



TOWN OF
VICTORIA PARK

Agenda Briefing Forum Agenda – 1 June 2021



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6.30pm** on **1 June 2021** in the **Council Chamber**, Administration Centre at 99 Shepperton Road, Victoria Park.

Ms Natalie Martin Goode – A/Chief Executive Officer
27 May 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

Disclaimer

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

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

2 Opening

3 Acknowledgement of country

Acknowledgement of the traditional owners

Ngany 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 kaaditjin, moort, wer boodja ye-ye.

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

All questions and statements made by members of the public are not to personalise any elected member or

member of staff. Questions and statements are to be directed to the Presiding Member, who may choose to call upon an officer of the Town, or another elected member, to assist with responses.

4.4 Public participation time

There 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'.

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 Iffe
Cr Vicki Potter
Cr Brian Oliver
Cr Jesvin Karimi

A/Chief Executive Officer

Ms Natalie Martin Goode

Chief Operations Officer

Ms Natalie Adams

Chief Financial Officer

Mr Michael Cole

A/Chief Community Planner

Mr Pierre Quesnel and Ms Lisa Tidy

Manager Development Services

Mr Robert Cruickshank

Manager Governance and Strategy

Ms Bana Brajanovic

Secretary

Ms Amy Noon

Public liaison

Ms Alison Podmore

5.1 Apologies

Chief Executive Officer

Mr Anthony Vuleta

5.2 Approved leave of absence

Nil.

6 Declarations of interest

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

Declaration of financial interests

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

Declaration of proximity interest

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

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

Declaration of interest affecting impartiality

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

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

11 Chief Executive Officer reports

11.1 Annual Review of Delegations

| | |
|----------------------------|---|
| Location | Town-wide |
| Reporting officer | Jasmine Bray |
| Responsible officer | Bana Brajanovic |
| Voting requirement | Absolute majority |
| Attachments | 1. Town of Victoria Park - Delegation Register - 2021 Council Review [11.1.1 - 136 pages] |

Recommendation

That Council:

1. Reviews its delegations to the Chief Executive Officer and other employees as detailed in the attachment, in accordance with Section 5.46(2) of the *Local Government Act 1995*.
2. Adopts the amended delegations of authority to the Chief Executive Officer as detailed in the attachment, to come into effect on 1 July 2021, in accordance with Section 5.42(1) of the *Local Government Act 1995*.

Purpose

To present the delegations of Council for review and adoption of proposed amendments.

In brief

- Council are required to review its delegations each financial year, under various legislation.
- Council last reviewed its delegations on 19 May 2020.
- Minor amendments are proposed for the Tenders for Goods and Services, Disposal of Property – assets other than land and Determination of Applications for Development Approval delegations.
- New delegations are proposed for the *Fencing Local Law 2021*, *Vehicle Management Local Law 2021* and under the *Dog Act 1976* to grant an exemption to keep more than two dogs.

Background

1. In accordance with Section 5.46(2) of the *Local Government Act 1995*, delegations made under the *Local Government Act 1995* are required to be reviewed each financial year. Similar provisions are provided under Section 10AB(2) of the *Dog Act 1976* and Section 47(2) *Cat Act 2011*.
2. Although an annual review of delegations made under other legislation is not required, it is considered good governance to review all delegations annually.
3. Council last conducted its review of its delegations at its meeting on 19 May 2020. The delegations were further amended at Council's meeting on 16 July 2020.

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. | Maintaining effective and practical delegations ensures Council remains strategically focused. |
| CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably. | Reviewing its delegations annually ensures Council has complied with its legislative responsibility. |

Engagement

| Internal engagement | |
|---------------------|--|
| Stakeholder | Comments |
| C-Suite | C-Suite were asked to provide feedback in relation to their delegations and if any amendments were required. |
| Managers | Managers were asked to provide feedback in relation to their delegations and if any amendments were required. |
| SALTs | SALTs were asked to provide feedback in relation to their delegations and if any amendments were required. |
| Financial Services | Financial Services were consulted on the proposed amendments to the Tenders for Goods and Services delegation. |

Legal compliance

[Section 5.42\(1\) of the Local Government Act 1995](#)

[Section 5.46\(2\) of the Local Government Act 1995](#)

[Section 10AB\(2\) of the Dog Act 1976](#)

[Section 47\(2\) Cat Act 2011](#)

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--|--|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | N/A | | | | Low | |
| Environmental | N/A | | | | Medium | |
| Health and safety | N/A | | | | Low | |
| Infrastructure/ ICT systems/ utilities | N/A | | | | Medium | |
| Legislative compliance | Council fails to review their delegations within the prescribed timeframe. | Minor | Unlikely | Low | Low | TREAT risk by Council reviewing its delegations prior to 30 June 2021. |
| Reputation | N/A | | | | Low | |
| Service delivery | Service delivery delays due to functions not being delegated to the CEO, therefore requiring Council approval. | Minor | Unlikely | Low | Medium | TREAT risk by Council adopting the proposed new and amended delegations. |

Financial implications

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

Analysis

- An internal review of the current Register of Delegations and Sub-delegations has been conducted in consultation with C-Suite, Managers and SALTs.
- Proposed new and amended delegations, and justification for these changes, are detailed below.

| Delegation 1.1.16 - Tenders for Goods and Services | | |
|--|---|---|
| Action | Proposal | Reason |
| Amend | Amend function 11 to clarify the CEO may accept the next most advantageous tender where the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer. | <p>Function 11 is ambiguous in the CEO's authority to accept a tender in this circumstance. Function 11 states:</p> <p><i>'If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to <u>choose</u> the next most advantageous tender to <u>accept</u>.'</i></p> <p>To ensure the intent of function 11 is clear, and that further delays in forming a contract do not occur, function 11 has been reworded to:</p> <p><i>'If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to <u>accept</u> the next most advantageous tender.'</i></p> |
| | Amend condition 3 to clarify the CEO may accept a tender in accordance with function 11 and 13. | <p>In addition to function 11 mentioned above, function 13 is in contradiction of condition 3 of the delegation. Function 13 states:</p> <p><i>'Authority to <u>accept</u> another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract. the CEO has been granted authority to accept a tender where a contract has not been entered into or has been terminated.'</i></p> <p>To ensure the intent of the delegation is clear, condition 3 has been reworded to include the exception underlined below:</p> <p><i>'The CEO is not delegated to accept a tender or establish a panel of pre-qualified suppliers (<u>except in accordance with clause 11 or 13 of this delegation</u>).'</i></p> |

| Delegation 1.1.17 - Disposal of property – Assets other than land or buildings | | |
|--|---|---|
| Action | Proposal | Reason |
| Amend | Amend function 2, to correct the value range. | The current value range under function 2 is between \$20,000 and \$25,000. This is an administrative error and has been corrected to be between \$20,000 and \$250,000. |

| Delegation 2.1.3 - Local Laws Relating to Fencing 2000 | | |
|--|--|---|
| Action | Proposal | Reason |
| Revoke | Revoke delegation 2.1.3 - Local Laws Relating to Fencing 2000. | The Town's <i>Local Laws Relating to Fencing 2000</i> will be replaced by the recently adopted <i>Fencing Local Law 2021</i> . The repeal of <i>Local Laws Relating to Fencing 2000</i> will be effective from 1 July 2021. |
| New | Insert a new delegation 2.1.3 - Fencing Local Law 2021. | The Town's <i>Fencing Local Law 2021</i> will come into effect on 1 July 2021. Providing the CEO with the authority to perform all the functions of the local government under this local law will ensure the local law will be enacted and enforced effectively and efficiently. |

| Delegation 2.1.6 - Parking and Parking Facilities Local Law 2008 | | |
|--|--|---|
| Action | Proposal | Reason |
| Revoke | Revoke delegation 2.1.6 - Parking and Parking Facilities Local Law 2008. | The Town's <i>Parking and Parking Facilities Local Law 2008</i> will be replaced by the recently adopted <i>Vehicle Management Local Law 2021</i> . The repeal of <i>Parking and Parking Facilities Local Law 2008</i> will be effective from 1 July 2021. |
| New | Insert a new delegation 2.1.6 - Vehicle Management Local Law 2021. | The Town's <i>Vehicle Management Local Law 2021</i> will come into effect on 1 July 2021. Providing the CEO with the authority to perform the functions of the local government under this local law, except for those requiring a resolution of Council, will ensure the local law will be enacted and enforced effectively and efficiently. |

| Delegation 6.1.9 - Grant an Exemption to Keep More Than 2 Dogs | | |
|--|--|--|
| Action | Proposal | Reason |
| New | Insert a new delegation 6.1.9 - Grant an Exemption to Keep More Than 2 Dogs to allow the CEO to approve applications to keep up to four dogs at a premise. | <p>In accordance with clause 3.3 of the Town's <i>Dog Local Law 2018</i>, the limit on the number of dogs that may be kept on any premises is two dogs over the age of three months and the young of those dogs under that age. Section 26(3) of the <i>Dog Act 1976</i> provides local government with the power to grant an exemption to the limit, where appropriate.</p> <p>This power is not currently delegated to the CEO, therefore all applications to keep more than two dogs are required to be submitted to Council for consideration. Assessment of applications will consider:</p> <ul style="list-style-type: none"> • community engagement with nearby properties • the dog's breed, size and age • property condition and size, and • history of responsible dog ownership. |

| | | |
|--|--|---|
| | | To allow for applications to be processed efficiently it is proposed to delegate this function to the CEO with a limit of up to four dogs. Applications for more than four dogs will be required to be submitted to Council for approval. |
|--|--|---|

| Delegation 10.2.1 – Determination of Applications for Development Approval | | |
|---|---|--|
| Action | Proposal | Reason |
| Amend | Amend function 1(f)(ii) to reflect the change of name for the Municipal Heritage Inventory. | The Municipal Heritage Inventory has been renamed to Local Heritage Survey. |
| | Amend function 7 to reflect the change of name for the Metropolitan Central Joint Development Assessment Panel. | The Metropolitan Central Joint Development Assessment Panel has been renamed to Metropolitan Inner South Joint Development Assessment Panel. |

6. The proposed delegations will ensure the Town responds to its customers' needs effectively and efficiently.
7. Other minor administrative amendments, such as spelling and grammatical errors, have been made and are marked up in the attachment. These amendments do not alter the intent of the current delegations.
8. Following resolution by Council, the Chief Executive Officer will review the delegations and sub-delegations he has provided to Town employees.

Relevant documents

[Town of Victoria Park – Register of Delegations and Sub-delegations](#)

[Department of Local Government, Sport and Cultural Industries – Operational Guideline 17 - Delegations](#)

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

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

12 Chief Community Planner reports

12.1 Draft Youth Plan

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Anastasia Brooks |
| Responsible officer | Paul Gravett |
| Voting requirement | Simple majority |
| Attachments | 1. Town of Victoria Park Youth Action Plan 2021-2024 FINAL DRAFT [12.1.1 - 18 pages] 2. Youth Plan Engagement Report [12.1.2 - 4 pages] |

Recommendation

That Council approves the release of the Town of Victoria Park Youth Plan for public comment.

Purpose

To present Council with the draft Town of Victoria Park Youth Plan and seek approval to release the plan for public comment.

In brief

- The Town engaged the Youth Affairs Council of Western Australia (YACWA) to develop a Youth Plan (the Plan) for the Town of Victoria Park. YACWA undertook a comprehensive period of community engagement between February – April 2021 with young people, parents/caregivers and community organisations to inform development of the Plan.
- The findings of the community engagement demonstrated that young people generally enjoy living and spending time in the Town. Young people spoke of the vibrancy of the Town, and that they appreciate the diversity and inclusivity of the community. However, young people also indicated opportunities for improvement.
- Findings from the community engagement process have since informed development of the plan for young people aged 12-25 who live, work, volunteer, study and/or recreate in the Town. The plan provides the Town with a framework and coordinated approach to the ongoing engagement and development of young people.
- The Town is now seeking approval from Council to release the plan for public comment, prior to returning to Council for final endorsement.

Background

1. At the Ordinary Council Meeting held on 21 April 2020, Council endorsed a number of actions in response to six resolutions carried at the Annual Meeting of Electors held on 10 March 2020. One action included the development of a Youth Plan for the Town of Victoria Park to consider in the 2020/2021 annual budget process.
2. Best practice youth development stipulates that the most successful youth activities are ones that are informed and developed by young people. The Town acknowledges that extensive engagement with young people has not taken place for some time. This has left the Town with an outdated understanding of local young people's experiences, needs and aspirations, and thus has hindered the Town in developing activities that are relevant to young people.

3. The Town engaged the YACWA in October 2020 to undertake a comprehensive period of community engagement and develop the plan. Engaging young people aged 12-25 widely in the development of the Plan, offered the Town the opportunity to gain a contemporary understanding of local requirements and develop an informed framework and coordinated approach to the ongoing engagement and development of young people who live and spend time in the Town.
4. Between November 2020 – February 2021, YACWA completed desktop research and from February – April 2021 engaged young people, parents/caregivers and the organisations which support young people in the community. The findings of the engagement are contained in the attached Youth Plan Engagement Report.

