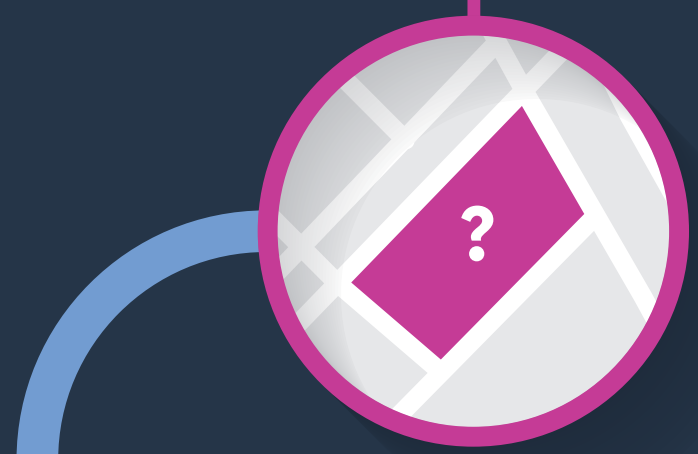
Macmillan Precinct Concept Plan – draft Community Charter public submission summary

No.	What has been your involvement in the Macmillan Precinct Masterplan project?	Please share your feedback on the draft Community Charter. What did you like about it or what do you think could be improved?	Additional comments
1	Participated in the vision workshop, Completed the online survey	I liked it. I always think shorter is better... But hard to see where you could edit it though! It covers a lot of what was discussed in the workshop I attended and comments I left and saw on the online map survey. It feels representative, nice job.	*No Response*
2	I have not been involved	The 'charter' is somewhat overblown and full of jargon - a hazard of contracting consultants, I suspect. The most useful paragraph is one of the last: 'Key findings include the Library and Green Space being the most important community assets, a strong desire to see existing community services maintained on site and a recognition of the need for long-term planning to be financially sustainable'. In short, people like the precinct pretty much as it is, esp the green space and trees, and want more of the same, with an upgrade and/or increase of the practical resources provided by community buildings. I found almost all other paragraphs in this report to be too general and too cliche-ridden to usefully inform practical, costed planning for actual, tangible community resources. Or is that still to come? Thank you for the opportunity to comment.	I would would like to see the bowling club relocated to another part of the town and the land freed up for extension of the existing park/trees with a functional corridor through to Albany Highway - and onto which the various community buildings along Kent Street could open, have access, share meeting spaces, and encourage people into the community corridor/park. I also envisage apartments up to say ?five stories over the rec centre building (sale could pay for upgrading the rest of the precinct?)
3	Participated in the vision workshop, Completed the online survey	I generally like that it acknowledged the value of green space and the need for inclusive spaces but not sure that the pictures reflect the diversity. There were very 'white'. Given we need to be inclusive of our indigenous community i would like to see acknowledgement not just in the historical perspective but continuing to include them in achieving the vision and feel welcomed in the space.	Generally happy and hopefully the rest of the collaboration will continue in this direction
4	Completed the online survey	*No Response*	*No Response*
5	I have not been involved	*No Response*	Our main concern is that there is absolutely no decrease in the area of green open space. Over time, buildings will come and go, however, once green open space is gone it will be prohibitively expensive to to get back, ie it is gone for ever. Green open space is vital now, but in 50, 100 years it will be rare around Perth and yet essential for the well being of the people in the community. We do all our shopping and use the Leisure Life Centre and Library frequently. They are great facilities as they are now. Please do not sacrifice Macmillan Park, or the trees around it, to expand these facilities or any other facilities. If it is believed that they need expanding, then go up, not out. The extra expense to go up, will be nothing compared to the real cost of

			sacrificing yet another green space, as is happening all over the metro area for seeming advantage which at best will only be short term - and is extremely short sighted. Almost nothing else matters in the longer term, (where we should be looking), because it will rectifiable relatively easily. But loss of central green space will never be rectified and the Council will be remembered for their lack of foresight. Thank you;
6	Participated in the vision workshop	It is a comprehensive report on our discussion and gives an accurate account of our workshop. We understand that we have an aging infrastructure that needs to be brought up to standards and a compromise needs to happen, like giving up a little of the green space. Plan to accommodate new infrastructure, that is able to be of mixed use for different groups and activities.	B5. Sustainable and future proof building design. (Build it with strength and durability, not with an end date like the buildings there at the moment as it needs to be replaced because of maintenance issues.)
7	Completed the online survey	I like the intention to keep the green space and that fact that the community has indicated that the library is a key feature. At present the library is under-resourced and under utilised. A more comprehensive and service-oriented library, integrated the the broader MacMillan precinct would be great. I love the community uses of the green space such as the farmer's market and music performances - the new space should augment these uses without losing the green space. I think integrating the space with Albany Highway is paramount - the fenced-off bowls club currently presents a very disruptive barrier between the green space and the highway. I love the idea of improved pedestrian and cycle access, but again this needs to be balanced with the green space. I love the idea of including Aboriginal place and history information in a discover-able manner. I imagine something similar to King's Park where this is done very well. There are groups of Aboriginal people who periodically use the space for socialising - it would be a travesty if they did not feel comfortable or did not use the redeveloped space.	While the adventure playground is nice, as a parent of young children I would like to see more conventional play equipment as well - it gets utilised far more. I love the existing sports equipment such as the basketball ring and table-tennis table. More of this would be great.

Macmillan Precinct Masterplan

Where to next?



2020 onwards

The project lifecycle enters detailed planning and approval stage

Your feedback guides our next steps:

We redefined your feedback into a concept report for Council to approve.

We present to Council:

Nov: we present our concept report, with next steps for masterplan development, for Council approval.

2021

We'll continue to engage with you:

We will invite community members and key stakeholders to let us know your thoughts on the masterplan throughout the process.

We're also working on inputs into the masterplan:

Detailed planning for Leisurelife and library and other community services on site, landscaping, traffic and parking, built form principles, scenarios for Town's administration and civic functions.

2020–2021

Then we develop the masterplan:

We're heads down on masterplan development. Like all development plans, it takes time!

2021

Your feedback helps us achieve together:

Following public comment, we analyse feedback and provide a report back to Council for approval to proceed to the next stage.

We come up with a Business Delivery Case:

At the end of the masterplan we will begin the preparation of business options on how we could facilitate the delivery of the Macmillan Precinct Masterplan.

2021

We progress through a planning development lifecycle:

Following the masterplan approval, we'll navigate the planning process required to undertake development.

Find out more at
yourthoughts.victoriapark.wa.gov.au

Town of Victoria Park | Your Thoughts

Payment	Date	Payee	Description	Amount
Municipal Fund Bank Account				
Cancelled Payments				
Creditors EFT Payments				
1779.6536-01	4-Feb-21	JCT Consultancy Limited	********** C A N C E L L E D ******	540.00
			Total Creditors EFT Payments	**540.00**
Non Creditors Cheques				
00608830	11-Feb-21	Mr T E Simpson	********** C A N C E L L E D ******	607.31
00608828	11-Feb-21	Mrs F A Newey	********** C A N C E L L E D ******	738.30
00608829	11-Feb-21	R M Smythe & A D Smythe	********** C A N C E L L E D ******	664.19
			Total Non Creditors Cheques	**2,009.80**
Payments				
Creditors Cheques				
00608827	11-Feb-21	Gaming and Wagering Commission of W	Bingo Costs	172.28
00608834	25-Feb-21	Gaming and Wagering Commission of W	Bingo Costs	327.48
00608835	25-Feb-21	RevenueWA	Financial Services	1.55
			Total Creditors Cheques	**501.31**
Creditors EFT Payments				
1785.3907-01	11-Feb-21	1300TEMPFENCE	Equipment Hire	732.60
1788.3907-01	18-Feb-21	1300TEMPFENCE	Equipment Hire	303.60
1785.1328-01	11-Feb-21	Abco Products Pty Ltd	Cleaning Services and Equipment	563.60
1788.1328-01	18-Feb-21	Abco Products Pty Ltd	Cleaning Services and Equipment	491.08
1793.1328-01	25-Feb-21	Abco Products Pty Ltd	Cleaning Services and Equipment	22.37
1779.352-01	4-Feb-21	ABCorp Australasua Pty Ltd Trading	Printing Services	2,574.00
1779.3400-01	4-Feb-21	Academy Services (WA) Pty Ltd	Cleaning Services and Equipment	7,340.20
1785.3400-01	11-Feb-21	Academy Services (WA) Pty Ltd	Cleaning Services and Equipment	7,340.20
1793.9-01	25-Feb-21	ACMV Design Consultants	Design and Drafting Services	3,025.00
1793.1513-01	25-Feb-21	AD Engineering International Pty Lt	Equipment Supply and Repair	528.00
1788.1112-01	18-Feb-21	AFMA	Membership and Subscription	465.00
1788.3103-01	18-Feb-21	Aha Consulting	Community Engagement Services	572.00
1793.5349-01	25-Feb-21	Akolade Pty Ltd	Conference and Workshop Enrolment	2,528.90
1788.6570-01	18-Feb-21	All Fencing Perth	Fencing	3,300.00
1793.6619-01	25-Feb-21	All The Lights	Event Performance and Activity	400.00
1793.570-01	25-Feb-21	Allflow Industrial	Machinery Servicing and Parts	935.45
1793.2937-01	25-Feb-21	Allied Forklifts Pty Ltd	Equipment Supply and Repair	681.18
1785.279-01	11-Feb-21	Ampol Australia Petroleum Pty Ltd	Fuel and Oils	6,788.19
1793.6996-01	25-Feb-21	Antz Cafe	Community Grant	247.50
1779.4093-01	4-Feb-21	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	5,486.80
1785.4093-01	11-Feb-21	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	5,655.10
1779.4923-01	4-Feb-21	Area 5 Football Pty Ltd	Equipment Supply and Repair	1,650.00
1785.662-01	11-Feb-21	Asphaltech Pty Ltd	Road Construction Materials and Services	161,172.07
1793.1856-01	25-Feb-21	Assetic Australia Pty Ltd	Audit Services - Engineering	81,326.30
1788.3102-01	18-Feb-21	ATI-Mirage	Training Services	544.50
1788.271-01	18-Feb-21	Australasian Performing Right	Licencing and Subscriptions	2,141.72
1779.272-01	4-Feb-21	Australia Day Council of WA	Membership and Subscription	26.00
1793.272-01	25-Feb-21	Australia Day Council of WA	Membership and Subscription	2.00
1788.273-01	18-Feb-21	Australia Post	Postage Services	9,120.27
1779.1158-01	4-Feb-21	Australian Hvac Services	Equipment Supply and Repair	2,880.36
1788.1158-01	18-Feb-21	Australian Hvac Services	Equipment Supply and Repair	1,416.64
1779.1995-01	4-Feb-21	Australian Office Leadingbrands.com	Office Supplies	400.42
1781.50-01	4-Feb-21	Australian Service Union	Superannuation	25.90
1789.50-01	22-Feb-21	Australian Service Union	Superannuation	25.90
1781.98000-0	4-Feb-21	Australian Taxation Office	Taxation	168,429.00
1789.98000-0	22-Feb-21	Australian Taxation Office	Taxation	172,279.00
1779.3881-01	4-Feb-21	AWB Building Co	Facility Maintenance Services	773.45
1785.3881-01	11-Feb-21	AWB Building Co	Facility Maintenance Services	5,039.10
1788.3881-01	18-Feb-21	AWB Building Co	Facility Maintenance Services	2,021.32
1793.3881-01	25-Feb-21	AWB Building Co	Facility Maintenance Services	14,907.89
1785.6684-01	11-Feb-21	Battery World Maddington	Equipment Supply and Repair	31.96
1779.4665-01	4-Feb-21	Baxters Pty Ltd	Machinery Servicing and Parts	191.40
1788.4665-01	18-Feb-21	Baxters Pty Ltd	Machinery Servicing and Parts	19.80
1779.280-01	4-Feb-21	Beaver Tree Services	Landscaping Materials and Services	55,565.18
1785.280-01	11-Feb-21	Beaver Tree Services	Landscaping Materials and Services	34,360.47

Payment	Date	Payee	Description	Amount
1788.280-01	18-Feb-21	Beaver Tree Services	Landscaping Materials and Services	11,486.67
1793.6363-01	25-Feb-21	Bespoke Kitchen By Barista HQ Perth	Catering and Refreshments	250.00
1786.7147-01	11-Feb-21	BGC Residential Pty Ltd	Refund - Debtor Overpayment	166.65
1779.409-01	4-Feb-21	Bidfood WA Pty Ltd	Resale Inventory	309.76
1785.409-01	11-Feb-21	Bidfood WA Pty Ltd	Resale Inventory	954.04
1793.409-01	25-Feb-21	Bidfood WA Pty Ltd	Resale Inventory	221.20
1779.5155-01	4-Feb-21	Bin Bath Corporation Pty Ltd	Waste Management Services	225.94
1785.5155-01	11-Feb-21	Bin Bath Corporation Pty Ltd	Waste Management Services	147.73
1793.4992-01	25-Feb-21	Bloomin Box Company	Flowers	131.00
1788.6925-01	18-Feb-21	Blue Tan (WA) P/L t/a The Reef Unit	Landscaping Materials and Services	27,500.00
1779.287-01	4-Feb-21	BOC Limited	Equipment Supply and Repair	887.32
1785.287-01	11-Feb-21	BOC Limited	Equipment Supply and Repair	205.32
1785.333-01	11-Feb-21	Boral Construction Materials Group	Road Construction Materials and Services	543.62
1779.6819-01	4-Feb-21	Boyan Electrical Services	Electrical Services and Maintenance	88.00
1794.2093-01	26-Feb-21	BP Australia Pty Ltd	Fuel and Oils	3,639.93
1779.290-01	4-Feb-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	474.69
1785.290-01	11-Feb-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	247.41
1788.290-01	18-Feb-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	526.22
1793.290-01	25-Feb-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	403.67
1779.7129-01	4-Feb-21	CA Management Services Pty Ltd	Software and IT Solutions	8,000.00
1785.300-01	11-Feb-21	Carlisle Events Hire Pty Ltd	Equipment Hire	1,837.00
1783.1503-01	9-Feb-21	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	27,855.19
1785.1503-01	11-Feb-21	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	9,197.10
1788.1503-01	18-Feb-21	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	1,364.02
1793.1503-01	25-Feb-21	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	18,496.39
1779.3532-01	4-Feb-21	CCR Commerical Pty Ltd	Equipment Supply and Repair	5,500.00
1785.6797-01	11-Feb-21	CelloPark Australia Pty Ltd	Parking Management Services	550.00
1793.303-01	25-Feb-21	Chamber of Commerce & Industry	Licencing and Subscriptions	139.00
1793.7182-01	25-Feb-21	Churro Central W.A. Pty Ltd	Catering and Refreshments	670.00
1779.1044-01	4-Feb-21	City of Armadale	Printing Services	139.71
1785.1044-01	11-Feb-21	City of Armadale	Printing Services	593.13
1793.1044-01	25-Feb-21	City of Armadale	Printing Services	433.80
1785.311-01	11-Feb-21	City of Belmont	Local Government Services	7,613.71
1785.369-01	11-Feb-21	City of Perth	Local Government Services	452.71
1782.57-01	5-Feb-21	City of Perth Superannuation Plan	Superannuation	1,565.47
1785.511-01	11-Feb-21	City Subaru	Plant Supply and Servicing	3,351.05
1793.3792-01	25-Feb-21	City Toyota	Transport Services	26,825.82
1779.466-01	4-Feb-21	Civica Pty Ltd	Software and IT Solutions	264.00
1785.466-01	11-Feb-21	Civica Pty Ltd	Software and IT Solutions	8,059.70
1793.466-01	25-Feb-21	Civica Pty Ltd	Software and IT Solutions	13,037.97
1785.483-01	11-Feb-21	Cleanaway	Waste Management Services	178,986.00
1785.5267-01	11-Feb-21	Cleanaway Daniels Services Pty Ltd	Waste Management Services	103.96
1788.629-01	18-Feb-21	Clever Patch Pty Ltd	Library Equipment and Stock	201.67
1785.2965-01	11-Feb-21	Cobble Stone Concrete Pty Ltd	Road Construction Materials and Services	23,019.99
1786.7149-01	11-Feb-21	CocoaNRose Welshpool	Community Grant	1,000.00
1785.2588-01	11-Feb-21	Coles Supermarket Australia Pty Ltd	Groceries	227.40
1793.2588-01	25-Feb-21	Coles Supermarket Australia Pty Ltd	Groceries	31.00
1793.1199-01	25-Feb-21	ColleaguesNagels	Printing Services	4,613.67
1779.413-01	4-Feb-21	Construction Training Fund	Levy Payments	11,228.36
1788.7137-01	18-Feb-21	Contact Point IT Services Pty Ltd	Community Service	77.20
1785.4394-01	11-Feb-21	Contraflow Pty Ltd	Traffic Control Services	1,070.92
1793.689-01	25-Feb-21	Copley Contracting	Road Construction Materials and Services	1,595.00
1785.209-01	11-Feb-21	Coretex Australia Pty Ltd	Software and IT Solutions	435.60
1793.209-01	25-Feb-21	Coretex Australia Pty Ltd	Software and IT Solutions	435.60
1788.2186-01	18-Feb-21	Cornerstone Legal Pty Ltd	Legal Services	1,903.00
1793.2186-01	25-Feb-21	Cornerstone Legal Pty Ltd	Legal Services	343.20
1785.1735-01	11-Feb-21	Covs Parts Pty Ltd	Machinery Servicing and Parts	214.70
1793.1735-01	25-Feb-21	Covs Parts Pty Ltd	Machinery Servicing and Parts	78.05
1781.55-01	4-Feb-21	CSA Employer Services	Superannuation	648.51
1789.55-01	22-Feb-21	CSA Employer Services	Superannuation	648.51
1785.478-01	11-Feb-21	CSP Industries Pty Ltd	Machinery Servicing and Parts	386.90
1793.478-01	25-Feb-21	CSP Industries Pty Ltd	Machinery Servicing and Parts	378.25
1791.7150-01	25-Feb-21	D R Weir	Security Incentive Scheme	170.00
1785.723-01	11-Feb-21	Data#3 Limited	Software and IT Solutions	19,970.88
1793.723-01	25-Feb-21	Data#3 Limited	Software and IT Solutions	157,757.41
1793.4769-01	25-Feb-21	Datacom Systems (AU) Pty Ltd	Software and IT Solutions	132.00

Payment	Date	Payee	Description	Amount
1793.5458-01	25-Feb-21	David Barr	Planning and Building Services	750.00
1779.426-01	4-Feb-21	Daytone Printing Pty Ltd	Printing Services	155.76
1788.426-01	18-Feb-21	Daytone Printing Pty Ltd	Printing Services	248.60
1793.426-01	25-Feb-21	Daytone Printing Pty Ltd	Printing Services	700.70
1793.4369-01	25-Feb-21	Delissimo	Catering and Refreshments	200.00
1785.5435-01	11-Feb-21	Department of Mines, Industry	Levy Payments	13,457.08
1788.4216-01	18-Feb-21	Dienst Consulting	Software and IT Solutions	6,413.00
1787.7174-01	18-Feb-21	Direct Homes WA Pty Ltd	Refund - Application Fee	1,962.00
1785.7118-01	11-Feb-21	Dis-Content	Economic Development Grant	7,440.00
1779.756-01	4-Feb-21	Dormakaba Australia Pty Ltd	Machinery Servicing and Parts	198.00
1779.4697-01	4-Feb-21	Downer EDI Engineering Power Pty Lt	Fire Alarm and Security Services	5,268.38
1779.5226-01	4-Feb-21	Drainflow Services Pty Ltd	Drainage	1,056.00
1793.5226-01	25-Feb-21	Drainflow Services Pty Ltd	Drainage	572.00
1785.1205-01	11-Feb-21	Drive Straight	Machinery Servicing and Parts	660.00
1779.859-01	4-Feb-21	Dulux Australia	Equipment Supply and Repair	460.01
1779.3702-01	4-Feb-21	Dynamic Flame Badminton Club	Kidsport Program	1,140.00
1793.2375-01	25-Feb-21	Dynasty Embroidery (Australia) Pty	Uniforms and Protective Equipment	174.90
1785.1145-01	11-Feb-21	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	676.23
1785.355-01	11-Feb-21	E Fire & Safety	Fire Alarm and Security Services	176.00
1781.3243-01	4-Feb-21	EasiSalary Pty Ltd trading as Expre	Superannuation & Employee Deductions	13,196.15
1789.3243-01	22-Feb-21	EasiSalary Pty Ltd trading as Expre	Superannuation & Employee Deductions	13,196.15
1793.6054-01	25-Feb-21	Emerge Associates	Landscaping Materials and Services	1,144.00
1779.4807-01	4-Feb-21	Enchanted Characters	Event Performance and Activity	1,122.00
1793.6999-01	25-Feb-21	Ensyst Pty Ltd	Software and IT Solutions	4,774.00
1785.4752-01	11-Feb-21	Enzed Welshpool	Equipment Supply and Repair	281.96
1793.4752-01	25-Feb-21	Enzed Welshpool	Equipment Supply and Repair	300.44
1787.7189-01	18-Feb-21	Events Perth	Refund - Bond	3,829.50
1793.7092-01	25-Feb-21	Expo Signage and Digital Pty Ltd	Sign Installation and Supply	792.66
1785.6561-01	11-Feb-21	FE Technologies Pty Ltd	Library Services	42,544.70
1779.541-01	4-Feb-21	Fennell Tyres Inernational Pty Ltd	Tyres	50.00
1785.2197-01	11-Feb-21	Find Wise Location Services	Road Construction Materials and Services	2,649.90
1777.672-01	2-Feb-21	Fines Enforcement Registry	Financial Services	2,387.00
1790.672-01	23-Feb-21	Fines Enforcement Registry	Financial Services	13,090.00
1785.4259-01	11-Feb-21	Flexi Staff Pty Ltd	Agency and Contract Staff	1,189.32
1788.4259-01	18-Feb-21	Flexi Staff Pty Ltd	Agency and Contract Staff	792.88
1779.3191-01	4-Feb-21	Flick Anticimex Pty Ltd	Waste Management Services	744.69
1785.3191-01	11-Feb-21	Flick Anticimex Pty Ltd	Waste Management Services	44.72
1785.3828-01	11-Feb-21	Foost Pty Ltd	Equipment Supply and Repair	104.50
1779.907-01	4-Feb-21	Forpark Australia	Equipment Supply and Repair	1,331.00
1779.4417-01	4-Feb-21	Forum Group Pty Ltd	Printing Services	1,716.78
1785.4417-01	11-Feb-21	Forum Group Pty Ltd	Printing Services	1,265.13
1788.371-01	18-Feb-21	Frazzcon Enterprises	Sign Installation and Supply	2,814.84
1779.7124-01	4-Feb-21	Frogponds Pty Ltd	Economic Development Grant	8,000.00
1779.2701-01	4-Feb-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	123.99
1788.2701-01	18-Feb-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	554.72
1779.1861-01	4-Feb-21	Gabriel Evans	Event Performance and Activity	500.00
1793.6849-01	25-Feb-21	Gavin Burgess	Waste Management Services	242.00
1788.422-01	18-Feb-21	GHD Pty Ltd	Engineering Design	5,256.90
1788.5780-01	18-Feb-21	Go Doors Pty Ltd (T/As Go Doors)	Facility Maintenance Services	430.38
1779.3753-01	4-Feb-21	Go Graphics	Printing Services	429.00
1779.5677-01	4-Feb-21	Green Bunch	Flowers	570.00
1788.5677-01	18-Feb-21	Green Bunch	Flowers	80.00
1785.682-01	11-Feb-21	Green Skills	Agency and Contract Staff	3,756.36
1788.682-01	18-Feb-21	Green Skills	Agency and Contract Staff	2,440.68
1788.1222-01	18-Feb-21	Green's Hiab Service Pty Ltd	Towing Services	198.00
1785.453-01	11-Feb-21	Gronbek Security	Fire Alarm and Security Services	320.12
1788.453-01	18-Feb-21	Gronbek Security	Fire Alarm and Security Services	149.00
1793.453-01	25-Feb-21	Gronbek Security	Fire Alarm and Security Services	813.41
1780.7144-01	4-Feb-21	H2 Conveyancing Pty Ltd	Refund - Rates	512.80
1793.5623-01	25-Feb-21	Hancock Creative Pty Ltd	Training Services	67.90
1785.5683-01	11-Feb-21	Hassell Ltd	Design and Drafting Services	50,633.00
1779.491-01	4-Feb-21	Hays Personal Services	Agency and Contract Staff	4,997.68
1785.491-01	11-Feb-21	Hays Personal Services	Agency and Contract Staff	1,665.90
1788.491-01	18-Feb-21	Hays Personal Services	Agency and Contract Staff	2,221.19
1793.491-01	25-Feb-21	Hays Personal Services	Agency and Contract Staff	2,711.16
1793.314-01	25-Feb-21	Hiway Cycles	Plant Supply and Servicing	164.00

Payment	Date	Payee	Description	Amount
1793.6789-01	25-Feb-21	HWL Ebsworth Lawyers	Legal Services	4,400.00
1793.4979-01	25-Feb-21	Hydroplan	Irrigation Supply and Repair	1,925.00
1785.110-01	11-Feb-21	Hydroquip Pumps	Irrigation Supply and Repair	3,294.50
1793.110-01	25-Feb-21	Hydroquip Pumps	Irrigation Supply and Repair	11,185.00
1788.2251-01	18-Feb-21	IAP2 Australasia	Conference and Workshop Enrolment	242.00
1785.3796-01	11-Feb-21	Iconic Property Services	Cleaning Services and Equipment	17,896.01
1793.3796-01	25-Feb-21	Iconic Property Services	Cleaning Services and Equipment	134.31
1785.6526-01	11-Feb-21	Impact Seed Pty Ltd	Community Service	2,640.00
1785.217-01	11-Feb-21	Interconnect It Solutions	Software and IT Solutions	28,042.00
1785.5903-01	11-Feb-21	InterStream Pty Ltd	Media Services	1,386.00
1785.4837-01	11-Feb-21	Iron Mountain Australia Group Pty L	Record Management Services	1,469.55
1785.7119-01	11-Feb-21	It's Not Plastic Pty Ltd	Office Supplies	293.85
1779.284-01	4-Feb-21	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	154.96
1788.284-01	18-Feb-21	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	199.98
1778.6198-01	4-Feb-21	J K Karimi	Member Payment	2,250.68
1779.4932-01	4-Feb-21	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	455.40
1785.4932-01	11-Feb-21	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	2,461.80
1779.5670-01	4-Feb-21	JAR Event Production Pty Ltd	Event Performance and Activity	5,181.00
1793.5670-01	25-Feb-21	JAR Event Production Pty Ltd	Event Performance and Activity	8,069.44
1785.2762-01	11-Feb-21	JB HIFI Commerical	Equipment Supply and Repair	826.00
1785.3553-01	11-Feb-21	Jim's Fencing (North Perth)	Fencing	330.00
1788.3553-01	18-Feb-21	Jim's Fencing (North Perth)	Fencing	1,452.00
1785.7110-01	11-Feb-21	Jim's Fencing (Victoria Park)	Fencing	1,589.50
1779.230-01	4-Feb-21	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	347.06
1779.37-01	4-Feb-21	Kandiah Family Trust No2 t/a Water2	Amenities	49.50
1785.37-01	11-Feb-21	Kandiah Family Trust No2 t/a Water2	Amenities	878.02
1779.2337-01	4-Feb-21	Kmart	Equipment Supply and Repair	50.00
1785.241-01	11-Feb-21	Kool-Line Electrical & Refrigeratio	Electrical Services and Maintenance	73,565.00
1788.241-01	18-Feb-21	Kool-Line Electrical & Refrigeratio	Electrical Services and Maintenance	4,775.00
1784.2814-01	10-Feb-21	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	37,175.39
1792.2814-01	25-Feb-21	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	23,628.62
1785.501-01	11-Feb-21	Landgate	Local Government Services	53.40
1788.501-01	18-Feb-21	Landgate	Local Government Services	575.79
1793.501-01	25-Feb-21	Landgate	Local Government Services	218.85
1785.6927-01	11-Feb-21	Lathlain-Carlisle Playgroup Inc	Community Grant	10,000.00
1785.4106-01	11-Feb-21	Le Charme Pty Ltd	Crossover Contribution	4,588.00
1779.252-01	4-Feb-21	Les Mills Asia Pacific	Licencing and Subscriptions	2,210.73
1779.5366-01	4-Feb-21	Lifeskills Australia	Human Resource Services	528.00
1785.5366-01	11-Feb-21	Lifeskills Australia	Human Resource Services	792.00
1793.5366-01	25-Feb-21	Lifeskills Australia	Human Resource Services	2,816.00
1779.5106-01	4-Feb-21	Little Genius Science	Event Performance and Activity	310.00
1793.7130-01	25-Feb-21	Little Love Baby Wares	Community Grant	8,000.00
1779.547-01	4-Feb-21	LO GO Appointments	Agency and Contract Staff	13,394.29
1785.547-01	11-Feb-21	LO GO Appointments	Agency and Contract Staff	5,820.08
1793.547-01	25-Feb-21	LO GO Appointments	Agency and Contract Staff	11,975.71
1788.3967-01	18-Feb-21	Local Government Professionals	Membership and Subscription	380.00
1793.3967-01	25-Feb-21	Local Government Professionals	Membership and Subscription	810.00
1781.60-01	4-Feb-21	Local Government Racing and Cemeter	Superannuation	123.00
1789.60-01	22-Feb-21	Local Government Racing and Cemeter	Superannuation	123.00
1779.457-01	4-Feb-21	Lochness Pty Ltd	Landscaping Materials and Services	154.00
1785.457-01	11-Feb-21	Lochness Pty Ltd	Landscaping Materials and Services	19,981.58
1788.457-01	18-Feb-21	Lochness Pty Ltd	Landscaping Materials and Services	748.00
1793.457-01	25-Feb-21	Lochness Pty Ltd	Landscaping Materials and Services	825.00
1788.7188-01	18-Feb-21	Lord Mayor's Distress Relief Fund	Donation-Community	5,000.00
1786.7159-01	11-Feb-21	M Hosseini	Grant - CCTV Partnership Program	750.00
1791.7210-01	25-Feb-21	Maddi Developments Pty Ltd	Refund - Bond	3,087.50
1785.2515-01	11-Feb-21	Maia Financial Pty Ltd	Equipment Hire	392.00
1793.2515-01	25-Feb-21	Maia Financial Pty Ltd	Equipment Hire	22,589.57
1793.930-01	25-Feb-21	Malcolm & Caril Barker	Landscaping Materials and Services	3,520.00
1785.1693-01	11-Feb-21	Marketforce Pty Ltd	Advertising Services	1,348.40
1788.1693-01	18-Feb-21	Marketforce Pty Ltd	Advertising Services	824.32
1793.1693-01	25-Feb-21	Marketforce Pty Ltd	Advertising Services	824.32
1793.6696-01	25-Feb-21	Marlbroh Bingo Enterprises	Bingo Costs	6,331.05
1779.2013-01	4-Feb-21	Mastec Australia Pty Ltd	Waste Management Services	30,786.18
1793.319-01	25-Feb-21	McLeods	Legal Services	238.62
1793.6370-01	25-Feb-21	MDM Entertainment Pty Ltd	Event Performance and Activity	136.88