Strategic alignment

| Social | |
|---|---|
| Strategic outcome | Intended public value outcome or impact |
| S03 - An empowered community with a sense of pride, safety and belonging. | A youth-informed Youth Plan will provide clear direction to the Town on how to facilitate, support and/or deliver youth development activities that are meaningful to local young people. |

Engagement

| Internal engagement | |
|--------------------------|--|
| Stakeholder | Comments |
| Community Development | Participation in staff workshop and discussion on draft actions. |
| Events, Arts and Funding | Participation in staff workshop and discussion on draft actions. |
| Library | Participation in staff workshop and discussion on draft actions. |
| Place Planning | Participation in staff workshop and discussion on draft actions. |
| Aqualife and Leisurelife | Participation in staff workshop and discussion on draft actions. |
| Environment | Participation in staff workshop and discussion on draft actions. |
| Healthy Community | Discussion on draft actions. |
| Communications | Discussion on draft actions. |
| Human Resources | Discussion on draft actions. |
| Elected Members | Participation in April 2021 Concept Forum. |

External engagement

| | |
|-----------------------|--|
| Stakeholders | <ol style="list-style-type: none"> 1. Young people aged 12 to 25 who live, work, study, volunteer or recreate in the Town 2. Parents and caregivers of young people 3. Community organisations that work with and/or connect with young people |
| Period of engagement | February – April 2021 |
| Level of engagement | 4. Collaborate |
| Methods of engagement | <ol style="list-style-type: none"> 1. Youth Peer Researcher group (8 young people) 2. Youth survey (432 completed surveys) 3. Youth workshops (86 attendees) 4. Parents and caregivers survey (56 completed surveys) 5. One-on-one interviews with community organisations (14 organisations interviewed) |
| Advertising | <ol style="list-style-type: none"> 1. Town website 2. Your Thoughts page 3. Social media posts 4. Direct emails to schools and community organisations 5. Library Bookmark e-newsletter |
| Submission summary | See attached Youth Plan Engagement Report. |
| Key findings | See attached Youth Plan 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 | NA | | | | Low | |
| Environmental | NA | | | | Medium | |
| Health and safety | NA | | | | Low | |
| Infrastructure/ ICT systems/ utilities | NA | | | | Medium | |
| Legislative compliance | NA | | | | Low | |

| | | | | | | |
|------------------|---|----------|--------|--------|-----|--|
| Reputation | Not progressing the Youth Plan after extensive community engagement could result in a loss of community confidence in the Town. | Moderate | Likely | Medium | Low | TREAT by approving the release of the Youth Plan for public comment. |
| Service delivery | NA | | | | | |

Financial implications

| | |
|------------------------------|--|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact | <p>If the plan progresses to Council endorsement, budget will be proposed to address the actions within the plan during the annual budgeting process.</p> <p>Should the 2021-22 budgeted request not be endorsed by Council, then associated actions and prioritisation within the plan would likely need to be revised.</p> |

Analysis

5. The findings of the community engagement period have since informed development of the plan. The engagement demonstrated that young people generally enjoy living and spending time in the Town. Young people spoke of the vibrancy of the Town, and that they appreciate the diversity and inclusivity of the community. However, young people also indicated opportunities for improvement. This has resulted in the vision for the Plan that 'all young people who live or visit the Town of Victoria Park feel safe, connected, have opportunities to contribute and thrive.'
6. The draft plan is further broken down into four focus areas:
 - a) Civic participation – young people have opportunities to be involved in Town planning and decision making in areas that impact them. These opportunities are delivered in ways that enable a diversity of young people to contribute according to their skills, interests and abilities.
 - b) Communication – young people receive information about initiatives and opportunities in the Town in the most efficient and effective way for them. This information delivered in youth-friendly formats, in places young people go, or from people they connect with.
 - c) Places, activities and events – young people visit places and spaces in the Town that are activated, youth-friendly, inclusive and accessible. Young people have a variety of youth focused and youth-friendly activities and events available to them.
 - d) Health and wellbeing – young people are aware of and have access to programs and services that support their health and wellbeing. They feel safe and included in their community.
7. The Town intends to work in partnership with the community to deliver on the vision and focus areas of the Plan. The Town will leverage or build new partnerships with local community organisations,

schools, tertiary institutions and businesses to successfully implement the plan once endorsed over the next three years.

8. The Town is now seeking approval from Council to release the plan for public comment, prior to returning to Council for final endorsement. The Town will have the plan graphically designed after endorsement.

Relevant documents

Not applicable.

12.2 Draft Transport Strategy and Parking Management Plan

| | |
|----------------------------|---|
| Location | Town-wide |
| Reporting officer | Caden McCarthy |
| Responsible officer | David Doy Luke Ellis |
| Voting requirement | Simple majority |
| Attachments | 1. Draft Transport Strategy for Public Advertising [12.2.1 - 50 pages] 2. Draft Parking Management Plan for Public Comment [12.2.2 - 83 pages] 3. 210517 Final Consultation Report - Names Redacted [12.2.3 - 52 pages] |

Recommendation

That Council approves the advertising of the draft Transport Strategy and draft Parking Management Plan for public comment.

Purpose

The purpose of this report is to present the draft Transport Strategy and draft Parking Management Plan to Council and request Council consent to proceed to a public comment period.

In brief

- In October 2020, Council endorsed the scope for an update to the Integrated Movement Network Strategy and Parking Management Plan.
- In January, the Town engaged WSP and Australian Parking Consultants (APC) to conduct community engagement and develop the documents as per the approved scope.
- During the project, the Town agreed with the consultant to change the name of the updated Integrated Movement Network Strategy to be the Transport Strategy.
- After conducting rigorous community engagement and analysis, a draft Transport Strategy and draft Parking Management Plan have been prepared. The Town is now ready to proceed to public consultation on the draft documents.

Background

1. In October 2020, Council endorsed the scope for an update to the Integrated Movement Network Strategy and Parking Management Plan. The endorsed project scope is as follows:
 - Create a clear and logical strategy for transport and parking related decision making and business planning via the Town's Place Plans and Corporate Business Plan, which:
 - Provides the detailed strategic direction for the relevant outcomes in the Town's Strategic Community Plan.
 - a. Is complimentary and consistent with the Town's other relevant Informing Strategies including (but not limited to) the Draft Local Planning Strategy, Town Planning Scheme No.1 and future Local Planning Scheme. No2, Public Open Space Strategy, Urban Forest Strategy and Land Asset Optimisation Strategy.
 - b. Encourages highly accessible places, with a pedestrian focus that encourages local populations that sustain local businesses and make use of local amenity.
 - c. Prioritises active transport modes with a focus on achieving public health, economic development and climate change mitigation and adaptation outcomes.

- d. *Adopts a Dynamic Parking Management regime based on user pay, parking bay demand and value.*
 - e. *Provides a clear plan for investing parking surplus back into the places where it is generated.*
 - i. *Adopts a movement and place approach to the categorisation of lanes, streets, roads and paths (in line with the State government's proposed Movement and Place Framework) to give clear guidance to the Town to assist with future design and capital works.*
 - ii. *Identifies those major projects that require the Town to advocate to an external body.*
 - iii. *Reviews parking requirements as they relate to the Town's planning framework and recommendations for any necessary changes to these requirements to ensure they are appropriately aligned to the Town's strategic transport direction.*
 - iv. *Explore travel demand management initiatives and plans to guide the Town in managing travel demand and creating a balanced and sustainable transport network by promoting sustainable transport modes.*
 - v. *Integrate the Town's Joint Bike Plan as a chapter within the document.*
 - vi. *Reviews the Town's parking management practices and compare with other inner-urban local governments in Perth and Australia.*
 - vii. *Develop clear guidelines for parking treatments and practices that provides a matrix of when to intervene and implement these practices in various scenarios.*
 - viii. *Review the Town's pricing model for parking with intent to extend demand based pricing and its impact on the broader transport network and travel behavior.*
 - ix. *Identify methods for promotion and education the parking management approach and focus on active transport.*
 - x. *Identification of any land that might be required for future parking needs in collaboration with the Town's Property and Leasing Team.*
1. In January, the Town engaged WSP and Australian Parking Consultants (APC) to conduct community engagement and develop each document as per the approved scope.
 2. During the project, the Town agreed with the consultant to change the name of the updated Integrated Movement Network Strategy to be the Transport Strategy to more appropriately align with the documents vision and improve clarity for the community.
 3. Throughout February, the Town and WSP conducted community engagement primarily through a community survey and interactive map. These tools were used to help understand the community's aspirations and priorities for how transport and parking should look in the Town and receive location specific information on issues and opportunities in the Town's transport network. Results of the consultation revealed an emphasis on pedestrian and bicycle infrastructure and improving public transport services. Details of the consultation are provided in Attachment 3.
 4. After conducting rigorous community engagement and analysis, the Town worked with WSP to develop a vision, themes and objectives that would guide the recommendations and actions in both the draft Transport Strategy and draft Parking Management Plan. In April, the Town presented the draft vision, themes and objectives to Elected Members via the Elected Members Portal before finalising the vision and developing draft recommendations and actions.
 5. A draft Transport Strategy and draft Parking Management Plan has been prepared. The Town is now ready to proceed to public consultation on the draft documents.

Strategic alignment

| Civic Leadership | |
|---|---|
| Strategic outcome | Intended public value outcome or impact |
| CL02 - A community that is authentically engaged and informed in a timely manner. | The Town has conducted rigorous community engagement which is summarised in Attachment 3. The Town will conduct further consultation on the draft Transport Strategy and draft Parking Management Plan to ensure the community and stakeholders are well informed of the documents and are provided several meaningful opportunities to inform the documents before they are finalised. |

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

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

| Social | |
|--|---|
| Strategic outcome | Intended public value outcome or impact |
| S01 - A healthy community. | One of the three key themes of the draft Transport Strategy is "A Healthy Community" and this has been embedded into the document's objectives. This involves facilitating active modes of transport and improving the safety and well-being of all road users. |
| S02 - An informed and knowledgeable community. | While rigorous community engagement was undertaken to inform the document, the Town is |

| | |
|--|---|
| | seeking to advertise the draft documents publicly to inform and gather further feedback from the community on the details of each document. |
|--|---|

Engagement

| Internal engagement | |
|---------------------|---|
| Place Planning | As the co-coordinator for this project, the Place Planning team has significantly contributed to the content and direction of the draft documents. |
| Parking & Rangers | As a co-coordinator for this project, the Parking and Rangers team has significantly contributed to the content and direction of the draft documents. |
| Technical Services | Technical Services were an active contributor to the development of both documents and supports the draft documents. |
| Urban Planning | Detailed assessment into private parking regulations is useful for the Urban planning team and they are supportive of the draft document. |

| External engagement | |
|-----------------------|--|
| Stakeholders | Residents, Visitors, Business Owners, other key local and state government stakeholders. |
| Period of engagement | 5 March 2021 – 21 March 2021 |
| Level of engagement | 3. Involve |
| Methods of engagement | Community Survey via Your Thoughts Interactive Mapping Tool via Your Thoughts |
| Advertising | Newspaper Advertisement – Southern Gazette Social Media (Facebook, Instagram, LinkedIn) – Including two paid Facebook pushes. |
| Submission summary | A total of 310 visits were made to the Your Thoughts page which received 66 unique responses. |
| Key findings | Results demonstrated a strong emphasis on pedestrian and bike infrastructure improvements and public transport services as priorities for improving the transport network. Further information is provided in the Consultation Report in Attachment 3. |

Other engagement

| | |
|---|--|
| City of South Perth | The City of South Perth has developed a draft Integrated Transport Plan which is out for public consultation. The Town engaged with the City of South Perth early in each of our respective projects to align the strategies wherever possible. |
| Inner-City Transport and Infrastructure Working Group | The Inner-City Group of local governments has been briefed on the contents of the draft Transport Strategy and draft Parking Management Plan. Each Council will be reviewing the documents and providing additional feedback during the public consultation period. |
| Department of Transport | The Town engaged the Department of Transport during the early stages of the project to understand how the State government's priorities align with the Town's vision for the draft Transport Strategy and other impacts on the Perth Parking Management area and CBD Transport Plan. |

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 proceeding to public comment in the scheduled timeframes may delay the project and incur additional budget requests to complete the project. | Minor | Unlikely | Low | Low | TREAT risk by allocating appropriate contingency in project budget. |
| Environmental | Failure to align projects to an endorsed strategy may impact the Town's ability to achieve sustainability goals and targets in the Climate Emergency Action Plan. | Major | Unlikely | Medium | Medium | TREAT risk by aligning projects to the Town's strategic framework. |
| Health and safety | Failure to deliver a detailed transport strategy may impact the Town's ability to improve road safety and overall community health and well-being outcomes. | Moderate | Rare | Low | Low | TREAT risk by ensuring strategy is aligned to the Town's Public Health Plan and the State Government's Road Safety Targets. |
| Infrastructure/ ICT systems/ utilities | Not completing the project in the scheduled timeframes | Moderate | Possible | Medium | Medium | TREAT risk by following project and/or program |

| | | | | | | |
|------------------------|--|---------------|----------|--------|--------|--|
| | may delay planning and delivery of necessary infrastructure improvements. | | | | | specific planning and where appropriate business case development, update the 5-year capital works program, Place Plans and Long-Term Financial Plan to inform renewal, upgrade and new works. |
| Legislative compliance | Failure to adopt a transport strategy may indirectly impact approvals processes for infrastructure regulations – but will not directly impact legislation. | Insignificant | Rare | Low | Low | TREAT risk by conducting rigorous stakeholder engagement on draft documents during the public advertising period. |
| Reputation | Some key stakeholders and community members may react negatively to the draft documents. | Minor | Possible | Medium | Low | TREAT risk by ensuring stakeholders are engaged in good faith and feedback is considered in the final documents. |
| Service delivery | Delivery of some initiatives and actions in each document may be disruptive to services during implementation. | Minor | Possible | Medium | Medium | TREAT risk by ensuring all stakeholders and the community is engaged meaningfully during planning and implementation of each project. |