Payment	Date	Payee	Description	Amount
1785.600-01	11-Feb-21	Message4U Pty Ltd	Communication Services	314.28
1779.3408-01	4-Feb-21	Michael Page International	Agency and Contract Staff	1,368.61
1785.3408-01	11-Feb-21	Michael Page International	Agency and Contract Staff	1,317.55
1788.3408-01	18-Feb-21	Michael Page International	Agency and Contract Staff	1,552.45
1793.3408-01	25-Feb-21	Michael Page International	Agency and Contract Staff	3,194.20
1779.189-01	4-Feb-21	Mindarie Regional Council	Waste Management Services	110,783.67
1788.189-01	18-Feb-21	Mindarie Regional Council	Waste Management Services	53,222.52
1779.824-01	4-Feb-21	Modern Teaching Aids Pty Ltd	Library Equipment and Stock	449.52
1785.5961-01	11-Feb-21	Mojo Digital Studio	Design and Drafting Services	745.00
1786.7154-01	11-Feb-21	Mr A A Vivanco Quiroz	Security Incentive Scheme	950.00
1786.7157-01	11-Feb-21	Mr A N Atkinson	Grant - CCTV Partnership Program	750.00
1786.7156-01	11-Feb-21	Mr A Perrella	Security Incentive Scheme	200.00
1788.1506-01	18-Feb-21	Mr A Vuleta	Staff Payments and Reimbursement	600.00
1780.7131-01	4-Feb-21	Mr B A McKenney	Adopt a Verge Rebate	500.00
1778.2475-01	4-Feb-21	Mr B Oliver	Member Payment	2,250.68
1786.7155-01	11-Feb-21	Mr C Jones	Security Incentive Scheme	750.00
1793.4623-01	25-Feb-21	Mr D Lau	Staff Payments and Reimbursement	200.00
1780.5323-01	4-Feb-21	Mr D M Byrne	Security Incentive Scheme	500.00
1787.7162-01	18-Feb-21	Mr E Dooley	Grant - CCTV Partnership Program	750.00
1780.7111-01	4-Feb-21	Mr H Long	Refund - Fees and Charges	74.00
1791.7152-01	25-Feb-21	Mr J E Kirk	Grant - CCTV Partnership Program	250.00
1787.7160-01	18-Feb-21	Mr J T Miller	Grant - CCTV Partnership Program	750.00
1791.7187-01	25-Feb-21	Mr L Defelippi	Refund - Memberships	158.94
1780.7114-01	4-Feb-21	Mr M I Rainford	Adopt a Verge Rebate	500.00
1793.5352-01	25-Feb-21	Mr P A Berrick	Design and Drafting Services	600.00
1787.7175-01	18-Feb-21	Mr P Ranieri	Refund - Application Fee	166.65
1791.7171-01	25-Feb-21	Mr R D De Cesare	Crossover Contribution	400.00
1780.7101-01	4-Feb-21	Mr R J Daniell	Refund - Registration	20.00
1787.6013-01	18-Feb-21	Mr S A Middleton	Adopt a Verge Rebate	750.00
1791.7170-01	25-Feb-21	Mr S Blackman	Crossover Contribution	400.00
1786.5928-01	11-Feb-21	Mr S C Boladeras	Refund - Fees and Charges	180.00
1788.2463-01	18-Feb-21	Mr S Nannup	Event Performance and Activity	1,250.00
1791.7172-01	25-Feb-21	Mr T W Vincent	Adopt a Verge Rebate	500.00
1791.7211-01	25-Feb-21	Mr V B Nguyen	Refund - Bond	5,460.00
1778.4004-01	4-Feb-21	Mr W J Hendriks	Member Payment	2,250.68
1787.7166-01	18-Feb-21	Mrs A K Scott	Grant - CCTV Partnership Program	750.00
1780.3861-01	4-Feb-21	Mrs G A Milne	Subsidy	500.00
1780.7078-01	4-Feb-21	Mrs J M Barnett	Refund - Registration	150.00
1779.7081-01	4-Feb-21	Mrs N J Healy	Refund - Registration	168.72
1779.7120-01	4-Feb-21	Ms A F Lock	Event Performance and Activity	600.00
1787.4060-01	18-Feb-21	Ms A Hallows	Security Incentive Scheme	55.00
1780.7143-01	4-Feb-21	Ms A M Reimers	Refund - Rates	654.94
1778.4601-01	4-Feb-21	Ms B L Ife	Member Payment	3,582.58
1786.7121-01	11-Feb-21	Ms C A Flynn	Street Meet n Greet	169.43
1780.7145-01	4-Feb-21	Ms C Gray	Refund - Application Fee	166.65
1791.7167-01	25-Feb-21	Ms C H Jackson	Refund - Memberships	30.00
1780.7116-01	4-Feb-21	Ms C Larson	Adopt a Verge Rebate	500.00
1778.398-01	4-Feb-21	Ms C N Anderson	Member Payment	2,250.68
1787.7165-01	18-Feb-21	Ms C N Stewart	Grant - CCTV Partnership Program	750.00
1780.7102-01	4-Feb-21	Ms C Prigmore	Refund - Memberships	58.00
1787.7161-01	18-Feb-21	Ms D Vosganoff	Security Incentive Scheme	200.00
1786.7158-01	11-Feb-21	Ms Demeanour Boutique	Grant - CCTV Partnership Program	750.00
1780.7082-01	4-Feb-21	Ms E Han	Refund - Registration	112.48
1780.7080-01	4-Feb-21	Ms E Ng	Refund - Registration	112.48
1780.6837-01	4-Feb-21	Ms E Palmer	Staff Payments and Reimbursement	50.00
1788.4015-01	18-Feb-21	Ms J D Criddle	Event Performance and Activity	4,125.00
1778.4603-01	4-Feb-21	Ms K A Vernon	Member Payment	8,244.13
1791.6387-01	25-Feb-21	Ms K Costello	Street Meet n Greet	265.00
1787.7164-01	18-Feb-21	Ms K J Bizzaca	Grant - CCTV Partnership Program	750.00
1786.6338-01	11-Feb-21	Ms L C Fiedler	Street Meet n Greet	200.00
1778.6494-01	4-Feb-21	Ms L Lisandro	Member Payment	2,250.68
1780.7098-01	4-Feb-21	Ms M Duff	Refund - Application Fee	44.40
1780.7122-01	4-Feb-21	Ms M Lane	Refund - Memberships	58.00
1788.7108-01	18-Feb-21	Ms P Featherston	Health Instructors	116.96
1779.5472-01	4-Feb-21	Ms P Vanessie	Communication Services	3,630.00
1778.4602-01	4-Feb-21	Ms R A Potter	Member Payment	2,250.68

Payment	Date	Payee	Description	Amount
1791.7153-01	25-Feb-21	Ms R M McGillivray	Security Incentive Scheme	200.00
1780.5940-01	4-Feb-21	Ms R Turner	Refund - Memberships	86.58
1791.7173-01	25-Feb-21	Ms S Thomhon	Refund - Memberships	29.60
1791.7151-01	25-Feb-21	Ms T L Walker	Security Incentive Scheme	220.00
1778.1601-01	4-Feb-21	Ms V Potter	Member Payment	2,250.68
1793.5760-01	25-Feb-21	My Media	Media Services	959.02
1779.7127-01	4-Feb-21	Naja Consulting Services	Economic Development Grant	8,000.00
1779.481-01	4-Feb-21	Nationwide Oil Pty Ltd	Fuel and Oils	310.22
1779.5843-01	4-Feb-21	Nature Calls 1 Pty Ltd	Rental Charge	435.00
1793.5843-01	25-Feb-21	Nature Calls 1 Pty Ltd	Rental Charge	1,645.00
1779.7055-01	4-Feb-21	Neho	Catering and Refreshments	300.00
1779.3970-01	4-Feb-21	Netstar Australia Pty Ltd t/a Pinpo	Fleet Management Services	275.00
1785.1607-01	11-Feb-21	Nosh Gourmet Foods & Gifts	Catering and Refreshments	400.00
1785.657-01	11-Feb-21	Octagon-BKG Lifts	Machinery Servicing and Parts	974.24
1779.202-01	4-Feb-21	Officeworks Superstores Pty Ltd	Office Supplies	28.68
1785.202-01	11-Feb-21	Officeworks Superstores Pty Ltd	Office Supplies	274.47
1788.202-01	18-Feb-21	Officeworks Superstores Pty Ltd	Office Supplies	39.87
1793.202-01	25-Feb-21	Officeworks Superstores Pty Ltd	Office Supplies	186.21
1785.5312-01	11-Feb-21	OpenForms Pty Ltd	Software and IT Solutions	169.40
1792.2188-01	25-Feb-21	Optus Billing Services Pty Ltd	Telephone Usage Charges	6,669.36
1793.6701-01	25-Feb-21	Oracle Customer Management Solution	Equipment Supply and Repair	864.84
1793.7191-01	25-Feb-21	Ovato Limited	Water Usage Charges	895.75
1785.661-01	11-Feb-21	Ovato Print Pty Ltd trading as PMP	Printing Services	732.89
1779.207-01	4-Feb-21	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	1,320.00
1793.207-01	25-Feb-21	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	1,650.00
1785.4584-01	11-Feb-21	Owen's Painting Services Pty Ltd	Painting Services	5,489.00
1788.4584-01	18-Feb-21	Owen's Painting Services Pty Ltd	Painting Services	25,014.00
1793.4584-01	25-Feb-21	Owen's Painting Services Pty Ltd	Painting Services	5,665.00
1793.2950-01	25-Feb-21	OzWashroom	Facility Maintenance Services	101.95
1779.2554-01	4-Feb-21	Paperbark Technologies Pty Ltd	Professional Services	415.00
1785.2554-01	11-Feb-21	Paperbark Technologies Pty Ltd	Professional Services	925.00
1793.2554-01	25-Feb-21	Paperbark Technologies Pty Ltd	Professional Services	3,802.60
1785.401-01	11-Feb-21	Perth Cricket Club Inc	Facility Maintenance Services	17,160.00
1788.1946-01	18-Feb-21	Perth Safety Products	Uniforms and Protective Equipment	669.90
1786.4578-01	11-Feb-21	Plunkett Homes (1903) Pty Ltd	Refund - Debtor Overpayment	933.62
1779.677-01	4-Feb-21	Premier Glass & Mirrors	Facility Maintenance Services	231.55
1785.677-01	11-Feb-21	Premier Glass & Mirrors	Facility Maintenance Services	1,711.89
1786.7168-01	11-Feb-21	Premiere Events	Refund - Bond	14,245.50
1779.4978-01	4-Feb-21	Quality Press	Printing Services	1,639.00
1779.746-01	4-Feb-21	Quick Corporate Australia	Office Supplies	325.14
1785.746-01	11-Feb-21	Quick Corporate Australia	Office Supplies	164.01
1788.746-01	18-Feb-21	Quick Corporate Australia	Office Supplies	240.18
1793.746-01	25-Feb-21	Quick Corporate Australia	Office Supplies	665.98
1793.630-01	25-Feb-21	Raeco	Office Supplies	229.46
1785.3365-01	11-Feb-21	Red Eclectic	Photography and Imaging Services	575.00
1780.7146-01	4-Feb-21	Redink Homes	Refund - Debtor Overpayment	795.30
1793.2457-01	25-Feb-21	Reino International Pty Ltd	Parking Equipment and Supplies	16,791.94
1788.7051-01	18-Feb-21	Respoke	Design and Drafting Services	11,000.00
1779.2934-01	4-Feb-21	Riley Family Trust T/A Woodbridge	Painting Services	1,320.00
1779.5422-01	4-Feb-21	Robert Half	Human Resource Services	5,386.74
1785.5422-01	11-Feb-21	Robert Half	Human Resource Services	2,693.37
1785.2940-01	11-Feb-21	ROL-WA Pty Ltd trading as Allpest W	Pest Control Services	264.00
1779.1041-01	4-Feb-21	Rome Energy & Environment Pty Ltd	Planning and Building Services	550.00
1779.3146-01	4-Feb-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	1,013.00
1785.3146-01	11-Feb-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	3,294.00
1793.3146-01	25-Feb-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	10,631.20
1793.5505-01	25-Feb-21	Rosmech Sales & Services Pty Ltd	Plant Supply and Servicing	2,752.25
1779.7060-01	4-Feb-21	Rtrna Pty Ltd t/a RENOME	Equipment Supply and Repair	25.00
1793.6350-01	25-Feb-21	Safeway Building & Renovations Pty	Construction Services	638.00
1793.5641-01	25-Feb-21	Sandbox Productions	Photography and Imaging Services	6,593.40
1779.2455-01	4-Feb-21	Scott Print	Printing Services	247.50
1779.1816-01	4-Feb-21	Secure Cash trading as Cash in Tran	Financial Services	123.20
1785.1816-01	11-Feb-21	Secure Cash trading as Cash in Tran	Financial Services	924.00
1793.1820-01	25-Feb-21	Secure Cash trading as Cash in Tran	Financial Services	338.35
1779.2367-01	4-Feb-21	SEM Distribution	Equipment Supply and Repair	12.40
1785.1208-01	11-Feb-21	Shane McMaster Surveys	Engineering & Surveying Services	11,880.00

Payment	Date	Payee	Description	Amount
1788.812-01	18-Feb-21	Shenton Enterprises Pty Ltd	Facility Maintenance Services	50.60
1779.354-01	4-Feb-21	Sigma Chemicals	Equipment Supply and Repair	394.35
1785.354-01	11-Feb-21	Sigma Chemicals	Equipment Supply and Repair	2,806.73
1785.127-01	11-Feb-21	Slater Gartrell Sports	Equipment Supply and Repair	23,985.50
1793.127-01	25-Feb-21	Slater Gartrell Sports	Equipment Supply and Repair	6,435.00
1786.6523-01	11-Feb-21	Social Manna	Grant - CCTV Partnership Program	40.50
1779.2493-01	4-Feb-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	1,887.60
1785.2493-01	11-Feb-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	905.08
1788.2493-01	18-Feb-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	82.50
1793.2493-01	25-Feb-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	924.00
1788.134-01	18-Feb-21	Speedo Australia Pty Ltd	Resale Inventory	1,702.80
1793.134-01	25-Feb-21	Speedo Australia Pty Ltd	Resale Inventory	653.40
1779.7044-01	4-Feb-21	Spray Pave Perth	Painting Services	650.00
1793.5981-01	25-Feb-21	Spun Spydus Users Network	Library Services	200.00
1779.138-01	4-Feb-21	St John Ambulance Australia (WA) In	Training Services	260.70
1788.138-01	18-Feb-21	St John Ambulance Australia (WA) In	Training Services	160.00
1793.138-01	25-Feb-21	St John Ambulance Australia (WA) In	Training Services	1,120.00
1785.5613-01	11-Feb-21	Stantons International Audit and	Audit Services - Property	70.40
1788.5613-01	18-Feb-21	Stantons International Audit and	Audit Services - Property	1,439.35
1785.3996-01	11-Feb-21	StrataGreen	Landscaping Materials and Services	478.69
1779.141-01	4-Feb-21	Sunny Sign Company Pty Ltd	Sign Installation and Supply	1,053.25
1793.141-01	25-Feb-21	Sunny Sign Company Pty Ltd	Sign Installation and Supply	24.09
1782.4916-01	5-Feb-21	SuperChoice Services	Superannuation	346,986.19
1793.2109-01	25-Feb-21	Swan Towing	Towing Services	264.00
1779.3780-01	4-Feb-21	Swansea Street Markets	Amenities	133.00
1788.3780-01	18-Feb-21	Swansea Street Markets	Amenities	133.00
1784.144-01	10-Feb-21	Synergy	Electricity Usage Charges	71,491.68
1792.144-01	25-Feb-21	Synergy	Electricity Usage Charges	11,691.58
1779.6975-01	4-Feb-21	T&C Couriers trading as Trustee for	Courier Services	11.11
1779.145-01	4-Feb-21	Taborda Contracting Pty Ltd	Traffic Control Services	866.25
1788.145-01	18-Feb-21	Taborda Contracting Pty Ltd	Traffic Control Services	1,212.20
1793.145-01	25-Feb-21	Taborda Contracting Pty Ltd	Traffic Control Services	5,664.18
1793.2156-01	25-Feb-21	Tamala Park Regional Council	Environmental Services	9,092.30
1784.152-01	10-Feb-21	Telstra Corporation Ltd	Telephone Usage Charges	180.90
1792.152-01	25-Feb-21	Telstra Corporation Ltd	Telephone Usage Charges	1,501.60
1793.1939-01	25-Feb-21	TenderLink.com	Advertising Services	198.00
1779.4480-01	4-Feb-21	Termico Pest Management Pty Ltd	Pest Control Services	8,662.00
1793.4480-01	25-Feb-21	Termico Pest Management Pty Ltd	Pest Control Services	849.75
1779.2193-01	4-Feb-21	The AVP Unit Trust T/A Griffin	Asset Management Services	1,141.25
1785.1869-01	11-Feb-21	The BBQ Man	Cleaning Services and Equipment	1,465.20
1788.4820-01	18-Feb-21	The Event Mill	Refund - Bond	10,000.00
1779.6842-01	4-Feb-21	The Goods Guys Discount Warehouses	Equipment Supply and Repair	5,850.00
1788.158-01	18-Feb-21	The Lucky Charm Newsagency	Library Equipment and Stock	259.55
1787.7163-01	18-Feb-21	The Owner of Regency Apartments Str	Grant - CCTV Partnership Program	750.00
1793.6362-01	25-Feb-21	The Pamphleteers	Community Service	525.00
1779.1494-01	4-Feb-21	The Poster Girls	Postage Services	579.78
1793.1494-01	25-Feb-21	The Poster Girls	Postage Services	214.50
1785.156-01	11-Feb-21	The Pressure King	Cleaning Services and Equipment	1,256.20
1793.312-01	25-Feb-21	The Royal Life Saving Society WA In	Medical Equipment and Services	159.00
1785.6745-01	11-Feb-21	The Trustee for Astuta Trust t/a Ze	Equipment Supply and Repair	1,722.93
1793.7169-01	25-Feb-21	The Trustee for Hail The Kale Unit	Catering and Refreshments	1,000.00
1785.2787-01	11-Feb-21	The Vic Park Collective	Community Grant	400.00
1779.3724-01	4-Feb-21	Threat Protect	Fire Alarm and Security Services	840.57
1788.3724-01	18-Feb-21	Threat Protect	Fire Alarm and Security Services	176.74
1779.3682-01	4-Feb-21	Tocojepa Pty Ltd T/as T-Quip	Plant Supply and Servicing	1,800.00
1785.3682-01	11-Feb-21	Tocojepa Pty Ltd T/as T-Quip	Plant Supply and Servicing	129,379.36
1788.3682-01	18-Feb-21	Tocojepa Pty Ltd T/as T-Quip	Plant Supply and Servicing	171.49
1779.931-01	4-Feb-21	Total Eden Pty Ltd	Irrigation Supply and Repair	347.14
1785.163-01	11-Feb-21	Total Packaging (WA) Pty Ltd	Equipment Supply and Repair	8,053.76
1785.6281-01	11-Feb-21	Totally Workwear Belmont	Uniforms and Protective Equipment	707.77
1781.59-01	4-Feb-21	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	116.76
1789.59-01	22-Feb-21	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	56.00
1781.63-01	4-Feb-21	Town of Victoria Park - Staff Socia	Superannuation & Employee Deductions	306.00
1789.63-01	22-Feb-21	Town of Victoria Park - Staff Socia	Superannuation & Employee Deductions	297.50
1793.6906-01	25-Feb-21	Tree Planting and Watering	Landscaping Materials and Services	18,783.60
1779.7128-01	4-Feb-21	Trustee for Mike Ghasemi Research T	Economic Development Grant	8,000.00

Payment	Date	Payee	Description	Amount
1793.173-01	25-Feb-21	Tudor House	Printing Services	210.00
1779.529-01	4-Feb-21	UN Plumbing	Facility Maintenance Services	808.50
1785.529-01	11-Feb-21	UN Plumbing	Facility Maintenance Services	5,082.00
1788.529-01	18-Feb-21	UN Plumbing	Facility Maintenance Services	3,124.00
1793.529-01	25-Feb-21	UN Plumbing	Facility Maintenance Services	1,199.00
1779.6306-01	4-Feb-21	United Wolves	Equipment Supply and Repair	924.00
1788.858-01	18-Feb-21	Valvoline (Australia) Pty Limited	Fuel and Oils	477.50
1788.5307-01	18-Feb-21	VenuesLive Management Services (WA)	Hire Charges	7,656.25
1793.1617-01	25-Feb-21	Victoria Park Carlisle Bowling Club	Hire Charges	300.00
1788.2009-01	18-Feb-21	Vorgee Pty Ltd	Resale Inventory	3,240.60
1785.7134-01	11-Feb-21	VR-Arrival	Small Business Resillence Grant	1,000.00
1785.3136-01	11-Feb-21	Walcott Industries Pty Ltd	Carpentry Services	2,139.50
1788.31-01	18-Feb-21	Warnes Assemblies	Equipment Supply and Repair	242.00
1784.36-01	10-Feb-21	Water Corporation	Water Usage Charges	3,250.21
1792.36-01	25-Feb-21	Water Corporation	Water Usage Charges	11,938.22
1779.46-01	4-Feb-21	Westbooks	Library Equipment and Stock	593.89
1785.46-01	11-Feb-21	Westbooks	Library Equipment and Stock	1,359.15
1788.46-01	18-Feb-21	Westbooks	Library Equipment and Stock	877.29
1793.46-01	25-Feb-21	Westbooks	Library Equipment and Stock	428.68
1785.667-01	11-Feb-21	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	10,119.31
1793.667-01	25-Feb-21	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	40,471.34
1788.6678-01	18-Feb-21	Western Metalworx	Design and Drafting Services	512.16
1793.44-01	25-Feb-21	Western Resource Recovery Pty Ltd	Waste Management Services	192.50
1785.41-01	11-Feb-21	Weston Road Systems	Engineering & Surveying Services	28,748.50
1779.1259-01	4-Feb-21	WH Location Services Pty Ltd Ta ABA	Road Construction Materials and Services	4,062.91
1785.1259-01	11-Feb-21	WH Location Services Pty Ltd Ta ABA	Road Construction Materials and Services	3,409.34
1788.6962-01	18-Feb-21	Whitney Consulting	Professional Services	1,408.00
1779.376-01	4-Feb-21	WINC Australia Pty Limited	Office Supplies	9.48
1785.376-01	11-Feb-21	WINC Australia Pty Limited	Office Supplies	21.15
1788.376-01	18-Feb-21	WINC Australia Pty Limited	Office Supplies	218.46
1793.376-01	25-Feb-21	WINC Australia Pty Limited	Office Supplies	232.49
1779.3564-01	4-Feb-21	Worldwide Printing Solutions Cannin	Printing Services	10,200.00
1779.2383-01	4-Feb-21	Wright Express Australia Pty Ld	Groceries	363.39
1785.2383-01	11-Feb-21	Wright Express Australia Pty Ld	Groceries	37.15
1788.2383-01	18-Feb-21	Wright Express Australia Pty Ld	Groceries	41.35
1793.2383-01	25-Feb-21	Wright Express Australia Pty Ld	Groceries	491.65
1779.104-01	4-Feb-21	Youngs Holden	Plant Supply and Servicing	1,989.70
1785.104-01	11-Feb-21	Youngs Holden	Plant Supply and Servicing	584.30
1788.104-01	18-Feb-21	Youngs Holden	Plant Supply and Servicing	725.95
			Total Creditors EFT Payments	**3,250,218.25**

Non Creditors Cheques

00608832	18-Feb-21	F A Newey	Refund - Rates	738.30
00608833	18-Feb-21	RM & AD Smythe	Refund - Rates	664.19
00608831	18-Feb-21	T E Simpson	Refund - Rates	607.31
			Total Non Creditors Cheques	**2,009.80**

Payroll

PY01-17	14-Feb-21	Municipal Fund Bank Account		559,994.38
PY01-18	28-Feb-21	Municipal Fund Bank Account		572,243.00
			Total Payroll	**1,132,237.38**

Total Payments From Municipal Fund Bank Account	**4,387,516.54**
	4,387,516.54

Cheques Cancelled between 1-Feb-21 and 28-Feb-21 that were raised in a prior period

Cheque	Payee	Raised	Value	Cancelled
Municipal Fund Bank Account				
00608817	Department of Local Government Spor	7-Jan-21	(172.28)	9-Feb-21
			(172.28)	
			(172.28)	

TOWN OF VICTORIA PARK



Financial Activity Statement Report

For the month ended 28 February 2021

WE'RE OPEN
VIC PARK

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Statement of Financial Activity Variances

Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by Service Unit) (as contained in this document), the following indicators, as resolved, have been applied –

Revenues (Operating and Non-Operating)
Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) $25,000 and, in these instances, an explanatory comment will be provided.

Expenses (Operating, Capital and Non-Operating)
Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) $25,000 and, in these instances, an explanatory comment will be provided.

Before commenting on each of the specific material variances identified it is important to note that, whilst many accounts will influence the overall variance, only those accounts within the affected Service Unit that significantly contribute to the variance will be highlighted.

For the purposes of explaining each variance, a multi-part approach has been taken. The parts are –

1. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
2. Primary Reason – Explains the primary reasons for the period variance. As the review is aimed at a higher level analysis, only major contributing factors are reported.
3. Budget Impact – Forecasts the likely $ impact on the year end surplus or deficit position. It is important to note that values in this part are indicative only at the time of reporting, for circumstances may subsequently change.

Material Variances Explained

The Financial statements are presented based on the new organisational structure

As shown in the in the Statement of Financial Activity (contained within this document), the following variances have been identified -

Revenue

Chief Executive Office
No material variance to report

Community Planning

- **Urban Planning**

- The period variation is favourable to period budget by $30,414.
- The variation predominantly relates to an increase in the number of applications have been received by the department, which is attributed to COVID economic stimulus initiatives. This has resulted in higher than expected Fees & Charges revenue to date.
- The estimated impact on the year end position is expected to be an increase in Fees & Charges revenue.

Finance

- **Corporate Funds**

- The period variation is unfavourable to period budget by $34,031.
- The variation is predominantly a result of Actuals YTD interest on Muni Funds being less than Budget YTD expectations by $40,051.
- The estimated impact on the year end position is expected to be a decrease in interest earnings.

- **Leisurelife**

- The period variation is unfavourable to period budget by $66,710.
- The variation is predominantly a result of Actuals YTD being less than Budget YTD expectations for Fees & Charges- namely Court Hire down by $17,597, Facility Hire down by $8,498, Senior Sports Programs down by $7,788.
- The estimated impact on the year end position is expected to be reduced Fees & Charges Revenue.

Operations

- **Asset Planning**

- The period variation is unfavourable to period budget by $46,027.
- The variation predominantly relates to Actual YTD revenues being lower than Budget YTD expected lease revenue received.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Operating Expense

Chief Executive Office

- **Chief Executive Office**

- The period variation is favourable to period budget by $36,610
- The variation predominantly relates to Actuals YTD payments for expenses being less than YTD budget expectations for namely - subscriptions, legal fees and vehicle operation.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Communications and Engagement**

- The period variation is unfavourable to period budget by $28,136
- The variation predominantly relates to Actuals YTD for expenses being more than Budget YTD expectations for Salaries by $53,905.
- The estimated impact on the year end position is nil as this is considered a budget timing variance.

- **Customer Relations**

- The period variation is favourable to period budget by $39,771.
- The variation predominantly relates to unfilled vacant positions within the Customer Relations service area, with salary and superannuation expenses Actuals YTD being less than YTD budget expectations.
- The estimated impact on the year end position is nil as this is considered a budget timing variance.

- **Human Resources**

- The period variation is favourable to period budget by $100,985.
- The variation predominantly relates to Actuals YTD being less than Budget YTD expectations in Agency Staff by $27,600 (NB: Traineeships commencing in the next 2 months), Recruitment by $13,524 - Expenditure anticipated to increase due to recruitment activity, Organisational Development by $44,000 - Current commitments will reduce this. Consideration of staff survey recommencing in next 2 months will also reduce variance.
- The estimated impact on the year end position is nil as this is considered a budget timing variance.

- **Leadership and Governance**

- The period variation is favourable to period budget by $26,879.
- The variation predominantly relates to Actuals YTD expenses being less than budget YTD expectations for consultancy $9,197, legal services $6,000, refreshments & receptions $4,255 and training $9,925.
- The estimated impact on the year end position is nil as this is considered a budget timing variance.

Community Planning

- **Building Services**

- The period variation is favourable to period budget by $35,938.
- The variation predominantly relates to reduced annual leave being taken and corresponding reduced agency staff expenditure to cover positions. NB: Staff member taking LSL in April 2021.
- The estimated impact on the year end position is nil as this is considered a budget timing variance.

- **Community Development**

- The period variation is favourable to period budget by $98,497.

- The variation predominantly relates to YTD Actuals expenses being less than Budget YTD expectations due to an unfilled staff vacancy; phasing alignment to invoicing for Arts Season and events; and events strategy / social needs analysis consultancy; applications for Safer Neighbourhood programs.

  Cultural Engagement salaries - under $3,321
  Safer Neighbourhoods Programs – under $19,136
  Art Season invoicing – under $4,634
  Events invoicing – under $52,053
  Consultancy phasing (social needs analysis / events strategy) – under $20,000

  $99,144 under spend represented above.

- The estimated impact on the year end position is nil as this is considered a budget timing variance.

- **Economic Development**

- The period variation is favourable to period budget by $35,610.
- The variation predominantly relates to Actual YTD for expenses being less than Budget YTD expectations as below.
  - Launch of Explore More tourism maps were pushed back from initial intended date- will now launch March.
  - Underspend on Invest Vic Park campaign due to changes in Communications team impacting the Communications Plan rolling out.
  - Underspend on Visit Perth budget due to change in projects delivered from this budget, and a pushback of deadlines due to capacity.
- The estimated impact on the year end position is nil as this is considered a budget timing variance.

- **Library Services**

- The period variation is favourable to period budget by $48,697.
- The variation predominantly relates to Actuals YTD for expenses being less than Budget YTD expectations as below.

    - $10,720 of the variance relates to staff vacancies within the service area
    - $15,532 of the variance relates to limited program development and delivery related to the to the staff vacancy positions
- The estimated impact on the year end position is nil as this is considered a budget timing variance.

- **Place Management**
- The period variation is unfavourable to period budget by $58,730.
- The variation predominantly relates to Actuals YTD for expenses being more than Budget YTD expectations as below.
    - Local Planning Strategy - $18,000, Local Planning Strategy – delaying in start of advertising.
    - Burswood Streetscape Improvement Plan - $10,000, Burswood Streetscape Improvement Plan – delay in start of project.
    - COVID 19 account $58,344 YTD actual more than YTD Budget estimates.
    - Urban Forest Strategy account $28,361, YTD actual more than YTD Budget estimates.
- The estimated impact on the year end position is nil as this is considered a budget timing variance.
-
- **Strategic Town Planning**

- The period variation is favourable to period budget by $54,990.
- The variation predominantly relates to Actuals YTD for expenses being less than Budget YTD expectations, namely consultancy-general by $45,256.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Urban Planning**

- The period variation is favourable to period budget by $84,507.
- The variance predominately relates to underspend within the service area for salary, consultancy and Design Review Panel expenditure expected year to date.
- The estimated impact on the year end position is expected to be nil.

Finance

- **Aqualife**

- The period variation is unfavourable to period budget by $29,755.
- The variation predominantly relates to Actual YTD for expenses being more than Budget YTD expectations for Salaries Customer Service by $24,326, Superannuation $1,390.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Financial Services**

- The period variation is favourable to period budget by $62,843.
- The variation predominantly relates to Actual YTD for expenses being less than Budget YTD expectations for bank charges $11,521, bank fees $3,596, salaries rates $4,529, superannuation rates $1,355, legal services $6,628, probity services $3,820.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Information Systems**

- The period variation is unfavourable to period budget by $168,539.
- The variation predominantly relates to Actuals YTD for expenses being more than Budget YTD expectations for Salaries IT Services $12,694, superannuation $4,542, photocopier $18,958, Software $293,536, Salaries Records $12,465, superannuation $2,236.
- The estimated impact on the year end position is expected to be an increase in operating expenses.

- **Leisurelife**

- The period variation is favourable to period budget by $48,630.
- The variation predominantly relates to Actuals YTD for expenses being less than Budget YTD expectations for Salaries Bingo $6,891, bank charges $3,216, equipment minor $3,765, Salaries Leisurelife $21,466, superannuation Leisurelife $2,550.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Parking**

- The period variation is favourable to period budget by $135,607.
- The variation predominantly relates to Actuals YTD for expenses being less than Budget YTD expectations for Salaries Parking $5,100, superannuation $9,326, Agency staff $12,854, Consultancy General $43,004, vehicle operation $13,885, Fines Enforcement Register $8,034, software $20,597.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Ranger Services**

- The period variation is favourable to period budget by $28,015.
- The variation predominantly relates to Actuals YTD for expenses being less than Budget YTD expectations superannuation $3,137, vehicle operation $11,668, Vet services $4,917, fire hazard removal $7,070, pound operation $7,515.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by $151,472.
- The favourable variance predominantly relates to overall underspend within maintenance of buildings and consultancy spend relating to Asset Management Plans.
- Commitments have been entered and it is anticipated the budgeted spend will occur within remainder of the year.
- The expected impact on year end position is nil as this is a budget timing variance

- **Parks & Reserves**

- The period variation is favourable to period budget by $509,314.
- The variation predominantly relates to Actual YTD for expenses less than Budget YTD expectations for below:
    - Some delay in tree pruning invoicing,
    - Reduced costs of watering due to new tender
    - Staff vacancies to be filled
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Project Management**

- The period variation is favourable to period budget by $105,651.
- The variation predominantly relates to Actual YTD for expenses being less than Budget YTD expectations for consultancy $67,888, salaries $18,147, superannuation $1,512, memberships $2,000, legal services $2,666.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Property Development and Leasing**

- The period variation is favourable to period budget by $105,251.
- The variation predominantly relates to Actual YTD for expenses being less than Budget YTD expectations for consultancy $58,120, legal services $47,846.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Street Improvement**

- The period variation is favourable to period budget by $56,080.
- The variation predominantly relates to Actuals YTD being less than Budget YTD for expenses due to unfilled staff vacancies and timing of payment for consultancy services.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Street Operations**

- The period variation is favourable to period budget by $157,351.
- The variation predominantly relates to Actuals YTD being less than Budget YTD for expenses less than YTD budget expectations as below:
    - The variation predominantly relates to late invoice to Christmas lighting (timing)
    - Less CRMS in road maintenance works ($31k), drainage maintenance ($25k), pathway maintenance ($12k) and street lighting maintenance.
    - The variation also relates to timing of road sweeping works for the City of South Perth ($11k)
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Waste Services**

- The period variation is favourable to period budget by $343,251.
- The variation predominantly relates to Actuals YTD being less than Budget YTD for expenses less than YTD budget expectations as below:

    - Timing and number of CRMS/requests to carry
    - WO826 – MGB Bin repairs - $27k
    - WO827 – Bin litter repair and maintenance - $11k
    - Lower lifts of Cleanaway and tons disposal
    - WO358 – $36k
    - WO1233 – Tip fees processable - $67k
    - WO1232 – Tip fees non-processable - $31k
    - Timing of invoices
    - WO171 – Green waste collection - $64k

- The estimated impact on the year end position is nil as this is a budget timing variance.