Financial implications

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

Analysis

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

To provide an integrated, accessible and sustainable transport network which connects people to places and supports the Town as a liveable inner-city community.
 8. The draft Transport Strategy has used a place-based approach to understand and evaluate how transport can better support the desired place outcomes of the Town. This approach reflects best-practice in modern transport planning and includes an assessment of the current and future condition of the Town's places and streets. The document provides guidance on how these streets and places might change to enable the Town to incrementally adapt its transport network to achieve the vision and themes.
 9. To help guide the strategies objectives and recommendations, a user mindset exercise was conducted to evaluate the diverse needs and desires of the Town's existing and future residents, businesses and visitors. Eight user profiles were developed to reflect a sample of the Town's population and test the strategy's ability to cater for different customer needs and highlight any gaps in the transport network.
 10. WSP assessed the remaining actions of the existing Integrated Movement Network Strategy (2013) and included all actions that remain valid into the draft Transport Strategy. The new recommendations and actions in the draft Transport Strategy are a product of rigorous analysis, community engagement and best-practice transport planning.
 11. To help both the Administration and the community comprehend the range of actions proposed, and to assist the implementation of the strategy, the actions have been logically arranged into sub-programs within an overall Transport Strategy Program. Individual officers and Service Areas of the Town can be arranged to lead or contribute to the delivery of these sub-programs. This approach is based on the ongoing successful structure of the Urban Forest Strategy Program (Vic Park Leafy Streets, Green Basins, etc). The Transport Strategy Program is made up of the following sub-programs:
 - a) Skinny Streets;
 - b) Intersections and Vehicle Safety;
 - c) Transport Advocacy and Partnership;
 - d) Parking Management;
 - e) Transport Modelling and Performance Measurement;
 - f) Travel Demand Management;
 - g) Active Transport Education & Promotions;
 - h) Bike Network;
 - i) Pedestrian Infrastructure;
 - j) Streetscape Improvement Plan.
 12. The Transport Strategy also identifies actions which relate to and are captured in existing programs of the Town. These existing programs deliver outcomes aligned to the themes in the Transport Strategy:
 - a) Old Spaces New Places Program
 - b) Vic Park Planning Reform Program
 - c) Urban Forest Strategy Program
 - d) Climate Change Mitigation and Action Program.
 13. The draft Transport Strategy reflects the Town's commitment to achieving an integrated, accessible and sustainable transport network and will help the Town achieve its vision for a dynamic place for everyone.
-

14. A key plan to deliver this strategy is the draft Parking Management Plan in Attachment 2 which was developed to assess the Town's parking needs and determine its approach to parking management. The draft Parking Management Plan details what measures and direct interventions the Town should take to improve its parking network and management practices to help achieve the vision of the draft Transport Strategy.
15. The draft Parking Management Plan provides an intervention matrix that determines what measures should be taken when responding to various parking issues. The plan also provides detailed recommendations and actions for 10 key precincts within the Town which are listed below:
 - a) Oats Street Station Precinct
 - b) East Victoria Park Precinct
 - c) Victoria Park Precinct
 - d) Burswood South Precinct
 - e) Raphael Park Precinct
 - f) Victoria Park Station Precinct
 - g) Technology Park Precinct
 - h) Burswood Station East Precinct
 - i) Lathlain Precinct
 - j) Carlisle Town Centre Precinct.
16. Recommendations in the draft Parking Management Plan are based on community feedback and rigorous analysis of the Town's parking data and national trends in parking management while comparing the Town's parking management to similar local governments in Perth, Australia and internationally.
17. Developing the draft Transport Strategy and draft Parking Management Plan together has ensured the documents are directly linked. The draft Transport Strategy sets the vision and objectives for the Town's transport network and provides recommendations and actions for the Town. The draft Parking Management Plan responds to the draft Transport Strategy and provides specific recommendations and actions for the Town to improve the provision and management of parking.
18. Should the recommendation be approved by Council, the Town will proceed to a four-week public advertising period to capture community and stakeholder feedback on the draft documents. Following the public advertising period, the Town will assess the feedback provided and make any necessary changes to the draft documents before seeking endorsement of the final Transport Strategy and final Parking Management Plan.

Relevant documents

[Existing Integrated Movement Network Strategy – Town of Victoria Park](#)

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

12.3 Local Heritage Survey

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Charlotte McClure |
| Responsible officer | Robert Cruickshank |
| Voting requirement | Simple majority |
| Attachments | <ol style="list-style-type: none">1. Proposed Local Heritage Survey2. Schedule of Submissions |

Recommendation

That Council:

1. Notes the submissions received in respect to the draft Local Heritage Survey.
2. Endorses the proposed Local Heritage Survey, as contained at Attachment 1.

Purpose

The purpose of this report is for Council to consider the public submissions received on the proposed Local Heritage Survey (LHS), and for Council to endorse the LHS.

In brief

- The Town engaged Stephen Carrick Architects to review the Town's Municipal Heritage Inventory and develop a Local Heritage Survey.
- At the February 2021 Ordinary Council Meeting, Council resolved to receive the draft LHS and advertise the draft for public comments.
- The draft LHS was advertised for a period of 60 days for public comments.
- Council is requested to consider the submissions received and approve the proposed LHS.

Background

1. A LHS identifies local heritage places in a systematic manner and provides base cultural and historic information for the community. LHS's can assist local governments to develop local conservation policies and provide information about local heritage required under the *Planning and Development (Local Planning Schemes) Regulations 2015*. The LHS helps local governments make decisions that reflect local heritage values.
2. An existing Municipal Heritage Inventory (MHI) is taken to be a LHS for the purposes of the *Heritage Act 2018*.
3. The Town of Victoria Park's MHI was prepared in 2000 and a review was identified in the Town's Corporate Business Plan listed to be delivered by 30 June 2021.
4. In February 2020, the Town appointed Stephen Carrick Architects for a review of the Town's existing MHI, including community engagement and consultation, and the development of an LHS.

5. Initial community consultation was conducted between 11 May 2020 and 8 June 2020, for a period of 28 days to landowners who had an existing entry in the MHI or on the Review List and residents who had previously provided a submission on the Residential Character Study Area review and/or shown interest in character and heritage in the Town.
6. Following this and the compilation of information gathered from the submissions, the draft LHS was prepared by Stephen Carrick in accordance with the Local Heritage Survey Guidelines.
7. The draft LHS was presented to the February 2021 Ordinary Council Meeting for Council to acknowledge, receive and endorse for public advertising.

Application summary

- The contents of the proposed LHS (refer to Attachment 1) includes the following:
 - Introduction discussing what heritage is and explanation of management categories.
 - Methodology outcomes and terminology including the review strategy and consultation strategy.
 - Historical overview.
 - Thematic framework.
 - Place index.
 - Place records for each place (including photograph).

Relevant planning framework

| | |
|---|--|
| Legislation | <ul style="list-style-type: none"> • <i>Heritage Act 2018</i> • <i>Planning and Development Act 2005</i> • <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> • Town of Victoria Park Town Planning Scheme No.1 |
| State Government policies, bulletins or guidelines | <p>The review of the Town of Victoria Park's LHS has been undertaken in accordance with the guidelines prepared by the Heritage Council and the conservation philosophy of the Australian ICOMOS Burra Charter 2013.</p> <p>Key documents include: Heritage Council, Guidelines for Local Heritage Surveys, July 2019. Guidelines for Local Heritage Surveys</p> <p>Department of Planning, Lands and Heritage, Criteria for the Assessment of Local Heritage Places and Areas, November 2019. Criteria for the Assessment of Local Heritage Places</p> <p>Criteria for the Assessment of Local Heritage Places Department of Planning, Lands and Heritage, Basic Principles for Local Government Inventories, March 2012.</p> <p>Department of Planning, Lands and Heritage, Local Planning Policies Practice Notes and Examples, March 2012.</p> |
| Local planning policies | N/A |
| Other | N/A |

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 development and further refinement of the proposed LHS was informed by the feedback from the community and additional community consultation. |
| CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably. | The <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> requires local governments to establish and maintain a Heritage List which identifies places to be protected under the Local Planning Scheme. The Town of Victoria Park does not currently have a Heritage List in operation and the LHS will inform the preparation of the Town's Heritage List. |

| 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 LHS will potentially assist owners of heritage and character buildings in maintaining and preserving the Town's heritage and character documenting the places of cultural heritage significance. |

| Social | |
|---|--|
| Strategic outcome | Intended public value outcome or impact |
| S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage. | The preservation and retention of the Town's built environment is highly valued by the community, as reflected by submissions received as well as consultation that has occurred as part of the review of the Residential Character Study Area. The LHS will recognise and provide an up-to-date framework for heritage within the Town and the subsequently developed Heritage List will provide statutory protection for those places of highest local heritage value. |

Engagement

| Internal engagement | |
|---|--|
| Stakeholder | Comments |
| The draft Local Heritage Survey was included on the Staff intranet for review and/or comment. | The Town's Place Planning Team offered some additional feedback which is included in Attachment 2 as submission no. 1. |
| Mindeera Advisory Group | The draft LHS was presented to the Mindeera Advisory Group at their February 2021 meeting, particularly for comments in relation to the historical overview of Aboriginal society at the time of the arrival of the European Settlers (refer to page 22 of Attachment 1). It is noted that Aboriginal Heritage sites are |

| | |
|----------------------------------|---|
| | not included in the LHS as they are administered under separate legislation and require both specialist archaeological and anthropoidal skills as well as cultural sensitivity which may preclude the disclosure of information to the public. The advisory group did not provide a submission regarding the LHS. |
| Property Development and Leasing | <p>The Town's Property Development and Leasing team have provided the following feedback in regards to the LHS and its consideration of Town properties:</p> <p>All Town owned and controlled land is managed under the Strategic Management of Land and Building Assets Policy and the Land Asset Optimisation Strategy. The management of these assets will consider the LHS as much that it is viable for the long-term sustainable management of the Town's property portfolio.</p> |

| External engagement | |
|------------------------------|--|
| Stakeholders | Town of Victoria Park residents. |
| Period of engagement | <p>As per Council's resolution of February 2021, consultation was undertaken between 4 March 2021 and 3 May 2021, for a period of 60 days to:</p> <ul style="list-style-type: none"> • Landowners who had an existing entry in the LHS or on the Review List. • Residents who had previously provided a submission on the Residential Character Study Area review and/or shown interest in character and heritage in the Town. • Those who made a submission during the initial consultation period that occurred 11 May 2020 to 8 June 2020. |
| Level of engagement | 2. Consult |
| Methods of engagement | <ul style="list-style-type: none"> • The Town's 'Your Thoughts' online engagement hub · • Survey · • Letter correspondence. |
| Advertising | <ul style="list-style-type: none"> • The Town's 'Your Thoughts' online engagement hub · • Southern Gazette Newspaper notice · • Direct correspondence to all Residential Character Study Area review submitters • Town's 'VIBE' eNewsletter • Social media posts. |
| Submission summary | 15 submissions received. |

| | |
|---------------------|--|
| Key findings | <p>The Town consulted with the community at the commencement of the project to gain the community's view on the existing MHI. The outcomes of this consultation are discussed in detail in the February report to Council.</p> <p>The submission received in relation to the consultation that is the subject of this report is included and the outcomes and/or responses presented as Attachment 2 of this report. There is a general level of support for the draft LHS, with comments relating to specific properties and the weatherboard precinct, as well as requesting Council to provide incentives for retention/maintenance of heritage properties.</p> |
|---------------------|--|

Risk management considerations

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--|---|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | Not applicable | | | | | |
| Environmental | Not applicable | | | | | |
| Health and safety | Not applicable | | | | | |
| Infrastructure/ ICT systems/ utilities | Not applicable | | | | | |
| Legislative compliance | The <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> requires local governments to establish and maintain a Heritage List which identifies places to be protected under the Local Planning Scheme. The Town of Victoria Park does not currently have a Heritage List in operation. | Moderate | Likely | High | Low | TREAT risk by progressing the LHS review and utilising the recommendations to prepare a Heritage List adopted under Town Planning Scheme No.1. |
| Reputation | If Council does not progress with the review of the LHS and subsequent | Moderate | Likely | High | Low | TREAT risk by progressing the LHS review and subsequently |

| | | |
|------------------|--|--|
| | <p>establishment of a Heritage List with recommended places as part of this project, then the possible erosion of the Town's heritage places may occur. This may lead to loss of character and identify that is valued by the community and Elected Members.</p> | <p>progressing the recommendations of places to prepare a Heritage List adopted under Town Planning Scheme No.1.</p> |
| 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

Submissions

8. The Town is satisfied that the submissions raised during the consultation period have been considered and incorporated into the proposed LHS where appropriate and that where residents have raised matters which are outside of this scope of works, the necessary information can be provided to them in accordance with the schedule of submissions (Attachment 2).

Heritage places

9. The LHS includes:
- 78 places currently listed in the Town's MHI.
 - 7 newly nominated places (including 4 commercial places and 3 residential places) as follows:

7 Lake View Street;
9 Gallipoli Street;
211-213 Albany Hwy;
237- 239 Albany Hwy;
241-243 Albany Hwy;
974 Albany Hwy; and
35 Oswald Street.

- 6 places previously listed in the MHI that are not included in the LHS (5 due to demolition and 1 not being a place).
- 31 places on the review list within the MHI which are not recommended for inclusion on the LHS at this point due to lack of location information for these places and subsequently insufficient consultation occurring. Recommendations for further research has been made against each supplementary place as part of a subsequent review of the LHS in the future.

10. The number of places per management category within the draft LHS are as follows:

- Management Category 1 – 10 places
- Management Category 2 – 45 places
- Management Category 3 - 21 places
- Management Category 4 - 2 places.

Recommendation of places for Local Heritage List

11. Following adoption of the proposed LHS, the Town will commence the process of preparing a Heritage List, which will be the subject of a separate report to Council. The LHS will inform the consideration of which properties to include on the draft Heritage List. The preliminary view is that those properties identified in the LHS as Category 1 or Category 2 be included in the draft Heritage List. Those properties included in the Heritage List will be afforded statutory protection, noting that the listing of a property in the LHS has no statutory weight in relation to development applications.

Relevant documents

[Town of Victoria Park Town Planning Scheme No. 1](#)

[Heritage Act 2018](#)

[Guidelines for Local Heritage Surveys](#)

13 Chief Operations Officer reports

13.1 Future Organisational Accommodation Needs - Multi-Criteria Assessment

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Jack Bidwell |
| Responsible officer | Natalie Adams |
| Voting requirement | Simple majority |
| Attachments | 1. Future Accommodation Multi-criteria Assessment Report [13.1.1 - 69 pages] |

Recommendation

That Council:

1. Receives the Future Accommodation Multi-criteria Analysis Report.
2. Endorses the preferred options to be investigated further in a future business case, being:
 - a) Option 2a – A new integrated Administration, Civic and Customer Service facility within the Macmillan Precinct.
 - b) Option 4c – A new integrated Civic and Customer Service facility within the Macmillan Precinct and a new Administration facility within the Aqualife Precinct.
 - c) Option 1c – Redevelopment of 99 Shepperton Road.
 - d) Option 3a – A new integrated Administration, Civic and Customer Service facility within the Aqualife Precinct.
 - e) Option 1a - Do Minimal.
3. Requests the Chief Executive Officer to list the business case in the 2021/22 Annual Budget for consideration by Council.
4. Approves the Chief Executive Officer to proceed to a business case to identify a preferred option from the list of options in point 2 above, subject to budget approval.