Capital Expense

Chief Executive Office
No material variance to report

Community Planning
No material variance to report

Finance

- **Information Systems**

- The period variation is favourable to period budget by $115,312.
- The variation predominantly relates to Actual YTD for capital expenses being less than Budget YTD expectations as below:
    - Information Technology Upgrade $103,989
    - Information Technology New $11,895
- The estimated impact on the year end position is nil as this is a budget timing variance.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by $59,593.
- The favourable variance predominantly relates to underspend to date for the Carlisle Reserve Club Room refurbishment.
- This project in underway and commitments have been entered. It is expected to be completed soon.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Fleet Services**

- The period variation is favourable to period budget by $99,674.
- The variation partly relates to the effort made in further reducing the light fleet size. The Town will not be renewing some light fleet vehicles after auctioning them off. The variation also relates to the postponed payments for some new plants due to delays in delivery. The main heavy fleet items affected being the Flocon truck and forklift.
- Delivery of all remaining heavy and light fleet is expected by the end of the financial year.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Parks & Reserves**

- The period variation is favourable to period budget by $83,725.
- The variation predominantly relates to Actual YTD for capital expenses being less than Budget YTD expectations due to delays in starting of GO Edwards stage 4 & 5, possible some of the work will carry over to be completed early in the new financial year.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Street Operations**

- The period variation is favourable to period budget by $292,890.
- The variation predominantly relates to Actual YTD for capital expenses being less than Budget YTD expectations due
    - Delays in works being completed but in progress:
    - WO4409 – Norseman Street ($22k)
    - WO3193 – Blackspot Hordern and McMillan St ($14k)
    - WO1871 – Various pit renewal ($20K)
    - WO2025 – Parking ACROD bay ($45k)
    - Project completed and should be no variance as funds have been reallocated
    - WO3210 – Rutland Shared path Miller to Oats - $127k
- The estimated impact on the year end position is future carry over projects into 2021/22 budget are as below:
    - WO3192 Hordern and Geddes Intersection (Blackspot) $212,000
    - WO3193 Hordern and McMillan Intersection (Blackspot) $290,000
    - WO3191 Archer and Orrong Intersection (Blackspot) $1,340,000
    - WO4386 Rutland Avenue Shared Path (Miller to GEH) $1,600,000
    - WO4462 Carpark #8 Renewal - Kent Street Bowling Club $40,000
    - WO4527 Mirvac - Lighting Replacement $150,000

Non-Operating Revenue

Operations

- **Fleet Services**

- The period variation is unfavourable to period budget by $146,931.
- The variation predominantly relates to delays in the delivery of heavy fleet items such as the flocon truck and forklift which consequently resulted in the delay of auctioning off old fleet. The variance also relates to some teething issues with new path sweeper resulted in the decision to postpone the auctioning of the old sweeper as it is being used as backup.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Non-Operating Expenses

No material variance to report

Non-Cash Adjustments

- **Depreciation**

- The period variation is unfavourable to period budget by $9,674,140.
- The variation predominantly relates to the depreciation not being raised for the financial year until the Office of the Auditor General audit sign off of the Towns Annual Financial Report.
- The estimated impact on the year end position is nil as this is a non-cash budget item and is a budget timing variance.

Proposed Budget Amendments

No proposed budget amendments to report

Accounting Notes

Significant Accounting Policies

The significant accounting policies that have been adopted in the preparation of this document are:

Basis of Preparation

The document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The document has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this document.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

2020 - 2021 Actual Balances

Balances shown in this document as 2020-2021 Actual are subject to final adjustments.

Rounding Off Figures

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

Rates, Grants, Donations and Other Contributions

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature. Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short-term borrowings in current liabilities.

Trade and Other Receivables

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Inventories

General
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.
Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.
Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

Fixed Assets

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 September 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Equipment	5 – 10 years
Plant and Machinery	2 – 10 years
Sealed Roads - Clearing and Earthworks	Not depreciated
- Construction and Road Base	5 – 80 years
- Original Surface / Major Resurface	5 – 80 years
Drainage	5 – 80 years
Pathways	5 – 80 years
Parks and Reserves	5 – 80 years

Asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Assets with a value below $5,000 at the time of acquisition, are excluded from the assets reported in the financial report. These assets are instead reported as an expense in the year of acquisition.

Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit of loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

a. the amount in which the financial asset or financial liability is measured at initial recognition;
b. less principal repayments;
c. plus, or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
d. less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current. They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the

cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain, or loss, pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.
Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Contract Assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116). For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 30 June 2020. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

Lease Liabilities

The present value of future lease payments not paid at the reporting date, discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Town are recognised as a liability until such time as the Town satisfies its obligations under the agreement.

Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability,

consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

Provisions

Provisions are recognised when the Town has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

Comparative Figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

Budget Comparative Figures

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

Service Unit Definitions

The Town operations, as disclosed in this report, encompass the following service-oriented Service Units –

Chief Executive Office

Chief Executive Office

The Chief Executive Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Chief Executive Office functional area.

Communications and Engagement

Communications and Engagement manages the brand and reputation of the Town. This is achieved through developing clear and accessible messaging, consulting with the community, delivering key messages through various channels and working to reach the appropriate audiences through strategically executed marketing, engagement and communication planning.

Customer Relations

Customer Relations manages the Customer Service Contact Centre, which is the first point of contact for the organisation, and monitors performance against the Town's Customer Service Charter.

Leadership and Governance

The Leadership and Governance Service Area is committed to responsibly managing the Town on behalf of the residents and ratepayers of the District through collaboration, knowledge-sharing and good governance.

Human Resources

Human Resources is responsible for the development and implementation of occupational health and safety compliance, staff development, employee relations, recruitment and payroll services of the Town.

Community Planning

Building Services

Building Services provide services to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

Community Development

The Community Development team's vision is an empowered Victoria Park, which will be achieved through the mission of community capacity building.

Community Planning Office

The Community Planning Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Community Planning functional area.

Digital Hub

The Digital Hub provides free digital literacy and online training for the local community, not-for-profit organisations and local business operators.

Economic Development

Economic Development seeks to increase the economic growth of the district through fostering business attraction and retention, tourism, marketing, community initiatives and creating robust relationships.

Environmental Health

Environmental Health seeks to promote good standards of public health via the many hospitality outlets in the area and the community in general.

General Compliance

The General Compliance Area liaise with and direct property owners and developers to ensure built-form building and planning requirements are adhered to at all times.

Healthy Community

The Healthy Community team connect people to services, resources, information, facilities, and experiences that enhance their physical and social health and wellbeing.

Library Services

Library Services plays a pivotal role in providing our community with access to resources, knowledge and technology in a safe, nurturing environment.

Place Management

The Place Management Service Area implements programs, that are suitable for the particular targeted section of the community, to improve places within the District or, where the community is satisfied with the standard of operation, to maintain the already attained standard.

Strategic Town Planning

Strategic Town Planning develops strategies for the future growth of the Town, with the aims of creating a vibrant community and improving the quality of life for residents.

Urban Planning

Urban Planning assesses applications for development approval and subdivision, provides advice to the community and ensures land is appropriately used and developed.

Finance

Aqualife

The Aqualife Centre aims to improve community health and wellbeing; and to provide a safe and welcoming environment for the community to meet and socialise, primarily through aquatic recreation.

Budgeting

The Budgeting Area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

Corporate Funds

The Corporate Funds includes the management of loans, reserve fund transfers, restricted and trust funds, rate revenue and corporate grants funding.

Finance Office

The Finance Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Finance functional area.

Financial Services

The key role of Financial Services is to manage and control the Town's finances in a sound and prudent manner.

Information Systems

Information Systems assists the Town in operating efficiently with the smooth running of essential business computer programs and systems.

Leisurelife

The Leisurelife Centre aims to improve community health and wellbeing, and to provide a safe and welcoming environment for the community to meet and socialise, primarily through active recreation.

Parking

The Parking Management section guides future parking initiatives within the Town, ensuring equitable access for everyone, whilst also monitoring existing parking areas and ensuring a safer community.

Rangers

Ranger Services offer a 24 hours-a-day / 7 days-a-week service to help ensure community safety in the areas of Dog and Cat management and Local Law enforcement.

Operations

Asset Planning

Asset Planning provides services to manage and maintain Council facilities and their related assets.

Environment

The Environment Area is committed to preserving and enhancing natural areas and recognises not only the ecological benefits of protecting natural assets, but also the social and recreational benefits as well.

Fleet Services

Fleet Services oversees the various items of light fleet, heavy fleet and plant and equipment.

Operations Office

The Operations Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Operations functional area.

Parks and Reserves

The Parks and Reserves Section delivers high quality horticultural works to parks, reserves and streetscapes.

Project Management

Project Management assists in improving the standards of project management and project delivery and delivers nominated projects on behalf of the Town.

Property Development and Leasing

Property Management and Leasing assists in strategic property development projects and property leasing requirements on behalf of the Town.

Street Improvement

Street Improvement provides engineering advice, design, planning, and road safety initiatives.

Street Operations

Street Operations ensure the maintenance and renewal of roads, pathways, drainage and associated assets.

Waste

Waste Management implements waste collection, minimisation and disposal in a sustainable manner.

Policy number	304
Policy title	Disposal of Surplus Assets
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainable, and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making. EN4 – A clean place where everyone knows the value of waste, water and energy.

Policy objective:

To provide guidelines for the disposal of Council owned assets including equipment, furniture, machinery and materials that are surplus to the Town's requirements.

Policy scope:

This policy applies to assets deemed to have little or nominal residual value, or cannot be sold at auction or traded in. This includes surplus, unused, disused or superseded items of light machinery, office equipment, and furniture or construction materials.

This policy does not apply to land or building assets.

Policy definitions:

Surplus assets means any item/s which are exempt from disposition pursuant to the Local Government (Functions & General) Regulations 1996, Regulation 30(3), and which cannot be readily sold or traded in and have little or no residual value.

Non profit community organisation means any non-profit group, agency, or service whose primary aims are to improve the quality of life to sections of the community or provide targeted welfare or other support. This includes but is not limited to the provision of recreation and sporting opportunity, community arts and cultural development programs.

Public notice and application means an internally conducted process to seek interest in the items through public advertisement and application by community organisations or schools.

Sale to other individuals by private treaty means an advertisement and agreement for a sale at a price negotiation directly between the Town and any individual or organisation.

Tender means an externally conducted process to seek interest for the purchase of items by any individual or organisation.

Policy statement:

1. This Policy is intended to ensure that surplus assets owned by the Town, that may not have any residual monetary or useful value to the Town, are able to be offered for donation to nonprofit organisations and schools, sale to elected members or staff and sale to other individuals for ongoing use by the community or persons.

2. Should none of the above options be available, this policy is intended to allow for dumping of surplus assets at refuse sites.

3. The donation, sale or deposit at refuse of surplus assets is subject to the provision of s.3.58 of the Local Government Act 1995 and the Local Government (Functions & General) regulations 30 and 31.

Reasons for Disposal

4. There may be multiple scenarios which may result in an asset becoming surplus to the Town's needs. These include but are not limited to;
    a. Reached pre-determined economic life
    b. Due for replacement or renewal
    c. No longer required due to change in functionality or usage patterns
    d. No longer complies with workplace health and safety standards
    e. Damaged, beyond repair or no longer in operable condition
    f. No longer able to provide an acceptable level of service to the community

Order of Disposal

5. To ensure equitable and best use of surplus assets and to guide the administration, the order of disposal shall be by;
    a. Donations to non-profit community organisations and schools by public notice and application when an appropriate amount of item/s become available for donation
        i. Priority for allocation of donated item/s will be given to those non-profit community organisations and schools which are located within the Town.
    b. Sale to other individuals or organisations by private treaty or tender
    c. Recycling or dumping at refuse site

Conditions of disposal/sale

6. Surplus assets which are donated or sold are done so under the following conditions;
    a. All items are sold or donated on an as is basis with all faults if any
    b. The tendered sum or negotiated sale price is to be paid prior to collection of the item/s
    c. The Town will not provide any consumables or technical support for any item/s that have been donations or purchased from the Town
    d. The Chief Executive Officer reserves the right to;
        i. Withdraw any tenders at any time and;
        ii. Not accept any tender
        iii. Not accept any private treaty

7. To ensure adequate record keeping all disposed or sold assets are to be noted and removed from the asset register or other minor equipment registers as appropriate.

8. All donated items are to be kept on a register stating date, organisation and items donated to ensure equitable distribution over time.

9. Any tenders, expressions of interest or private treaty for the sale of surplus assets, and any associated documentation are to be recorded and kept.

10. Details of items/s disposed of by Paragraph 5 (b) or (c) will be reported to Council via the monthly financial statements.

Related documents

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Policy 222 Asset Management

Responsible officers	Manager Finance Financial Controller Senior Accounting Officer Senior Procurement Officer Coordinator Strategic Assets
Policy manager	Chief Financial Officer
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	28/09/1999	Council	-	Item 4.1
2	Amended	15/08/2006	Council	-	Item 4.1

2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Summary of changes

Policy Review 304 – Disposal of Surplus Assets.

- Policy renamed from "Disposal of Disuse Equipment, Machinery and Other Materials" to "Disposal of Surplus Assets"
- Formatted to updated font and headings
- New Policy Objective
    - To provide clarity on the objective and intend of the policy. In line with the definition of surplus assets and what this policy is intended to do it required an update.
- New Policy Scope
    - This required clarity as previously the policy stated "property" owned by the Town. This was not clear. The intent of the policy is for surplus items of light machinery, office equipment and furniture or construction materials which can otherwise not be sold or traded, or little or no residual value.
- Policy Definitions
    - Public notice and application definition added to new policy
    - Sale to other individuals by public treaty definition added to new policy
    - Tender definition added to new policy
    - Surplus Assets added – to replace Disused equipment, machinery and other materials
- Reasons for Disposal – Paragraph 4
    - This has been added to provide clarity around what scenarios may cause an asset to become surplus to the Town's needs in order to assist administration to determine whether this policy is appropriate.
- Order of Disposal – Paragraph 5 b (i) to (vi), 5c (i) and 5 d (i)
    - This has been refined to remove the operation/procedural items within the original policy which should be noted in an accompanying Management Practice.
    - Removal of Clause 5 b.
- Asset Management and Reporting – Paragraph 7, 8, 9 and 10
    - Added to align to the strategic outcomes supported. Paragraph 8 and 10 are pre-existing. 7 and 9 have been added.
- Policy 222 Asset Management has been added to Related documents

The areas highlighted in yellow on the attached Policy 304 *Disposal of disused equipment, machinery, and other materials – Comments* are no longer included in the updated policy. Comments are attached to explain removal.

Policy number	Policy 304
Policy title	Disposal of disused equipment, machinery and other materials
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

POLICY OBJECTIVE:

To provide guidance to the disposal of property by the Town.

Commented [BH1]: New policy objective. Too broad and needed refinement

POLICY SCOPE:

This policy applies to the disposal of property by the Town.

Commented [BH2]: New policy scope. Needed refining and was too broad

DEFINITIONS:

Disused equipment, machinery and other materials means any item/s which are exempt from disposition pursuant to the *Local Government (Functions & General) Regulations 1996*, Regulation 30(3), and which cannot be readily sold or be traded-in and have little or no residual value as determined by the Chief Executive Officer other than any item/s that is provided to elected members.

Commented [BH3]: This has been replaced by Surplus Assets

Non-profit community organisation means any non-profit group, agency or service whose primary aims are to improve the quality of life to sections of the community or provide targeted welfare or other support. This includes the provision of recreation and sporting opportunities, community arts and cultural development programmes.

POLICY STATEMENT:

1. Subject to the provisions of s.3.58. of the Local Government Act 1995 and the Local Government (Functions & General) Regulations 30 and 31 the Town may donate to non-profit community organisations, sell to elected members, staff or other persons, or deposit at a refuse site surplus, unused, disused or superseded items of light machinery, office equipment, furniture or construction materials that are of no further use to the Town and that are of little or nominal residual value or which cannot be traded-in.
2. This does not include office equipment installed in the premises or home of an elected member.
3. All disposals shall be made in accordance with this policy.
4. Order of disposal shall be by:
    a. Donations to non-profit community organisations and schools

Commented [BH4]: The Town does not install office equipment (owned by the Town) into premises of Elected Members. Allowance is provided as part of their term and tablets are provided which are returned at the end of term. This has no relevance to the policy and any equipment utiltised by Elected Members, but owned by the Town would be included in this policy if it meets the objective and scope

Commented [BH5]: This has been removed. It is noted that this policy does not apply to land or building assets within Policy Scope

i. The Town shall give local public notice when an appropriate amount of item/s become available for donation to welfare organisations, sporting clubs, community groups and schools, which are to complete an application form supplied by the Town.
ii. First priority for allocating the donation of item/s will be given to those welfare organisations, sporting clubs, community groups and schools, which are located within the Town.
iii. Records will be kept of all item/s donated to organisations for the purpose of ensuring an equitable distribution over time.

b. Sale to elected members and staff by tender

i. The Town may invite elected members and staff to submit a tender for the purchase of any remaining item/s not donated.
ii. Items will be advertised internally within the Town by giving 14 days notice by e-mail of which a copy is to be placed on staff notice boards and circulated via the Intranet and Councillor Portal. Interested parties are required to submit a tender for the item/s. Each item will be offered for sale separately unless otherwise determined by the Chief Executive Officer.
iii. Sealed tenders with the envelope marked "Purchase of Minor Disused Equipment" must be lodged in the tender box prior to the nominated closing time.
iv. The responsible officers are to open the tenders and prepare a schedule, which is to be maintained in a register.
v. The Chief Executive Officer may limit the number of same items able to be sold to any elected member or staff.
vi. In each case the highest tenderer will be offered the item/s at the tendered price. In the case of several identical items being offered for sale the highest tenderer will have first choice of same items, the second highest tenderer will have the next choice and so on.

c. Sale to other individuals

i. If any item/s cannot be disposed of by selling it by tender to an elected or staff member or donation to a non-profit community organisation, it may be advertised to be sold by private treaty to any individual or organisation at a price approved by the Chief Executive Officer.

d. Dumping at refuse site

i. If any item/s cannot be disposed of by the processes outlined in (a), (b) and (c) above it may be recycled or dumped at a refuse site with approval of the Chief Executive Officer.

5. Conditions of disposal/sale

a. All items are sold or donated on an as is where is basis with all faults if any.
b. The tendered sum or negotiated sale price is to be paid prior to collection of the item/s.
c. The Town will not provide any consumables or technical support for any item/s that have been donated or purchased from the Town.
d. The Chief Executive Officer expressly reserves the right to:
   i. withdraw any lot or lots from a tender at any time; and
   ii. not accept any tender.

Commented [BH6]: Removed. It was felt that staff and Elected Members if they wish, can apply through clause c (Sale to other individuals) to ensure equity.

Commented [BH7]: These bullet points relate to operational procedure. These items are to be included within a Management Practice. Policy definitions have been made available for Public Notice and application

Commented [BH8]: This has been made clear in the reviewed policy under Order of Disposal – Paragraph 5 and within policy definitions – Tender and Private Treaty

Commented [BH9]: This has been made clear in the reviewed policy under Order of Disposal – Paragraph 5

6. Details of item/s disposed by donation or will be reported to Council via the monthly financial statements.

RELATED DOCUMENTS:

Local Government Act 1995 s.3.58.
Local Government (Functions & General) Regulations 1996 Reg. 30. and 31

Policy manager	Chief Financial Officer
Responsible officers	Manager – Corporate Services Financial Controller Senior Accounting Officer Senior Procurement Officer Principal Fleet Specialist Coordinator - Assets
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	28/09/1999	Council	-	Item 4.1
2	Amended	15/08/2006	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 114
Policy title	Community Funding
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. S3 – An empowered community with a sense of pride, safety and belonging

Policy objective:

This policy aims to ensure the success and prosperity of the Town's community while ensuring transparency of funding decisions and accountability of those parties receiving funding.

Policy scope:

This policy applies to any eligible party seeking funding from the Town through the following programs:

- Community grants program.
- Place grants program
- Donations.
- Operating subsides (including peppercorn lease).
- Rebates.

Policy definitions:

The following definitions apply in this policy:

auspice organisation means legal entity which must take responsibility for applying, receiving, holding, administrating and acquitting against a grant or funding on behalf of an unincorporated organisation or individual.

business means a registered trading business.

business group means a group of two or more local businesses who work in partnership.

community grants program includes any grant program which is open to the local community and residents in return for social outcomes at an individual and community level.

cost-benefit comparison relates to social benefits and outcomes achieved at an individual and community level being greater than the totality of funding and support provided by the Town. The funding recipient will be required to attribute a cost against the operational service delivery cost required to achieve the social benefits and outcomes.

cost-effectiveness analysis means the comparison of two similar programs or services taking into consideration cost and resourcing against the benefits and outcomes anticipated to be achieved or achieved. A cost-effectiveness analysis helps to determine which 'applicant' should receive funding/ resources based upon:

a. the greatest potential impact at an individual and community level informed through a cost-benefit comparison; and
b. should sufficient funds be available Council may elect to approve two or more similar operating subsides.

donation means a financial gift to an eligible party.

economic efficiency is when goods and services that are produced are the ones that are most valued by society, produced at least cost and allocated to those who value them most highly. Economic efficiency comprises:

a. allocative efficiency- allocating resources to their most productive use;
b. technical efficiency- providing goods and services at least cost; and
c. dynamic efficiency- ensuring that investments are optimal over the long-term (three year maximum contracts) in both their timing and location.

established and solvent means:

a. operating a business for all or part of the income year;
b. cash reserve and/or guaranteed income to cover three months' worth of operating costs at any time;
c. has an aggregated turnover less than $10 million annually; and
d. has demonstrated capacity to deliver upon Funding Agreements.

funding agreement means a contract entered into by the Town and funding recipient which stipulates obligations inclusive of, deliverables, reporting requirements, roles and responsibilities, termination of funding and funding period.

incorporated association means an association, as defined by the *Associations Incorporation Act 2015 (WA)*, inclusive of any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the association must be used to benefit the association or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

in-kind support means goods or services provided to eligible parties by the Town. Such as fee waiver for the use of the Town's facilities and services, inclusive of parks, reserves or equipment; or support inclusive of but not limited to cross-promotion through social media platforms and production of marketing material. In-kind support will be attributed a monetary value and considered within the totality of funds provided by the Town to the eligible party.

intervention means a program, service or initiative.

operating subsidy means a cash payment and/ or peppercorn lease made to an eligible party to support its sustainable operating capacity to deliver programs, support and services to the local community, capped at 50% of total operating costs.

party means any person, community group, business group, organisation or other, applying for funding from the Town.

peppercorn lease means a subsidised nominal rental amount which is significantly below the market valuation, thus forfeiting revenue in return for social benefits for the community (to be informed by cost-benefit comparison).

program means an intervention, event, initiative, or service delivered by a party to a specific community cohort or the general community.

rebate means a financial reimbursement of the expenditure of funds, to an eligible party, excluding rate rebates or concessions.

social enterprise (also referred to as business) means:

a. a small business that is led by an economic, social, cultural or environmental mission consistent with a public or community benefit;
b. derive a substantial portion of their income from trade; and
c. reinvest the majority of their profits/ surplus in the fulfilment of their mission.

sustainable operating capacity means the capacity of an organisation to remain financially viable over a long-term period through diverse revenue and funding streams which meet the full cost of services delivery, attract and retain human capital, and manage operational risks.

town team/ place-based group means a group of residents, businesses and landowners working collaboratively to improve their local neighbourhood.

Policy statement:

1. The Town will administer funding programs to support the resilience of the community.

2. Funding programs are subject to an annual budget approval process. The Town reserves the right to withhold the administration or availability of any of the following funding programs based upon the long term and annual financial position of the Town.

3. Any party wishing to apply for funding must have Public Liability Insurance of $10 million with the exception of rebates, donations and for grants, in instances where initiatives are not exposed to public risk.

4. The Town reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town's Vision, Mission or Values, or bring the Town's brand or reputation into disrepute, or at its discretion.

5. All funding provided under this policy is to be reported on in the Annual Report.

6. The Town must ensure that all documentation relating to community funding programs, including executed agreements, is recorded, as required under the *State Records Act 2000*.

Ineligibility criteria:

7. Unless otherwise stated in additional ineligibility criteria under each funding program, applicants will be ineligible where:

    a. the applicant has an outstanding debt to the Town;
    b. the applicant has failed to submit a satisfactory acquittal for a previous Town funding program; or
    c. the application is submitted retrospectively i.e. after a project, activity and/or program has already taken place.
    d. the applicant is a Town employee or Elected Member.

Conflicts of interest:

8. In the administration and awarding of community funding programs any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995,* the code of conduct and the Town's values.

9. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995, Local Government (Rules of Conduct) Regulations 2007* and *Local Government (Administration) Regulations 1996* employees and elected members with any involvement in community funding programs shall declare:

a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a community funding program; and
b. any impartiality interests they have with any applicant for a community funding program.

10. As is required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift related interest they must not be involved in that particular community funding program application. If:

    a. this is as a member of a panel, they must not participate in the panel and the CEO should appoint another person as a member of the panel;
    b. as an employee who awards or assesses applications for funding, the application must be referred to another appropriate employee who can award or undertake the assessment for the funding; and
    c. the application is referred to a committee or Council, in accordance with the requirements of the Act.

11. Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

Community grants program:

12. The community grants program will increase the capacity of community groups, businesses, clubs and organisations within the Town of Victoria Park, to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town's Strategic Community Plan.

Grant funding programs:

13. The Community Grants program is comprised of a range of community grant programs inclusive of, but not limited to:

    a. Community Development Grants;
    b. Sport and Club Development Grants;
    c. Youth Project Grants;
    d. Community Safety and Crime Prevention Grants;
    e. Art and Culture Grants;
    f. Healthy Communities Grants; and
    g. Urban Forest Grants.

Aims:

14. The aims of the Town's Community Grants Program are to:

    a. Complement and achieve the Town of Victoria Park's strategic objectives;
    b. Provide financial assistance to the community to develop and implement projects, activities and programs that enhance the wellbeing of the community;
    c. Strengthen local community capacity and cohesion through capitalising on the strengths and abilities of the community to effectively identify its own needs and to plan, develop and implement innovative solutions;
    d. Facilitate fair, transparent and equitable distribution of community resources and programs through the Town; and
    e. Increase participation and accessibility to a range of quality and innovative programs and activities for the residents of the Town.

Eligibility:

15. Eligible applicants are:

a. not-for-profit organisations;
b. community group or clubs;
c. artists, individuals and businesses;
d. resident associations;
e. town teams or place-based groups;
f. parents and citizen (P&C) and parents and friends (P&F) associations;
g. schools (only for projects falling outside the Department of Education responsibilities); and
h. social-enterprises.

Approval process:

16. The CEO will be responsible for receiving community grants applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.

17. Funding rounds will be tailored to the specific community grants program, and detailed in Practice 114.1 Community Grants which is to be made publically available.

18. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

Place grants program:

Aims:

19. Place grants aim to support community-led initiatives that:
    a. make a positive contribution to the physical character, amenity or activation of a neighbourhood
    b. build the capacity and capability of a town team or place-based group

Eligibility:

20. Eligible applicants are:

    a. not-for-profit organisations;
    b. community group or clubs;
    c. artists, individuals and businesses;
    d. resident associations;
    e. town teams or place-based groups;
    f. parents and citizen (P&C) and parents and friends (P&F) associations;
    g. schools (only for projects falling outside the Department of Education responsibilities); and
    h. social-enterprises.

Approval process:

21. The CEO will be responsible for receiving, assessing and approving place grant applications detailed in Practice 114.6 Place Grants which is to be made publically available.

22. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.

23. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

Donations:

24. The donations program will support the local community through an annual financial assistance program.

25. Donations will be for the provision of charitable purposes or services or to support individual or group achievement at a state, national or international level of competition.

26. The Town reserves the right to request a profile of the donation recipient including what the funds will be or have been used for.

Aims:

27. The aims of the Town's Community Donations Program are:

    a. To complement the Town of Victoria Park's strategic objectives; and
    b. The support the following three (3) categories through financial assistance:

    Youth National and International Sport Donation

    i. To support local residents who reside within the Town aged between 12- 25 years to participate within their sporting discipline at a national or international level.
    ii. Applicants must produce a letter of selection from their state sporting association or national body.

    Youth Leadership and Development Donation

    iii. To support individuals aged between 12-25 years nominated to undertake a youth leadership or development course delivered by a recognised organisation for personal and/ or professional development.
    iv. Applicants must demonstrate a letter of offer to undertake the personal or professional development.

    School Welfare

    v. Maximum of two applications per school, per financial year, to support the welfare of students and families requiring assistance with educational fees or items.
    vi. The school must submit the application on behalf of the student/ family.

Approval process:

28. The CEO will be responsible for receiving, assessing and approving donations applications.

29. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.

30. The Chief Executive Officer will be responsible for operationalising and administering the Donations program in accordance with Practice 114.2 Donations which is to be made publically available.

Operating subsidy:

31. The Operating subsidy program will support the operating capacity of eligible parties to deliver meaningful interventions, programs and services to the community.

Aim:

32. To ensure economic efficiency, accountability and transparent financial management of funds by the Town, inclusive of in-kind support, cash and peppercorn lease.

Eligibility:

33. Applicants must meet the following:

    a. must be an established and solvent incorporated not-for-profit organisation or social enterprise;
    b. the mission/ purpose of the organisation or social-enterprise must be of a sporting or recreational, cultural or community service focus;
    c. the mission / purpose will be stated in the organisation's constitution, details of incorporation or similar statement of purpose;
    d. operating subsidy request is based upon industry benchmarked standard costs of operation; and
    e. the impact of the operating subsidy upon competition and economic efficiency are minimised as far as practicable and evidenced by the applying party.

Ineligibility:

34. Applicants will be ineligible for an Operational Subsidy where:

    a. the eligibility criteria is not met;
    b. the applicant does not operate within the Town from a rateable premise;
    c. the applicant has previously breached a requirement of a lease or licence with the Town and failed to rectify the breach to the satisfaction of the Town; or
    d. the applicant is insolvent.

Approval Process:

35. The CEO will be responsible for receiving operating subsidy applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.

36. The Chief Executive Officer will be responsible for operationalising and administering the Operating subsidy program in accordance with Practice 114.4 Operating subsidies which is to be made publically available.

37. Dependent upon annual budget approval, the Operating Subsidy Program will be advertised publically with one founding round open per year.

38. Operating subsidies will be capped at 50% of total operating costs, inclusive of cash, in-kind support relating to subsided rental value of the lease forfeited under a peppercorn lease.

39. The Town will be responsible for receiving operating subsidy applications and making a recommendation to Council for consideration.

40. Applications will be assessed against cost-benefit comparison aligned to the Town's Strategic Community Plan outcomes.

41. In the instance where two or more applicants apply for an operating subsidy to deliver similar services, a cost-effectiveness analysis (CEA) will be undertaken to ensure the most efficient use of rate payers funds.

42. Should sufficient funds be available Council may elect to approve two or more similar operating subsides.

43. Three (3) year recurrent Funding Agreements will be entered into with the successful applicant.

44. Consumer Price Index Perth all Groups will be applied annually to the life of the funding contract

45. Successful applications will be required to provide quarterly 'output reports' and an annual 'outcome report' to the Town, to be used by the Town as the Town deems fit.

46. Successful applicants will be required to provide the Town with an annual statement of income and expenditure of the operating subsidy which has been certified by the applicant's auditor.

47. The annual outcome report must demonstrate cost-benefit comparison in return for the operating subsidy.

48. The Town reserves the right to terminate a Funding Agreement upon unsatisfactory annual outcomes reported in an acquittal and or report.

49. Should the acquittal process be deemed unsatisfactory, the Town reserves the right to request the full reimbursement of funding provided.

50. The Town reserves the right to incrementally decrease funding per year to promote sustainable operating capacity, should the financial position of the funding recipient change.

51. The eligibility criteria, reporting and acquittal process will be made publically available on the Town's website.

Rebates:

52. The Rebates programs relates to the following funding programs:

    a. Adopt-a-verge;
    b. CCTV Partnership Program;
    c. Security Incentive Scheme; and
    d. Street Meet and Greet.

53. The CEO will be responsible for receiving, assessing and approving rebate applications.

Adopt-a-verge

54. The 'Adopt-a-Verge' program supports residents to transform the verge areas in their street into beautiful native gardens, with the assistance of the Town of Victoria Park. A verge is considered to be the area between the road and your property.

Aims:

55. The aims of the Adopt-a-Verge program are to:

    a. Reduce water use;
    b. Increase Biodiversity; and
    c. Promote aesthetically pleasing verges.

Eligibility:

56. Local residents are eligible for an Adopt-a-Verge rebate.

Ineligibility:

57. The following parties are ineligible for an Adopt-a-Verge rebate:

a. Commercial or industrial properties; and
b. Property developers.

CCTV Partnership Program:

Aims:

58. To assist private residences, businesses or community groups to install an effective CCTV system and create a partnership between the applicant, WA Police Force, and the Town to address crime and safety problems through visual surveillance.

Eligibility:

59. Any property owner, resident, business or community group in the Town is eligible to apply for funding of up to half the total project cost, per project (refer to management practice 114.1 Community Funding for capped amount).

Ineligibility:

60. The following parties are ineligible to join the CCTV Partnership Program:

    a. State or Federal government agencies; or
    b. Properties outside the Town of Victoria Park.

Security Incentive Scheme:

Aims:

61. To support residents in taking an active role to deter burglaries.

Eligibility:

62. Any local property owner, resident, business or community group in the Town.

Ineligibility:

63. The following parties are ineligible for a Security Incentive Scheme rebate:

    a. State or Federal government agencies;
    b. Any party that has already received their maximum rebate under the Security Incentive Scheme for the financial year; or
    c. Any party that does not comply with the operational Terms and Conditions of the program.

Street Meet n Greet:

Aims:

64. To empower community members to deliver local street events throughout the Town.

Eligibility:

65. Any resident, business or community group in the Town is eligible to apply.

Ineligibility:

66. The following parties are ineligible for a Street Meet n Greet rebate:

    a. State or Federal government agencies;
    b. Properties outside the Town of Victoria Park;
    c. Any party with a current outstanding debt with the Town;

d. Any event that does not target local street neighbours as the focus of the event; or
e. Any party that does not comply with the operational Terms and Conditions of the program.

Related documents

Practice 114.1 Community grants
Practice 114.2 Donations
Practice 114.4 Operating subsidies
Practice 114.5 Rebates

Responsible officers	Community Development Coordinator
Policy manager	Manager - Community
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	17/12/2019	Council	284/2019	Item 14.5
2	Amended	16/09/2020	Council	519/2020	Item 15.2
3	Amended	20/10/2020	Council	535/2020	Item 12.6
4	Amended	15/12/2020	Council	594/2020	Item 15.1

Policy number	Policy 114
Policy title	Community Funding
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. S3 – An empowered community with a sense of pride, safety and belonging

Policy objective:

This policy aims to ensure the success and prosperity of the Town's community while ensuring transparency of funding decisions and accountability of those parties receiving funding.

Policy scope:

This policy applies to any eligible party seeking funding from the Town through the following programs:

- Community grants program.
- Place grants program
- Donations.
- Operating subsides (including peppercorn lease).
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Policy definitions:

The following definitions apply in this policy:

auspice organisation means legal entity which must take responsibility for applying, receiving, holding, administrating and acquitting against a grant or funding on behalf of an unincorporated organisation or individual.

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program means an intervention, event, initiative, or service delivered by a party to a specific community cohort or the general community.

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a. a small business that is led by an economic, social, cultural or environmental mission consistent with a public or community benefit;
b. derive a substantial portion of their income from trade; and
c. reinvest the majority of their profits/ surplus in the fulfilment of their mission.

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year means the financial year from 1 July to 30 June inclusive.

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Policy statement:

1. The Town will administer funding programs to support the resilience of the community.

2. Funding programs are subject to an annual budget approval process. The Town reserves the right to withhold the administration or availability of any of the following funding programs based upon the long term and annual financial position of the Town.

3. Any party wishing to apply for funding must have Public Liability Insurance of $10 million with the exception of rebates, donations and for grants, in instances where initiatives are not exposed to public risk.

4. The Town reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town's Vision, Mission or Values, or bring the Town's brand or reputation into disrepute, or at its discretion.

5. All funding provided under this policy is to be reported on in the Annual Report.

6. The Town must ensure that all documentation relating to community funding programs, including executed agreements, is recorded, as required under the *State Records Act 2000*.

Ineligibility criteria:

7. Unless otherwise stated in additional ineligibility criteria under each funding program, applicants will be ineligible where:

   a. the applicant has an outstanding debt to the Town;
   b. the applicant has failed to submit a satisfactory acquittal for a previous Town funding program; or
   c. the application is submitted retrospectively i.e. after a project, activity and/or program has already taken place.
   d. the applicant is a Town employee or Elected Member.

Conflicts of interest:

8. In the administration and awarding of community funding programs any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct and the Town's values.

9. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995, Local Government (~~Rules~~ Model Code of Conduct) Regulations 2021~~07~~* and *Local Government (Administration) Regulations 1996*, employees and elected members with any involvement in community funding programs shall declare:

    a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a community funding program; and
    b. any impartiality interests they have with any applicant for a community funding program.

10. As is required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift related interest they must not be involved in that particular community funding program application. If:

    a. this is as a member of a panel, they must not participate in the panel and the CEO should appoint another person as a member of the panel;
    b. as an employee who awards or assesses applications for funding, the application must be referred to another appropriate employee who can award or undertake the assessment for the funding; and
    c. the application is referred to a committee or Council, in accordance with the requirements of the Act.

11. Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

Lobbying of Elected Members:

12. Applicants may not lobby, or seek to influence the decision-making of Elected Members or Town staff, in relation to their submitted funding applications.

13. If, during the period between submitting a funding application and a determination by Council, an applicant seeks to lobby any Elected Member or Town staff of the Town of Victoria Park, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application to an Elected Member or Town staff, the person/organisation may be disqualified and the grant or donation excluded from being considered for approval.

Community grants program:

~~12.~~14. The community grants program will increase the capacity of community groups, businesses, clubs and organisations within the Town of Victoria Park, to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town's Strategic Community Plan.

Grant funding programs:

~~13.~~15. The Community Grants program is comprised of a range of community grant programs inclusive of, but not limited to:

    a. Community Development Grants;
    b. Sport and Club Development Grants;
    c. Youth Project Grants;
    d. Community Safety and Crime Prevention Grants;
    e. Art and Culture Grants;
    f. Healthy Communities Grants; and
    g. Urban Forest Grants.

Aims:

~~14.~~16. The aims of the Town's Community Grants Program are to:

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a. Complement and achieve the Town of Victoria Park's strategic objectives;
b. Provide financial assistance to the community to develop and implement projects, activities and programs that enhance the wellbeing of the community;
c. Strengthen local community capacity and cohesion through capitalising on the strengths and abilities of the community to effectively identify its own needs and to plan, develop and implement innovative solutions;
d. Facilitate fair, transparent and equitable distribution of community resources and programs through the Town; and
e. Increase participation and accessibility to a range of quality and innovative programs and activities for the residents of the Town.

Eligibility:

~~15.~~17. Eligible applicants are:

a. not-for-profit organisations;
b. community group or clubs;
c. artists, individuals and businesses;
d. resident associations;
e. town teams or place-based groups;
f. parents and citizen (P&C) and parents and friends (P&F) associations;
g. schools (only for projects falling outside the Department of Education responsibilities); and
h. social-enterprises.

Approval process:

~~16.~~18. The CEO will be responsible for receiving community grants applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.

~~17.~~19. Funding rounds will be tailored to the specific community grants program, and detailed in Practice 114.1 Community Grants which is to be made ~~publically~~publicly available.

~~18.~~20. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

Place grants program:

Aims:

~~19.~~21. Place grants aim to support community-led initiatives that:
a. make a positive contribution to the physical character, amenity or activation of a neighbourhood
b. build the capacity and capability of a town team or place-based group

Eligibility:

~~20.~~22. Eligible applicants are:

a. not-for-profit organisations;
b. community group or clubs;
c. artists, individuals and businesses;
d. resident associations;

e. town teams or place-based groups;
f. parents and citizen (P&C) and parents and friends (P&F) associations;
g. schools (only for projects falling outside the Department of Education responsibilities); and
h. social-enterprises.

Approval process:

~~21.~~23. The CEO will be responsible for receiving, assessing and approving place grant applications detailed in Practice 114.6 Place Grants which is to be made ~~publically~~publicly available.

~~22.~~24. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.

~~23.~~25. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

Donations:

~~24.~~26. The donations program will support the local community through an annual financial assistance program.

~~25.~~27. Donations will be for the provision of charitable purposes or services or to support individual or group achievement at a state, national or international level of competition.

~~26.~~28. The Town reserves the right to request a profile of the donation recipient including what the funds will be or have been used for.

Aims:

~~27.~~29. The aims of the Town's Community Donations Program are:

a. To complement the Town of Victoria Park's strategic objectives; and
b. The support the following three (3) categories through financial assistance:

Youth National and International Sport Donation

i. To support local residents who reside within the Town aged between 12- 25 years to participate within their sporting discipline at a national or international level.
ii. Applicants must produce a letter of selection from their state sporting association or national body.

Youth Leadership and Development Donation

iii. To support individuals aged between 12-25 years nominated to undertake a youth leadership or development course delivered by a recognised organisation for personal and/ or professional development.
iv. Applicants must demonstrate a letter of offer to undertake the personal or professional development.

School Welfare

v. Maximum of two applications per school, per financial year, to support the welfare of students and families requiring assistance with educational fees or items.

vi. The school must submit the application on behalf of the student/ family.

Approval process:

~~28.~~30. The CEO will be responsible for receiving, assessing and approving donations applications.

~~29.~~31. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.

~~30.~~32. The Chief Executive Officer will be responsible for operationalising and administering the Donations program in accordance with Practice 114.2 Donations which is to be made ~~publically~~publicly available.

Operating S~~s~~ubsidy:

~~31.~~33. The o~~O~~perating subsidy program will support the operating capacity of eligible parties to deliver meaningful interventions, programs and services to the community.

Aim:

~~32.~~34. To ensure economic efficiency, accountability and transparent financial management of funds by the Town, inclusive of in-kind support, cash and peppercorn lease.

Eligibility:

~~33.~~35. Applicants must meet the following:

a. must be an established and solvent incorporated not-for-profit organisation or social enterprise;
b. the mission/ purpose of the organisation or social-enterprise must be of a sporting or recreational, cultural or community service focus;
c. the mission / purpose will be stated in the organisation's constitution, details of incorporation or similar statement of purpose;
d. operating subsidy request must align with the Town's identified priority focus area(s);
~~d.~~e. operating subsidy request is based upon industry benchmarked standard costs of operation or comparable information; and
~~e.~~f. the impact of the operating subsidy upon competition and economic efficiency are minimised as far as practicable and evidenced by the applying party.

Ineligibility:

~~34.~~36. Applicants will be ineligible for an Operational Subsidy where:

a. the eligibility criteria is not met;
b. the applicant does not operate within the Town from a rateable premise, or does not primarily deliver services within the Town;
c. the applicant has previously breached a requirement of a lease or licence with the Town and failed to rectify the breach to the satisfaction of the Town; or
d. the applicant is insolvent.

Approval Process:

~~35.~~37. The CEO will be responsible for receiving operating subsidy applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.

36.38. The Chief Executive Officer will be responsible for operationalising and administering the oOperating subsidy program in accordance with Practice 114.4 Operating Ssubsidies which is to be made publicallypublicly available.

39. Allocation of up to 1% of the Town's rateable income will be considered to support the operating subsidy program annually;

37.40. Dependent upon annual budget approval, the oOperating sSubsidy pProgram will be advertised publicallypublicly with one founding round open per year.

38.41. Operating subsidies will be capped at $100,000 (ex GST and Consumer Price Index Perth all groups) cash contribution per organisation per year, and no more than 50% of total operating costs, inclusive of cash, in-kind support relating to subsided rental value of the lease forfeited under a peppercorn lease.

39.42. The Town will be responsible for receiving operating subsidy applications and making a recommendation to Council for consideration.

40.43. Applications will be assessed against cost-benefit comparison aligned to the Town's Strategic Community Plan outcomes.

41.44. In the instance where two or more applicants apply for an operating subsidy to deliver similar services, a cost-effectiveness analysis (CEA) will be undertaken to ensure the most efficient use of rate payers funds.

42.45. Should sufficient funds be available Council may elect to approve two or more similar operating subsides.

43.46. Three (3) year recurrent Funding Agreements will be entered into with the successful applicant.

47. Previously successful applicants are eligible to re-apply for an operating subsidy;

48. Operating subsidy applications will be considered alongside Lease / License Agreements, where relevant.

44.49. Consumer Price Index Perth all Groups will be applied annually to the life of the funding contract

45.50. Successful applications will be required to provide six-monthly ~~quarterly~~ 'output reports' and an annual 'outcome report' to the Town, to be used by the Town as the Town deems fit.

46.51. Successful applicants will be required to provide the Town with an annual statement of income and expenditure of the operating subsidy which has been certified by the applicant's auditor.

47.52. The annual outcome report must demonstrate cost-benefit comparison in return for the operating subsidy.

48.53. The Town reserves the right to terminate a Funding Agreement upon unsatisfactory annual outcomes reported in an acquittal and or report.

49.54. Should the acquittal process be deemed unsatisfactory, the Town reserves the right to request the full reimbursement of funding provided.

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50.55. The Town reserves the right to incrementally decrease funding per year to promote sustainable operating capacity, should the financial position of the funding recipient change.

51.56. The eligibility criteria, reporting and acquittal process will be made ~~publically~~publicly available on the Town's website.

Rebates:

52.57. The Rebates programs relates to the following funding programs:

a. Adopt-a-verge;
b. CCTV Partnership Program;
c. Security Incentive Scheme; and
d. Street Meet and Greet.

53.58. The CEO will be responsible for receiving, assessing and approving rebate applications.

Adopt-a-verge

54.59. The 'Adopt-a-Verge' program supports residents to transform the verge areas in their street into beautiful native gardens, with the assistance of the Town of Victoria Park. A verge is considered to be the area between the road and your property.

Aims:

55.60. The aims of the Adopt-a-Verge program are to:

a. Reduce water use;
b. Increase Biodiversity; and
c. Promote aesthetically pleasing verges.

Eligibility:

56.61. Local residents are eligible for an Adopt-a-Verge rebate.

Ineligibility:

57.62. The following parties are ineligible for an Adopt-a-Verge rebate:

a. Commercial or industrial properties; and
b. Property developers.

CCTV Partnership Program:

Aims:

58.63. To assist private residences, businesses or community groups to install an effective CCTV system and create a partnership between the applicant, WA Police Force, and the Town to address crime and safety problems through visual surveillance.

Eligibility:

59.64. Any property owner, resident, business or community group in the Town is eligible to apply for funding of up to half the total project cost, per project (refer to management practice 114.1 Community Funding for capped amount).

Ineligibility:

60.65. The following parties are ineligible to join the CCTV Partnership Program:

a. State or Federal government agencies; or
b. Properties outside the Town of Victoria Park.

Security Incentive Scheme:

Aims:

~~61.~~66. To support residents in taking an active role to deter burglaries.

Eligibility:

~~62.~~67. Any local property owner, resident, business or community group in the Town.

Ineligibility:

~~63.~~68. The following parties are ineligible for a Security Incentive Scheme rebate:

a. State or Federal government agencies;
b. Any party that has already received their maximum rebate under the Security Incentive Scheme for the financial year; or
c. Any party that does not comply with the operational Terms and Conditions of the program.

Street Meet n Greet:

Aims:

~~64.~~69. To empower community members to deliver local street events throughout the Town.

Eligibility:

~~65.~~70. Any resident, business or community group in the Town is eligible to apply.

Ineligibility:

~~66.~~71. The following parties are ineligible for a Street Meet n Greet rebate:

a. State or Federal government agencies;
b. Properties outside the Town of Victoria Park;
c. Any party with a current outstanding debt with the Town;
d. Any event that does not target local street neighbours as the focus of the event; or
e. Any party that does not comply with the operational Terms and Conditions of the program.

Related documents

Practice 114.1 Community grants
Practice 114.2 Donations
Practice 114.4 Operating subsidies
Practice 114.5 Rebates

Responsible officers	Community Development Coordinator
Policy manager	Manager - Community
Approval authority	Council

Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	17/12/2019	Council	284/2019	Item 14.5
2	Amended	16/09/2020	Council	519/2020	Item 15.2
3	Amended	20/10/2020	Council	535/2020	Item 12.6
4	Amended	15/12/2020	Council	594/2020	Item 15.1

Policy number	Policy 114
Policy title	Community Funding
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. S3 – An empowered community with a sense of pride, safety and belonging

Policy objective:

This policy aims to ensure the success and prosperity of the Town's community while ensuring transparency of funding decisions and accountability of those parties receiving funding.

Policy scope:

This policy applies to any eligible party seeking funding from the Town through the following programs:

- Community grants program.
- Place grants program
- Donations.
- Operating subsides (including peppercorn lease).
- Rebates.

Policy definitions:

The following definitions apply in this policy:

auspice organisation means legal entity which must take responsibility for applying, receiving, holding, administrating and acquitting against a grant or funding on behalf of an unincorporated organisation or individual.

business means a registered trading business.

business group means a group of two or more local businesses who work in partnership.

community grants program includes any grant program which is open to the local community and residents in return for social outcomes at an individual and community level.

cost-benefit comparison relates to social benefits and outcomes achieved at an individual and community level being greater than the totality of funding and support provided by the Town. The funding recipient will be required to attribute a cost against the operational service delivery cost required to achieve the social benefits and outcomes.

cost-effectiveness analysis means the comparison of two similar programs or services taking into consideration cost and resourcing against the benefits and outcomes anticipated to be achieved or achieved. A cost-effectiveness analysis helps to determine which 'applicant' should receive funding/ resources based upon:

a. the greatest potential impact at an individual and community level informed through a cost-benefit comparison; and
b. should sufficient funds be available Council may elect to approve two or more similar operating subsides.

donation means a financial gift to an eligible party.

economic efficiency is when goods and services that are produced are the ones that are most valued by society, produced at least cost and allocated to those who value them most highly. Economic efficiency comprises:

a. allocative efficiency- allocating resources to their most productive use;
b. technical efficiency- providing goods and services at least cost; and
c. dynamic efficiency- ensuring that investments are optimal over the long-term (three year maximum contracts) in both their timing and location.

established and solvent means:

a. operating a business for all or part of the income year;
b. cash reserve and/or guaranteed income to cover three months' worth of operating costs at any time;
c. has an aggregated turnover less than $10 million annually; and
d. has demonstrated capacity to deliver upon Funding Agreements.

funding agreement means a contract entered into by the Town and funding recipient which stipulates obligations inclusive of, deliverables, reporting requirements, roles and responsibilities, termination of funding and funding period.

incorporated association means an association, as defined by the *Associations Incorporation Act 2015 (WA)*, inclusive of any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the association must be used to benefit the association or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

in-kind support means goods or services provided to eligible parties by the Town. Such as fee waiver for the use of the Town's facilities and services, inclusive of parks, reserves or equipment; or support inclusive of but not limited to cross-promotion through social media platforms and production of marketing material. In-kind support will be attributed a monetary value and considered within the totality of funds provided by the Town to the eligible party.

intervention means a program, service or initiative.

operating subsidy means a cash payment and/ or peppercorn lease made to an eligible party to support its sustainable operating capacity to deliver programs, support and services to the local community, capped at 50% of total operating costs.

party means any person, community group, business group, organisation or other, applying for funding from the Town.

peppercorn lease means a subsidised nominal rental amount which is significantly below the market valuation, thus forfeiting revenue in return for social benefits for the community (to be informed by cost-benefit comparison).

program means an intervention, event, initiative, or service delivered by a party to a specific community cohort or the general community.

rebate means a financial reimbursement of the expenditure of funds, to an eligible party, excluding rate rebates or concessions.

social enterprise (also referred to as business) means:

a. a small business that is led by an economic, social, cultural or environmental mission consistent with a public or community benefit;
b. derive a substantial portion of their income from trade; and
c. reinvest the majority of their profits/ surplus in the fulfilment of their mission.

sustainable operating capacity means the capacity of an organisation to remain financially viable over a long-term period through diverse revenue and funding streams which meet the full cost of services delivery, attract and retain human capital, and manage operational risks.

town team/ place-based group means a group of residents, businesses and landowners working collaboratively to improve their local neighbourhood.

year means the financial year from 1 July to 30 June inclusive.

Policy statement:

1. The Town will administer funding programs to support the resilience of the community.

2. Funding programs are subject to an annual budget approval process. The Town reserves the right to withhold the administration or availability of any of the following funding programs based upon the long term and annual financial position of the Town.

3. Any party wishing to apply for funding must have Public Liability Insurance of $10 million with the exception of rebates, donations and for grants, in instances where initiatives are not exposed to public risk.

4. The Town reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town's Vision, Mission or Values, or bring the Town's brand or reputation into disrepute, or at its discretion.

5. All funding provided under this policy is to be reported on in the Annual Report.

6. The Town must ensure that all documentation relating to community funding programs, including executed agreements, is recorded, as required under the *State Records Act 2000*.

Ineligibility criteria:

7. Unless otherwise stated in additional ineligibility criteria under each funding program, applicants will be ineligible where:

    a. the applicant has an outstanding debt to the Town;
    b. the applicant has failed to submit a satisfactory acquittal for a previous Town funding program; or
    c. the application is submitted retrospectively i.e. after a project, activity and/or program has already taken place.
    d. the applicant is a Town employee or Elected Member.

Conflicts of interest:

8. In the administration and awarding of community funding programs any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995,* the code of conduct and the Town's values.

9. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995, Local Government (Model Code of Conduct) Regulations 2021* and *Local Government (Administration) Regulations 1996,* employees and elected members with any involvement in community funding programs shall declare:

    a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a community funding program; and
    b. any impartiality interests they have with any applicant for a community funding program.

10. As is required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift related interest they must not be involved in that particular community funding program application. If:

    a. this is as a member of a panel, they must not participate in the panel and the CEO should appoint another person as a member of the panel;
    b. as an employee who awards or assesses applications for funding, the application must be referred to another appropriate employee who can award or undertake the assessment for the funding; and
    c. the application is referred to a committee or Council, in accordance with the requirements of the Act.

11. Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

Lobbying of Elected Members:

12. Applicants may not lobby, or seek to influence the decision-making of Elected Members or Town staff, in relation to their submitted funding applications.

13. If, during the period between submitting a funding application and a determination by Council, an applicant seeks to lobby any Elected Member or Town staff of the Town of Victoria Park, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application to an Elected Member or Town staff, the person/organisation may be disqualified and the grant or donation excluded from being considered for approval.

Community grants program:

14. The community grants program will increase the capacity of community groups, businesses, clubs and organisations within the Town of Victoria Park, to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town's Strategic Community Plan.

Grant funding programs:

15. The Community Grants program is comprised of a range of community grant programs inclusive of, but not limited to:

    a. Community Development Grants;
    b. Sport and Club Development Grants;
    c. Youth Project Grants;
    d. Community Safety and Crime Prevention Grants;
    e. Art and Culture Grants;
    f. Healthy Communities Grants; and
    g. Urban Forest Grants.

Aims:

16. The aims of the Town's Community Grants Program are to:

a. Complement and achieve the Town of Victoria Park's strategic objectives;
b. Provide financial assistance to the community to develop and implement projects, activities and programs that enhance the wellbeing of the community;
c. Strengthen local community capacity and cohesion through capitalising on the strengths and abilities of the community to effectively identify its own needs and to plan, develop and implement innovative solutions;
d. Facilitate fair, transparent and equitable distribution of community resources and programs through the Town; and
e. Increase participation and accessibility to a range of quality and innovative programs and activities for the residents of the Town.

Eligibility:

17. Eligible applicants are:

    a. not-for-profit organisations;
    b. community group or clubs;
    c. artists, individuals and businesses;
    d. resident associations;
    e. town teams or place-based groups;
    f. parents and citizen (P&C) and parents and friends (P&F) associations;
    g. schools (only for projects falling outside the Department of Education responsibilities); and
    h. social-enterprises.

Approval process:

18. The CEO will be responsible for receiving community grants applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.

19. Funding rounds will be tailored to the specific community grants program, and detailed in Practice 114.1 Community Grants which is to be made publicly available.

20. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

Place grants program:

Aims:

21. Place grants aim to support community-led initiatives that:
    a. make a positive contribution to the physical character, amenity or activation of a neighbourhood
    b. build the capacity and capability of a town team or place-based group

Eligibility:

22. Eligible applicants are:

    a. not-for-profit organisations;
    b. community group or clubs;
    c. artists, individuals and businesses;
    d. resident associations;
    e. town teams or place-based groups;
    f. parents and citizen (P&C) and parents and friends (P&F) associations;

g. schools (only for projects falling outside the Department of Education responsibilities); and
h. social-enterprises.

Approval process:

23. The CEO will be responsible for receiving, assessing and approving place grant applications detailed in Practice 114.6 Place Grants which is to be made publicly available.

24. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.

25. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

Donations:

26. The donations program will support the local community through an annual financial assistance program.

27. Donations will be for the provision of charitable purposes or services or to support individual or group achievement at a state, national or international level of competition.

28. The Town reserves the right to request a profile of the donation recipient including what the funds will be or have been used for.

Aims:

29. The aims of the Town's Community Donations Program are:

    a. To complement the Town of Victoria Park's strategic objectives; and
    b. The support the following three (3) categories through financial assistance:

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i. To support local residents who reside within the Town aged between 12- 25 years to participate within their sporting discipline at a national or international level.
ii. Applicants must produce a letter of selection from their state sporting association or national body.

Youth Leadership and Development Donation

iii. To support individuals aged between 12-25 years nominated to undertake a youth leadership or development course delivered by a recognised organisation for personal and/ or professional development.
iv. Applicants must demonstrate a letter of offer to undertake the personal or professional development.

School Welfare

v. Maximum of two applications per school, per financial year, to support the welfare of students and families requiring assistance with educational fees or items.
vi. The school must submit the application on behalf of the student/ family.

Approval process:

30. The CEO will be responsible for receiving, assessing and approving donations applications.

31. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.

32. The Chief Executive Officer will be responsible for operationalising and administering the Donations program in accordance with Practice 114.2 Donations which is to be made publicly available.

Operating Subsidy:

33. The operating subsidy program will support the operating capacity of eligible parties to deliver meaningful interventions, programs and services to the community.

Aim:

34. To ensure economic efficiency, accountability and transparent financial management of funds by the Town, inclusive of in-kind support, cash and peppercorn lease.

Eligibility:

35. Applicants must meet the following:

    a. must be an established and solvent incorporated not-for-profit organisation or social enterprise;
    b. the mission/ purpose of the organisation or social-enterprise must be of a sporting or recreational, cultural or community service focus;
    c. the mission / purpose will be stated in the organisation's constitution, details of incorporation or similar statement of purpose;
    d. operating subsidy request must align with the Town's identified priority focus area(s);
    e. operating subsidy request is based upon industry benchmarked standard costs of operation or comparable information; and
    f. the impact of the operating subsidy upon competition and economic efficiency are minimised as far as practicable and evidenced by the applying party.

Ineligibility:

36. Applicants will be ineligible for an Operational Subsidy where:

    a. the eligibility criteria is not met;
    b. the applicant does not operate within the Town from a rateable premise, or does not primarily deliver services within the Town;
    c. the applicant has previously breached a requirement of a lease or licence with the Town and failed to rectify the breach to the satisfaction of the Town; or
    d. the applicant is insolvent.

Approval Process:

37. The CEO will be responsible for receiving operating subsidy applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.

38. The Chief Executive Officer will be responsible for operationalising and administering the operating subsidy program in accordance with Practice 114.4 Operating Subsidies which is to be made publicly available.

39. Allocation of up to 1% of the Town's rateable income will be considered to support the operating subsidy program annually;

40. Dependent upon annual budget approval, the operating subsidy program will be advertised publicly with one founding round open per year.

41. Operating subsidies will be capped at $100,000 (ex GST and Consumer Price Index Perth all groups) cash contribution per organisation per year, and no more than 50% of total operating costs, inclusive of cash, in-kind support relating to subsided rental value of the lease forfeited under a peppercorn lease.

42. The Town will be responsible for receiving operating subsidy applications and making a recommendation to Council for consideration.

43. Applications will be assessed against cost-benefit comparison aligned to the Town's Strategic Community Plan outcomes.

44. In the instance where two or more applicants apply for an operating subsidy to deliver similar services, a cost-effectiveness analysis (CEA) will be undertaken to ensure the most efficient use of rate payers funds.

45. Should sufficient funds be available Council may elect to approve two or more similar operating subsides.

46. Three (3) year recurrent Funding Agreements will be entered into with the successful applicant.

47. Previously successful applicants are eligible to re-apply for an operating subsidy;

48. Operating subsidy applications will be considered alongside Lease / License Agreements, where relevant.

49. Consumer Price Index Perth all Groups will be applied annually to the life of the funding contract

50. Successful applications will be required to provide six-monthly 'output reports' and an annual 'outcome report' to the Town, to be used by the Town as the Town deems fit.

51. Successful applicants will be required to provide the Town with an annual statement of income and expenditure of the operating subsidy which has been certified by the applicant's auditor.

52. The annual outcome report must demonstrate cost-benefit comparison in return for the operating subsidy.

53. The Town reserves the right to terminate a Funding Agreement upon unsatisfactory annual outcomes reported in an acquittal and or report.

54. Should the acquittal process be deemed unsatisfactory, the Town reserves the right to request the full reimbursement of funding provided.

55. The Town reserves the right to incrementally decrease funding per year to promote sustainable operating capacity, should the financial position of the funding recipient change.

56. The eligibility criteria, reporting and acquittal process will be made publicly available on the Town's website.

Rebates:

57. The Rebates programs relates to the following funding programs:

    a. Adopt-a-verge;

b. CCTV Partnership Program;
c. Security Incentive Scheme; and
d. Street Meet and Greet.

58. The CEO will be responsible for receiving, assessing and approving rebate applications.

Adopt-a-verge

59. The 'Adopt-a-Verge' program supports residents to transform the verge areas in their street into beautiful native gardens, with the assistance of the Town of Victoria Park. A verge is considered to be the area between the road and your property.

Aims:

60. The aims of the Adopt-a-Verge program are to:

    a. Reduce water use;
    b. Increase Biodiversity; and
    c. Promote aesthetically pleasing verges.

Eligibility:

61. Local residents are eligible for an Adopt-a-Verge rebate.

Ineligibility:

62. The following parties are ineligible for an Adopt-a-Verge rebate:

    a. Commercial or industrial properties; and
    b. Property developers.

CCTV Partnership Program:

Aims:

63. To assist private residences, businesses or community groups to install an effective CCTV system and create a partnership between the applicant, WA Police Force, and the Town to address crime and safety problems through visual surveillance.

Eligibility:

64. Any property owner, resident, business or community group in the Town is eligible to apply for funding of up to half the total project cost, per project (refer to management practice 114.1 Community Funding for capped amount).

Ineligibility:

65. The following parties are ineligible to join the CCTV Partnership Program:

    a. State or Federal government agencies; or
    b. Properties outside the Town of Victoria Park.

Security Incentive Scheme:

Aims:

66. To support residents in taking an active role to deter burglaries.

Eligibility:

67. Any local property owner, resident, business or community group in the Town.

Ineligibility:

68. The following parties are ineligible for a Security Incentive Scheme rebate:

    a. State or Federal government agencies;
    b. Any party that has already received their maximum rebate under the Security Incentive Scheme for the financial year; or
    c. Any party that does not comply with the operational Terms and Conditions of the program.

Street Meet n Greet:

Aims:

69. To empower community members to deliver local street events throughout the Town.

Eligibility:

70. Any resident, business or community group in the Town is eligible to apply.

Ineligibility:

71. The following parties are ineligible for a Street Meet n Greet rebate:

    a. State or Federal government agencies;
    b. Properties outside the Town of Victoria Park;
    c. Any party with a current outstanding debt with the Town;
    d. Any event that does not target local street neighbours as the focus of the event; or
    e. Any party that does not comply with the operational Terms and Conditions of the program.

Related documents

Practice 114.1 Community grants
Practice 114.2 Donations
Practice 114.4 Operating subsidies
Practice 114.5 Rebates

Responsible officers	Community Development Coordinator
Policy manager	Manager - Community
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	17/12/2019	Council	284/2019	Item 14.5

2	Amended	16/09/2020	Council	519/2020	Item 15.2
3	Amended	20/10/2020	Council	535/2020	Item 12.6
4	Amended	15/12/2020	Council	594/2020	Item 15.1

Policy number	Policy 205
Policy title	Vehicle crossovers
Strategic outcomes supported	EN2 – A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around. EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.

POLICY OBJECTIVE:

To provide guidance for the construction of vehicle crossovers in the Town

POLICY SCOPE:

This policy applies to the construction and maintenance of vehicle crossovers.

DEFINITIONS:

Nil.

POLICY STATEMENT:

1. A vehicle crossover may be constructed either:

    a. by the Town – by means of an approved contractor - upon application by the property owner, or
    b. by the property owner.

2. All crossovers shall be constructed in accordance with the Town's crossover specifications in either insitu concrete; insitu limecrete; insitu exposed aggregate or approved brick/block paving.

3. The Town will contribute towards the cost of the crossover in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget. This amount will subsidise the cost of one, and the first new crossover to each individually titled lot or strata development.

4. The Town will also contribute towards the cost of replacing an existing bituminous crossover in insitu concrete, insitu limecrete, insitu exposed aggregate or approved brick/block paving in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

5. The Town will not repair nor contribute to the cost of repairing or resurfacing a bituminous crossover.

6. The maximum width of any crossover and/or adjoining crossover shall be 6 metres or to a maximum of 40% of the property frontage, except for commercial/industrial premises.

7. In cases of financial hardship or where the property owner is an aged or invalid pensioner, the Town may agree to construct a crossover and have the owner's share of the costs paid by instalments or have it remain a charge against the property.

Construction by owner (or owner's agent/contractor)

8. Owners who elect to undertake the construction or modification of a crossover themselves, or by a contractor of their choice, must first obtain the Town's approval. There are restrictions on the location and size of crossovers and the construction must be to Town specifications. Owners may make application for a contribution from the Town for the first new crossover they have constructed or bituminous crossover they have reconstructed. The contribution will only be made if prior approval to construct the crossover was given by the Town and all conditions associated with the approval, including compliance with the specifications, have been met.

9. The contribution by the Town is to be determined annually by the Chief Executive Officer.

RELATED DOCUMENTS:

Local Government Act 1995 Schedule 9.1 (7)

Policy manager	Manager – Technical Services
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	12/08/1997	Council	-	Item 14.3
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 205
Policy title	Vehicle crossovers
Strategic outcomes supported	EN2 – A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around. EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.