Purpose

To seek Council endorsement of the recommended accommodation options identified in the Future Accommodation Multicriteria Analysis Report (the report) and proceed to the business case stage of the project.

In brief

- Following the project mandate by Council resolution 537/2020, dated 20 October 2020, the Town and project consultants have prepared the Future Accommodation Multi-criteria Analysis Report outlining the recommended accommodation options to be investigated further in a future business case.
- The report was prepared through a structured, methodical and analytical process to refine a long list of potential accommodation options into a shortlist, which will be investigated further in a future business case as the next stage of the project.

- Four options are recommended as the preferred options, being 2a, 4c, 1c and 3a. Option 1a is also considered in the list to proceed as the baseline option.
- The business case will explore the four preferred options and baseline option in greater detail and ultimately identify a final preferred option for the Town's future administration, civic and customer model.

Background

1. The Town of Victoria Park (the Town) has delivered its administrative, civic and customer service functions from 99 Shepperton Road, Victoria Park, since its formation in 1994.
2. In 2019, to inform the Town's Strategic Asset Management Plan and Long-Term Financial Plan for 99 Shepperton Road, the Town engaged NS Projects to complete a building condition assessment of the facility.
 - A series of strategic findings and recommendations were provided in this assessment to guide the long-term planning of the Town's administration, civic and customer service functions.
3. In October 2020, Council passed resolution 537/2020, mandating the pre-project proposal for Organisation KPI 4b – Future Organisational Needs.
 - a. 'Organisation KPI 4b – Future Organisational Needs' requests that the Town presents a report to Council by June 2021 outlining the options for a future business case for the Town's Administration and Civic functions and location/s.
4. Following the mandating of the pre-project proposal, the Town engaged Align Strategy & Projects and Elysian Consulting to deliver the Future Accommodation Multicriteria Analysis Report.

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 project has been identified by Council to deliver against CL08. The project's outputs will allow Council to make informed and strategic decisions for the future of administration and civic functions that currently operate from 99 Shepperton Road, Victoria Park. |

Engagement

| Internal engagement | |
|---------------------------|--|
| Elected Members | Presentation at Concept Forum by project team and project consultants, Informed via Elected Members Portal, input into the draft assumptions and criteria for Multi-Criteria Assessment. |
| C-Suite | Regularly informed on project progress, input into the draft assumptions and criteria for Multi-Criteria Assessment. |
| Project Management Office | Project Executive for this project, procurement of consultants, facilitated the workshops and prepared this Report. |

| | |
|-------------------------------|---|
| Place Planning | Attended workshops, input into the draft assumptions and criteria for Multi-Criteria Assessment, input into the MCA analysis. |
| Business Services | Attended workshops, input into the draft assumptions and criteria for Multi-Criteria Assessment, input into the MCA analysis. |
| Asset Management | Attended workshops, input into the draft assumptions and criteria for Multi-Criteria Assessment, input into the MCA analysis. |
| People & Culture | Attended workshops, input into the draft assumptions and criteria for Multi-Criteria Assessment, input into the MCA analysis. |
| Stakeholder Relations | Attended workshops, input into the draft assumptions and criteria for Multi-Criteria Assessment, input into the MCA analysis. |
| Technology & Digital Strategy | Attended workshops, input into the draft assumptions and criteria for Multi-Criteria Assessment, input into the MCA analysis. |

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 progressing the project will limit the Town's ability to plan long-term for required infrastructure to prevent failure or disruption of services. | Moderate | Possible | Medium | Medium | ACCEPT the risk and identify the required renewal items over the next five years and discuss with Council at future budget workshops. |
| Legislative compliance | Not applicable | | | | Low | |
| Reputation | Not applicable | | | | Low | |
| Service delivery | Not progressing the project may | Major | Likely | High | Medium | TREAT risk by preparing a floor |

| | | |
|--|--|--|
| | <p>impact the Town's ability to deliver services to the full potential for a growing population.</p> | <p>plan and cost estimates by priority items to be presented at future budget workshops should the project not progress.</p> |
|--|--|--|

Financial implications

| | |
|------------------------------|---|
| Current budget impact | Not applicable. |
| Future budget impact | <p>Funding for the business case stage has been listed for consideration by Council in the 2021/22 Annual Budget.</p> <p>A decision by Council to not proceed with the project will also require the Town to undertake a series of upgrades to 99 Shepperton Road to accommodate future staff increase and customer service improvements in future budget years. These will be scoped, costed and presented to Council for consideration as required.</p> |

Analysis

5. The purpose of the analysis, which forms the basis of the report, is to advance long-term planning for the future of the Town's administration, civic and customer service facilities and location/s.
6. The Town is advancing facility planning in recognition of the influence these decisions have on broader asset planning, workforce and budgeting processes, as well as place activation, service delivery and community benefits realisation.
7. A series of options explored through two variables form the basis of the initial analysis. These variables are:
 - a. The degree of service co-location that is the option for co-located or separation of administration, civic and customer service; and
 - b. Sites and locations, including the suitability of 99 Shepperton Road, Macmillan Precinct, Aqualife Precinct or another site yet to be identified.
8. Consideration has been given to the strategic direction of the Town as a place and community, as well as an organisation through an assessment of relevant strategic plans, policies and the Towns IPRF suite.
 - a. Emerging changes of work practices and customer service delivery models, including COVID-19 impacts, have also been considered.
9. The report concludes a three-phase process to summarise a long list of options into a shortlist that will be explored further in a future business case. The approach included:
 - a. Phase 1 – understanding strategic direction, business needs and priorities;
 - b. Phase 2 – developing multi-criteria assessment inputs and assumptions;
 - c. Phase 3 – multi-criteria assessment analysis, scoring and summary.

10. Given the early status of this investigation, consultation and engagement has been targeted and limited to staff and Elected Member input at a high level. Further engagement opportunities will be explored through the business case stage as required.
 - a. A series of meetings, snap polls and workshops were conducted to determine the inputs and validate the outputs of the multi-criteria assessment.
11. Twelve (12) accommodation model options were investigated as part of the analysis and can be seen in further detail on page 35 of attachment 1.
 - a. Each option had a series of baseline assumptions applied to enable the multi-criteria analysis; these assumptions can be seen in Table 8, page 37 of attachment 1.
 - b. The multi-criteria assessment model was developed using 15 assessment criteria covering strategic, political, economic, social, environmental, financial and operational elements.
 - c. The assessment methodology reflects the amount of information available at this stage of the process.
 - d. Noting that there is no design component to this analysis, assumptions made in the report will need to be refined and further tested via the business case process.
 - e. The scoring methodology of the multi-criteria assessment was developed as a relative assessment on a sliding scale to account for information gaps in the assumptions. The scoring methodology can be seen on page 40 of attachment 1.
12. Following the multi-criteria assessment, a series of high-level observations were present:
 - a. Retention of 99 Shepperton Road in its current form significantly underutilises the site and is an opportunity cost for the Victoria Park Town Centre.
 - b. The utilisation of sites where the underlying use is 'Reserve' offer opportunities to realise value to the Town by freeing up freehold sites for redevelopment.
 - c. Where there is identifiable development potential in the surrounding area, the potential for activation of place arising from new development is significant.
 - d. The potential for attraction and retention of staff is assessed both by 'employer of choice' facilities and the amenity and accessibility of the surrounding area. This has contributed to a new development at the Macmillan Precinct rating highly across several criteria.
 - e. All options that include new development assume the same high-quality environmental standards; staff, customer and community amenity; and design quality. They also assume high capital costs but lower operational costs.
 - f. Multiple footprints (i.e. a dispersed service delivery model) introduces multiple cost burdens and dilute any benefit relative to a single location.
 - g. The unique nature of Option 4b 'Alternative Delivery', where no site has been identified, means some criteria has potentially been overstated, while others could not be scored. It also offers a risk profile less usual for the Town.
13. Each option was scored against the criteria and received a raw and weighted score. The highest scoring options were as follows:
 - a. The highest scoring option with a score of 40 (37.5 weighted) was 'Option 2a – A new integrated Administration, Civic and Customer Service facility within the Macmillan Precinct';
 - b. The second highest scoring option with a score of 38 (35 weighted) was 'Option 4c – A new integrated Civic and Customer Service facility within the Macmillan Precinct and a new integrated Administration facility within the Aqualife Precinct';

- c. Two options both scored 34 (32 weighted), being; 'Option 1c – Redevelopment of 99 Shepperton Road' and 'Option 3a – A new integrated Administration, Civic and Customer Service facility within the Aqualife Precinct.'
 - d. 'Option 1a – Do Minimal', which would see the Town remain in the current facility, was the lowest scoring option with 17 (16.5 weighted) but is considered the baseline for further investigation in a future business case.
14. The MCA analysis has provided a methodical and structured approach to considering an initial long list of options for a potential accommodation for administration, civic and customer service functions and location/s.
15. Based on the analysis and scoring, Options 2a, 4c, 1c, 3a are recommended as the preferred options to proceed to a business case. This will be supplemented with the baseline option 1a as a matter of course.
16. Throughout the development of the next stage of the project, the business case, key elements will need to be considered that have arisen from this MCA analysis, these include:
- a. Resolving how facilities such as a potential Town Hall can be provided for and integrated into the accommodation designs.
 - b. The Towns future service delivery model and opportunities for further refinement to cater for a dispersed or integrated model.
 - c. Investigate opportunities for the integration of community collaboration spaces; and
 - d. Identification of multi-use facilities through integration of administration, civic, customer service, community, recreation and other uses.

Relevant documents

Not applicable

13.2 Macmillan Precinct Masterplan Working Group

| | |
|----------------------------|---|
| Location | East Victoria Park |
| Reporting officer | Jack Bidwell |
| Responsible officer | Natalie Adams |
| Voting requirement | Simple majority |
| Attachments | <ol style="list-style-type: none">1. MPMWG Scores & Ranks [13.2.1 - 1 page]2. MPMWG draft Meeting Schedule [13.2.2 - 1 page]3. MPMWG draft Terms of Reference [13.2.3 - 2 pages] |

Recommendation

That Council:

1. Appoints up the three Elected Members to the Macmillan Precinct Masterplan Working Group.
2. Appoints the following persons to the minimum four, maximum six available community member positions:
 - a) Madlen Jannaschk
 - b) Maxine Boyd
 - c) Talia Turner
 - d) Michael Cardy
3. Notes that the following officers have been appointed to the group:
 - a) Chief Executive Officer (proxy. Chief Operations Officer)
 - b) Strategic Projects Manager
 - c) Manager Business Services
 - d) Executive Assistant (Minutes Secretary)
4. Requests that the Chief Executive Officer presents a further report back to Council by September 2021 with its proposed terms of reference.

Purpose

To finalise the membership of the Macmillan Precinct Masterplan Working Group (the working group) and note the draft terms of reference that will be collaboratively developed at the first meeting of the working group.

In brief

- At the Ordinary Council Meeting held on 20 April 2021, Council resolved to establish a Macmillan Precinct Masterplan Working Group, endorsed the composition of the group and endorsed the selection criteria for an expression of interest process to select the community members of the group.
- The intent of the working group is to represent the wider community interest in the engagement and decision-making process throughout 'Stage 3 – Masterplan'. It will be input into and influence key decisions leading to a preferred option for the Bowls Club and Community Hub and guide the design development of the wider precinct.
- On 23 April 2021, an expression of interest process commenced to appoint members of the community to the working group. This process closed on 9 May 2021 and 20 applications were received.

- A panel of officers independently scored the applications against each of the qualitative selection criteria based solely on the responses to the expression of interest. Four community members who best demonstrated the criteria were selected by the panel.
- A draft terms of reference, attached as attachment 3, will be presented to the working group and workshopped at their first meeting. This will then be presented to Council for endorsement.

Background

1. Since 2001, the Macmillan Precinct has been subject to the investigation and planning of future uses for the site, with various plans and proposals being prepared but none proceeding.
2. In 2018, the precinct was identified as a priority project by elected members to inform the Long-Term Financial Plan's planning process.
3. In June 2019, Council endorsed the Project Business Case's preferred option to begin the preparation of a masterplan for the Macmillan Precinct.
4. Since February 2020, the Town has been consulting in detail with site stakeholders and the wider community to ensure the Macmillan Precinct reflects their shared aspirations and vision for the future.
5. At the April 2021 Ordinary Council Meeting Council resolved, that Council:
 1. *Endorses the Macmillan Precinct Concept Plan.*
 2. *Acknowledges the submissions received during the public advertising period.*
 3. *Approves the Chief Executive Officer to proceed to 'Stage 3 – Masterplan' of the Macmillan Precinct Redevelopment project.*
 4. *Establishes the Macmillan Precinct Masterplan Working Group for the purpose of guiding the progression of 'Stage 3 – Masterplan' with the objective of delivering the Masterplan Report to Council by December 2022.*
 5. *Endorses membership of the group to include the following:*
 - Minimum two, maximum three elected members*
 - Minimum four, maximum six community members*
 6. *Advertises the establishment of the Macmillan Precinct Masterplan Working Group, its community member vacancies and seeks applications from candidates that meet the following criteria:*
 - Resident or ratepayer of the Town of Victoria Park; and*
 - Commitment to the time and effort required in joining the group; and*
 - A strong interest in community and/or recreation facilities; and*
 - Experience in working in a collaborative manner; and*
 - Experience working in a community group or on projects of community benefit; and*
 - State any affiliation with community services, clubs or groups within the precinct.*
 7. *Requests that the Chief Executive Officer presents a further report back to Council by June 2021 with a recommendation on community member appointments in line with point (f) above.*
 8. *Requests the Chief Executive Officer to provide a future report to Council to consider a preferred option for the Community Hub and Bowls Club at the conclusion of Stage 3.2.*
 9. *Authorises the Chief Executive Officer to issue a provisional budget (Purchase Order) of up to \$175,000 (ex. GST) to Hatch RobertsDay under the existing contract CTVP/19/61 to enable the Town to deliver Stage 3.1 and 3.2.*

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. | Appointing community members to the Macmillan Precinct Masterplan Working Group will ensure the community is authentically engaged in the Masterplan stage engagement process. |
| CL09 - Appropriate devolution of decision-making and service provision to an empowered community. | The options development of the Bowls Club and Community Hub will be guided by the Working Group, ensuring community members are involved in the decision-making process. |

Engagement

| Internal engagement | |
|---------------------------|---|
| Project Management Office | Participated in the assessment of applicants. |
| Business Services | Participated in the assessment of applicants. |
| Place Planning | Participated in the assessment of applicants. |
| Governance | Provided advice on the Expression of Interest and membership process. |
| Stakeholder Relations | Provided advice on the advertising of the Expression of Interest. |

| External engagement | |
|-----------------------|---|
| Stakeholders | Local community |
| Period of engagement | 23 April – 9 May 2021 |
| Level of engagement | 3. Involve |
| Methods of engagement | Online web form housed on the Macmillan Precinct Masterplan Working Group web page for all interested Town of Victoria Park residents and ratepayers to complete. The webpage also contained information on the criteria to apply. |
| Advertising | Social Media – Facebook, LinkedIn Digital – Direct Email, YourThoughts Registered Users |
| Submission summary | 20 applications received |
| Key findings | Four applicants were considered very strong in their demonstration of the selection criteria and are recommended to be appointed above the other applicants. There was a clear delineation between the quality of the top four applications and the remaining sixteen and therefore have been recommended to fill the four minimum positions. |

Seven applicants were strong to moderate in their demonstration of the selection criteria and have not been recommended for the positions but available as alternative selections should the four recommendations not be available for appointment anymore. With only two remaining positions it was difficult to differentiate the top seven strong – moderate applications to fill the remaining two positions and therefore have not been recommended to be filled at this time.

Nine applicants were satisfactory in their demonstration of the selection criteria and have not been recommended for positions or alternates.

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 | Potential for reputational damage from applicants not endorsed. | Insignificant | Possible | Low | Low | ACCEPT the risk and ensure the assessment of applicants is open and transparent. |
| Service delivery | The recommendations are not endorsed and delays occur in the establishment of the working group. | Minor | Unlikely | Low | Medium | ACCEPT the risk and ensure the project planning accounts for time tolerance. |

Financial implications

| | |
|------------------------------|----------------|
| Current budget impact | Not applicable |
| Future budget impact | Not applicable |

Analysis

6. Community representative membership was advertised from 23 April to 9 May 2021. During this period, 20 applications were received.
7. An assessment panel of three Town officers was established to assess the applications against the endorsed selection criteria for community members.
8. The three Town officers assessing the applications were:
 - a) Strategic Projects Manager
 - b) Manager Business Services
 - c) Place Leader (Urban Design)
9. The scores and ranks have been outlined in attachment 1.
10. In resolution 69/2021, Council resolved for the assignment of community members for this working group to be a minimum of four and a maximum of six.
 - a) From the application process, four of the six positions are recommended for the community member positions.
 - b) The four applicants demonstrating very strong against the selection criteria are considered higher quality of applicant than the other seven applicants with strong to moderate scores.
 - c) The seven applicants with strong to moderate scores are more difficult to split for the remaining two available positions and therefore have not been recommended to be filled.
 - d) Four community member positions are considered an appropriate representation and balance of the community on the working group.
11. Applicants who had registered a direct association with a key site stakeholder, or representatives of stakeholder groups have not been recommended for community member positions.
12. Site stakeholders will have individual engagement strategies aimed at targeting their specific needs and inputs throughout Stage 3 – Masterplan.
13. Key stakeholders will be offered the opportunity for individual meetings, facilitated workshops and one-on-one discussions directly with the project team. This will allow for direct input and feedback into the process for each individual stakeholders needs.
14. Minor stakeholders will be offered the opportunity to provide written feedback and meet with the project team on request.
15. Opportunities may arise for stakeholder representatives to attend Working Group sessions as guests to either contribute through presentations, discussions, or workshop involvement on occasion.
16. Four Town officers have been recommended to represent the project team at meetings and undertake administrative duties for the working group.
17. The draft meeting schedule for the Stage 3.1 and 3.2 has been provide as attachment 2.

18. The draft meeting schedule has been created to ensure the working group is integrated into the engagement and decision-making process for the Bowls Club and Community Hub throughout Stage 3.1 and 3.2.
19. This approach will enable working group members to have valuable input and influence on the direction of the project throughout the process as opposed to just receiving information collated outside of the working group.
20. Each working group meeting for Stage 3.1 and 3.2 will have a specific purpose and outcome to ensure progress is achieved from the initial design brief to a final preferred option for the Bowls Club and Community Hub.
21. The proposed working group meeting schedule aligns with the key milestones within the overall project and engagement schedules, inclusive of key stakeholder engagement and wider community input.
22. The meetings have been proposed to be held at 5pm of the first Thursday of each month to not interfere with other Council commitments, whilst still allowing for integration with the overall project timeline.
23. The working group meeting schedule will be reviewed and reissued at the conclusion of Stage 3.1 and 3.2 to align with the outcomes following a future decision of Council.
24. A draft terms of reference has been prepared to outline the basic objective of the group.
25. This is intended to be discussed and workshopped further with the group at their first meeting to ensure it captures the full range of requirements, desired outcomes, guiding statements and overall purpose of the working group for the duration of Stage 3.

Relevant documents

[Policy 101 Governance of Council Advisory and Working Groups](#)

13.3 ROW 52 Albany Highway Victoria Park Name submission for referral to Landgate Geographic Names Committee

| | |
|----------------------------|-----------------|
| Location | Victoria Park |
| Reporting officer | Nicole Anson |
| Responsible officer | Natalie Adams |
| Voting requirement | Simple majority |
| Attachments | Nil |

Recommendation

1. That Council lists for consideration the following place names for submission to Landgate for Landgate's consideration and formal selection of the place name for the laneway ROW 52 situated at Albany Highway, Victoria Park:
 - a) "Bidi" as the preferred place name.
 - b) "Koorliny Lane" as the second preferred place name.
 - c) "Whadjuk Lane" as an alternative place name.
2. That Council endorses an amount of up to \$5,000 to be listed for consideration in the 2021/2022 annual budget to allow for naming signage and a small naming ceremony.

Purpose

For Council to endorse the preferred place name and alternative place name options, for the naming of the new lane way, currently known as Right of Way 52, for submission to Landgate. Following endorsement provisions for official signage and a small naming ceremony may be made.

In brief

- The subject laneway comprises land designated Town Right of Way 52, fronting Albany Highway, bounded by 850 Albany Highway and 864 Albany Highway (East Vic Park IGA) within the suburb of Victoria Park. The laneway has been upgraded as a pedestrian space.
- The community engagement for the renaming of ROW52 was sequenced over a lengthy period and for development of the space included its purpose, theme, use and concept, as well as naming.
- Following feedback from Elected Members at the September 2020 Concept Forum the process to rename ROW 52 was re-opened to ensure a name that best reflects the community desires and sentiments of this space.
- It is noted that a considerable number of the most recent engagement results reflect a community desire for a Whadjuk Noongar Aboriginal language name for this space. The Town has sought advice from the Mindeera Advisory Group (the Town's Aboriginal reconciliation advisory group), to provide advice to assist in the consideration of the Whadjuk Noongar Aboriginal language names. The groups preference is listed as the officer's recommendation.

Background

1. ROW 52 is land on the northern side of Albany Highway in the suburb of Victoria Park. The site has a total area of 443 square metres (m²) and is described as Lot 66 on Diagram 37912 in Certificate of Title Volume 410 Folio 192a.

2. A community engagement process occurred with a final phase which invited the suggestion of names (open between 25 November and 6 December 2020) and then a community preference poll (open between 7 December and 13 December 2020).
3. The authority for the naming of places comes under the *Land Administration Act 1997*, (the Minister for Lands) and Landgate acts on the Minister's behalf, through the Geographical Names Committee (GNC).
4. The responsibility for formally naming public places for Western Australia lies with the State Government, and under Section 26 and 26A of the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming (and un-naming) in Western Australia.
5. Through delegated authority under the Act, Landgate acts on the Minister's behalf to undertake the administrative responsibilities required for the formal approval of naming submissions. Council endorsement of the proposed place names for referral to Landgate is a Town procedure and not a requirement of Landgate.
6. Aboriginal language is spoken, and the applied spelling is phonetic and can be variable. The Town is supporting the Mindeera Advisory Group's preferred spelling for Whadjuk Noongar Aboriginal language names.
7. Landgate have previously advised they will accept the Whadjuk Noongar spelling that is provided by the Town's Aboriginal advisers.
8. The Town's Mindeera Advisory Group informed the Town of preferred spelling of "Koorliny," "Whadjuk" and "Bidi." Should the recommended names be endorsed by council this is the spelling that will be provided in submission to Landgate.
9. The Landgate naming request process is for online submission by the Town of the preferred place name and for acceptable alternative place names to be included in the supporting submission for Landgate consideration, should the preferred place name not be approved by them.
10. The final decision maker in selection and approval of the submitted place names is Landgate.

Strategic alignment

| Civic Leadership | |
|--|--|
| Strategic outcome | Intended public value outcome or impact |
| CL01 – Everyone receives appropriate information in the most efficient and effective way for them. | That the community and Council are informed and participate in the place name proposal for Landgate consideration and selection. |

Engagement

11. The Community Engagement Plan was prepared and managed internally by the Town's Community Engagement Advisor and the Strategic Project Managers.
12. The community engagement was sequenced over a lengthy period and for development of the space included its purpose, theme, use and concept, as well as naming.
13. The engagement was to Town residents about the lane way in Victoria Park, and through the YourThoughts (digital online) Webpage.
14. The most recent process involved two stages of engagement through the online YourThoughts platform. A period from 25 November to 6 December allowed the for new name suggestions. The second period from 7-13 December allowed these names to be voted on.
15. Over the whole of the consultation period, there were 2,704 total individual visits.

16. The survey recorded 792 engaged participants who participated with responses of some type. 554 votes were made in the "quick poll". This number of responses was considered strong, and significant.

17. The shortlisted top 10 names are;

- Koorliny (walking) Lane (48)
- Wadju Bidee (Noongar for Welcome Path) – (46) * Not supported by Mindeera Advisory Group
- Dragon Lane (40)
- Little Lane (30)
- McGhees Lane (25)
- Row 52 (24)
- Whadjuk (local Noongar traditional landowner) Way/Lane (21)
- Rainbow lane (21)
- Towindri (to walk) (20) * Not supported by Mindeera Advisory Group
- Ginger Lane (20)
- Bidee (path) (20)

*A total of 11 votes due to names 9,10,11 having an equal number of votes.

18. The Mindeera Advisory Group were comfortable with the following Whadjuk Noongar Aboriginal language names;

- 'Koorliny' (walking) Lane,
- Whadjuk (local Noongar traditional landowner) Way/Lane,
- Bidee (with preferred spelling "Bidi")

with a preference for the name "Bidi". The Group did not support Wadju Bidee and Towindri.

| External engagement | |
|-----------------------|---|
| Stakeholders | The invitation for engagement was targeted to the local community and residents about the lane way, but responses were open to the general community. |
| Period of engagement | Time period that final engagement was undertaken (name preference poll), was for seven days which commenced on the 25 th November 2020 and was closed 13 December 2020 |
| Level of engagement | Involve |
| Methods of engagement | <p>The background purpose, proposed place names, and procedure for the naming of places was shared in the engagement process. Community responses were received as</p> <ul style="list-style-type: none"> ● votes for preference, ● written comment within the YourThoughts survey, ● social media queries and comments, ● direct correspondence (email). |

Legal compliance

19. The Mindeera Advisory Group were comfortable with the following Whadjuk Noongar Aboriginal language names; 'Koorliny' (walking) Lane, Whadjuk (local Noongar traditional landowner) Way/Lane and Bidee (with preferred spelling "Bidi")
20. Through delegated authority, Landgate acts on the Minister's behalf. The Geographical Names Committee (GNC) is convened by the Minister for Lands providing advice to, and on behalf of, the Minister on geographical naming issues.
21. The GNC is served by an executive officer and a secretariat, both of which are provided by Landgate. Landgate officers have the delegated authority to approve and un-approve naming submissions. Landgate behaves in accordance with the Policies and [Standards for Geographical Naming in Western Australia policy, currently at Version 01:2017](#) .
22. Landgate accepts applications for new place names, directed through the relevant local government, for its endorsement.
23. Section 7 of the policy refers to "Appropriate Use of Aboriginal Names, where any local park or recreational reserve name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community".
24. Formal Council endorsement of the proposed place names for referral to Landgate is a Town procedure and not a requirement of Landgate.
25. Proposals require the support of local government, but the Landgate (acting on the Minister's behalf) is the final authority in all such matters.