POLICY OBJECTIVE:

To provide guidance for the construction of vehicle crossovers in the Town

POLICY SCOPE:

This policy applies to the construction and maintenance of vehicle crossovers.

DEFINITIONS:

Nil.

POLICY STATEMENT:

1. A vehicle crossover may be constructed either:

    a. by the Town – by means of an approved contractor - upon application by the property owner, or
    b. by the property owner.

2. All crossovers shall be constructed in accordance with the Town's crossover specifications in either insitu concrete; insitu limecrete; insitu exposed aggregate or approved brick/block paving.

3. The Town will contribute towards the cost of the crossover in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget. This amount will subsidise the cost of one, and the first new crossover to each individually titled lot or strata development.

4. The Town will also contribute towards the cost of replacing an existing bituminous crossover in insitu concrete, insitu limecrete, insitu exposed aggregate or approved brick/block paving in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

5. The Town will not repair nor contribute to the cost of repairing or resurfacing a bituminous crossover.

6. The maximum width of any crossover and/or adjoining crossover shall be 6 metres or to a maximum of 40% of the property frontage, except for commercial/industrial premises.
1.

7. Secondary crossover requests to a single lot shall only be considered and approved in exceptional circumstances where ~~permitted if~~ the applicant can demonstrate the need for additional vehicular access to a ~~in exceptional circumstances where there is a~~ proposed ~~al for a new~~ car port/garage or

proper circulation as supported by a traffic impact statement, prepared by a suitably qualified transport engineer. These requests may not be approved for reasons including but not limited to loss of verge trees, additional contribution to stormwater ~~run off~~runoff, planting space, diminished on street parking and safety.

2.

~~6.~~8. In alignment with the requirements of the Town's Disability and Access Inclusion plan, a continuous path of travel through the crossover is preferred to provide clear and legible pedestrian priority.

~~7.~~9. In cases of financial hardship or where the property owner is an aged or invalid pensioner, the Town may agree to construct a crossover and have the owner's share of the costs paid by instalments or have it remain a charge against the property.

Construction by owner (or owner's agent/contractor)

~~8.~~10. Owners who elect to undertake the construction or modification of a crossover themselves, or by a contractor of their choice, must first obtain the Town's approval. There are restrictions on the location and size of crossovers and the construction must be to Town specifications. Owners may make application for a contribution from the Town for the first new crossover they have constructed or bituminous crossover they have reconstructed. The contribution will only be made if prior approval to construct the crossover was given by the Town and all conditions associated with the approval, including compliance with the specifications, have been met.

11. The contribution by the Town is to be determined annually by the Chief Executive Officer through an internal memorandum. This contribution is determined with reference to 50% of the estimated cost of a standard crossing (vehicle crossover) under local government regulations. A standard crossover is defined as an insitu concrete material crossover, 3m wide x 4m long, constructed to the Town's crossover specifications. This amount will subsidise the cost of a property's initial crossover, and the first new crossover to each individually titled lot or strata development.

~~9.~~12.

RELATED DOCUMENTS:

Local Government Act 1995 Schedule 9.1 (7) - Crossing from public thoroughfare to private land or private thoroughfare447

https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_43663.htm/$FILE/Local%20Government%20Act%201995%20-%20%5B07-v0-00%5D.html?OpenElement

Crossover specification

https://www.victoriapark.wa.gov.au/Your-property/House-and-garden/Crossovers-and-driveways?BestBetMatch=crossover|d13b95b2-5146-4b00-9e3e-a80c73739a64|4f05f368-ecaa-4a93-b749-7ad6c4867c1f|en-AU

Policy manager	Manager – Technical Services
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	12/08/1997	Council	-	Item 14.3
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
1	Reviewed and Amended	/2021	Council		

Policy number	Policy 053
Policy title	Meetings of Electors
Strategic outcomes supported	CL02 – A community that is authentically engaged and informed in a timely manner. CL10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably. S02 – An informed and knowledgeable community.

POLICY OBJECTIVE:

To outline the preferred format and processes for Annual Meetings of Electors and Special Meetings of Electors.

POLICY SCOPE:

This policy applies to Town of Victoria Park staff, elected members and community members in attendance at Annual Meetings of Electors and Special Meetings of Electors.

DEFINITIONS:

Elector refers to a person who is eligible to be enrolled to vote at elections for the district.

Annual Meeting of Electors refers to the meeting required to be held once every financial year for the purpose of discussing the annual report and any other general business.

Special Meeting of Electors refers to a meeting held at the request of electors or council members to discuss specific matters.

POLICY STATEMENT:

1. Whilst it is acknowledged that electors' meetings are dealt with in Part 5, Division 2, Subdivision 4 of the *Local Government Act 1995* and Part 3 of the Local Government (Administration) Regulations 1996, there is a need to set the preferences in regards to the format and processes that apply to electors' meetings to ensure consistency and to provide an understanding of roles for all of those involved.

Notice and timing of meetings

2. The convening of electors' meetings is dealt with under section 5.29 of the *Local Government Act 1995*.

3. Electors' meetings are not to be held in the last two weeks of December or the first two weeks of January.

Format of meetings

4. The order of proceedings for an Annual Meeting of Electors is to be:
   a) declaration of opening
   b) discussion about contents of annual report for the previous financial year
   c) update on decisions from previous Annual Meeting of Electors

d) general business

5. The order of proceedings for a Special Meeting of Electors is to be:
   a) declaration of opening
   b) presentations on the matters specified in the request for a Special Meeting of Electors
   c) general business

6. The proceedings referred to in points 3 and 4 can be altered by the presiding person.

Role of person presiding

7. The role of the presiding person is to run the meeting in accordance with the order of proceedings.

8. The person presiding is entitled to move, second, speak to and vote on motions in their capacity as an elector.

Role of elected members

9. Elected members may attend electors' meetings and are able to move, second, speak to and vote on motions in their capacity as an elector.

Role of Town of Victoria Park employees

10. Appropriate senior officers may attend electors' meetings to provide information, as required.

Role of electors

11. Electors are required to sign the attendance register to provide their name and address to confirm whether they are electors of the Town before participating in the meeting.

12. Electors' meetings are open to all members of the public however, only electors may move, second, speak to and vote on motions.

13. At an Annual Meeting of Electors, electors may raise any motion that is related to the responsibilities and functions of local government.

14. At a Special Meeting of Electors, electors may raise motions that are related to the purpose for which the meeting was called for.

15. Each elector present at a meeting of electors is entitled to one vote on each matter to be decided, but is not required to vote.

Consideration of decisions made at electors' meetings

16. Decisions made at electors' meetings will be considered by Council at the next Ordinary Council Meeting, or as soon as reasonably practicable.

17. An update on the decisions made at the Annual Meetings of Electors will provided at the following years' Annual Meeting of Electors.

Recording of meetings

18. Meetings of electors that are held in the Council Chambers are to be recorded and live-streamed in accordance with Policy 052 - Audio and video recording and live streaming of Council meetings, Agenda Briefing forums, committees and electors meetings.

19. No other audio or visual recording may be undertaken without the permission of the presiding person.

20. The minutes of an electors' meeting will record a summary of the meeting and the decisions made. It will not be recorded verbatim.

RELATED DOCUMENTS:

Part 5, Division 2, Subdivision 4 of the *Local Government Act 1995*

Part 3 of the Local Government (Administration) Regulations 1996

Meeting Procedures Local Law 2019

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Policy 052 - Audio and video recording and live streaming of Council meetings, Agenda Briefing forums, committees and electors meetings

Policy manager	Manager ~~–~~Governance and Strategy
Responsible officers	~~Governance Officer – Council Support~~Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	19/11/2019	Council	228/2019	Item 10.3

Policy number	Policy 054
Policy title	Access to reserve funds through notices of motion
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To ensure Council is informed prior to making a decision to expend reserve funds.

POLICY SCOPE:

This policy applies to notices of motion provided by elected members.

DEFINITIONS:

Nil.

POLICY STATEMENT:

Any notice of motion involving or requesting the expenditure of reserve funds shall be referred to the Town's administration for a report prior to a decision being made on the allocation of such funds.

RELATED DOCUMENTS:

Meeting Procedures Local Law 2019

Policy manager	Manager – Governance and Strategy
Responsible officers	~~Governance Officer – Council Support~~Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	11/04/2000	Council	-	Item 4.1
2	Reviewed	17/08/2004	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed	21/04/2020	Council	381/2020	Item 15.4

Policy number	Policy 101
Policy title	Governance of Council Advisory and Working Groups
Strategic outcomes supported	CL2 – A community that is authentically engaged and informed in a timely manner. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making. CL9 – Appropriate devolution of decision-making and service provision to an empowered community.

POLICY OBJECTIVE:

To provide for the governance of Council's advisory and working groups, inclusive of requirements for establishment, appointment, remuneration, operation and reporting.

POLICY SCOPE:

This policy applies to all Council-established working and advisory groups comprised of community members, staff and elected members.

DEFINITIONS:

Advisory group is a group established by resolution of Council, which may consist of elected members, community members and officers, for the provision of strategic advice on a matter.

Working group is a group established by resolution of Council, which may consist of elected members, community members and officers, for the purpose of delivering strategic outcomes.

POLICY STATEMENT:

1. The Town recognises the importance of engaging meaningfully with its community and ensuring that its citizens are able to participate and influence the decision-making process. While there are many methods in which the Town promotes public participation and engages with its community, the establishment of advisory groups are intended to give community members a formal avenue to advise Council on a specific matter, whilst working groups are intended to empower and support the community in delivering strategic outcomes in partnership with the Town. The creation of an advisory or working group shall align with Policy 103 Communications and Engagement.

Establishment

2. To establish an advisory or working group, Council must resolve to:
   a. create that group for the purposes outlined in clause 3 and 4 of this policy
   b. set the purpose and objective of the group in line with clause 3 and 4 of this policy
   c. determine the length of the group's term and any extensions in line with clause 5 of this policy
   d. endorse the criteria for membership and composition of the group
   e. give public notice relating to the establishment of the group and its community vacancies.

3. An advisory group may be established to provide advice on a specific matter, which contributes to

achieving strategic outcomes within the Strategy Community Plan, as determined by Council.

4. A working group may be established to develop a policy and/ or a strategic document for the Town to be adopted by Council in the future, or to deliver a strategic outcome for the Town through the implementation of a Council-adopted strategy or plan.

5. To ensure that groups are meaningfully engaged, Council will determine the length of the group's term. In making this determination, Council is to consider the group's purpose and objective, and the scope in which they will operate. Council may authorise the Chief Executive Officer to extend the group's term for a set time period.

6. Members of advisory and working groups may include elected members, community members and staff members. The number of positions available, as well as the composition of the group, is to be determined by Council as stipulated in clause 2(c) of this policy.

7. Council must also determine the criteria in which candidates are to be assessed against before being formally appointed to the group. The criteria can include skills, education or experience relevant to the set purpose and objective of the group.

8. Advisory and working groups established by Council, pursuant to this policy are not, and are not intended to be, committees established under Section 5.8 of the *Local Government Act 1995*.

9. An example recommendation to meet the establishment requirement in this policy is included in Schedule A.

Membership and appointment

10. There are three types of members that may be appointed to advisory and working groups, which are: community members, elected members and officers. Each type of member has different appointment requirements and voting provisions.

Elected members

11. The number of elected members in an advisory or working group shall not exceed one-third of the total number of elected members holding office. Appointment of elected members will be by resolution of Council.

12. Elected members formally appointed by Council to an advisory or working group are to be participating members of that group.

Community members

13. Once Council has resolved to establish a group, inclusive of endorsing its composition and criteria for membership, the Chief Executive Officer is to publicly advertise the community vacancies for a period of

at least two weeks.

14. At the close of the application period, the Chief Executive Officer is to assess the applications based on the criteria for membership set by Council, as stipulated in clause 2(d) of this policy. Where required, the Chief Executive Officer may choose to interview applicants as part of the application process.

15. Appointments of community members to an established group will be upon recommendation of the Chief Executive Officer and by resolution of Council.

16. Community members formally appointed by Council to an advisory or working group are to be participating members of that group.

17. Should any community member be unable to fulfil their role on an advisory or working group at any point in time they may apply in writing to the Chief Executive Officer to be released from the group. The Chief Executive Officer will then reappoint their replacement from those previous applicants in order of merit until a replacement has been filled. The Chief Executive Officer may choose for the community member position to remain vacant depending on the nature of the groups' terms of reference and / or length of time remaining for the group's term.

Officers

18. The Chief Executive Officer is to appoint relevant officers to the group as follows:
    a. To provide professional advice and conduct research in line with the group's purpose and objective
    b. To provide administrative and governance support, inclusive of ensuring adherence to the group's terms of reference as adopted by Council, and to the reporting requirements in this policy

19. Although appointment of officers will be at the discretion of the Chief Executive Officer and is not to be resolved upon by Council, the Chief Executive Officer is to advise Council of the appointments once made.

20. Officers formally appointed by the Chief Executive Officer to an advisory or working group are only advisory and/or secretarial members of that group.

21. An example recommendation to meet the appointment requirement in this policy is included in Schedule A.

Remuneration and expenses

22. Members appointed to a Council-established group are not entitled to a sitting fee, or any such type of remuneration, unless otherwise considered and resolved by Council.

23. Should Council resolve to provide remuneration to members of a Council-established group, the amount must be determined by Council and be in line with the adopted budget.

24. Elected members and officers that are members of an advisory or working group are not to be remunerated under any circumstance.

25. Members appointed to an advisory or working group, excluding elected members and officers, that are unable to drive a motor vehicle or whose primary mode of transportation is by public means, may be reimbursed for the cost of the incurred fare to and from meetings.

26. The reimbursement of expenses for elected members is dealt with in Policy 021 – Fees, expenses and allowances – Elected Members~~. and Independent Committee Members.~~

27. To be eligible for reimbursement, a community member must seek approval from the Chief Executive Officer who will process the reimbursement.

Operation

Terms of Reference

28. Each group is responsible for drafting its own terms of reference, inclusive of:
    a. purpose
    b. objective
    c. membership including roles and composition
    d. meeting procedures including, but not limited to, its general conduct, meeting frequency, administration and other such requirements

29. Within three months of establishment, the Chief Executive Officer, with agreement from members of that group, is required to present a group's proposed terms of reference to Council for adoption.

30. Upon adoption by Council, the group's terms of reference, including its membership, must be made publicly available on the Town's website.

31. The Chief Executive Officer is responsible for ensuring that each established group has appropriate administrative and professional support.

32. A sample recommendation to meet the terms of reference requirement is included in Appendix A, and a Terms of Reference Template is included in Schedule B.

Delegation

33. A group shall have no delegated authority to make any decisions for or on behalf of Council and no group, or individual member thereof, shall, in particular:
    a. expend, or authorise the expenditure of, any Town funds
    b. correspond with any party

c. speak for or on behalf of the Town or Council
d. issue any press release
e. issue any instruction to Town staff.

34. A group may make decisions relating to the conduct and operation of its meetings, and any other decisions, within its scope~~,~~ that will allow it to deliver its objectives as set by Council.

Reporting

35. Being formally established and appointed by Council, each advisory and working group is required to publish its agenda and minutes on the Town's website in the prescribed form.

36. The minutes of each group must be presented to Council for receiving at the next relevant Ordinary Council Meeting.

37. Council may, at any time, request that the Chief Executive Officer to present a report on the progress of each group.

38. Where appropriate, Council may also request a group, or members thereof, to make a presentation at an informal Council meeting, including an elected member workshop or Concept Forum.

RELATED DOCUMENTS:

Responsible Officers	~~Chief Executive Officer~~ Coordinator Governance and Strategy
Policy manager	~~Manager Governance and Strategy~~ Manager Governance and Strategy
Approval authority	Council
Next Evaluation Date	*This will be set by Governance*

REVISION HISTORY

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved		Council		

TOWN OF VICTORIA PARK

SCHEDULE A

Sample recommendation for the establishment of an advisory or working group

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That Council:

1. Establishes [name of advisory or working group] for the purpose of [including purpose as per clause 2 and 3 of this policy] with the objective of [include objective and/or final deliverable of the group]
2. Endorses membership of the group to include the following:
    a. [Number of elected members]
    b. [Number of community members]
3. Advertises the establishment of the [*insert name*] group, its [*insert number]* community member vacancies and seeks applications from candidates that meet the following criteria:
    a. [Insert criteria in bullet point format]
4. Requests that the Chief Executive Officer presents a further report back to Council by [*insert date*] with a recommendation on community member appointments in line with point 3 above

Sample recommendation for the appointment of members to an advisory or working group

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That Council:

1. Appoints [insert number of elected member vacancies] to the [insert name of group]
2. Appoints the following persons to the [*insert number]* available community member positions:
    a. [Insert name of person and type of membership fulfilled, if applicable]
    b. [Insert name of person and type of membership fulfilled, if applicable]
3. Notes that the following officers have been appointed to the group:
    a. [Insert officer position]
4. Requests that the Chief Executive Officer, with agreement from the group, presents a further report back to Council by [*insert date being within a 3-month period*] with its proposed terms of reference

Sample recommendation for the adoption of a group's terms of reference

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That Council endorses the terms of reference for the [*insert group name*] as included in attachment [*insert number*].

TOWN OF VICTORIA PARK

SCHEDULE B

[Name of group]
Terms of reference

Purpose and objective

For advisory group

1. The purpose of the [name of group] (the group) is to provide strategic advice to Council on [outline specific matter and objective]. This advice is related to the following strategic outcomes:

a. [Include strategic outcomes]
b. [Include strategic outcomes]

For working group

2. The purpose of the [name of group] (the group) is to deliver [name objective –i.e. policy/strategic document/strategy or plan] for Council consideration. This [policy/document/strategy/plan] is related to the following strategic outcomes:

a. [Include strategic outcomes]
b. [Include strategic outcomes]

Term

3. These terms of reference are effective upon endorsement by Council and continues until the [insert expected date of completion of the group as set by Council].

Membership

4. The group shall be comprised of:
    a. [number] elected members
    b. [number] community members
    c. [number] officers

5. All memberships expire at the end of the group's term.

Roles and responsibilities

6. Each member of the group is responsible for attending meetings, reviewing relevant material to enable informed discussion, and making timely decisions/actions to progress the objectives of the group.

7. Each member is expected to abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.

8. In addition to these, the specific roles for each membership type are as follows:
    a. Elected members are responsible for ensuring that the group adheres to the direction set by Council, contributing from a Town-wide perspective, and ensures that delivery of the group's objective – [*to be altered depending on agreement from group*]

b. Community members are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities – [*to be altered depending on agreement from group*]
c. Officers are responsible for conducting necessary research as required by the group, providing professional advice, and for administering its meetings.

Meeting procedures

9. The group will elect a presiding member and deputy presiding member at its first meeting. The presiding member will be the person consulted on the day-to-day operations of the group and its required preparations, including the agenda, for its next meeting.

10. The group will meet [include timeframe] ***or*** the group will meet as required, upon the calling of the meeting by the presiding member.

11. A meeting quorum will be at least 50% of the participating members of the group. Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

12. If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable.

13. The agenda and minutes of the meeting are to be prepared by the Town, as follows:

a) The agenda will be distributed no later than three working days before the meeting on the Town's website.
b) The minutes will be distributed no later than five working days after the meeting on the Town's website.
c) Both the agenda and minutes are to be developed in the prescribed form.

Reporting

14. The group is expected to report to Council, in accordance with Policy 101 Governance of Council Advisory and Working Groups.

Policy number	Policy 112
Policy title	Visual arts
Strategic outcomes supported	S4 – A place where all people have an awareness and appreciation of arts, culture, education and heritage

POLICY OBJECTIVE:

The purpose of this policy is to guide the Town's aspirations to be a leader of contemporary visual arts and to further develop the cultural identity of Town of Victoria Park

POLICY SCOPE:

This policy applies to the Town's visual art collection.

DEFINITIONS:

Nil.

POLICY STATEMENT:

1. The Town recognises the important role played by visual arts in expressing the cultural identity of the Town of Victoria Park, as well as the broader benefits of associating a place with art, rather than art with a specific place.

2. To achieve this cultural aspiration, the Town's approach to visual arts collection management is driven by a focus on contemporary, quality and professionally significant artwork that elevates the status of the Town as an investor in a culturally-enriched environment that provides a documentation of time. The management of Town's art collection is in accordance with 'National Standards for Australian Museums and Galleries' as the Town facilitates its development as a recognised cultural and artistic hub. Artwork could be acquired Australia wide in contributing to the Town's art collection.

3. For the Town, promoting and encouraging a significant visual arts education program is key in providing a community engagement with the art collection. This program will provide a clear reflection of Victoria Park, the place and it's people whilst also creating opportunities to build relationships and educate the community on the investment in the culture and health of the community.

~~3.~~4. Any visual art purchased by the Town must be in accordance with Policy 301 Procurement and the relevant procedures, unless otherwise resolved by Council.

RELATED DOCUMENTS:

~~Nil.~~Policy 301 Procurement

Policy manager	Manager – Community
Responsible officers	Community Development Coordinator
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	10/06/2014	Council	-	Item 13.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed and Amended	21/04/2020	Council	384/2020	Item 15.7

Policy number	Policy 260
Policy title	Single-use Plastic and Polystyrene
Strategic outcomes supported	EC2 – A clean, safe and accessible place to visit. EN4 – A clean place where everyone knows the value of waste, water and energy.

POLICY OBJECTIVE:

- To provide controls that minimise potential adverse impacts of single use plastic and polystyrene on the community and the environment.

- To provide education and community leadership on the issue of single use plastic.

POLICY SCOPE:

This Policy applies to:

- all Council buildings except those buildings which are, or may become, a subject to a lease or licence permitting the use of the building for commercial tenancy or residential occupancy;
- all Council-run events; and
- all market stalls held on Council land.

This Policy does not apply to:

- Events within the Town that are not Council-run;
- Traders and businesses that do not require a permit from the Town under a Local Law; and
- Activities operating under current lease agreement from the Town.

DEFINITIONS:

Compostable means materials capable of breaking down completely or decomposing to produce a soil product without toxic residue. These materials should be certified compostable under AS 4736 – Industrial Composting or AS 5810 – Home Composting.

Event means any planned activity that occurs in a certain place, during a certain time, which involves a gathering of people and has some level of impact on the immediate surroundings.

Local Government Property has the meaning given to it in the Local Law.

Local Law means the relevant Town of Victoria Park Local Law. At the time of writing this Policy it included the Activities and Trading Thoroughfares Public Places Local Law 2000; Local Government Property Law 2000; and Health Local Law 2003.

Market Stall means a stand or booth where goods are sold at a market or event.

Permit has the meaning given to it in the Local Law.

Plastic means synthetic materials manufactured from fossil fuels such as oil and petrochemicals. Can be either soft, flexible or rigid.

Polystyrene means synthetic resin which is a polymer of styrene, used chiefly as lightweight rigid foams and films.

Public places has the meaning given to it in the Local Law.

Serving material means any items that are distributed for the intended use as food or beverage serving and/or consumption aids, including but not limited to: plates, cutlery, take away food containers, hot/cold beverage cups and lids (including paper coffee cups with plastic lining or lids), drinking straws.

Single use means materials that are manufactured for disposable usage and an intended short lifespan.

Trader has the meaning given to it in the Local Law.

Thoroughfares has the meaning given to it in the Local Law.

POLICY STATEMENT:

1. Single-use plastics (or disposable plastics) and polystyrene are used only once before they are thrown away or recycled. These items include, but are not limited to, straws, coffee stirrers, soda and water bottles and most food packaging.

2. Council acknowledges that widespread use, distribution and misuse of single-use plastics and polystyrene at events and facilities can have a significant impact on our environment; particularly as events are predominantly held outdoors.

3. The phasing out single use plastics and polystyrene products will:

    a. reduce the amount of plastics being disposed to landfill or ending up as litter in our community;
    b. help to reduce the degradation of the Australian marine environment including the Swan River;
    c. reduce the adverse impacts on the Town's environment and human health;
    d. educate the Town's community to shift away from single use plastic and polystyrene products;
    e. support businesses to embrace alternative options to single use plastic and polystyrene products and those already utilising alternatives; and
    f. reduce the carbon and greenhouse emissions associated with creating plastic from non-renewable oil resources.

Restrictions

4. Single-use plastic or polystyrene serving materials are not to be used, sold or distributed, where suitable fit for purpose alternatives are available.

5. Bottled water is not to be provided at Town functions where potable drinking water facilities are available.

6. All avoidable plastic and polystyrene packaging must not be used in the purchase, sale, distribution and transport of food or goods, unless required under other conditions or legislation.

7. Plastic and polystyrene event materials are to be reused where possible, including event signage and promotional banners.

Suitable alternatives

8. Suitable alternatives to single-use plastic and polystyrene serving materials, packaging and other items must be:

    a. Compostable;
    b. Available; and
    c. Fit for purpose.

9. For more information on suitable alternatives, please refer to the Plastic-Free Vic Park guide~~(forthcoming educational guidance document)~~.

Exemptions

10. This Policy exempts single-use plastic items necessary to meet health and safety requirements, or where there are no suitable alternatives.

11. Unless necessary to satisfy other conditions of the permit, exemptions will require prior approval from the Town at the discretion of the Chief Executive Officer.

RELATED DOCUMENTS:

Local Government Act 1995 (WA)
Town of Victoria Park Activities and Trading Thoroughfares Public Places Local Law 2000
Policy 226 Recreation reserves - hire
Plastic-Free Vic Park guide~~Forthcoming educational guidance document~~.

Policy manager	Manager – Technical Services
Responsible officers	Environment Officer
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	20/08/2019	Council	155/2019	Item 12.1

Policy number	Policy 301
Policy title	Purchasing
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making. CL10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

POLICY OBJECTIVE:

The objective of this policy is to establish guidelines to ensure the most cost effective and efficient methods are used in the procurement of goods, works and services.

This policy reinforces the principle that the maintenance of comprehensive and well documented records is crucial to ensuring that value for money has been obtained and that the procurement process has been conducted with probity and transparency.

POLICY SCOPE:

This policy applies to all employees, contractors and entities that procure goods, services or works for, or on behalf of, the Town of Victoria Park.

DEFINITIONS:

Aboriginal Business means an Aboriginal or Torres Strait Islander business registered in the Aboriginal Business Directory issued by the Small Business Development Corporation.

Australian Disability Enterprise means and Australian Disability Enterprise registered as such on the Australian Business Register.

POLICY STATEMENT:

1. This policy is the purchasing policy of the local government under regulation 11A of the *Local Government (Functions and General) Regulations 1996*.

2. The Council of the Town of Victoria Park is committed to ensuring the procurement of goods and services are managed appropriately, sustainably and transparently for the benefit of the community.

3. The use of alternative procurement methods, such as corporate credit cards, transaction cards and supplier panels are supported where benefits through improved administrative practices and more efficient cash management can be demonstrated.

4. Throughout the procurement process, the Town will:

    a. Ensure transparency, probity and good governance to rate payers and relevant stakeholders on procurement activities
    b. Ensure consistency and control over procurement activities
    c. Encourage competitive procurement of goods, works and services and maximise community value.
    d. Ensure that funds are spent effectively and economically to gain value for money by taking into account price and non-price factors such as after sales service, warranty, safety, environmental, repair costs, spare parts, etc.
    e. As much as practicable support local business.

Principals for procurement

Ethical Principles

Legislation	All procurement activities must comply with legal obligations including the requirements of the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, *Local Government (Financial Management) Regulations 1996* as well as the *Competition and Consumer Act 2010*.
Honesty and fairness	Town officials must conduct all procurement with honesty, fairness and probity and must not disclose any confidential information.
Accountability and transparency	All procurement activities are undertaken through a process that is open, clear and documented
Declaration of conflicts of interest	Any conflicts of interest (actual or potential) during the procurement process must be declared and managed.
No anti-competitive practices	Town officials must not engage in practices that are anti-competitive or engage in any form of collusive practice
No improper advantage	Town officials must not engage in practices that aim to give any supplier an advantage over other suppliers
Intention to proceed	The procurement process must be undertaken with an intention to proceed with the purchase including having funding available for the purchase.
Cooperation	Town officials must encourage business relationships based on open and effective communication, respect and trust.
Gifts and Hospitality	No Councilor or member of Town staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public involved with any matter that is connected with the duties of the officer, or in which the Council is interested.

Responsible financial management

5. The principle of responsible financial management is to be applied to all procurement activities. Town funds are to be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the cost of the procurement process without compromising any of the procurement principles set out in this policy.

Value for money

6. Procurement activities are to be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the good or service consistent with

acceptable quality, reliability, safety and delivery considerations. Contracts will be formed with a view to maximising the economies available through the quotation/tender process and ensuring that the process provides real competition.

7. Council is committed to ensuring funds are spent effectively and economically by taking into account price and non-price factors.

Procurement thresholds

8. The methods of conducting procurement processes are intended to be transparent and appropriate while ensuring value for money and the best use of the Town's resources.

9. The Town to supply the same information to all suppliers. If an important change to the procurement requirements is made, then all suppliers are to be alerted at, or around, the same time. Confidentiality is to be maintained throughout any quotation or tender process.

10. The values below prescribe the procurement thresholds, along with the associated guidelines, that are to be observed (all values are exclusive of Goods and Services Tax) are set out in the below table:

Up to $5,000	The Town will use its general knowledge of the market to ascertain whether the purchase represents value for money in accordance with the relevant management practice. The Town should seek more than one quotation if they are not satisfied that the first choice of supplier would represent value for money.
From $5,000 up to $50,000	The Town is to obtain at least three written quotations from suppliers in accordance with the relevant management practice. The Town is to clearly define and specify the goods, services or works being procured with the intent being to enable suppliers to respond and to appropriately price their quote.
From $50,000 up to $250,000	The Town is to obtain at least three written quotations from suppliers in accordance with the relevant management practice. This process may include obtaining quotes from preferred supplier panels or state common use agreements in accordance with the management practice.

	The procurement evaluation and decision is to be based on the pre- determined evaluation criteria and is to be undertaken by an evaluation panel of not less than three relevantly qualified persons in accordance with the relevant management practice.
Above $250,000	A Request for Tender process is to be conducted where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement, as prescribed. The Request for Tender process is to be conducted in accordance with part 4 of the *Local Government (Functions and General) Regulations 1996*. The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations, as defined in this policy and relevant management practices.

11. Where obtaining quotes are impractical due to significant financial or other adverse impact to the Town, the Chief Executive Officer at their discretion, may waive the requirements to obtain quotes. The request to waive the quotation requirement must be in writing. If approved by the Chief Executive Officer, this quotation waiver must be saved within the appropriate records management system.

12. For procurement of goods, services and works above the minimum threshold and below the tender threshold, where it can be demonstrated that there is only one source of supply, procurement may be permitted without undertaking a quotation process, in accordance with the relevant management practice.

Approval of expenditure

13. Subject to conditions imposed under delegations, policy and relevant management practices, management discretion may be used to incur expenditure for all approved budget items except those identified in the budget as requiring a report, or a further report, to Council.

14. The Chief Executive Officer may as appropriate, through a management practice establish bands for the approval of expenditure and procurement decisions to be undertaken by Officers or particular groups of Officers.

Sustainable and ethical procurement

15. Council recognises it has an implicit role in furthering sustainable development, through its procurement of goods, and services and works. In addition, Council recognises the potential impact

this spend has on the environment and where applicable will integrate sustainability, environmental and social issues into the procurement process. Accordingly procurement should consider in addition to value for money, the sustainability, ethical, environmental impact and social value of a procurement decision.

16. Where possible procurement processes should give consideration to supporting potential suppliers that are Aboriginal Businesses and/or Australian Disability Enterprises.

RELATED DOCUMENTS:

Local Government (Functions and General) Regulations 1996

Policy 306 Business dealings with elected members and employees

Policy 312 Transaction Card

Practice 301.1 Purchasing Practice

Policy manager	Chief Financial Officer
Responsible officers	~~Manager – Corporate Services~~ Finance Manager Financial Controller Senior Accounting Officer Senior Procurement Officer
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	12/08/1997	Council	-	-
2	Amended	20/03/2007	Council	-	Item 3.5
3	Amended	24/11/2009	Council	-	Item 3.8
3	Reviewed	09/07/2013	Council	-	Item 10.1
3	Reviewed	11/08/2015	Council	-	Item 10.1
4	Amended	09/08/2016	Council	-	Item 15.1
5	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
6	Amended	17/12/2019	Council	282/2019	Item 14.3
7	Amended	19/05/2020	Council	393/2020	Item 11.1

Policy number	Policy 302
Policy title	Investment
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

POLICY OBJECTIVE:

To provide guiding policy for the investment of surplus funds.

POLICY SCOPE:

This policy applies to all employees who actively manage the Town's cash and investments or have the responsibility for employees who actively manage the Town's cash and investments

DEFINITIONS:

Nil.

POLICY STATEMENT:

1. The Council of the Town of Victoria Park is committed to ensuring the Town's finances are managed appropriately, sustainably and transparently for the benefit of the community.

2. Council supports the investment of the Town's surplus funds, which seek to maximise the return to the Town whilst having due consideration for the risk and security of each investment; and ensuring the Town's liquidity requirements are met.

Practice Implications

3. Implementation of practices to demonstrate the following:

    a. Preservation of capital (Investment management is to be undertaken in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk where applicable within identified threshold and parameters).
    b. Liquidity (There is to be sufficient liquidity to meet all reasonably anticipated cash flow requirements as and when they fall due without incurring significant costs due to the unanticipated sale of an investment).
    c. Investment return (Maximise returns within Council's risk appetite. Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance).
    d. Prudent financial management (Investment activities to be managed transparently with probity and good governance).

RELATED DOCUMENTS:

Local Government Act 1995 - Section 6.14;
Local Government (Financial Management) Regulations 1996;
The Trustees Act 1962 – Part III; and
Australian Accounting Standards.

Policy manager	Chief Financial Officer
Responsible officers	~~Manager – Corporate Services~~ Finance Manager Financial Controller
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	28/11/1995	Council	-	-
2	Amended	23/03/1999	Council	-	Item 3.5
3	Amended	24/02/2009	Council	-	Item 4.5
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Amended	09/06/2015	Council	-	Item 14.3
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Amended	08/05/2018	Council	-	Item 14.3
6	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
6	Reviewed	18/02/2020	Council	325/2020	Item 15.6

Policy number	Policy 303
Policy title	Debt collection
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

POLICY OBJECTIVE:

To provide for the recovery of overdue monies owed to the Town.

POLICY SCOPE:

This policy applies to all employees of the Town and agents authorised to perform debt recovery services on behalf of the Town.

DEFINITIONS:

Rates and Service Charges debtors

Rates and service charges debtors are amounts raised against ratepayers and are secure in the sense that they attach to land which cannot effectively be sold unless the debt is cleared.

All other Sundry Debtors

Sundry debtors include (but not limited to) monies owed to the Town through Technical Services, Town Facilities, Community Engagement and Financial Services. There is no security over these debts and it is important that they are rigorously monitored and collected.

Fines, Prosecutions and Infringements

Any sums of money owed to the Town as the result of breaches of statutory requirements imposed by the Town or a court of law and includes any costs awarded by the courts.

POLICY STATEMENT:

1. The Town is committed to the collection of overdue debt in a fair, equitable and timely manner. The Town will show due diligence in the application of administrative processes relating to payment arrangements and the selection of various actions for the effective recovery of overdue debts.

2. The following principles provide high-level direction for the ethical and effective management of the Town's debt:

    a. Management is to establish and maintain appropriate controls in order to ensure the risk of financial loss is properly managed.

    b. Debts are to be pursued within the relevant statutory limitation periods to maximise recoverability.

c. Debt collection process to ensure the Town is reasonable, fair and utilises best practices in its approach to debt recovery.

d. Debt collection activities against individual debtors should be in accord with the Australian Competition and Consumer Commission and Australian Securities and Investments Commission (ACCC-ASIC) Debt Collection Guideline for Collectors and Creditors.

e. Debt is monitored regularly and necessary regular provisions made to recognise unrecoverable debt.

f. Action for the writing off of bad debts (other than rates and services charges) should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt.

3. The Town will implement all reasonable measures to ensure the objectives of this Policy are delivered with procedural fairness to those subject to debt collection processes.

4. Where a debtor is experiencing financial hardship, Policy 308 Financial Hardship applies.

Policy Principal Application

5. The Town will apply the following fundamental guidelines in facilitating the appropriate establishment and management of its debt collection practices, including the conduct of officers and contracted agents in giving effect to this Policy.

Provision of information and payment terms

a. The Town will promptly provide targeted and consistent information, payment terms and advice for the type of service being charged.

Payment options

b. Where practicable, the Town will provide consistent payment options across its full range of services.

Information readily available

c. All information relating to the debt to be accurate and readily available.

Financial hardship

d. The Town will recognise and assist those experiencing financial hardship, and provide appropriate assistance in a fair and equitable manner in accordance with Policy 308 Financial hardship.

Debt dispute resolution

e. A clear and transparent dispute resolution process will be made available to those disputing any debt or charge owed the Town.

Formal debt collection and legal action

f. The Town will be firm but fair in applying best practice methods for the recovery of debt, including exhausting all reasonable avenues to prevent matters from proceeding to Court or other formal action.

Recovery of Outstanding Rates and Service Charges

6. Subject to Policy 308 Financial hardship, should a debtor fail to pay within the initial 35 day period (or failure to choose to pay by instalments or enter into a negotiated payment arrangement) the following debt collection process is followed (for non-pensioner rates and service charges);

a. Final notice - is forwarded via post and email (if appropriate) outlining payment within 7 days or debt collection/legal action may occur as well as additional costs.
b. Attempts to contact the debtor are made through any other communication channels available (phone and email).
c. Intention to Summons - Failure to contact the debtor then results in a letter of demand being issued (Intention to Summons) outlining that failure to make payment within 7 days will result in recovery action with additional costs and interest.
d. General Procedure Claim (GPC) - failure to make any appropriate arrangements for payment will result in the processing of a GPC. This is a court document to initiate legal action for collection of the unpaid debt. If the property is rented, the option to collect landlord rent for rates as per the Local Government Act 1995, section 6.60 and 6.61 may be actioned.
e. Procession, Seizure and Sales Order (PSSO) or Means Enquiry Summons (MES) - If the GPC has been served and no arrangement to pay or payment in full has been received, the rates department will explore options for collection through;

    i. PSSO - This court document allows the Town to seize goods and/or property/land for the collection of the outstanding debt
    ii. MES – This court document allows the Town to nominate a debtor to attend court and provide all financial records in order for the court to make a decision on their ability to pay. Arrangements are then made for collection based on the outcome.

f. Property and Land sale - after three years, if all available collection options have been exhausted and rates/service charges remain in arrears the Town may in accordance with section 6.64 of the *Local Government Act 1995* take possession of the land and hold the land as against a person having an estate or interest in the land and

    i. from time to time lease the land; or
    ii. sell the land; or
    iii. cause the land to be transferred to the Crown; or
    iv. cause the land to be transferred to itself.

Recovery of Outstanding Debt – All other Sundry Debtors

7. Should a debtor fail to pay within the initial 14 day period the following debt collection process is followed;

    a. Debt outstanding - 30 days: A statement is forwarded to the debtor with a reminder and alerting them to their unpaid invoice.
    b. Debt outstanding - 60 days: A friendly reminder by way of email and phone calls.
    c. Debt outstanding - 90 days: An urgent action letter is sent (and emailed if appropriate) requesting immediate payment as well as a phone call. Assistance is also requested from the relevant service area to communicate with the debtor.
    d. Debt outstanding - 90 + Days: A final notice is forwarded outlining payment within 7 days or debt collection action will occur.
    e. Non-payment within 7 days – case is forwarded to the Town's debt collection agency.

        i. Ongoing communication occurs between the Town and the debt collection agency relating to the collection.
        ii. Continued failure to pay or respond to debt collection results in legal action (dependant on circumstances and cost benefit to the Town).

Recovery of Outstanding Debt – Fines, Prosecutions and Infringements

8. Should a debtor fail to pay within the initial 28 day period the following debt collection process is followed;

    a. The debtor's information is collected through Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
    b. A final demand is issue along with an additional late fee. The Town allows a further 28 days to pay.
    c. Failure to pay results in the infringement being forward to Fines Enforcement Registry (FER) for collection along with an additional collection fee.

RELATED DOCUMENTS:

Local Government Act 1995
Policy 308 Financial hardship
Practice 303.1 Debt collection

Policy manager	Chief Financial Officer
Responsible officers	~~Manager – Corporate Services~~ Finance Manager Financial Controller Senior Accounting Officer Senior Rates Officer
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	28/09/1999	Council	-	Item 4.1
2	Amended	15/08/2006	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Amended	21/05/2019	Council	100/2019	Item 14.3
4	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
5	Amended	19/05/2020	Council	414/2020	Item 15.2

Policy number	Policy 305
Policy title	Loan borrowing limitations
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

POLICY OBJECTIVE:

To provide guidance as to the limitation on loan borrowings.

POLICY SCOPE:

This policy applies to loans obtained by the Town.

DEFINITIONS:

Nil.

POLICY STATEMENT:

In any financial year the combined cost of servicing loans, excluding the servicing cost of self-supporting loans, is not to exceed 10% of the total revenue from rates.

RELATED DOCUMENTS:

Local Government Act 1995

Policy manager	Chief Financial Officer
Responsible officers	~~Manager – Corporate Services~~ Finance Manager Financial Controller
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	11/04/2006	Council	-	Item 4.3
2	Amended	15/08/2006	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed	18/02/2020	Council	326/2020	Item 15.7

Policy number	Policy 306
Policy title	Business dealings with elected members and employees
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

POLICY OBJECTIVE:

To manage business dealings involving closely associated persons.

POLICY SCOPE:

This policy applies to all business dealings within the Town.

DEFINITIONS:

closely associated has the meaning given in section 5.62 of the *Local Government Act 1995*.

POLICY STATEMENT:

1. Where an employee or an elected member owns or is closely associated to a business from which the Town purchases, or intends to purchase, goods and services, the Council will determine annually or before the association commences, whether or not the Town will purchase, or continue to purchase, from the business concerned.

2. Where the Town conducts business with such an entity, it will disclose the extent of the funds paid to it by way of a separate note to the accounts of the annual financial report.

RELATED DOCUMENTS:

Local Government Act 1995

Policy manager	Chief Financial Officer
Responsible officers	~~Manager – Corporate Services~~ Finance Manager Financial Controller Senior Procurement Officer
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes

1	Adopted	14/11/2000	Council	-	Item 4.2
2	Amended	15/08/2006	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 312
Policy title	Transaction card
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

POLICY OBJECTIVE:

This policy provides a framework to guide the establishment and implementation of appropriate systems and procedures for incurring expenditure and making payments specific to transaction cards.

POLICY SCOPE:

This policy applies to all employees, contractors and entities that procure goods or services for, or on behalf of the Town of Victoria Park using a corporate credit card.

DEFINITIONS:

Cardholder means an employee who has been authorized by the Chief Executive Officer to incur expenditure by means of a transaction card

Transaction cards means corporate credit cards and store cards issued by the Town.

POLICY STATEMENT:

1. The Town is committed to ensuring the procurement of goods and services are managed appropriately, sustainably and transparently for the benefit of the community.

2. The use of alternative procurement methods, such as corporate credit cards, store cards are supported where benefits through improved administrative practices and more efficient cash management can be demonstrated. This policy is expected to result in:

    a. Efficient and effective procurement and payment operations
    b. Minimise the risk of misuse, fraudulent or corrupt use
    c. Management and oversight obligations; and
    d. Cardholder duty of care and responsible use obligations are to be implemented and adhered to.

Allocation of a transaction card

3. Allocation of a corporate credit card or store card can only be approved by the Chief Executive Officer, or in the case the card is for the Chief Executive Officer, approval is provided by Council.

Management oversight and reporting

4. The Chief Executive Officer is to ensure proper accounts and records of transactions and affairs of the Local Government are kept in accordance with the *Local Government (Financial Management) Regulations 1996 (WA)* (Regulations).

5. The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

    a. Assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Town;
    b. Authorisation and appointment of suitably eligible cardholders;
    c. Cardholder duties and responsibilities are documented and cardholders provided with training; and
    d. Monitoring and auditing of transactional card activities is planned and reported.

6. The Chief Executive Officer will ensure that at a minimum transaction card statements are reconciled and acquitted monthly. Payments relating to all corporate credit cards be reported on a monthly basis to Council.

Misuse, Misconduct and Fraudulent Use

7. Any alleged misuse of Transaction Cards will be investigated, and may be subject to disciplinary procedures.

8. Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

RELATED DOCUMENTS:

Local Government Act 1995
Practice 312.1 Store Card
Practice 312.2 Credit Card
Policy 301 Procurement

Policy manager	Chief Financial Officer
Responsible officers	~~Manager – Corporate Services~~ Finance Manager Financial Controller
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Adopted	19/03/2019	Council	53/2019	Item 14.1.4

2	Reviewed	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 331
Policy title	Information Systems Security
Strategic outcomes supported	CL04 - Appropriate information management that is easily accessible, accurate and reliable.

POLICY OBJECTIVE:

To set a multi-pronged approach in place to protect the data and systems of the Town. This includes robust practices to provide for business continuity in the event of a disaster.

The Town of Victoria Park (the Town) has a strategic priority to implement an Information Security Management System (ISMS). An ISMS consists of a suite of policies, procedures, guidelines and relevant resources to manage all information assets.

The strategic objectives are drawn from the Western Australian Whole of Government Digital Security Policy, published in June 2017.

POLICY SCOPE:

The scope of the policy is the management of digital and physical information security and access in the context in which information is created and managed.

DEFINITIONS:

Nil.

POLICY STATEMENT:

IS Security Strategic Plan

1. The Town has implemented the IS Security Strategic Plan which includes the adherence to the Australian Signals Directorate's (ASD) Essential Eight as part of its security tool kit and then plans to implement ISO 27001 (Information technology -- Security techniques -- Information security management systems – Requirements) in the future.

2. The ASD Essential Eight is one of many tools to enable the Town to enable cyber resilience focusing on two areas:
   a. Preventing malware from running in the environment; and
   b. Limiting the extent of security incidents, and being able to recover data.

Cyber Security

3. The CEO will ensure the following security objectives for the Town are maintained:
    a. Develop and continuously improve security management practices
    b. Empower our staff, partners, and communities to be strong links in our overall security chain through collaboration and enablement
    c. Enable innovation while effectively identifying and managing cyber risks

Digital security

4. The CEO will ensure the application and management of controls are in place to ensure that the right information is available when ever required by staff with the appropriate access permission and the confidentiality and integrity of information is secured.

Information Privacy

5. In accordance with the Information Privacy Principles of the *Privacy Act 1988* (Cth) the Town has developed a Privacy Statement. The Town adheres to the provisions of the *Freedom of Information Act 1992* (WA).

Information access

6. Staff, contractors and consultants may, subject to appropriate permissions and authority, have access to the Town's records to fulfil their duties and obligations.

7. The CEO will ensure measures are in place to ensure the security of its records, both hard copy and electronic, and authorised access to them. Reference to Security and Access have been documented in the Town's Record Keeping Plan.

Public access documents

8. The CEO will ensure that regular identification of Councils documents for public access purposes is followed to increase greater communication with the community, this may have a positive effect by reducing Freedom of Information applications submitted to the Town.

Security of physical documents

9. The management of physical records has been outlined in the Town's Record Keeping Plan.

Third Party Information Access Permissions

10. The CEO will ensure that access to Corporate Information / Networks / Business System will berefined to ensure all appropriate security measures are in place.

11. The term 'third party' refers to various forms of external hire of labour and specialists such ascontractors, consultants, Trainees, Work experience students and various specialists such as IS support and other vendors etc.

12. When providing access to the network/business systems the CEO will consider the following:
    a. Signing a confidentiality agreement restricting the use and dispersal of confidential information
    b. Documented permissions standards appropriate to fulfil duties and obligations as per contract/terms of reference.
    c. Procedures to identify what type of third party should gain access the type and how much access to systems should a third party gain to perform their duties as required.
        i. Contractor – location and reporting level, develop appropriate criteria if applicable
        ii. Consultant – location and reporting level, develop appropriate criteria if applicable
        iii. Trainees iv. Work experience students
    v. IS - Software vendors and support etc.
    vi. Include – mobile devices such as laptop, tablets, and other mobile devices – thumb drives etc.
    vii. Induction training
    viii. Comply with all aspects of relevant policies – e.g. IS policy – which includes conditions of use for mobile devices, standards, guides, references, practices and procedures.

RELATED DOCUMENTS:

- ICT Strategic Plan
- Information and Communications Technology Asset Management Plan (as part of the Integrated planning and reporting framework) Information Statement

Policy manager	~~Manager – Corporate Services~~ Manager Technology and Digital Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes

1	Approved		Council		

Policy number	Policy 001
Policy title	Policy management and development
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To provide for the processes for the making, evaluation and management of policies and management practices.

POLICY SCOPE:

This policy applies across the Town.

DEFINITIONS:

policy evaluation is the examination of the implementation or impact of a policy, with the intent of determining its success against reaching its objectives, and intended impact.

minor policy review entails a broad review of the content of each policy to allow for minor amendments, including changes to formatting, spelling and grammar, rewording of sections to increase clarity, standardisation of terms used, and the updating of references to relevant legislation and other documents. Any amendments arising from a policy review should not alter the purpose or objective of the policy.

POLICY STATEMENT:

1. Pursuant to section 2.7(2)(b) of the *Local Government Act 1995*, Council determines the policies of the local government.

2. A policy is the Council's position on a particular matter, and is to guide the Town in undertaking administrative actions relevant to the policy. It is not intended to provide administrative detail, but rather to set out a general direction and guidance.

3. Some policies may be accompanied by supplementary documentation to ensure that the application of the policy is clear and consistent. The hierarchy of policy documents are as follows:

    a. **Policy** - Strategic direction adopted by Council. This document is public and is intended for all those that live in, work for, or have dealings with the Town.

    b. **Management practice** – Administrative detail on how principles set out by the policy will be carried out by the Town. This document is for internal use by the Town's officers. Management practices are to be made under policies by the Council or other relevant legislative instruments

and must be consistent with the policy under which they are made. Management practices shall outline how a policy is to be implemented, particularly any administrative processes necessary to give effect to a policy. Management practices are approved by the CEO in the manner as set out in the practice.

c. **Guideline** – Further information explaining the practical application of the policy. This document is intended for the general public and will be made available on the Town's website.

   Guidelines are made as a supplement to the Council policy. They do not bind the Town, its officers or Elected Members. Guidelines are intended to assist members of the community by setting out as simply and clearly as possible the Town's approach in applying an adopted policy.

   Guidelines are approved by the CEO in the manner as set out in the practice.

Guiding principles

4. Policies, management practices will be concise, clear, consistent and compliant.

   a. Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.
   b. Clear – policies and management practices will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
   c. Consistent – policies and management practices will encompass and be consistent with the Town's strategic goals, values, risk appetite and template documents.
   d. Compliant – policies and management practices will comply with all relevant compliance obligations and commitments and the Town's governance framework.

5. It is acknowledged that there are three key stakeholders with differing relationships in policy development:

   a. Officers develop and write policies, engage the community in the policy development process and conduct policy evaluations
   b. Community members participate in co-creation and consultation processes to inform policy development
   c. Elected members set policies for the Town by considering policies presented for adoption, review and evaluation.

Policy management and development principles

6. A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:

   a. legislative requirement

b. new or changing industry and organisational standards
c. to meet the Town's strategic objectives
d. community need or expectation
e. advocacy on issues that Council considers to be significant
f. as a result of a Council resolution

7. Further, a policy response will only be proposed where it can be demonstrated that the policy will deliver:

   a. clarity and consistency in decision making
   b. improved efficiency and effectiveness
   c. improved customer / community outcomes

8. Each policy to be created, reviewed or evaluated, is to be assessed against the principles set out in Policy 103 Communications and engagement~~the Town's Public Participation Policy~~ to ensure that an appropriate level of community engagement has been undertaken before the policy is presented to Council.

9. A minor policy review of all the policies of Council is to occur annually.

10. A policy evaluation is to occur for each policy at least once every four years.

11. All policies are to be available on the Town's website.

RELATED DOCUMENTS:

Local Government Act 1995 (WA)
Practice 001.1 Policy development practice
~~Policy 103 Public participation~~ Policy 103 Communications and engagement

Policy manager	Manager – Governance and Strategy
Responsible officers	~~Governance Advisor - Compliance~~ Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/05/2019	Council	84/2019	Item 10.1
2	Reviewed and Amended	21/04/2020	Council	384/2020	Item 15.7

Policy number	Policy 002
Policy title	Review of decisions
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To provide for review of decisions made under the policies of Council.

POLICY SCOPE:

This policy applies in respect of the review of decisions made by the CEO and other officers of the Town under the policies of Council.

This policy does not apply if:

(a) a statutory process for review or appeal exists the State Administrative Tribunal or a court in respect of a decision;
(b) the decision is made by a panel, committee, working group or similar body established by a policy.

DEFINITIONS:

a person includes:

a. an owner or occupier of property within the Town
b. an employee or agent of an owner or occupier of property within the Town
c. a body corporate.

It does not include an employee of the Town seeking a review of a decision relating to their employment.

policy means a policy adopted by Council under section 2.7 of the *Local Government Act 1995*. This does not include management practices or local planning policies made under the *Planning and Development (Local Planning Scheme) Regulations 2015*.

POLICY STATEMENT:

1. A person objecting to or aggrieved by a decision made by the CEO or an officer under a policy of Council may have that decision reviewed.

2. In providing notice of a decision made under a policy, that notice of decision must contain information explaining that a person can seek to have that decision reviewed under this policy.

3. Requests for a review of a decision are to be submitted in writing, in the form determined by the CEO, clearly

stating the grounds for the review.

4. A request for review of a decision must be made within 20 working days of the original decision being communicated to the person.

5. Every request of review will be referred to, and determined by, the decision maker's immediate supervisor and where the CEO is the decision maker, the Council.

6. Where a request for review is received, the Town will use its best endeavours to resolve the review within 20 working days.

7. The CEO shall establish a management practice, which shall be made publically available, to set out the relevant administrative matters relating to this policy.

RELATED DOCUMENTS:

Local Government Act 1995 (WA)

Policy manager	Manager – Governance and Strategy
Responsible officers	Governance Officer – Compliance Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	28/09/1999	Council	-	Item 4.1
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed and Amended	18/08/2020	Council	489/2020	Item 15.1

Policy number	Policy 003
Policy title	Legal advice – Engage solicitor for opinions
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To establish the considerations prior to seeking legal advice.

POLICY SCOPE:

This policy applies to the intended procurement of any legal advice or legal representation by the Town

DEFINITIONS:

legal advice means:

a. the procurement of specialist advice for areas of work where there are gaps in specialist and/or legal knowledge within the Town
b. the engagement of legal representation in a court or tribunal.

POLICY STATEMENT:

1. To prescribe procedures for the Town's administration in obtaining legal advice or engaging legal representation to ensure the most efficient and effective use of these resources.

Introduction

2. The Town will seek expert legal advice where, in the opinion of the Chief Executive Officer, that advice is required to:

a. minimise the potential risk of litigation~~;~~
b. obtain assistance on interpretation and implications of relevant new and/or existing legislation or legal precedent~~;~~
c. clarify statutory powers and responsibilities~~;~~
d. clarify the Town's responsibility to take action to protect the health, safety and well-being of the Town's ratepayers/residents, general public and protection of property~~;~~
e. ensure the best commercial outcome for the Town~~; or~~
f. represent the Town in matters proceeding to a court or tribunal.

Authorisation

3. The Chief Executive Officer only will be able to access legal advice.

4. Where necessary, the Chief Executive Officer may approve of other employees obtaining legal advice.

Legal advice

5. The legal advice will be sought from the panel of legal practitioners established by the Western Australian Local Government Association as updated from time to time, or from another legal firm having specialised expertise in the matter being considered in accordance with Policy 301 Purchasing.

6. All legal advice will be recorded in a legal register or appropriate file.

Procedure

Introduction

7. Many legislative duties and functions are discharged on a daily basis through employees being aware of legislation which they are authorised to administer as well as through the development and implementation of policies and procedures.

8. There may be occasions, where new, unfamiliar, urgent or potentially high risk circumstances emerge which are not covered by the Town's standard procedures or documentation. In these circumstances, it may be necessary to seek further advice.

Risk assessment

9. In circumstances where legal advice is being obtained, it will usually be necessary to undertake a risk assessment.

10. Factors that need to be considered in determining whether professional legal advice may be required include:

    a. actual or potential risk of litigation;
    b. assistance on interpretation and implications of relevant new and/or existing legal precedent or legislation;
    c. lack of clarify around statutory position, powers or responsibilities;
    d. the responsibility of the Town to take responsible action to protect the health, safety and wellbeing of the Town's ratepayers/residents, general public and protection of property;
    e. the need to be represented by legal counsel in a court or tribunal.

11. By the nature of the Town's business and its position as a public authority, legislative compliance is a statutory duty.

Requesting legal advice

12. For certain matters, it may be possible to obtain legal advice quickly over the telephone.

13. To assist the Town's legal advisers to provide comprehensive advice, where possible, it will be necessary to

include details of all relevant factors provided or reference all relevant documentation and outline specific issues on which advice is being sought.

14. Any guidance or advice given should ideally be given in writing. Careful consideration needs to be given to the method of communication to ensure that confidentiality and the rules around transmission of confidential material are adhered to.

15. In the unlikely event that legal advice is required out of hours, this should be referred to the Chief Executive Officer for authorisation.

Recording and monitoring

16. The advice should be recorded on the Legal Advice Register or appropriate file, which will become a reference point for authorised persons and is to be reviewed prior to making legal enquires. This will help to develop a knowledge base on the legal matters within the Town.

Legal advice providers

17. The Town will obtain legal advice from:

    a. the Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers; or
    b. another legal firm having expertise in the matter being sought.

Internal procedure

18. The following procedure is to be followed:

    a. Prior to contacting any solicitors/lawyers for any advice, a 'Legal Advice Authorisation Form' as prescribed by the Chief Executive Officer to be completed and the matter is to be referred (either by memorandum or orally) to the Chief Executive Officer.
    b. The Town will seek preliminary advice from the Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers (or at least two of them) as to the prospect of success of any action/appeal and an estimate of fees/costs.
    c. After considering the legal firm's response, the Chief Executive Officer may prescribe a maximum amount which is not to be exceeded unless a variation is subsequently approved.

Authorised persons

19. Where an employee has been authorised to make a direct approach to external legal advisers, they are individually responsible for ensuring that the firm approached is on the Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers. If consideration is being given to the use of another firm, approval should be obtained from the Chief Executive Officer.

All employees to comply with the policy and procedure

20. All employees must comply with this procedure. In particular, employees are reminded that there shall be no direct approach to external legal advisers without proper authorisation, and that any contact or correspondence relating to matters of civil or criminal liability should be passed immediately to their relevant Chief or the Chief Executive Officer.

Implementation

21. All Chiefs and Managers are responsible for ensuring that all employees within their ~~Programs and Sections~~functional areas and lines of business have read and understood this document and are competent to carry out their duties in accordance with this policy and procedure.

RELATED DOCUMENTS:

Local Government Act 1995 (WA)

Policy manager	Manager – Governance and Strategy
Responsible officers	~~Governance Officer - Compliance~~Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	22/02/2011	Council	-	Item 11.2
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
2	Reviewed	17/03/2020	Council	354/2020	Item 15.3

Policy number	Policy 004
Policy title	Risk management
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

The Town is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision-making and operational processes.

POLICY SCOPE:

This policy applies to all elected members, staff and volunteers/ contractors of the Town.

DEFINITIONS:

Risk is defined as 'the effect of uncertainty on objectives' by the AS/NZS ISO 31000:2018. A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

Risk management is defined as the application of coordinated activities to direct and control an organisation with regard to risk.

POLICY STATEMENT:

1. Council is committed to implementing a Risk Management Framework in accordance with the risk management standard AS/NZS ISO 31000:2018, which will include systems to identify, treat, monitor, review and report risks across all of its operations. Council seeks to identify all significant risks that could negatively impact its statutory and community obligations, and associated operations, and has processes in place to avoid, treat, transfer/share or accept risks within its sphere of control or influence.

2. By this commitment to risk management, the Council aims to achieve the following:
   (a) Minimise the occurrence of serious injury or loss of life
   (b) Minimise potential damage to reputation
   (c) Protect assets and natural and cultural resources
   (d) Meet legislative and compliance requirements
   (e) Minimise legal liability
   (f) Minimise disruption to operations and services
   (g) Minimise financial loss
   (h) Improve the Council's governance and management capability and accountability

3. The Council and the Chief Executive Officer view risk management as an integral business process in effectively governing and managing the organisation.

4. The following are critical success factors for the successful application of this policy:
   (a) Under the direction of the Chief Executive Officer, the executive and senior management teams must lead and actively participate in the identification, analysis and management of risks within their areas of responsibility.
   (b) The strategic and operational registers, and their associated controls and risk treatment actions, are to be maintained, reviewed, monitored and reported regularly.
   (c) Any residual risks that are outside the risk tolerance levels set by Council, or the control/authority/delegation of a risk owner to accept or retain, must be escalated for further action.
   (d) The risk management process will be undertaken in a systematic approach in accordance with best practice guidelines and the AS/NZS ISO 31000:2018 Risk Management Principles and Guidelines.

Roles and responsibilities

5. Risk management is the responsibility of all, however, Council recognises that the Chief Executive Officer has the ultimate responsibility for administering and implementing the Risk Management Framework and Policy.

Council

6. The Council has a governance overview role to ensure accountability to and application of the Risk Management Policy and Risk Management Framework. This includes the approval of the Town's Risk Management Policy and Framework, and the establishment of an Audit Committee in accordance with the *Local Government Act 1995*.

Audit Committee

7. The Audit Committee, under the direction of Council, is responsible for reviewing the Risk Management Policy and Framework, and making a recommendation to Council on the results of its review. It is further responsible for maintaining oversight over the strategic risk register, ensuring that any actions arising from such risks are monitored and actioned accordingly.

Chief Executive Officer

8. The Chief Executive Officer provides corporate leadership and oversight for the application of the Risk Management Policy and Framework within the organisation, and is responsible for supporting a culture of risk management and ensuring strategic, comprehensive and systematic risk management processes operate within the organisation. The Chief Executive Officer is further responsible for:
   (a) monitoring and reviewing the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management
   (b) ensuring that regular updates on strategic risks are provided to the Audit Committee
   (c) monitoring and reviewing the operational risk register to ensure that such risks are monitored and actions accordingly
   (d) setting a management practice on risk to ensure that all employees, volunteers and contractors are aware of their roles and responsibilities relating to effective risk management.
   (e) ensuring that any risks that fall outside of the Council's set risk tolerance, and any emerging significant risks, are escalated to accordingly, as per clause 4(c) of this policy.

(f) ensuring that the Risk Management Policy is reviewed in line with Policy 001 Policy Management and Development.

References

Local Government (Audit) Regulations 1996

Department of Local Government – Model Risk Management Policy

RELATED DOCUMENTS:

Local Government Act 1995 (WA)

Local Government (Audit) Regulations 1996

Policy manager	Manager – Governance and Strategy
Responsible officers	Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	08/11/2016	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
3	Amended	18/02/2020	Council	324/2020	Item 15.5

Policy number	Policy 014
Policy title	Appointment to outside bodies
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To provide the term of appointment of elected members to outside bodies.

POLICY SCOPE:

This policy applies to resolutions of Council and recommendations by officers.

DEFINITIONS:

Nil.

POLICY STATEMENT:

The period of appointment of an elected member as a Council representative to any statutory board or outside body is limited to the balance of the term of office as an elected member of Council.

RELATED DOCUMENTS:

Local Government Act 1995 (WA)

Policy manager	Manager – Governance and Strategy
Responsible officers	~~Not applicable.~~Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	05/05/1997	Council	-	Item 4.2
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 021
Policy title	Elected member fees, expenses and allowances
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To outline the fees, allowances and entitlements available to elected members in accordance with the *Local Government Act 1995* (WA) (Act) and the *Local Government (Administration) Regulations 1996* (WA) (Regulations), and to support them in performing their duties.

POLICY SCOPE:

This policy applies to elected members.

DEFINITIONS:

ICT expenses means rental charges in relation to one telephone and one facsimile machine and any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

Tribunal means the Salaries and Allowances Tribunal established under the *Salaries and Allowances Act 1975 (WA)*.

POLICY STATEMENT:

ELECTED MEMBERS

Fees and allowances (s.5.98, s5.99, s.5.99A Act)

Annual meeting attendance fee in lieu of meeting fees

1. All elected members are entitled to the maximum annual meeting attendance fees as determined by the Tribunal, and as adopted by Council in the annual budget.

Information Communication Technology (ICT) expenses allowance

2. All elected members are entitled to the maximum annual ICT expenses allowance in lieu of reimbursement of ICT expenses as determined by the Tribunal, and as adopted by Council in the annual budget.

Annual local government allowances for Mayor and Deputy Mayor (s.5.98, s5.98A Act)

3. The Mayor is entitled to the maximum annual local government allowance as determined by the Tribunal, and as adopted by Council in the annual budget.

4. The Deputy Mayor is entitled to the maximum percentage of the mayoral annual local government allowance as determined by the Tribunal, and as adopted by Council in the annual budget.

Reimbursement of expenses for elected members (s.5.98 Act)

5. Elected members are entitled to be reimbursed for expenses of the kind prescribed in Regulations 31 and 32 of the Regulations, including but not limited to child care and travel costs.

6. The extent to which elected members can be reimbursed for expenses of the kind prescribed in Regulations 31 and 32 of the Regulations shall be as determined by the Tribunal.

7. Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the elected member.

8. Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of elected member or election to the office of Mayor or Deputy Mayor.

9. Elected members are entitled to reimbursements for travelling expenses incurred, in the performance of their duties, to/from their normal place of residence or work, with respect to the following:

   a. Council meetings, civic functions, citizenship ceremonies or briefings called by either Council, the Mayor or the Chief Executive Officer;
   b. Committees to which an elected member is appointed a delegate or deputy by Council;
   c. Meetings, training and functions scheduled by the Chief Executive Officer;
   d. Conferences, community organisations, industry groups and local government associations to which an elected member has been appointed by Council as its delegate or a deputy to the delegate;
   e. Gatherings or events (i.e. funerals, local business or community events), attended by the Mayor or the Mayor's nominated deputy as a representative of the Town;
   f. Site inspections in connection with matters listed on any Council agenda paper. When making this claim, elected members are to state the item number listed on any Council agenda paper along with the date and time of the visit on the claim form;
   g. In response to a request to meet with a ratepayer/elector, but excluding the day of Council elections. When making this claim, elected members are to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form.