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|----------------------|---|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | The recommended names are not accepted by council and further engagement/ rework is required. | Moderate | Possible | Low | Moderate | The recommendation embraces the community desire for a Whadjuk Noongar Aboriginal language name for this space. The Town has sought advice from the Mindeera Advisory Group and the recommended name is the preferred name put forward by the Group. |

| | | | | | | |
|--|---|---------------|----------|----------|----------|---|
| Environmental | N/A | | | | | |
| Health and safety | N/A | | | | | |
| Infrastructure/ ICT systems/ utilities | N/A | | | | | |
| Legislative compliance | That the process for the naming of a place is not followed. | Insignificant | Possible | Low | Low | Rework. Satisfaction of the Landgate process. |
| Reputation | That the GNC selected place name is not to Council or community satisfaction. | Moderate | Rare | Low | Low | Resubmission, rework to determine acceptable names. |
| Service delivery | Should the recommended name not be accepted further delay to naming this space will occur and as a result level of service to the community may be compromised. | Moderate | Possible | Moderate | Moderate | |

Financial implications

| | |
|------------------------------|---|
| Current budget impact | Budget already exists to support this recommendation and submission to Landgate. |
| Future budget impact | An estimate of \$5,000 will need to be made available in the 2021/2022 financial budget for naming signage and an opening event should the council support a small naming ceremony. This amount has been estimated to allow for interpretive signage. |

Analysis

26. There were 554 community votes in the preference poll. There was a total of 315 votes cast in the shortlisted names above. Out of the 315 votes 155 of the names were Whadjuk Noongar Aboriginal language names.
27. It is noted that a considerable number of the suggested names reflect a community desire for a Whadjuk Noongar Aboriginal language name for this space. The Town has sought advice from the Mindeera Advisory Group (the Towns Aboriginal reconciliation advisory group), to provide advice to

assist in the consideration of the Whadjuk Noongar Aboriginal language names. The groups preference is listed as the officer's recommendation.

28. In the place name submission, Landgate are seeking a preferred name and alternative name options for their consideration and selection.
29. The community engagement feedback will be shared with Landgate as part of the place name submission.
30. Aboriginal language is oral, and spelling is phonetic when written which can be variable. The change of spelling of "Bidee" and "Bidi", was advised by the Mindeera Advisory Group and is used in the recommendation.
31. The Town will submit the preferred place name and alternative options to Landgate in accordance with and following the Council resolution and make arrangements for formal signage and a small naming ceremony.

Relevant documents

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

[Aboriginal and Dual Naming - A guideline for naming Western Australian geographic features and places 2020](#)

13.4 Kent St Sand Pit Community Consultation Report

| | |
|----------------------------|---|
| Location | Town-wide |
| Reporting officer | Brendan Nock |
| Responsible officer | Natalie Adams |
| Voting requirement | Simple majority |
| Attachments | 1. Draft Kent St Sand Pit Community Consultation Report and Concept Options [13.4.1 - 18 pages] |

Recommendation

That Council:

1. Receives the draft Kent St Sand Pit Community Consultation and Concept Options Report.
2. Approves the release of the draft Kent St Sand Pit Community Consultation and Concept Options Report for community comment.

Purpose

To present the draft Kent St Sand Pit Community Consultation and Concept Options Report to Council and approve its release for community comment.

In brief

- In February 2021 Council received the Opportunities and Considerations Report for Kent St Sand Pit.
- Remaining within the boundaries of the current planning framework (Parks and Recreation Reserve) and following the direction set by previous recommendations and decisions regarding the site, this report provided information on design options for rehabilitation of the site to inform future site planning.
- Council approved the development of a Kent St Sand Pit Concept Plan.
- Informing staff and community survey and workshop feedback indicates an appetite to use the site for recreational and cultural purposes, with revegetation being a strong focus, enhancing Kensington Bushland and creating amenities for the Town's community and visitors.
- Building on this community feedback, the first draft Kent St Sand Pit Community Consultation and Concept Options Report has been developed.
- The Administration seeks Council approval to release the draft Kent St Sand Pit Community Consultation and Concept Options Report for community comment.

Background

1. Under the direction of the Department of Water and Environmental Regulation (DWER), the Town has over the past few years, undertaken a series of Preliminary and Detailed Site Investigations (PSI/DSI) on Kent St Sand Pit, the aim of which was to assess, measure, map and detail the extent of the contamination on-site including in the soil, groundwater and related gases. These investigations resulted in DWER re-classifying the site from "Contaminated – Investigation Required" to "Remediated for Restricted Use".
2. This classification means that the site is contaminated and has been remediated such that it is suitable for passive recreational use, subject to the implementation of the site management plan (developed June 2017). This site management plan would guide future management procedures for the site,

primarily if any works were to occur.

3. At the 19 November 2019 OCM, in response to a petition received from the Friends of Jirdarup Bushland requesting the revegetation of the Kent Street Sand Pit as part of the Jirdarup Bushland Precinct, the following resolution was made:

That Council:

1. Receives the report in response to the petition submitted by the Friends of Kensington Bushland on 15 October 2019 requesting the revegetation of a portion of Lot 705 (63) Kent Street, Kensington (commonly known as the Kent Street Sand Pit) which forms a part of the Jirdarup Bushland Precinct.

2. Endorses the preparation of a report to rehabilitate and revegetate the Kent Street Sand Pit ensuring the recommended options for the site:

a) Is consistent with its zoning as a Parks and Recreation Reserve under the provisions of Town Planning Scheme No.1.

b) Considers the past recommendations and decisions made in relation to the Kent Street Sand Pit site.

c) Culminates in a plan for the Kent Street Sand Pit site including (but not limited to):

i. Design considerations (if any)

ii. Site preparatory works

iii. Environmental considerations

iv. Community engagement

v. Funding, staging and delivery considerations

4. In February 2021 Council received the Opportunities and Considerations Report for Kent St Sand Pit. Remaining within the boundaries of the current planning framework (Parks and Recreation Reserve) and following the direction set by previous recommendations and decisions regarding the site, this report provided information on design options for rehabilitation of the site to inform future site planning.
5. Building on this report, at its meeting of 15 December 2020 Council approved - amongst other items - the development of a concept plan for Kent St Sand Pit:

That Council:

1. Receive the draft Kent St Sand Pit Opportunities and Considerations Report.

2. Approve the release of the draft Kent St Sand Pit Opportunities and Considerations Report for community information and feedback and to inform the development of a concept plan.

3. Request the CEO to present the concept plan to Council in May 2021.

4. Requests the CEO to list for consideration to allocate finance in the midyear budget to commence the weeding at the Kent St Sandpit.

Strategic alignment

| Environment | |
|---|--|
| Strategic outcome | Intended public value outcome or impact |
| EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed. | The conversion of the site to public open space for recreational and cultural purposes, with revegetation being the prime focus, would not only protect and enhance the adjacent precious remnant Kensington Bushland but also potentially create an excellent |

| | |
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| | amenity for the Town's community and wider visitors. |
| EN07 - Increased vegetation and tree canopy. | Given the size of the site, the revegetation of Kent St Sand Pit would contribute significantly to the Town's canopy cover. |

Engagement

| Internal engagement | |
|---------------------|--|
| Stakeholder | Comments |
| Staff | Representatives from Parks, Place Planning, Engineering, Natural Areas and Environment were included in a working group to oversee the development of the Kent St Sand Pit Opportunities and Considerations Report and the Concept Plan. |
| | 8 March - 22 March 2021 – all staff were invited to provide feedback via the Your Thoughts survey on what they would like to see included in future planning for the Kent St Sand Pit. |
| | 24 April 2021 – 15 staff were engaged in a workshop to explore future use options for the Kent St Sand Pit. |
| Elected members | <p>25 May Concept Forum</p> <p>Elected Members raised considerations such as:</p> <ul style="list-style-type: none"> • Greater proportion of site revegetation relative to passive recreation space. • Universal access for all of the proposed entry points. • Path materiality. • Site surveys to feed into the design (e.g. flora and fauna surveys, geotechnical) and eventual on-ground implementation (e.g. appropriateness of particular plant types within certain areas of the site relative to prevailing site conditions, potential competition; footings for). <p>NOTE: This feedback is being considered and will be included within the broader community consultation regarding the proposed draft concepts proposed</p> |

| External engagement | |
|-----------------------|--|
| Stakeholders | The whole of the Town community. |
| Period of engagement | 8 March - 22 March 2021 – community survey 24 March 2021 – a community workshop 25 May 2021 – Elected Member Concept Forum |
| Level of engagement | 4. Collaborate |
| Methods of engagement | Community survey, community workshop, Concept Forum. |
| Advertising | Newspaper advertisement, Town website, posters, social media. |
| Submission summary | 132 submissions were received. For a summary of the submissions, please see the attachment to this report. |
| Key findings | From March community engagement: 74 of the 132 submitters voted 'revegetation' as the most important thing to be included within the Kent St Sand Pit area; 18 for 'walking trails'; 15 for 'places to play'; 10 for 'universal access'; 12 for 'gathering spaces'. |

Legal compliance

Not applicable.

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|----------------------|---|--------------------|-------------------|--------------------------|-------------------------|---|
| Financial | As the land is owned by the Town under a 999-year lease and was gifted to provide financial endowment there is the potential for loss of alternative revenue and other social | Major | Possible | High | Medium | Continue to gauge the preference of the Town's community in terms of potential revenue generation and social outcome opportunities to |

| | | | | | | |
|--|---|-------|----------|------|--------|--|
| | benefits as a result of not exploring options outside of the current Parks and Recreation Zoning. | | | | | offset a portion of the rates revenue. |
| Government taking back portion of endowed land | Precedent for the State Government to take back endowment land as they required. | Major | Possible | High | Medium | Liaison and negotiation with State and Federal Government regarding future plans for the site. |
| Environmental | Not applicable | | | | | |
| Health and Safety | Not applicable | | | | | |
| Infrastructure/ICT Systems/Utilities | Not applicable | | | | | |
| Legislative Compliance | Not applicable | | | | | |
| Reputation | Not applicable | | | | | |

Financial implications

| | |
|------------------------------|---|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact | <p>Pending approval of the future concept, a detailed design and tender documentation phase will be undertaken. Costs for this will be brought to Council during consideration of the FY21/22 budget.</p> <p>Subsequently, pending Council approval, funding for construction will be required from Town's budget and potentially external sources to develop the site.</p> |

Analysis

- The informing staff and community survey and workshop feedback indicate an appetite to use the site for recreational and cultural purposes, with revegetation being a strong focus, enhancing Kensington Bushland and creating amenities for the Town's community and visitors.
- Building on this community feedback, the first draft Kent St Sand Pit Community Consultation and Concept Options Report has been developed.

8. The concept options proposed are broken into 'Bronze', 'Silver' and 'Gold', depending on the level of infrastructure desired for the site. Details of the respective options can be found in the attached Kent St Sand Pit Community Consultation and Concept Options Report.
9. The Administration seeks Council approval to release the draft Kent St Sand Pit Community Consultation and Concept Options Report for community comment.

Relevant documents

Nil.

13.5 Portion of ROW 54 Closure

| | |
|----------------------------|--|
| Location | East Victoria Park |
| Reporting officer | Peter Scasserra |
| Responsible officer | Natalie Adams |
| Voting requirement | Simple majority |
| Attachments | 1. ROW 54 - STAGE 1 [13.5.1 - 1 page] 2. ROW 54 - STAGE 2 [13.5.2 - 1 page] |

Recommendation

That Council:

1. Gives notice and invites public submissions on a proposal to request the Minister for Lands (WA) to close and amalgamate a 445m² portion of dedicated road bounded by Shepperton Road, Albany Highway and Oats Street, East Victoria Park pursuant to section 58 and section 87 of the *Land Administration Act 1997* and regulation 9 of the *Land Administration Regulations 1998* into adjacent Lot 30 on Diagram 10509, Lot 488 on Plan 2609 and Lots 131 and 132 on Deposited Plan 45782.
2. Requests the Chief Executive Officer provide a further report for Council to consider the closure of the 445m² portion of dedicated road bounded by Shepperton Road, Albany Highway and Oats Street, East Victoria Park pursuant to section 58 and section 87 of the *Land Administration Act 1997* and regulation 9 of the *Land Administration Regulations 1998* into adjacent Lot 30 on Diagram 10509, Lot 488 on Plan 2609 and Lots 131 and 132 on Deposited Plan 45782 and any submissions received on the closure.
3. If no submissions are received, delegates the Chief Executive Officer and Mayor the authority to execute all necessary documentation under the Town's Common Seal, in accordance with section 58 and section 87 of the *Land Administration Act 1997*, and regulation 9 of the *Land Administration Regulations 1998*.

Purpose

A resolution of Council is sought pursuant to section 58 and section 87 of the *Land Administration Act 1997* to lodge a formal request to the Minister for Lands (WA) to close and amalgamate a 445 m² portion of dedicated road bounded by Shepperton Road, Albany Highway and Oats Street, East Victoria Park (historically known as ROW 54) and consolidate into the Town's adjoining freehold land being Lot 30 on Diagram 10509, Lot 488 on Plan 2609 and Lots 131 and 132 on Deposited Plan 45782.

In brief

- At the Ordinary Council Meeting of 19 November 2019, the Council resolved to delegate the Chief Executive Officer and the Mayor the authority to execute all necessary documentation under the Town's Common Seal in accordance with section 58 and section 87 of the *Land Administration Act 1997*, and regulation 9 of the *Land Administration Regulations 1998* to satisfy conditions precedent 2.3(c) within the contract of sale for 355-357 Shepperton Road, East Victoria Park to Fabcot Pty Ltd.
- Condition precedent 2.3(c) requires closing and amalgamating a 445m² portion of dedicated road situated between 355-357 Shepperton Road and land owned by Fabcot Pty Ltd on Albany Highway to facilitate a proposed development by Fabcot3 Pty Ltd. The contract obligates the Town to satisfy conditions precedent before the sale can proceed.

- To progress the closure of the 445m² portion of dedicated road (as per attached sketch - Stage 1) and amalgamation into the adjoining land being 355-357 Shepperton Road (as per attached sketch – Stage 2), the Town must resolve to request the Minister for Lands (WA) to close the subject portion of dedicated road and amalgamate it pursuant to section 58 and section 87 of the *Land Administration Act 1997* and regulation 9 of the *Land Administration Regulations 1998*.

Background

1. Council at its Ordinary Council Meeting of 17 November 2020, resolved to request the Minister for Lands (WA) to dedicate ROW 54 as a road.
2. The Department of Planning, Lands and Heritage (DPLH) have confirmed the request to dedicate ROW 54 as a road was approved, and subsequently, the lots comprising ROW 54 were dedicated as a road on 12 May 2021.
3. Condition precedent 2.3(c) requires the Town to close and amalgamate a portion of the dedicated road into adjacent Lot 30 on Diagram 10509, Lot 488 on Plan 2609 and Lots 131 and 132 on Deposited Plan 45782.
4. Pursuant to section 58, Part 5 Division 1 of the *Land Administration Act 1997*, when a Local Government wishes a road in its district to be closed, the Local Government may, subject to subsection (3), request the Minister to close the road. Subsection (3), states that a Local Government must not resolve to make a request under subsection (1), until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the Local Government has considered any submissions made to it within that period concerning the proposals set out in the notice.
5. When the road closure is approved by the Minister for Lands (WA), the land automatically becomes unallocated Crown land. Subsequent to section 58 of the *Land Administration Act 1997*, the Town will also be required to undertake the provisions pursuant to section 87 of the *Land Administration Act 1997*. These provisions allow the unallocated Crown land to be amalgamated into the Town's adjoining land held in freehold. In this instance, it is anticipated that one new land parcel will be created.
6. The amalgamation will be balanced by creating a new public road from the appropriate portion of the new land parcel to allow through traffic from Oats Street to Shepperton Road. The realignment of the road is also an outcome sought to support the redevelopment of a number of landholdings. The Town owns some of those landholdings and has contractually agreed to work within its limitations as a Local Government to coordinate the realignment of a portion of the ROW following its dedication as a road.
7. The existing connection with a crossover onto Shepperton Road is non-compliant and poses safety issues for motorists entering and exiting. The road realignment intends to create a safer design for the entry/egress by creating a slip lane and new access point further away from the bend and intersection.
8. Closing and amalgamating a portion of the road will facilitate the creation of the new crossover and slip lane with the realignment of the road. This will be achieved by excising a portion of land from the amalgamated lot and ceding it back to the Minister for Lands.
9. There is no loss of road for the public. The outcome provides a continuation of the road network for the benefit of residents and local businesses as well as a safer cross over that is upgraded to a safer and compliant design standard.

Strategic alignment

| Economic | |
|-------------------|---|
| Strategic outcome | Intended public value outcome or impact |

| | |
|---|--|
| EC02 - A clean, safe and accessible place to visit. | The road closure allows a future repositioning of the current access point as part of a planning outcome which will have a positive impact in reducing anti-social and crime related activity, and improving safety. |
|---|--|

| Environment | |
|--|--|
| Strategic outcome | Intended public value outcome or impact |
| EN02 - A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around. | The road closure will allow a future repositioning of the current access point as part of a planning outcome which will bring a non-compliant cross over onto Shepperton Road up to a current safer design standard by creating a slip lane and new access point further away from the traffic light intersection. |

Engagement

| Internal engagement | |
|----------------------|--|
| Planning | Consultation for the sale of 355-357 Shepperton Road. No concerns with road closure. |
| Assets | No concerns raised. |
| Property and Leasing | Input into the report and the process to undertake the road realignment. |
| Street Operations | Consultation on traffic issues. |

| External engagement | |
|-----------------------|---|
| Stakeholders | Public at large, Owners and occupiers of adjoining properties, Water Corporation, Main Roads WA |
| Period of engagement | The proposed closure will be advertised in accordance with section 58 of the Land Administration Act 1997. Advertising will commence on 21 June 2021 for a period of 35 days. |
| Level of engagement | 2. Consult |
| Methods of engagement | Written submissions accepted. |
| Advertising | Letters sent to adjoining landowners and service providers, notification on public notice boards and the West Australian newspaper notice. |
| Submission summary | 35 day submission period not yet commenced. |
| Key findings | N/A |

Legal compliance

[Section 58 of the Land Administration Act 1997](#)

[Regulation 9 of the Land Administration Regulations 1998](#)

[Section 87 of the Land Administration Act 1997](#)

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--|--|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | The Town does not continue with the process to give effect to the closure and amalgamation of the subject portion of road resulting in the inability for the required land assembly to occur, preventing settlement of the contract of sale being greater than \$2M. | Severe | Possible | High | Low | TREAT risk by ensuring Council follow the legal advice received and the advice and guidance from relevant Government agencies including Department of Planning Lands and Heritage. |
| Environmental | Not Applicable | | | | | |
| Health and safety | Property remains undeveloped. Vacant land can reduce the quality of streetscapes and potentially become a dumping ground for waste or antisocial behavior. Town does not progress the realignment of the road maintaining the non-compliant status of the crossover. | Moderate | Possible | Medium | Low | TREAT risk by continuing the realignment process by closing and amalgamation the subject portion of road. |
| Infrastructure/ ICT systems/ utilities | Not Applicable | | | | | |

| | | | | | | |
|------------------------|---|----------|----------|--------|-----|---|
| Legislative compliance | The Minister for Lands (WA) is ultimately responsible for determining requests for the closure of roads and amalgamation of unallocated Crown Land. It is possible that the Minister may decide to refuse or modify the road dedication request notwithstanding Council's resolution. | Moderate | Possible | Medium | Low | TREAT risk by providing the required information as per Regulation 9 of the Land Administration Regulations 1998 (WA) and sufficient justification for the road closure and amalgamation request. |
| Reputation | The Town does not endorse the closure and amalgamation request which may be seen as a breach of contract obligations. Potential reputational risk on future land dealings with the Town to be seen as unwilling to follow through on contracts. | Moderate | Possible | Medium | Low | TREAT risk by delivering on contractual obligations by progressing with the realignment of the road. |
| Service delivery | Not Applicable | | | | | |

Financial implications

| | |
|------------------------------|--|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. The Town is in the process of satisfying its obligations in the contract of sale to Fabcot Pty Ltd as part of the delivery of 355-357 Shepperton Road East Victoria Park, which is in line with Council's resolution to enter into the contract of sale. |
| Future budget impact | Once the subject portion of road is closed and a new road is created to facilitate a realignment, the Town will be formally responsible for the maintenance and repair of the road in its entirety. The Town's Street Operations service area has advised that this has been undertaken historically as part of the Town's maintenance and works programs and therefore this would not impact the current budget. The road will newly be constructed so will have lower maintenance than the existing situation. |

Analysis

10. The subject portion of dedicated road required to be closed is located between 355-357 Shepperton Road and 1022-1034 Albany Highway, East Victoria Park. It is 5m wide, 89.4m long and approximately 445m² (as per the attached sketch – Stage 1). It is sealed with a thin layer of dense graded asphalt, approximately 25mm to 30mm thickness. The seal and pavement are likely to be more than 20 years old. The overall condition rating varies between 3 and 4.1 (0-5 scale with 5 being best). The underlying formation is unknown.
11. The dedicated road is currently in use and provides through vehicle access from Oats Street to Shepperton Road. It currently has a non-compliant crossover onto Shepperton Road, which is a 30,000 car a day Primary Distributor Road, located only 50m away from a busy traffic light intersection.
12. The ultimate outcome derived from closing and subsequently realigning the subject portion of dedicated road is to facilitate the creation of a publicly accessible road for the use of the residents and local businesses (as per the attached sketch – Stage 2), future-proof the need for convenient public access and to maintain the integrity of the public road network.
13. The realignment is sought to support the redevelopment of a number of landholdings. The Town owns some of these landholdings and has contractually agreed to work within its constraints as a Local Government to coordinate the realignment of the subject portion of dedicated road.
14. Main Roads WA have confirmed the repositioning of the new access point onto Shepperton Road will satisfy their Development Control Policy 5.1 requirements. It will also achieve rationalisation of driveways to reduce conflict on the road network and bring the existing non-compliant crossover to a current safer design standard and upgraded traffic outcome.
15. Dedication of the new access as a public road would ensure continuing Council control over the new road reserve.
16. To achieve the realignment, a portion of the dedicated road will need to be closed, and a new crossover onto Shepperton Road created.

Relevant documents

Not applicable.

13.6 Investigation outcomes regarding Rouse Lane Upgrades

| | |
|----------------------------|---|
| Location | East Victoria Park |
| Reporting officer | Frank Squadrito |
| Responsible officer | Natalie Adams |
| Voting requirement | Simple majority |
| Attachments | 1. Rights of Way Condition Assessment - Rating greater than 3 [13.6.1 - 1 page] |

Recommendation

That Council:

1. Receives the report findings for the potential upgrades to Rouse Lane.
2. Requests the Chief Executive Officer to provide a further report to Council by September 2021 and present an updated 10 year Rights of Way (ROW) Capital Works Program for endorsement.

Purpose

To respond to Council's resolution at the 18 May 2021 OCM requesting staff to review the priority and future upgrades of the Rouse Lane.

In brief

- At the Ordinary Council meeting held on 18 May 2021, Council resolved (Resolution No 101/2021) the following;
 1. *Requests the Chief Executive Officer to review and reconsider the priority of Rouse Lane on the Town's right-of-way priority schedule.*
 2. *Requests the Chief Executive Officer to identify upgrades to Rouse Lane to address lighting and aesthetics in relation to the road, kerbing and fences.*
 3. *Requests the Chief Executive Officer to provide a report back to Council at its June Ordinary Council Meeting to report on the outcome of points one and two above.*
 4. *Considers a budget allocation in the Council's 2021/22 annual budget to improve the safety and amenity of Rouse Lane.*
- The need for officers to investigate and provide a report back to Council was initiated by a petition received by the Town on 18 April 2021 and subsequent notice of motion by an Elected Member, which sought to ensure the signatories of the petition would have their concerns regarding lighting and amenity in Rouse Lane investigated
- The petition received by the Town was deemed non-compliant as the request was not stated on each page of the petition and a summary of the reasons for the request were not provided on the petition.

Background

1. Council first adopted a Rights of Way (ROW) Strategy in May 1998 and was later amended in August 2003 to reflect changes in the status and use of various Rights of Way in the Town. The amended strategy provided a list of prioritised rights of way within the Town for construction purposes as a guideline for the future allocation of funding to upgrade rights of way.

2. Since the development of the Strategy, Council staff have been working through the priority list and every year allocating funds as part of the Capital Works Program. On average, only 1 or 2 Rights of Way projects per year are adopted for upgrades as costs for reconstruction are incredibly high.
3. The focus of the Rights of Way priority program is to predominantly upgrade those laneways which are dirt tracks/unsealed laneways, rather than those that are already trafficable and fit for purpose. This is critically important because most new developments abutting Rights of Way in the Town take exclusive access as per Western Australian Planning Commission requirements.
4. Renewal works associated with Rights of Way that are already sealed are bundled into the general road rehabilitation program for all roads in the Town. All roads, including Rights of Way, have been audited through a condition assessment undertaken by an independent consultant. Rouse Lane is identified on the road rehabilitation list for Rights of Way.
5. Rouse Lane is located in East Victoria and provides a link between Mint Street and Dane Street. The laneway is bounded by Shepperton Road, Mint Street, Dane Street and Swansea Street. The report is solely based on this section laneway as it could be misinterpreted by members of the public that Rouse Lane continues further south beyond Dane Street.
6. Currently, Rouse Lane is already sealed with asphalt pavement and is approximately 400m in length and 4m wide with isolated widening areas along its length where development has taken place over the years.
7. The petition contains signatures and details of owners/occupiers of properties within the section of Rouse Lane between Mint Street and Dane Street.

Strategic alignment

| Environment | |
|--|--|
| Strategic outcome | Intended public value outcome or impact |
| EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around. | <p>To ensure Rights of Way assets are maintained in good condition and continue to function as an alternative roadway access for those residents/business owners who are located directly adjacent.</p> <p>Lack of lighting can result in antisocial issues and community may feel that the ROW is an unsafe environment at night.</p> |

| Social | |
|---|---|
| Strategic outcome | Intended public value outcome or impact |
| S03 - An empowered community with a sense of pride, safety and belonging. | To ensure the signatories of the petition can have their concerns regarding upgrades to Rouse Lane investigated |

Engagement

Internal engagement

| | |
|-----------------------|---|
| Community Development | Supports lighting in priority areas near commercial activity areas such as Albany Highway |
|-----------------------|---|

Other engagement

| | |
|-----------|---|
| WA Police | Crime statistics cannot be released to the public without authorisation. Council required to submit request in writing. |
|-----------|---|

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 | Given the current timing of this item adopting a project budget in June 2021 may impact the bottom line of the 2021/2022 budget as Capital expenditure will likely be finalised. | Moderate | Almost certain | High | Low | TREAT risk by considering priorities for lighting projects at the next mid-year review process. |
| Environmental | Hazardous material such as asbestos may be found onsite due to damaged fences and replacement works over the years. | Major | Likely | High | Medium | TREAT – Specific safety management plans will be developed by the contractor prior to site works |
| Health and safety | Noise, vibration and dust are all concerns that need to be mitigated if planned works are to proceed on-site | Moderate | Almost certain | High | Low | TREAT – Construction management plan to be developed. This will highlight processors such as engagement with stakeholders |

| | | | | | | |
|--|--|-------|----------------|--------|--------|---|
| | | | | | | and dilapidation documentation. |
| Infrastructure/ ICT systems/ utilities | Existing services may need to be adjusted. | Minor | Likely | Medium | Medium | AVOID – Detailed design will highlight any service conflicts. |
| Legislative compliance | Most Rights of Way in the Town are privately owned. The Town has reduced legislative powers in relation to parking controls and enforcement of road traffic code matters | Minor | Almost Certain | Medium | Low | ACCEPT – Properties and Assets team investigating numerous Rights of Way for potential road dedication purposes |
| Reputation | Expectation by ratepayers is that Rights of Way are trafficable and lit to Australian Standards if developments are approved | Minor | Unlikely | Low | Low | ACCEPT – Rouse Lane is already sealed and functioning as intended. Lighting will be a future consideration. |
| Service delivery | N/A | | | | Medium | |

Financial implications

| | |
|------------------------------|--|
| Current budget impact | Sufficient funds do not exist within the current annual budget to progress this project. |
| Future budget impact | If Council wishes to fund lighting in Rouse Lane a budget item will need to be considered in the 2021/2022 financial year. |

Analysis

8. A site inspection was undertaken on 24 April 2021 to validate the condition of Rouse Lane. Observations indicate that the asphalt for the majority of the laneway length was in good condition. Some defects have occurred where asphalt has broken away from its edges directly abutting previously constructed developments and has now exposed the aggregate base material. These areas are isolated and should be repaired as damage to the pavement is likely to deteriorate over time if left untreated. Furthermore, patching has also occurred in some locations which could also be as a result of minor reconstruction work by service authorities or developers during subdivisional works.
9. No lighting exists in Rouse Lane, however, space does exist for this type of infrastructure. As a minimum, a 3m lane width should be provided between any light fixture and new kerb lines.