Conference expenses

10. The guidelines for elected members' attendance at conferences including conference expenses is otherwise as set out in Policy 022 Conference expenses – Elected members.

11. Council will allocate an amount in the annual budget for the costs of elected members' attendance at

approved conferences.

Professional development expenses

12. The guidelines for expenses related to professional development are set out in Policy 022 Elected Member Professional Development**.**

PAYMENTS

Payments of fees and allowances monthly in arrears

13. All elected members will be paid annual meeting attendance fees and all other allowances in arrears on a monthly basis, in the Town's first payment run of the month. ~~commencing from the date on which the next payment is due.~~

Reimbursement of expenses

14. All claims for reimbursements by elected members are to be submitted to the Chief Executive Officer within 60 days of the expense being incurred, accompanied by:

    a. Date of the claim
    b. Type of travel
    c. Distance travelled
    d. Origin and destination of travel

15. Reimbursements, once approved, will be paid during the next scheduled payment run following approval.

RELATED DOCUMENTS:

Local Government Act 1995 (WA)

Determinations of the Salaries and Allowances Tribunal

Policy manager	Manager – Governance and Strategy
Responsible officers	~~Not applicable.~~Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	25/05/1999	Council	-	Item 3.12
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1

1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Amended	19/02/2019	Council	25/2019	Item 14.7
3	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
4	Amended	15/09/2020	Council	518/2020	Item 15.1

Policy number	Policy 022
Policy title	Elected Member Professional Development
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making. CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

Policy objective:

To outline the guidelines for participation and entitlements available to elected members for professional development, in accordance with the *Local Government Act 1995 and* Local Government (Administration) Regulations 1996.

To enable equity and accessibility to professional development opportunities to enable elected members to fulfil their role.

Policy scope:

This policy applies to elected members.

Policy definitions:

Professional development means attending training, conferences, conventions, summits, forums, workshops, courses and seminars, as a participant.

Individual professional development means any of the defined professional development delivery methods provided to an individual elected member.

Group professional development means any of the defined professional development delivery methods to be offered to Council as a whole.

Mandatory training means training set out in regulation 35 of the Local Government (Administration) Regulations 1996.

Cash allowance means an amount of money paid in advance to an elected member to pay for incidentals.

Policy statement:

1. Council is committed to the professional development of elected members to assist with fulfillment of their role as an elected member.

2. Professional development is to relate to the following key focus areas:
   a) community leadership
   b) communication between the community and Council
   c) determining and reviewing policy

d) planning for the future
e) managing assets
f) governing finances
g) cultural optimisation
h) effective decision-making
i) meeting procedures
j) risk oversight and assessment
k) managing the performance of the Chief Executive Officer
l) town planning practices
m) advocacy
n) local government governance

3. There are three delivery methods for professional development – mandatory, individual and group.

Mandatory training

4. Pursuant to regulation 35 of the Local Government (Administration) Regulations 1996, an elected member must pass the training course titled *Council Member Essentials*, within 12 months, beginning on the day on which the member is elected, unless exempt under regulation 36 of the Local Government (Administration) Regulations 1996.

5. Council will allocate funds in the annual budget for costs associated with mandatory professional development.

Individual professional development

6. Council will allocate up to $25,000 in the annual budget for the costs associated with individual professional development.

7. An elected member who wishes to attend individual professional development held intrastate must apply in writing to the Chief Executive Officer, setting out how it relates to the key focus areas and how it will assist the elected member in the discharge of their duties.

8. The Chief Executive Officer may determine any requests for individual professional development held intrastate, subject to their relevance to key focus areas and available budget.

9. Elected members may nominate to attend interstate and overseas individual professional development through a notice of motion to Council. Authorisation is to be through a resolution of Council, subject to relevance to key focus areas and available budget.

10. Booking arrangements and payments for all individual professional development, including conference costs, official conference networking functions and meals and tours/inspections that are relevant to the interests of the Town, are to be made by the Chief Executive Officer.

11. The Chief Executive Officer is authorised to determine a substitute elected member to attend any professional development in lieu of the elected member approved, in the event that the approved elected member is unable to attend.

12. Where an elected member has an electoral term of less than three months to complete, such elected member shall be ineligible to attend professional development, unless it is determined by the Council that attendance by an elected member who is within three months of completion of their term of office would be of specific benefit to the Town, and approval is granted by resolution of Council.

Group professional development

13. Group professional development opportunities are to be organised for Council as a whole.

14. Council will allocate up to $20,000 in the annual budget for the costs associated with group training professional development.

15. Elected member requests for group professional development will be sent by the Mayor, in writing to the Chief Executive Officer, setting out how it relates to the key focus areas and how it will assist elected members in the discharge of their duties.

16. The Chief Executive Officer may determine any requests for group professional development, subject to their relevance to key focus areas and available budget.

17. Booking arrangements and payments for all group professional development are to be made by the Chief Executive Officer.

18. All efforts are to be made to schedule group professional development at a time when all elected members are available to participate.

Travel, accommodation and expenses

19. The extent to which an elected member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996* is as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

20. Travel, accommodation and any cash allowances will be in addition to the annual professional development allowance of $2,500.

Travel

21. Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the professional development location and venue. All reasonable travel costs to and from professional development will be administered by the Chief Executive Officer, in line with the adopted budget.

22. Airline travel shall be by economy class airfare, by the most direct route to and from the airport situated nearest to the professional development venue, unless otherwise approved by the Council. An elected member may have allocated to their personal accounts any frequent flyer points that are provided by the airline.

23. Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel, unless otherwise varied by the Chief Executive Officer.

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24. Approval for air travel must, where possible, be sought two months prior to departure. Where practicable, advantage should be taken of available discount fares, including the advance purchase of fares.

25. Where essential, a hire car may be arranged for the conduct of Council business. Costs of bus, train, tram and taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending professional development, will be reimbursed by the Town, on production of receipts.

26. Where in particular circumstances, elected members desire to travel intrastate or interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance, up to an equivalent amount that would have been expended, had arrangements been made at the time of request to travel by the cheapest form of air travel.

27. A sufficient number of Cab Charge vouchers (eg. 2 per day) may be provided for ease of travel. Unused vouchers shall be returned to the Chief Executive Officer by elected members at the same time as the acquittal of any cash allowance.

28. Car rental use/facilities shall not be permitted, except with the prior approval of the Chief Executive Officer.

Accommodation

29. The Town will pay reasonable accommodation costs for elected members including the night before and/or after professional development where this is necessary because of travel, airline flights and/or the timetables which make it unreasonable to arrive at or return home in normal working hours.

30. Where practicable and available, accommodation shall normally be booked at the professional development venue or if unavailable, at premises in close proximity to the venue.

Cash allowance - payment and reimbursement

31. A daily cash allowance will be determined annually by the Chief Executive Officer and made available for meals and incidental expenses for intrastate professional development.

32. Cash allowances for interstate and international professional development will be determined by Council resolution, at the time of considering the request to attend.

33. All cash allowances must be acquitted within two weeks of return. Cash not acquitted shall be refunded to the Town at the same time.

34. Attendees shall acquit the cash allowance on the "Conference Advance and Acquittal Statement Form". Where possible this should be supported by receipts or a Statutory Declaration if a receipt cannot be produced.

35. The administrative arrangements for managing the cash allowance will be the most appropriate to the circumstances, as determined by the Chief Executive Officer.

36. The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the professional development attendance, such as:
    a. reasonable telephone and/or facsimile use and/or wifi access
    b. breakfasts, lunches, dinners and other meals not included in the registration fee
    c. laundry and dry-cleaning costs
    d. an optional activity specified in a program

e. train, bus, tram, taxi or ride-share fares
f. bicycle hire costs
g. parking and toll fees
h. incidental expenses (eg. newspapers, venue/exhibition entrance fees).

37. The daily expense allowance shall not cover:
    a. any expenses or time occupied on matters other than Council business
    b. entertainment costs outside those provided by the professional development provider
    c. meal claims where meals are provided by the professional development provider
    d. alcoholic beverages

38. Documentary evidence in the form of receipts are required for the acquittal of all money paid in advance. If a receipt cannot be produced, a statutory declaration must be produced itemising the expenditure incurred. Should fringe benefits tax be incurred by the Town, it shall be paid by the Town.

39. Elected members failing to acquit their cash allowance, in accordance with this policy, shall have the full value of the cash allowance deducted from the next payment of their meeting attendance fees. Should this be necessary, the Chief Executive Officer shall notify the elected member accordingly, prior to authorising such deduction.

Accompanying person

40. Where an elected member is accompanied at professional development, all costs for or incurred by the accompanying person including but not limited to travel, meals, drinks, entertainment, registration and/or participation in any programs, are to be borne by the accompanying person and not by the Town.

41. The exception to the above being the cost of attending any official dinner, where partners would normally attend.

42. An accompanying person's registration and program fees are to be paid direct by the attendee/delegate to the organiser.

Accompanying carer

43. Where an elected member is attending intrastate, interstate or overseas professional development, and has a disability as defined in the *Disability Services Act 1993*, the Town will meet the cost of a carer to accompany that elected member where that carer is a person who provides ongoing care or assistance.

44. The costs provided by the Town for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs that the elected member they are accompanying is attending.

Reporting

45. Professional development undertaken by elected members will be reported on the Town's website as it occurs.

Related documents

Local Government Act 1995

Local Government (Administration) Regulations 1996

Determinations of the Salaries and Allowances Tribunal

Policy 023 – Provision of information and services – Elected members

Policy manager	Manager Governance and Strategy
Responsible officers	~~Governance Officer – Council Support~~ Coordinator Governance and Strategy
Approval authority	Council
Next evaluation date	November 2021

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/04/2020	Council	379/2020	Item 15.2

Policy number	Policy 023
Policy title	Provision of Information and Services – Elected Members
Strategic outcomes supported	CL1 – Everyone receives appropriate information in the most efficient and effective way for them. CL7 – People have positive exchanges with the Town that inspires confidence in the information and the timely service provided. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

Policy objective:

This policy is to identify the process and expectations for the provision of information and services to elected members when performing their roles, outlined in Sections 2.8, 2.9 and 2.10 in the *Local Government Act 1995*.

Policy scope:

This policy applies to all elected members and officers of the Town. This does not apply to Council meetings or informal forums.

Policy definitions:

requests require a response or actioning and include asking for further information, asking a question or seeking clarity on an issue.

Policy statement:

1. To preserve the integrity of the decision-making process, the Town is committed to consistency and equity in the provision of information and services to its elected members.

2. To ensure that all elected members are equally informed regarding queries, issues or any concerns raised, particularly on matters requiring a Council decision, this policy sets the direction regarding appropriate etiquette and methods of information provision to all elected members.

3. While elected members are only to direct the Chief Executive Officer, certain services, mostly administrative in nature, are provided to elected members to support the performance of their roles. This policy sets out such administrative services, and the manner in which they are provided.

Requests for information from elected members

4. Section 5.92 of the *Local Government Act 1995* states that an elected member can access information held by the Town that is relevant to the performance of their functions under the Act, or any other relevant legislation.

5. To ensure consistency and integrity in the way requests from elected members are dealt with, requests for information are limited to information that is relevant to the performance of elected members' functions under Sections 2.8, 2.9 and 2.10 of the *Local Government Act 1995*.

6. Elected members will make every endeavor to obtain information that is already publicly available before making a request.

7. Elected members are to make their requests for information by email to the Chief Executive Officer, copied to the Governance email address.

8. The Chief Executive Officer shall determine who is to respond to the request.

9. Except for requests made in confidence to the Chief Executive Officer, all final responses provided to requests will be sent to all elected members.

10. All requests for information are to be responded to within three working days, unless further time is required, in which case within one working day the request will be acknowledged, and an estimated time of final response provided.

11. To assist with maintaining a shared understanding, elected members shall report any breaches of this policy to the Chief Executive Officer to be addressed.

Limitations on requests for information

12. Elected members shall not request information relating to operational matters in accordance with this policy.

13. In line with Section 2.10 of the *Local Government Act 1995*, the role of elected members is to represent and facilitate communication with the community as a whole.

Right to refuse requests for information

14. The Chief Executive Officer may reject a request for information if the request:

    a. is not considered relevant to the performance of elected members' functions under the Act
    b. is considered to be of a nature outlined in clauses 12 and 13 of this policy
    c. is considered to be frivolous or vexatious
    d. will require significant resources to respond and are considered to impose an unfair and excessive burden on the administration.

15. If an elected members' request for information is rejected in accordance with clause 14, the Chief Executive Officer shall provide written reasons for the rejection within two working days. These reasons are to be communicated to all elected members to provide transparency and maintain a shared understanding.

Register of elected member requests for information

16. A register of elected member requests for information shall be maintained by the Chief Executive Officer, recording the details of all requests for information made by an elected member, including the date of the request, the name of the requesting elected member, a description of the information requested, the date of the response to the request and the name of the officer who responded to the request.

Maintaining confidentiality in requests for information

17. Elected members must send confidential requests to the Chief Executive Officer and indicate that a request is being made in confidence. Responses to confidential requests will not be sent to all elected members.

18. Identifying personal information related to any electors, ratepayers or residents of the district included by an elected member in a request will be redacted if a response is to be sent to all elected members.

Permitted verbal requests and provision of information

19. Verbal requests and provision of information, in person or by phone, is not to occur without approval from the Chief Executive Officer, except in the following circumstances:

    a. preparing for a concept forum presentation
    b. gaining support or information to assist in representing the Town on an external body or committee
    c. an event briefing when representing the Town in an official capacity
    d. a media briefing when representing the Town in an official capacity
    e. requesting a service outlined in the Town's Customer Service Charter through customer service channels
    f. seeking clarification on a request made in writing.

20. Any requests for information or services as a result of verbal communication, that fall outside of the exemptions in clause 19, must be put in writing, as outlined in clause 7 of this policy.

Methods of providing information to elected members

21. The accepted methods for the provision of information from the administration to elected members, as well as exemptions, are as follows:

Method	Criteria
Email	Emergency or urgent situations within the Town. Matters that are considered to be high risk and imminent, are deemed to be out of the ordinary or are irregular in nature. Enquiries about availability to attend meetings or events, responses to media enquiries and proactively published media releases, and, responses to requests from elected members, and administrative matters dealt with by the Governance area.

Councillor portal	Items of a routine nature that are purely for noting by elected members where no feedback is expected, such as updates on usual business, progress of key projects and progress towards advocacy priorities. Matters in which feedback is sought from elected members. This could include draft documents that will require a Council decision such as policies, strategies and plans. Elected members are to be given at least one week to provide their feedback. Elected members may request that an item be presented at a concept forum if deemed to be complex or require further discussion.
Concept forum	Complex matters in which feedback or input is sought from elected members to help guide an officer report that will be presented for an eventual Council decision. Information only' or 'update' items to be provided when requested by an elected member or approved by the Chief Executive Officer. These should only be on topics that are contentious, high risk or have significant community impact.

Requests for services from elected members

22. Pursuant to Regulation 10 of the Local Government (Rules of Conduct) Regulations 2007, elected members are only to direct the Chief Executive Officer. It is the Chief Executive Officer's responsibility to direct the administration in ensuring that the needs of elected members are being met. That being said, it is acknowledged that elected members require some provision of administrative services to support the performance of their roles.

23. Such provision of services, and/or administrative requests, from elected members are to be sent and resolved through the Governance email or if available, by submitting an electronic form on the Councillor Portal. These requests include, but are not limited to:

    a. general governance advice including declarations of interest
    b. declaration of gifts received
    c. reimbursement claims
    d. management of event invitations (to elected members)
    e. training and conference requests
    f. support in relation to Council meetings
    g. IT support
    h. support in the attendance of external meetings relevant to their role

24. Email in response to provision of services will not be sent to all elected members.

25. Other types of administrative support may be provided as determined by the Chief Executive Officer. Administrative requests are to be acknowledged within one working day with a proposed time of resolution.

Scheduling of meetings, training and events

26. The Chief Executive Officer shall endeavor to consult all elected members by email or telephone prior to any decision being made to cancel or reschedule the date or time of any committee meeting, concept forum, workshop, training or other event scheduled for the purpose of elected member involvement, that elected members have been invited to attend.

Related documents

Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007

Responsible officers	~~Manager Governance and Strategy~~Chief Executive Officer
Policy manager	Office of the Chief Executive Officer Manager Governance and Strategy
Approval authority	Council
Next evaluation date	

Revision history

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/05/2019	Council	84/2019	Item 10.1
2	Amended	17/09/2019	Council	171/2019	Item 10.3
3	Reviewed and Amended	21/04/2020	Council	384/2020	Item 15.7
4	Reviewed and Amended	18/08/2020	Council	490/2020	Item 15.2

Policy number	Policy 024
Policy title	Event attendance
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

The event attendance policy is to enable elected members and the Chief Executive Officer (CEO) to attend events as a representative of the Town without restricting their ability to participate in council meetings in accordance with section 5.90A of the *Local Government Act 1995*.

This policy is not to be used as a mechanism to avoid conflict of interest provisions.

POLICY SCOPE:

This policy applies to all elected members and the Chief Executive Officer.

DEFINITIONS:

closely associated person has the meaning given to it in the Act.

event has the meaning given to it in the Act and Regulations, however it does not include an event run by the Town.

gift has the meaning given to it in the Act and Regulations.

POLICY STATEMENT:

1. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of elected members and the Chief Executive Officer (CEO).

Event attendance register

2. The CEO shall maintain an event attendance register listing events attended by elected members in their civic capacity, where they have been invited or received tickets, regardless of value. Elected members are required to declare their event attendance within ten (10) days.

3. Each elected member is required to the declare the following information on the register:
    a. who invited the member or provided the tickets to the event
    b. the description of the event
    c. the location of the event

d. the date of the event
e. the role that the elected member fulfilled at the event (i.e. presenter, observer or participant)
f. the benefit of the elected member attending the event for the Town of Victoria Park
g. the value of the event (if any)

4. Where the value of the event attended exceeds $300, or the invitations received from a donor has exceeded $300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

5. The event attendance register shall be published on the Town website and updated at least once a month, provided attendance at an event is declared.

Events pre-approved by Council

6. Where the value of an event attended exceeds $300, and the donor has a matter before Council, the attendee must disclose an interest relating to the event attendance as a 'closely associated person'. Such disclosure prevents an elected member from participating in debate or voting on that matter, or in the case of the CEO, providing advice on the matter, unless otherwise pre-approved by Council under clause 7 of this policy.

7. In accordance with the Act, Council may resolve to pre-approve attendance to a specific event. In this circumstance, the attendee will not need to disclose an interest relating to that event attended as a 'closely associated person'. Attending a pre-approved event means that an elected member can participate in debate and vote on the matter, or in the case of the CEO, can provide advice. All pre-approved events shall be recorded in Schedule A of this policy.

8. Where the value of the pre-approved event attended exceeds $300, or the invitations received from a donor has exceeded $300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

Event invitations or tickets addressed to the Town of Victoria Park

9. Where event invitations or tickets are addressed to the Town of Victoria Park, and not an individual, the Mayor shall determine how they are to be allocated.

10. Methods of allocation are:
    a. Providing the event invitations or tickets to elected members
    b. Providing the event invitations or tickets to a club, volunteer group or other non-for-profit organisation within the Town
    c. Holding a public competition for the event invitations or tickets to be given to the community
    d. Authorising the CEO to allocate the tickets
    e. Refusing the event invitation or tickets

11. In allocating the event invitations or tickets, the Mayor will consider:
    a. who is providing the invitation or ticket to the event
    b. the location of the event in relation to the local government (within the district or out of the district)
    c. the role of the person when attending the event (participant, observer, presenter)
    d. whether the event is sponsored by the local government
    e. the benefit of local government representation at the event
    f. the number of event invitations or tickets received
    g. the cost to attend the event, including any associated expenses

12. Should the recipient of an event invitation or ticket, received under clause 9, be an elected member or the CEO, and the value of the event attended exceeds $300, or the invitations received from a donor has exceeded $300 over a twelve-month period, the elected member or the CEO must declare the event attendance a gift in accordance with sections 5.87A and 5.87B of the Act.

Purchase of event tickets by the Town of Victoria Park

13. Where it is considered significant and necessary for a representative of the Town of Victoria Park to attend and event, in line with considerations made under clause 11 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.

14. Clause 13 does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in line Policy 022 Elected Member Professional Development.

RELATED DOCUMENTS:

Local Government Act 1995
Local Government (Administration) Regulation 1996

Policy manager	Manager – Governance and Strategy
Responsible officers	~~Governance Advisor – Compliance~~ Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/04/2020	Council	380/2020	Item 15.3

SCHEDULE A – PRE-APPROVED EVENTS

The Council has pre-approved the following events which are exempt from the disclosure of interest provisions of the *Local Government Act 1995*:

Event and Venue	Date of Event	Attendee/s	Cost	Date of Council resolution

Policy number	Policy 025
Policy title	Independent committee members
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

Policy objective:

To set out the process for the appointment of independent committee members, the terms of holding office as an independent committee member, and the payment of reasonable expenses to independent committee members.

Policy scope:

This policy applies to independent committee members.

Policy definitions:

independent committee member means a person appointed to a committee of the Council who is not an elected member or employee.

Policy statement:

1. The Council embraces independent committee members as a core part of good governance in the Town by contributing expert perspectives to Council's deliberations.

2. When establishing or conducting a review of a committee's membership, the Council should consider if independent committee members should be appointed to that committee.

3. The terms of reference of each committee shall set out the number of independent committee members to be appointed to the committee and the skills, knowledge and experience sought from independent committee members.

Appointment of Independent Committee Members

4. Independent Committee Members must be selected on the basis of their ability to contribute to the effective working of the committee by:

    a. having needed skills, knowledge and experience as per the terms of reference of the committee;
    b. an appreciation of the values of the Town and its core activities
    c. the capacity to appreciate what the community needs from the Town.

5. At least three months prior to the expiry of the terms of the existing independent committee members, or on any vacancy, the Chief Executive Officer in consultation with the committee presiding member shall determine:

    a. the selection criteria for applicants based upon the skills knowledge and experience set out in the committees terms of reference;
    b. the advertisements to be issued and the medium of distribution
    c. the dates for the selection process.

6. Following determination of the matters prescribed in clause 5, the Chief Executive Officer shall arrange for ~~the advertisement's to be distributed~~advertising to occur. Applications should be open for at least 14 days.

7. Sitting independent committee members who wish to be reappointed are required to re-apply through the application process.

8. Applicants will be required to submit a current CV and a statement against the selection criteria.

9. Following receipt of the applications, the Chief Executive Officer is authorised to undertake ~~a~~ shortlisting against the selection criteria, ~~and~~ identify applicants suitable for appointment and provide the assessment of all applicants to the committee with a recommendation of persons to be appointed.

10. To finalise the recommendation to Council as to who should be appointed, ~~T~~the committee upon receipt of the shortlist shall make a recommendation to Council as to who should be appointed, ~~and~~ ~~i~~n doing so, the committee is authorised to request the Chief Executive Officer to do any or all of the following:

    a. arrange for the committee to interview applicants~~;~~
    b. conduct a reference check of applicants~~; and~~
    c. verify the qualifications of applicants

~~in order to finalise the recommendation to Council as to who should be appointed.~~

Term of office

11. An independent committee member~~s~~ should be appointed for a term expiring on the next ordinary election day.

12. An independent committee member should not serve for more than four consecutive two-year terms.

13. An independent committee member may resign their office, in writing to the CEO or committee presiding member, in accordance with Regulation 4 of the *Local Government (Administration) Regulations 1996*.

14. An independent committee member who is absent from three consecutive ordinary meetings of the committee is disqualified from continuing their membership of the committee, unless all of the meetings are within a two-month period.

15. The Council has the power under section 5.10 of the *Local Government Act 1995* and section 52(1) of the *Interpretation Act 1984* to resolve, by absolute majority, to suspend or ~~a~~ remove an independent committee member for any reason.

Expenses of independent committee members

No meeting fees payable

16. In accordance with section 5.100 of the Act, independent committee members are not entitled to be paid fees for attending committee meetings or other meetings associated with their roles on committees.

Reimbursement of expenses

17. Independent committee members are entitled to be reimbursed for child care and travel costs incurred as a result of the member's attendance at a committee meeting of which they are a member, as prescribed in regulation 31 of the *Local Government (Administration) Regulations 1996*.

18. The extent to which independent committee members can be reimbursed for child care and travel expenses shall be as determined by the Salaries and Allowances Tribunal.

Security passes, IT access and record keeping

19. Independent committee members will be supplied with building access passes in order to access the building after hours for their meetings. Upon vacating their office, independent committee members are required to return these security passes.

20. Independent committee members will be supplied with access to relevant information systems in order to carry out their roles.

21. Independent committee members must comply with the relevant record keeping practices determined by the Chief Executive Officer.

Training and professional development expenses

22. Independent committee members are entitled to attend training and professional development courses in local government and the subject matter of the committee, directly relevant to the performance of their role as committee members, provided by WALGA or an equivalent course as approved by the Chief Executive Officer.

23. Independent committee members must apply in writing to the Chief Executive Officer prior to attending the course setting out how the course or seminar will assist the independent committee member in the discharge of their duties prior to attending the course.

24. The Chief Executive Officer is authorised to arrange the registration of an independent committee member at any training or professional development course at the Council's cost.

25. Council will allocate an amount of $1,000 per independent committee member~~s~~ in the annual budget for the cost~~s~~ of independent committee members' attendance at approved ~~courses.~~training and professional development.

Related documents

Local Government Act 1995 (WA)

Responsible officers	~~Nil.~~Coordinator Governance and Strategy
Policy manager	Manager – Governance and Strategy
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	15/09/2020	Council	518/2020	Item 15.1

Policy number	Policy 051
Policy title	Agenda Briefing Forum, Concept Forum and Workshops
Strategic outcomes supported	S2 – An informed and knowledgeable community CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To set out the purpose, structure and relevant proceedings of the Town's informal (non-statutory) meetings that fall under Part 17 'Briefings and Other Informal Forums' of its *Meeting Procedures Local Law 2019*, which include the Agenda Briefing Forum, Concept Forum and Council workshops.

POLICY SCOPE:

This policy applies to all elected members, officers of the Town and any member of the public involved in an Agenda Briefing Forum, Concept Forum or a Council workshop.

DEFINITIONS:

Agenda Briefing Forum refers to the non-statutory meeting held by Council to ask questions, receive presentations and seek clarity on officer reports presented within the draft Ordinary Council Meeting agenda.

Concept Forum refers to the non-statutory meeting held by Council to provide input and guidance on the development of matters that have a strategic impact and/or relate to the delivery of the Strategic Community Plan.

officer report refers to a report presented to Council by an officer of the Town, which includes professional advice and a recommendation, from which a Council decision is sought at the Ordinary Council Meeting.

workshop refers to any other non-statutory meeting of Council, which may be called upon from time to time, for the purpose of raising and discussing matters that are issue-specific with a strategic and/or community-wide significance.

POLICY STATEMENT:

1. Understanding that Council needs to meet and discuss matters relating to the good governance of the Town outside of its formal (statutory) meeting structure, this policy seeks to ensure that such informal (non-statutory) meetings are responsibly managed, transparent and are in line with principles of good governance.

Agenda Briefing Forum

2. The purpose of the Agenda Briefing Forum is to maximise the opportunity for elected members to be

informed, and seek additional information, on an officer report contained in the draft Ordinary Council Meeting agenda, before it is presented for a decision at the Ordinary Council Meeting. No decisions or debate are to be made at the forum.

~~While every endeavour is made to ensure that all items to be presented at the Ordinary Council Meeting are included in the Agenda Briefing Forum, there may be instances where items will not be ready in time for the forum and will have to be presented straight to Council for a decision.~~

~~2.~~3. ~~No decisions or debate are to be made at the forum.~~ While the formal meeting structure of Council and Committee meetings do not apply to this forum, the general conduct of the meeting must be in line the Town of Victoria Park ~~Standing Orders Local Law 2011~~ Meeting Procedures Local Law 2019 for the purpose of preserving order.

~~3.~~4. This forum is held on the first Tuesday of each month, unless otherwise determined by Council. This forum is open to members of the public, except in matters to be deemed confidential in nature, in accordance with the *Local Government Act 1995*.

5. Where applicable, elected members are to disclose any conflicts of interest to the Chief Executive Officer. Participation on an agenda item will not be allowed where the interest declared is of a financial, indirect financial or proximity nature.

6. While every endeavour is made to ensure that all items to be presented at the Ordinary Council Meeting are included in the Agenda Briefing Forum, there may be instances where items will not be ready in time for the forum and will have to be presented straight to Council for a decision.

~~4.~~

Officer presentation

~~5.~~7. Elected members may request that an officer presentation be provided on any report item, upon approval of the Chief Executive Officer. The time allotted for such presentations is no longer than 10 minutes, unless otherwise approved by the Presiding Member.

Public participation

~~6.~~8. Members of the public are to be given~~have~~ two opportunities to participate at the meeting.~~:~~

'Deputation/ Presentation' on a report item

9. A request to make a deputation or presentation at the forum must be submitted in writing and approved by the Chief Executive Officer.

10. All requests must be sent no later than 12pm on the Monday preceding the forum.

11. Any documents that will be presented at the forum must be provided at the time of making the request.

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12. The Town is to ensure that any member/s of the public that are directly impacted by an agenda item are advised of their ability to make a presentation or deputation at this forum.

~~7.~~13. The time allotted for public deputations and presentations is not to exceed 10 minutes on any agenda item, unless otherwise approved by the Presiding Member.

General public participation through questions and statements

14. Similar to the Ordinary Council Meeting, members of the public will have an opportunity to address the meeting at the beginning and at the end of the forum during public participation time.

15. The time allotted for each public participation time will be set at 30 minutes. Any extension of time will be in five minute increments, and must be approved by agreement at the meeting.

~~8.~~16. All public questions must be asked through the Presiding Member. The Presiding Member may choose to call upon an officer of the Town, or another elected member, to assist with responses.

Record of briefing

~~9.~~17. While formal minutes of the meeting will not be kept, notes regarding any action to be undertaken, discussion held and any public participation, will be recorded and be made available on the Town's website within five working days after the meeting has been held.

18. ~~Audio recordings~~Recordings of the meeting are to be kept and made available on the Town's website at the same time as the meeting notes.

~~10.~~19. Notes and ~~audio~~ recordings for matters which are deemed confidential in nature, in line with the *Local Government Act 1995* and any other relevant legislation, will not be made publically available.

~~11.~~20. To promote transparency and ensure that any additional information regarding a report item is appropriately included into the decision-making process, the Agenda Briefing Forum notes are to be received by Council at the relevant Ordinary Council Meeting.

Concept Forum

21. The purpose of the Concept Forum is to provide elected members and officers with an opportunity to discuss ideas, strategies and concepts for, or currently in, development. This forum is strictly for the purpose of ensuring that officers have a clear understanding of Council's directive, and for discussion of any options, opportunities and risks related to an issue of strategic significance.

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22. Topics to be considered are typically those that will require an eventual Council decision, and/or are matters 'for information' that are deemed contentious, high risk or have significant community impact. ~~No decisions are made at this forum.~~

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23. Topics to be discussed at the Concept Forum must be aligned to the Town's Strategic Community Plan. ~~This forum is strictly for the purpose of ensuring that officers have a clear understanding of Council's directive, and for discussion of any options, opportunities and risks related to an issue of strategic significance. Topics to be considered are typically those that will require an eventual Council decision, and/or are matters 'for information' that are deemed contentious, high risk or have significant community impact. No decisions are made at this forum.~~

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~~12.~~24. No decisions are to be made at a Concept Forum.

25. Both elected members and officers may add an item to the forum agenda by making a submission in writing using the approved form.

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~~13.~~26. This forum is not open to the public, unless upon invite by either the Presiding Member or the Chief Executive Officer.

Officer presentation

~~14.~~27. Elected members may request that an officer presentation~~:~~ be made on a topic, upon approval of the Chief Executive Officer. Such requests must be made at least five working days before the distribution of the forum agenda.

Public participation

~~15.~~28. Members of the public, including relevant community, advisory, project and reference groups of the Town, and other such stakeholders, may, from time to time, be invited to attend the Concept Forum by either the Presiding Member or the Chief Executive Officer. Any such engagement must be in line with ~~the Town's Public Participation Policy.~~Policy 103 – Communications and engagement and Policy 101 – Governance of Council Advisory and Working Groups.

Record of briefing

~~16.~~29. While formal minutes of the forum will not be kept, notes regarding any outcomes will be recorded and distributed to all elected members, regardless of their attendance.

Workshop

30. It is recognised that the Council may ~~need~~, from time to time, need to convene an informal meeting other than the Agenda Briefing and Concept Forum; this may conducted in the form of a Council workshop.

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~~17.~~31. The purpose of a workshop is to gain a better understanding on an issue-specific topic, or as a form

of community engagement, in line with Policy 103 – Communications and engagement ~~Public Participation Policy.~~

32. Attendance at the workshop is to be determined on a case-by-case basis, and may be open to the public. Both the Presiding Member and the Chief Executive Officer may convene a workshop by providing at least five working days' notice to all elected members, and all anticipated attendees.

~~18.~~33. No decisions are to be made a workshop.

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RELATED DOCUMENTS:

Town of Victoria Park Meeting Procedures Local Law 2019
Policy 103 – Communications and engagement ~~Policy 103 Public Participation Policy~~
Policy 021 Elected Members – Information and Service Provision Policy
Policy 101 – Governance of Council Advisory and Working Groups

Policy manager	Manager – Governance and Strategy
Responsible officers	~~Governance Officer – Council Support~~Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	19/03/2019	Council	40/2019	Item 10.1

Policy number	Policy 052
Policy title	Recording and live streaming
Strategic outcomes supported	S2 – An informed and knowledgeable community CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

The purpose of this policy is to guide the implementation of the audio and video recording, and live-steaming, of meetings of Council and electors, and to establish how audio and video recordings will be used and made available.

POLICY SCOPE:

This policy applies to all special and ordinary meetings of Council, Agenda Briefing Forums, meetings of committees with delegated authority, and meetings of electors.

DEFINITIONS:

Nil.

POLICY STATEMENT:

1. In line with objectives of section 1.3(2) of the *Local Government Act 1995* (the Act), this policy seeks to promote greater accountability to the community through the provision of information that is accessible, transparent and accurate.

2. This policy does not apply where Council has resolved to close the meeting to members of the public, or where matters discussed are deemed confidential, in accordance with section 5.23 of the Act.

Audio and video recordings

3. The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings will assist in the preparation of the minutes of Council, committees with delegated authority, electors' meetings, and Agenda Briefing Forum notes, to ensure that records held are true and accurate.

4. All audio and video recordings, with the exemption of matters that are deemed confidential in accordance with the Act, are to be made available to the public on the Town's website. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed.

Live-streaming

5. The primary purpose of live-streaming Council meetings is to give the public greater access to Council decisions, debate and discussions, by eliminating geographic and/or personal barriers that may prevent physical attendance at a Council meeting.

6. The intent is to promote accessibility of the Council's decision-making process to the community. All meetings of Council and electors, committees and with delegated authority and Agenda Briefing Forums will be live-streamed, with the exemption of matters that are deemed confidential in accordance with the Act.

7. The live-streaming will be accessible on the Town's website upon commencement of the relevant meeting. It is to be noted that should any unforeseen technical difficulties arise, the live stream may not be available or may be delayed.

Public notice of live-streaming and audio/video recording

8. To ensure that the public, elected members and staff are aware of the recordings, clear signage must be placed prominently in the council chamber advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be audio and video recorded, and live-streamed.

Privacy

9. Only the video broadcasting of elected members and relevant officers of the Town will appear on the live-streaming and video recording of relevant meetings. While the image of members of the public who attend the meeting will not appear in either the live-streaming or video recording, the audio broadcasting and recording of comments made by the public will be captured.

Storage of audio and video recordings

10. Recordings must be stored in accordance with the *State Records Act 2000*.

RELATED DOCUMENTS:

Policy manager	Manager ~~–~~Governance and Strategy
Responsible officers	~~Governance Officer – Council Support~~Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes

1	Approved	09/06/2015	Council	-	Item 10.1
1	Reviewed	08/11/2016	Council	-	Item 15.1
2	Amended	16/04/2016	Council	68/2019	Item 10.1
3	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
4	Reviewed and Amended	21/04/2020	Council	384/2020	Item 15.7

TOWN OF VICTORIA PARK



Code of Conduct for Council Members, Committee Members and Candidates

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TOWN OF VICTORIA PARK

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Division 1 — Preliminary provisions

1. Citation

This is the Town of Victoria Park Code of Conduct for council members, committee members and candidates.

2. Terms used

1. In this code —
   Act means the *Local Government Act 1995*
   candidate means a candidate for election as a council member
   complaint means a complaint made under clause 11(1)
   publish includes to publish on a social media platform.

2. Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

1. A council member, committee member or candidate should —
   a) act with reasonable care and diligence
   b) act with honesty and integrity
   c) act lawfully
   d) identify and appropriately manage any conflict of interest
   e) avoid damage to the reputation of the local government.

2. A council member or committee member should —
   a) act in accordance with the trust placed in council members and committee members
   b) participate in decision-making in an honest, fair, impartial and timely manner
   c) actively seek out and engage in training and development opportunities to improve the performance of their role
   d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

1. A council member, committee member or candidate should —
   a) treat others with respect, courtesy and fairness; and
   b) respect and value diversity in the community.

2. A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —
a) base decisions on relevant and factually correct information
b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness
c) read all agenda papers given to them in relation to council or committee meetings
d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This division sets out —
a) requirements relating to the behaviour of council members, committee members and candidates
b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

1. A council member, committee member or candidate —
   a) must ensure that their use of social media and other forms of communication complies with this code
   b) must only publish material that is factually correct.

2. A council member or committee member —
   a) must not be impaired by alcohol or drugs in the performance of their official duties
   b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —
a) must not bully or harass another person in any way
b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government
c) must not use offensive or derogatory language when referring to another person
d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties
e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

a) must not act in an abusive or threatening manner towards another person
b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading
c) must not repeatedly disrupt the meeting
d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings
e) must comply with any direction given by the person presiding at the meeting
f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

1. A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this division.

2. A complaint must be made —
   a) in writing in the form approved by the local government
   b) to a person authorised under subclause (3)
   c) within 1 month after the occurrence of the alleged breach.

3. The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

1. After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
2. Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
3. A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
4. If the local government makes a finding that the alleged breach has occurred, the local government may —
   a) take no further action; or
   b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
5. When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
6. A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
   a) engage in mediation
   b) undertake counselling
   c) undertake training
   d) take other action the local government considers appropriate.

7. If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
   a) its finding and the reasons for its finding
   b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

1. The local government must dismiss a complaint if it is satisfied that —
   a) the behaviour to which the complaint relates occurred at a council or committee meeting
   b) either —
      (i) the behaviour was dealt with by the person presiding at the meeting; or
      (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

2. If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

1. A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
2. The withdrawal of a complaint must be —
   a) in writing; and
   b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

1. A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
2. The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this division.

Division 4 — Rules of conduct

Notes for this division:
1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

1. This division sets out rules of conduct for council members and candidates.
2. A reference in this division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

1. In this clause —
   electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral
   Act 1918
   resources of a local government includes —
   a) local government property
   b) services provided, or paid for, by a local government.

2. A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

1. A council member must not make improper use of their office —
   a) to gain, directly or indirectly, an advantage for the council member or any other person
   b) to cause detriment to the local government or any other person.

2. Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition against involvement in administration

1. A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
2. Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

1. In this clause —
   local government employee means a person —
   a) employed by a local government under section 5.36(1) of the Act; or
   b) engaged by a local government under a contract for services.

2. A council member or candidate must not —
   a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
   b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
   c) act in an abusive or threatening manner towards a local government employee.
3. Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
4. If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

a) make a statement that a local government employee is incompetent or dishonest; or
b) use an offensive or objectionable expression when referring to a local government employee.

5. Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

1. In this clause —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act
confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed
document includes a part of a document
non-confidential document means a document that is not a confidential document.

2. A council member must not disclose information that the council member —
a) derived from a confidential document; or
b) acquired at a closed meeting other than information derived from a non-confidential document.

3. Subclause (2) does not prevent a council member from disclosing information —
a) at a closed meeting
b) to the extent specified by the council and subject to such other conditions as the council determines
c) that is already in the public domain
d) to an officer of the Department
e) to the Minister
f) to a legal practitioner for the purpose of obtaining legal advice
g) if the disclosure is required or permitted by law.

22. Disclosure of interests

1. In this clause —
interest —
a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest
b) includes an interest arising from kinship, friendship or membership of an association.

2. A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
a) in a written notice given to the CEO before the meeting; or
b) at the meeting immediately before the matter is discussed.

3. Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
4. Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
a) that they had an interest in the matter; or

b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

5. If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
   a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
   b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

6. Subclause (7) applies in relation to an interest if —
   a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
   b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

7. The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Defined terms

This is a list of terms defined and the provisions where they are defined.
The list is not part of the law.

Defined term	Provision(s)
Act	Sch. 1 cl. 2(1)
candidate	Sch. 1 cl. 2(1)
closed meeting	Sch. 1 cl. 21(1)
complaint	Sch. 1 cl. 2(1)
confidential document	Sch. 1 cl. 21(1)
document	Sch. 1 cl. 21(1)
electoral purpose	Sch. 1 cl. 17(1)
interest	Sch. 1 cl. 22(1)
local government employee	Sch. 1 cl. 20(1)
non-confidential document	Sch. 1 cl. 21(1)
publish	Sch. 1 cl. 2(1)
resources of a local government	Sch. 1 cl. 17(1)

Policy number	Policy xxx
Policy title	Complaints Policy for Council Members, Committee Members and Candidates
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

1. Policy objective:

The objective of this Policy is to:

1.1 prescribe the processes for the management of complaints involving council members, committee members and candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct.

1.2 ensure that the complaints management process is timely and follows the principles of natural justice and procedural fairness.

2. Policy scope:

2.1 This Policy applies to complaints about breaches of the Code of Conduct by council members, committee members and candidates occurring on or after 3 February 2021.

2.2 A person may make a complaint, in accordance with the Code of Conduct, alleging a behaviour breach.

3. Policy definitions:

In this Policy –

behaviour breach means a breach of a behaviour requirement in Division 3 of the Code of Conduct.

Behaviour Complaints Officer means a person authorised in writing by the council, or by the CEO exercising authority delegated by the council, to receive complaints and withdrawals of complaints under clause 10 of the Code of Conduct, and the person so authorised in writing may be the same person as the Town's complaints officer under section 5.120 of the *Local Government Act 1995* (WA) (**LG Act**).

candidate - an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the LG Act. The Code of Conduct applies to the candidate from that point. Any alleged behaviour breach may only be dealt with if and when the candidate is elected as a council member.

Code of Conduct - means the model code of conduct for council members, committee members and candidates.

committee member - includes any council member, local government employee or unelected member of the community, in any of those cases, who has been appointed by the council to be a member of a council committee.

complainant means a person complaining of a behaviour breach by a council or committee member of the Town or a candidate.

Complaint means a complaint made under clause 11(1) of the Code of Conduct.

Complaints Panel means a panel of persons appointed under clause 4.1 to consider and determine Complaints.

council member means an individual who has been elected as a council member under the LG Act. This Policy also applies to a council member who is a committee member on a council committee.

evidence means the available facts or information which go to indicate whether or not an allegation of a breach is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as any other available evidence, to decide whether a breach has occurred.

Investigator means a person appointed as Investigator under clause 4.1 of this Policy.

Report means the report for the council of the outcome of the investigation of a Complaint dealing with the following:

(1) whether or not the Investigator considers that the behaviour breach the subject of the Complaint has occurred;
(2) the evidence relied on by the Investigator under clause 12(3) of the code for that conclusion; and
(3) a recommendation as to whether no further action should be taken on the Complaint, or as to the terms of a plan under clause 12(4)(b) of the code.

Other terms used in this Policy that are also used in the LG Act have the same meanings as they have in the Act unless the contrary intention appears.

POLICY STATEMENT

4. Appointment of Investigator or Complaints Panel

The CEO is to appoint either:

4.1 a person with relevant knowledge who is not an employee, current or former, elected member of the Town, to review and consider one or more Complaints of behaviour breach and to report on the outcome of any investigation to the CEO for provision to the Council; or

4.2 a Complaints Panel of three persons who are not employee, current or former, elected member of the Town, to perform the function of the Investigator under this Policy, at least one of whom must be a person with relevant legal knowledge. A Complaints Panel is to make its decisions by a majority vote and is to appoint one of its number as chair and to perform its consideration and determination on a Complaint in accordance with due process and consistently with the provisions of this Policy.

4.3 The CEO is to deal with the remuneration of an Investigator or the members of a Complaints Panel, and a complaints mediator, in accordance with clause 17.

5. Process for making a complaint:

5.1 Initiation of Complaint

(a) Any person may make a Complaint alleging a behaviour breach.

(b) A Complaint must be in writing on the Town's approved form – 'Complaint About Alleged Behaviour Breach form'.

(c) The complainant must lodge the Complaint with the Town's Behaviour Complaints Officer.

(d) The complainant must provide with the Complaint, details of the alleged behaviour breach together with any supporting evidence.

(e) The Complaint must be lodged within one month of the occurrence of the alleged behaviour breach.

(f) A Complaint must be submitted by the complainant.

5.2 A Complaint cannot be submitted anonymously.

5.3 The Behaviour Complaints Officer is to provide all Complaints to the Investigator in accordance with the following clause.

5.4 The Behaviour Complaints Officer within 14 days of receiving a Complaint:

(a) must contact the complainant acknowledging that the Complaint has been received;

(b) as part of the acknowledgment process, must provide the complainant with a copy of the Town's Complaints Policy;

(c) must provide the council or committee member to whom the Complaint relates with a copy of the Complaints Policy and a copy of the Complaint (including the name of the complainant); and

(d) must send to the Investigator the Complaint together with details of the alleged breach and any supporting evidence provided by the complainant.

5.5 Complaints are to be dealt with and considered in an order based on the order in which they are received by the Behaviour Complaints Officer.

5.6 A Complaint relating to a candidate is only to be referred to an Investigator if and when the candidate is elected as a council member, but in any event the Complaint must be lodged within one month of the occurrence of the alleged behaviour breach.

6. Mediation

6.1 The Investigator must offer mediation to both parties as the first option for dealing with a Complaint and before progressing with the consideration or determination of the Complaint.

6.2 If issues raised in the Complaint are resolved to the satisfaction of both parties in mediation or otherwise before the determination of the Complaint, the complainant must lodge a Withdrawal of Complaint in writing with the Behaviour Complaints Officer.

7. Investigator making a determination

7.1 Before making a determination in relation to a Complaint, the Investigator must provide the council member or committee member to whom the Complaint relates with an opportunity to respond to the allegations in the Complaint and to provide their own comments and evidence for consideration within 14 days of the notification of the Complaint to them by the Behaviour Complaints Officer.

7.2 After considering a Complaint, the Investigator must make a determination as to whether or not the alleged behaviour breach has occurred.

7.3 The determination must be made within 21 days:

(a) from receiving a Complaint from the Behaviour Complaints Officer; or

(b) from receiving a copy of the response to the allegations by the person to whom the Complaint relates,

whichever is the later.

7.4 A determination by the Investigator that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

7.5 Having made a determination on the alleged behaviour breach, the Investigator must inform the Behaviour Complaints Officer by providing a determination and reasons for it in a Determination and Reasons Report (**Report**).

7.6 The Report must be provided to the Behaviour Complaints Officer within 14 days of making the determination.

7.7 If the Investigator makes a determination that the alleged breach has occurred, the Report must make a recommendation if further action is required and make a recommendation on the plan to address the behaviour of the person to whom the Complaint relates (**action plan**).

7.8 The Investigator may recommend to the council to dismiss a Complaint in accordance with clause 13 of the code, and if the Investigator concludes that the behaviour the subject of the Complaint is an offence under a local law that deals with meeting procedures, the Complaint should not be dealt with further as a behaviour breach, but should be referred back to the Behaviour Complaints Officer.

7.9 The Investigator's deliberations and determination are to be confidential and reported only to the Behaviour Complaints Officer, but subject to any consultation with the person to whom the Complaint relates under the following clause.

8. Action plans

8.1 When preparing an action plan under clause 7.7 of this Policy, the Investigator must consult with the person to whom the Complaint relates. The member must be provided with the opportunity to be involved in matters such as the timing of meetings or training.

8.2 An action plan may include a requirement for the person to whom the Complaint relates to do one or more of the following –

(a) Engage in mediation;

(b) Undertake counselling;

(c) Undertake training; or

(d) Take other action the local government considers appropriate.

8.3 An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives. The plan should outline:

(a) the behaviour(s) of concern;

(b) the actions to be taken to address the behaviour(s);

(c) who is responsible for the actions; and

(d) an agreed timeframe for the actions to be completed.

9. Report provided to council

9.1 The Behaviour Complaints Officer must provide a confidential report to council including:

(a) a copy of the Complaint;

(b) the Report of the Investigator together with the evidence received by the Investigator and any submissions or other communications from the parties;

(c) a recommendation on the question whether or not a behaviour breach has occurred;

(d) a recommendation as to whether any and if so what further action is required; and

(e) if further action is required, a recommendation must be provided to the council on an action plan to address the behaviour of the person to whom the Complaint relates.

10. Council finding

10.1 The council must not make a finding that a behaviour breach has occurred without first having given the person to whom the Complaint relates a reasonable opportunity to be heard.

10.2 A finding that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

10.3 If the council makes a finding that the alleged breach has occurred, it may resolve to –

(a) take no further action; or

(b) prepare and implement an action plan recommended by the Investigator with or without modifications as it thinks fit.

10.4 Based on the Investigator's Report, the evidence and any further comments or submissions by the parties, the council may:

(a) dismiss the Complaint in accordance with clause 13 of this Policy; or

(b) find that the alleged breach has occurred; or

(c) find that the alleged breach has not occurred; or

(d) if the finding is that the breach has occurred, decide that no further action is required; or

(e) if the finding is that a breach has occurred, decide that further action is required and consider the adoption of an action plan; or

(f) adopt an action plan to address the behaviour of the person to whom the Complaint relates.

10.5 If the council makes a finding that the alleged breach has occurred, it must give reasons for that finding.

11. Behaviour Complaints Officer acting on council finding

When the council makes a finding in relation to a Complaint, the Behaviour Complaints Officer must give the complainant and the person to whom the Complaint relates written notice of –

(a) the finding and the reasons for the finding; and

(b) if the finding is that the alleged breach has occurred, council's decision on the course of action to be taken including the options in clause 8.2 above.

12. Confidentiality of Complaints

The fact of a Complaint having been made and the details of a Complaint and the processes undertaken in connection with a Complaint including the referral to an Investigator are confidential matters and should not be disclosed unless and until the council has made a formal finding of breach in respect of the Complaint.

13. Dismissal of Complaint

13.1 The council must dismiss a Complaint where:

(a) the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting; and

(b) either:

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with the local law of the local government that deals with meeting procedures.

13.2 In any event behaviour that is an offence under a local law that deals with meeting procedures cannot be dealt with as a behaviour breach.

14. Withdrawal of Complaint

14.1 A complainant may withdraw their Complaint any time before it is considered by the council.

14.2 The withdrawal of a Complaint must be –

(a) in writing; and

(b) given to the Behaviour Complaints Officer.

15. Compliance with plan requirement

15.1 The Behaviour Complaints Officer is to monitor the actions in timeframes set out in an action plan.

15.2 If an action plan includes any of the requirements in clause 8.2 above (i.e. in clause 12.6 of the code), failure to comply with that requirement is a breach of clause 23 of the code and as a breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act.

16. Complaints that are inappropriate under this Policy

The purpose of the Town's Code of Conduct is to guide the decisions, actions and behaviours of council members, committee members, and of candidates running for election as a council member. A breach of the Rules of Conduct is a minor breach under section 5.105(1) of the LG Act, and is not the intended subject of this Policy. The objective of this Policy is to deal with matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct, and all Complaints under this Policy should be made with that objective in mind. Consequently, Complaints such as the following are inappropriate to be dealt with under this Policy:

(a) Complaints made with the intent of addressing personal grievances or disagreements;

(b) Complaints made to express dissatisfaction with a council or committee member's lawfully made decisions or performance of their role;

(c) Minor breaches under section 5.105(1) of the LG Act;

(d) Serious breaches under section 5.114 of the LG Act; and

(e) Allegations of corruption.

17. Cost in the complaints process

17.1 No fee is charged to lodge a Complaint under this Policy.

17.2 The Investigator or the members of a Complaints Panel, or a mediator, appointed pursuant to the Policy may charge the Town a fee to cover the costs of dealing with the Complaint whether or not a breach is ultimately found.

17.3 Any fee charged by an Investigator or the members of a Complaints Panel, or a mediator, is to be based on the time spent in connection with the Complaint and may be established in advance on a quotation or otherwise in accordance with the Town's purchasing policy.

Related documents

Local Government Act 1995 (WA)
Local Government (Model Code of Conduct) Regulations 2021
Complaint About Alleged Breach Form (Appendix 1)

Responsible officers	Chief Executive Officer
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted		Council		

Policy number	Policy 207
Policy title	Paths – locations within road reserves
Strategic outcomes supported	EN2 – A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around. EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.

POLICY OBJECTIVE:

To provide for the location of footpaths within road reserves.

POLICY SCOPE:

This policy applies to footpaths in road reserves.

DEFINITIONS:

invasion of privacy means where the living quarters of a residential building is located less than 4 metres from the property boundary and that boundary either has no fence or lacks an enclosed fence that is at least 1800mm in height above the surface level of the proposed path.

adjacent to the property boundary means the edge of the path nearest to the property boundary being either right up to the boundary or not more than 500mm away from it.

POLICY STATEMENT:

Unless precluded by adverse verge levels, significant trees or above-ground public utility services, or for reason of "invasion of privacy", all new strip footpaths or dual-use paths that are constructed or reconstructed within road reserves, shall be located adjacent to the property boundary.

RELATED DOCUMENTS:

Nil.

Policy manager	Manager – Technical Services
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	28/09/1999	Council	-	Item 4.1

1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 208
Policy title	Street verges – Reinstatement of lawns following works
Strategic outcomes supported	EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed. EN7 – Increased vegetation and tree canopy.

POLICY OBJECTIVE:

To provide for the conditions by which the Town will reinstate lawns following works.

POLICY SCOPE:

This policy applies to works undertaken by the Town that affect the lawns on a street verge.

DEFINITIONS:

Nil.

POLICY STATEMENT:

1. Where works require an alteration to the level of a street verge to the extent that part or all of an established lawn is removed, the Town's liability for reinstating the lawn will be limited to:

    a. modifying the reticulation system; and
    b. replanting the modified verge with lawn runners.

2. Unless warranted in special circumstances, the Town will not reinstate a lawn with full turf.

3. The Town will take responsibility to reinstate permissible verge treatments following any construction or maintenance works undertaken by the Town that impact on the verge. Material and finishes will be matched as closely as practicable to the existing.

4. In the case where synthetic turf is affected by routine maintenance of services, assets or construction works, the Town will reinstate or repair the affected area with an appropriate alternative treatment allowable under the Verge Local Law.

5. Where requested, the Town will make available to the householder the lawn turf to be removed due to roadworks. A householder is entitled only to the lawn turf removed from the verge immediately outside their property.

RELATED DOCUMENTS:

Nil.

Policy manager	Manager – Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	28/09/1999	Council	-	Item 4.1
1	Reviewed	15/08/2006	Council	-	Item 4.1
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1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

TOWN OF VICTORIA PARK



Waste Disposal Local Law 2021

Town of Victoria Park

WE'RE OPEN VIC PARK

TOWN OF VICTORIA PARK
WASTE DISPOSAL LOCAL LAW 2021

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LOCAL GOVERNMENT ACT 1995
WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007

TOWN OF VICTORIA PARK
WASTE DISPOSAL LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995, Waste Avoidance and Resource Recovery Act 2007* and by all other powers the Council of the Town of Victoria Park resolved to make the following local law on the day of month 2021.

Part 1 – Preliminary

1 Citation

This local law may be cited as the *Town of Victoria Park Waste Disposal Local Law 2021*.

2 Commencement

This local law commences on:

(a) 1 January 2022; or

(b) fourteen days following its publication in the *Government Gazette*;

whichever occurs last.

3 Purpose and effect

(1) The purpose of this local law is to provide for the protection of the natural and urban environment and the mitigation of environmental hazards through ensuring the appropriate disposal of local government waste.

(2) The effect of this local law is to:

(a) Provide for regulation, control and management of waste services; and

(b) Establish the requirements with which any owner or occupier of premises using Town of Victoria Park waste services, must comply.

4 Repeal

Clauses 38 to 48 (inclusive) of the *Town of Victoria Park Health Local Law 2003*, as amended, published in the Government Gazette on 19 April 2004 is repealed.

5 Application

This local law applies throughout the district.

6 Interpretation

(1) In this local law unless the context otherwise requires—

authorised person means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

collectable waste means local government waste that is not—

(a) liquid refuse;

(b) liquid waste; or

(c) non-collectable waste;

collectable waste receptacle means a receptacle for the deposit and collection of collectable waste that is—

(a) a recycling waste receptacle; or

(b) a general waste receptacle; or

(c) an organic waste receptacle

collection when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

collection day means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

collection time means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

costs of the local government include administrative costs;

Council means the council of the local government;

district means the district of the local government;

general waste receptacle means a receptacle for the deposit and collection of collectable waste that is not recycling waste (where a recycling waste receptacle is provided) or organic material (where an organic waste receptacle is provided);

LG Act means the Local Government Act 1995;

LG Regulations means the Local Government (Functions and General) Regulations 1996;

local government means the Town of Victoria Park;

local government waste has the same meaning as in the WARR Act;

non-collectable waste has the meaning set out in Schedule A;

occupier in relation to premises, means any or all of the following—

(a) a person by whom or on whose behalf the premises are actually occupied; or

(b) a person having the management or control of the premises;

organic waste means waste that decomposes readily, such as garden waste or food waste;

organic waste receptacle means a receptacle for the deposit and collection of organic waste;

owner has the same meaning as in the LG Act;

public place includes a place to which the public ordinarily have access, whether or not by payment of a fee;

receptacle, means a receptacle—

(a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and

(b) the waste from which is collected and removed from the premises by the local government or its contractor;

recycling waste receptacle means a receptacle for the deposit and collection of recycling waste;

recycling waste means—

(a) paper and cardboard;
(b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;

(c) glass containers;

(d) steel containers;

(e) aluminium containers;

(f) liquid paper board; and

(g) any other waste determined by the local government to be recycling waste;

specified means specified by the local government or an authorised person, as the case may be;

street alignment means the boundary between the land comprising a street and the land that abuts the street;

WARR Act means the Waste Avoidance and Resource Recovery Act 2007;

WARR Regulations means the Waste Avoidance and Resource Recovery Regulations 2008;

waste has the same meaning as in the WARR Act;

and

waste service has the same meaning as in the WARR Act

(2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

7 Rates, Fees and charges

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

8 Power to provide waste services

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

Part 2 — Local Government Waste

9 Supply of receptacles

(1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.

(2) The owner of premises to which subclause (1) applies must—

(a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and

(b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

10 Deposit of waste in receptacles

(1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.

(2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

11 General waste receptacles

(1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—

(a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or

(b) where the receptacle has any other capacity—more than the weight determined by the local government.

(2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.

(3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

12 Recycling waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

(a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;

(b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or

(c) where the receptacle has any other capacity—more than the weight determined by the local government.

13 Organic waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

(a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;

(b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of organic waste; or

(c) where the receptacle has any other capacity—more than the weight determined by the local government

14 Direction to place or remove a receptacle

(1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —

(a) to place a receptacle in respect of those premises for collection; or

(b) to remove a receptacle in respect of those premises after collection.

(2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.

(3) An owner or occupier of premises must comply with a direction given under this clause.

15 Duties of owner or occupier

An owner or occupier of premises must—

(a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;

(b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —

(i) within 1 metre of the carriageway;

(ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and

(iii) facing squarely to the edge of and opening towards the carriageway,

or in such other position as is approved in writing by the local government or an authorised person;

(c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and

(d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

16 Exemption

(1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 15(a) or (b).

(2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.

(3) An exemption granted under this clause must state—

(a) the premises to which the exemption applies;

(b) the period during which the exemption applies; and

(c) any conditions imposed by the local government or the authorised person.

(4) An exemption granted under this clause ceases to apply –

(a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and

(b) from the date that the local government informs the owner or occupier of its decision under clause 16(4)(a).

17 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

(a) damage, destroy or interfere with a receptacle; or

(b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

18 Verge collections

(1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—

(a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and

(b) must otherwise comply with those terms and conditions.

(2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.

(3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.

(4) Clause 18(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

Part 3 – General duties

19 Duties of an owner or occupier

An owner or occupier of premises must—

(a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;

(b) ensure that each receptacle is kept in good condition and repair;

(c) take all reasonable steps to—

(i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;

(ii) prevent the emission of offensive or noxious odours from each receptacle; and

(iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and

(d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

20 Removal of waste from premises

(1) A person must not remove any waste from premises unless that person is—

(a) the owner or occupier of the premises;

(b) authorised to do so by the owner or occupier of the premises; or

(c) authorised in writing to do so by the local government or an authorised person.

(2) A person must not remove any waste from a receptacle without the approval of –

(a) the local government or an authorised person; or

(b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

21 Receptacles and containers for public use

A person must not, without the approval of the local government or an authorised person—

(a) deposit household, commercial or other waste from any premises on or into; or

(b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

Part 4 – Miscellaneous

22 Disposing of disused refrigerators or similar containers

A person shall not place, leave or dispose of a disused refrigerator, ice-chest, ice-box, trunk, chest or other similar article having a compartment which has a capacity of 0.04 cubic metres or more on any land without first -

(a) removing every door and lid and every lock, catch and hinge attached to a door or lid; or

(b) rendering every door and lid incapable of being fastened.

Commented [LO1]: Legal advice to confirm we can include this.

Part 5 – Enforcement

23 Objection and appeal rights

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

(a) an approval under clause 15(b);

(b) an exemption under clause 16(2);

(c) an approval under clause 17(b);

(d) an approval under clause 18(1);

(e) an authorisation under clause 20(1)(c);

(f) an approval under clause 20(2); and

(g) an approval under clause 21.

24 Offences and general penalty

(1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.

(2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding $5,000, and if the offence is of a continuing nature, to a further penalty not exceeding $500 in respect of each day or part of a day during which the offence has continued.

25 Other costs and expenses

(1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 24, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—

(a) removing and lawfully disposing of toxic, hazardous or poisonous waste;

(2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

26 Modified penalties

(1) An offence against any provision of these Local Laws is a prescribed offence for the purposes of section 9.16 (1) of the *Local Government Act 1995*.

(2) The amount appearing in the third column of Schedule B directly opposite the offence is the modified penalty payable in respect of that offence.

27 Form of notices

For the purposes of these Local Laws—

(a) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the *Local Government Act 1995* is that of Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

(b) the form of the infringement notice referred to in section 9.17 of the *Local Government Act 1995* is to be in or substantially in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;

(c) the form of the notice referred to in section 9.20 of the *Local Government Act 1995* is to be in or substantially in the form of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Schedule A - Meaning of 'non-collectable waste'

non-collectable waste means –

(a) hot or burning material;

(b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;

(c) any other hazardous material, such as radioactive waste;

(d) any explosive material, such as flares or ammunition;

(e) electrical and electronic equipment;

(f) hospital, medical, veterinary, laboratory or pathological substances;

(g) construction or demolition waste;

(h) sewage;

(i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;

(j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;

(k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and

(l) any other waste determined by the local government to be non-collectable waste.

Schedule B - Prescribed Offences

Item No.	Clause No.	Nature of Offence	Modified Penalty
1	9(2)(a)**Error ! Reference source not found.**	Failing to pay fee or charge	$350
2	9(2)(b)**Error ! Reference source not found.**	Failing to ensure lawful use of receptacle	$350
3	10(1)	Depositing non-collectable waste in a receptacle	$350
4	10(2)	Depositing waste in another receptacle without consent	$350
5	11(1)	Exceeding weight capacity of a general waste receptacle	$350
6	11(2) and (3)	Depositing unauthorised waste in a general waste receptacle	$350
7	12(a)	Depositing unauthorised waste in a recycling waste receptacle	$350
8	12(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	$250
9	13(a)	Depositing unauthorised waste in an organic waste receptacle	$350
10	13(b) and (c)	Exceeding weight capacity of an organic waste receptacle	$350
11	14(3)	Failing to comply with a direction concerning placement or removal of a receptacle	$250
12	15(a)	Failing to keep a receptacle in the required location	$250
13	15(b)	Failing to place a receptacle for collection in a lawful position	$250
14	15(c)	Failing to provide a sufficient number of receptacles	$250
15	15(d)	Failing to notify of a lost, stolen, damaged or defective receptacle	$50
16	16(a)	Damaging, destroying or interfering with a receptacle	$400
17	16(b)	Removing a receptacle from premises	$400
18	18(1)	Failing to comply with a term or condition of verge waste collection	$400
19	18(2)	Removing waste for commercial purposes	$350
20	18(3)	Disassembling or leaving in disarray waste deposited for collection	$250
21	19(a)	Failing to provide a sufficient number of receptacles	$250
22	19(b)	Failing to keep a receptacle clean and in a good condition and repair	$250
23	19(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	$350
24	19(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	$350
25	19(c)(iii)	Allowing a receptacle to cause a nuisance	$350
26	19(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	$300
27	20(1)	Unauthorised removal of waste from premises	$250
28	20(2)	Removing waste from a receptacle without approval	$250

29	21(a)	Depositing unauthorised waste in a receptacle provided for public use	$250
30	21(b)	Unauthorised removal of waste from a receptacle provided for public use	$250
31	22	Disposing of disused refrigerator or similar container with door or lid that can be fastened	$300

Under the powers conferred by the *Local Government Act 1995, Waste Avoidance and Resource Recovery Act 2007* and by all other powers, the Council of the Town of Victoria Park resolved to make the following local law on the day of month 2021.

The Common Seal of the)
Town of Victoria Park was)
affixed by the authority of a)
resolution of the Council in)
the presence of)

_____ Karen Vernon, Mayor

_____ Anthony Vuleta, Chief Executive Officer

On the day of 20

Consented to:

_____

Chief Executive Officer
Department of Water and Environmental Regulation

On the day of 20

Revision History:

Version	Made, Amended, Revoked	Date	Council Resolution Number	Effective	Key Changes/Notes
1	Made	Xx/xx/2020		01/01/2022	