10. An audit inspection of all roads, including Rights of Way was undertaken in early 2020 which indicates a condition score of 3. According to the condition report there are 22 Rights of Way projects that have scored worse than Rouse Lane and therefore from a priority point of view, Rouse Lane does not qualify for immediate roads expenditure. (Please note that ROW 119 and 59 have scheduled work that is currently incomplete)
11. Since 2010 all Rights of Way that have been reconstructed by the Town have had lighting infrastructure included in the scope of works.
12. Historically, Western Power have refused to install lighting in Rights of Way due their under width status (less than 6m) and most Rights of Way being privately owned parcels of land. Proper and orderly planning requires Councils to take on responsibility for maintaining Rights of Way in the Town.
13. In order to prioritise lighting for Right of ways in the Town, crime statistics received by the WA Police are used as the main metric. The statistics provided by WA Police provide a good indication of hot spots in the Town. The information provided by WA Police is confidential and cannot be released without prior permission. A request to release high-level data will be lodged and will form part of a future report to Council
14. As a comparison, there are approximately 25 Rights of Way in the Town that have crime statistics higher than Rouse Lane and are unlit. This information needs to be verified by WA Police as some data appears to be incomplete. Some projects are already in progress for future installation of lighting and have funding commitments already set. E.g Terminus Lane.
15. To install lighting in Rouse Lane it is estimated that the project will cost \$158,000. This includes a 1X unmetered supply point, 13 LED light fixtures and 26 bollards to protect light poles within the laneway
16. In conclusion, Technical Services do not support any upgrades to Rouse Lane at this stage, as the condition of the laneway is satisfactory and lighting should be prioritised to laneways where crime statistics are higher.
17. Technical staff intend to provide a further report to Council in September 2021 prioritising lighting in Rights of Way and a 10 year Capital Works Program for endorsement.

Relevant documents

[LPP7 - Development and Vehicle Access to Properties Abutting Rights-of-Way](#)

[Planning Bulletin 33/2017 – Rights-of-way or laneways in established areas](#)

13.7 Grant for Lathlain Park 1

| | |
|----------------------------|--|
| Location | Lathlain |
| Reporting officer | Andrew Dawe |
| Responsible officer | Natalie Adams |
| Voting requirement | Simple majority |
| Attachments | 1. Letter to Town of V P- Lathlain [13.7.1 - 1 page] 2. Financial Assistance Agreement - Town of Victoria Park - Design and Construction of PF C_ [13.7.2 - 27 pages] |

Recommendation

That Council:

1. Accepts the \$4,000,000 (plus GST) funding contribution from the Department of Local Government, Sport and Cultural Industries to progress the Lathlain Park Redevelopment Precinct Zone 1 project.
2. Authorises the Chief Executive Officer to execute all necessary documentation to formalise the \$4,000,000 (plus GST) funding contribution from the Department of Local Government, Sport and Cultural Industries.

Purpose

For the Council to accept the grant funding of \$4m from the Department of Local Government, Sport and Cultural Industries so that the Chief Executive Officer may execute the Funding Agreement to facilitate the Town to progress the redevelopment of Lathlain Park Redevelopment Precinct Zone 1.

In brief

- The Town was formally advised on 5 February 2021 that it was successful in its advocacy for funding of \$4m towards the redevelopment of the Perth Football club's facilities at Lathlain Park.
- The Town has received the Funding Agreement to consider and to formalise the distribution of the \$4,000,000 plus GST contribution.
- The Funding Agreement is a standard agreement relating to the project's deliverables and timing and requires formal execution by the Chief Executive Officer.
- An initial tranche of \$2,000,000 plus GST will be distributed upon execution of the agreement.
- The funding contribution is a significant investment to the Zone 1 redevelopment, ensuring the project can now progress.

Background

1. Perth Football Club has been the primary occupant and lessee on this site since its initial development in 1958. The development has now reached the end of its useful and economic life.
2. In March 2020, Council endorsed the Zone 1 project mandate due to the existing facilities' dilapidated nature and assisted in the advocacy to secure additional funds required to complete the development.
3. The mandated Zone 1 project scope according to the 2020 business case is intended to deliver a redeveloped Perth Football Club grandstand, football operations infrastructure, and parking and suitable space for safe and legible movement within and between other zones within the Lathlain Park

Precinct. Additionally, community uses will be delivered as part of the works, ensuring a fitting interface to the community.

4. In June 2020, Council endorsed the initiation of an Advisory Group with an agreed term of references to oversee and provide development guidance over the mandated scope of works.
5. In November 2020, Council resolved to list Zone 1 for consideration in the Long-Term Financial Plan, nominating an indicative amount of \$5 million. This was done to strengthen the advocacy for external funding.
6. In December 2020, the state government announced through the local member that \$4m would be allocated to the Zone 1 redevelopment during the State budget mid-year review process.
7. The Town received written confirmation in February 2021 from the Department of Local Government, Sport and Cultural Industries for the commitment of \$4 million for the redevelopment of the Perth Football Club's facilities at Lathlain Park.
8. To access these funds, the Town needs to enter into a funding agreement with the department.

Strategic alignment

| Civic Leadership | |
|--|---|
| Strategic outcome | Intended public value outcome or impact |
| CL02 - A community that is authentically engaged and informed in a timely manner. | The community has been engaged significantly as part of the broader Lathlain Precinct, including during the Lathlain Park Management Plan process. |
| CL03 - Well thought out and managed projects that are delivered successfully. | Zone 1 is the final piece of the Lathlain Park Redevelopment Precinct's puzzle. |
| CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community. | External funding will contribute to the development, and the required Town funding is captured in the Long-Term Financial Plan, distributed over successive financial years. The projects focus is on multi-use community spaces that are sustainably viable. |
| CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making. | The delivery of zone 1 redevelopment will continue to showcase strong civic leadership. |

| Economic | |
|--|---|
| Strategic outcome | Intended public value outcome or impact |
| EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. | The development will replace an obsolete, dilapidated, high maintenance, no longer fit for purpose structure and provide accommodation that will support community groups and broader activation of the locality. |
| EC02 - A clean, safe and accessible place to visit. | The existing aged, dilapidated and obsolete structure is not DAIP compliant. A new structure will address universal access. |

| Environment | |
|---|--|
| Strategic outcome | Intended public value outcome or impact |
| EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed. | The project will deliver a sustainable built form outcome ensuring a sustainable business model for the PFC, the Town, for the benefit of the community. |

| Social | |
|---|---|
| Strategic outcome | Intended public value outcome or impact |
| S03 - An empowered community with a sense of pride, safety and belonging. | Once constructed, the facility will provide a safer and more inviting space as conceptualised by the community, creating a sense of community pride within the space. |
| S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage. | Once constructed, the facility will provide a more inclusive space for the community providing awareness around arts, culture, education and heritage. |

Engagement

| Internal engagement | |
|---------------------|--|
| Finance | Provided advice on budget considerations |

| Other engagement | |
|---|--|
| Department of Local Government, Sport and Cultural Industries | Letter of Confirmation and Funding Agreement |

Legal compliance

Not applicable – The agreement is standard and favours the Town.

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--|---|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | Not accepting the funding may result in the redevelopment not proceeding. | Moderate | Unlikely | Low | Low | Accept the funding. |
| Environmental | Not accepting the funding may result in hazardous material not being removed from a dilapidated building. | Moderate | Moderate | Low | Medium | Accepting the funding will ensure material is removed. |
| Health and safety | Continuation of the status quo will lead to the building being potentially unsafe. | Moderate | Moderate | | Low | Accepting the funding will allow the Town to resolve the potential health and safety concerns. |
| Infrastructure/ ICT systems/ utilities | N/A | | | | Medium | |
| Legislative compliance | N/A | | | | Low | |
| Reputation | The Town is unable to secure the funds to deliver Zone 1. | Moderate | Moderate | Low | Low | Accepting the funding will ensure delivery of Zone 1. |
| Service delivery | N/A | | | | Medium | |

Financial implications

| | |
|------------------------------|---|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact | Funding for this project is listed for consideration in draft 2021/22 annual budget and revised Long-Term Financial Plan. |

Analysis

9. The agreement provided is standard by nature, is in favour of the Town with minimal reporting requirements and has been reviewed internally by the Strategic Projects Manager.
10. The \$4,000,000 will contribute towards the delivery of the LPRP Zone 1 redevelopment, including the demolition of the existing facility, grandstand seating, community spaces and football club operations space.
11. The lead design consultant has been appointed and is currently developing concept plans with the assistance of key stakeholders and the Zone 1 Advisory Group.

Relevant documents

Not applicable.

14 Chief Financial Officer reports

14.1 Schedule of Accounts for April 2021

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Grace Ursich |
| Responsible officer | Stuart Billingham |
| Voting requirement | Simple majority |
| Attachments | 1. Payment Summary - April 2021 [14.1.1 - 8 pages] |

Recommendation

That Council:

1. Confirms the accounts for the month ended 30 April 2020, as included in the attachment, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
2. Confirms the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

Purpose

To present the payments made from the municipal fund and the trust fund for the month ended 30 April 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.

- 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 | 608841 | \$540.00 |
| Creditors – EFT Payments | | \$3,994,050.02 |
| Payroll | | \$1,111,251.01 |
| Bank Fees | | \$11,555.12 |
| Corporate MasterCard | | \$4,661.39 |
| Cancelled EFTs | | (\$99,394.44) |
| | | |
| Total | | \$5,022,663.10 |

Strategic alignment

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

Legal compliance

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

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

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|----------------------|--|--------------------|-------------------|--------------------------|-------------------------|---|
| Financial | Misstatement or significant error in Schedule of accounts. | Moderate | Unlikely | Medium | Low | TREAT risk by ensuring daily and monthly reconciliations are completed. |

| | | | | | | |
|--------------------------------------|---|--------|----------|--------|-----|---|
| | | | | | | Internal and external audits. |
| Financial | Fraud or illegal transactions. | Severe | Unlikely | High | Low | TREAT risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits. |
| Environmental | Not applicable. | | | | | |
| Health and safety | Not applicable. | | | | | |
| Infrastructure/ICT systems/utilities | Not applicable. | | | | | |
| Legislative compliance | Not accepting schedule of accounts will lead to non-compliance. | Major | Unlikely | Medium | Low | TREAT risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments. |
| Reputation | Not applicable. | | | | | |
| Service Delivery | Not applicable. | | | | | |

Financial implications

Current budget impact

Sufficient funds exist within the annual budget to address this recommendation.

**Future budget
impact**

Not applicable.

Analysis

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

Relevant documents

[Procurement Policy](#)

14.2 Financial Statement for the month ending April 2021

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Grace Ursich |
| Responsible officer | Stuart Billingham |
| Voting requirement | Absolute majority |
| Attachments | 1. Financials - April 2021 [14.2.1 - 46 pages] |

Recommendation

That Council:

1. Accepts the Financial Activity Statement Report – 30 April 2021, as attached.
2. Approves a budget variation to increase the consultancy budget for project management by \$45,000 for the Archer/Mint Street Detailed Design.
3. Approves the budget reallocation of \$7,000 from the shade sails – Hawthorne Reserve budget to install a fence around the new Promenade playground.
4. Approves the budget variation the minor equipment purchases budget for Leisurelife by \$4,565 for the supply and installation of a new basketball scoreboard and shot clock.
5. Approves the budget variation the sales proceeds budget by \$24,000 for the disposal of assets 171VPK and 114VPK.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 30 April 2021.

In brief

- The financial activity statement report is presented for the month ending 30 April 2021.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.
- The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended 30 April 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 <i>Local Government (Financial Management) Regulations 1996</i> . |

Engagement

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

Legal compliance

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

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--------------------------------------|---|--------------------|-------------------|--------------------------|-------------------------|---|
| Financial | Misstatement or significant error in financial statements. | Moderate | Unlikely | Medium | Low | TREAT risk by ensuring daily and monthly reconciliations are completed. Internal and external audits. |
| Financial | Fraud or Illegal Transaction. | Severe | Unlikely | High | Low | TREAT risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits. |
| Environmental | Not applicable. | | | | | |
| Health And Safety | Not applicable. | | | | | |
| Infrastructure/ICT systems/utilities | Not applicable. | | | | | |
| Legislative compliance | Council not accepting financial statements will lead to non-compliance. | Major | Unlikely | Medium | Low | TREAT risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments. |

Financial implications

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

Analysis

4. The Financial Activity Statement Report – 30 April 2021 complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report – 30 April 2021 be accepted.
5. The budget amendment request complies with the requirements of the *Local Government Act 1995 Section 6.8*. It is therefore recommended that the budget amendment request be approved.
6. To increase the consultancy budget for project management by \$45,000 for the Archer/Mint Street Detailed Design. The strategic projects manager has requested an increase for consultancy costs for this project as when the Town sought services through the RFQ process, all submissions exceeded the budget allocation. To undertake the work with the preferred submission plus having a small allocation for contingency the above amount is required for the project to continue.
7. To reallocate \$7,000 from the shade sails – Hawthorne Reserve budget to install a fence around the new Promenade playground. The manager of infrastructure operations has requested to use funding previously allocated to replace the shade sails at Hawthorne Reserve. Upon inspection they are in much better condition than anticipated and do not need to be replaced for a few years. Council has been contacted by residents requesting a fence for the new Promenade playground.
8. To increase the minor equipment purchases budget for Leisurelife by \$4,565 for the supply and installation of a new basketball scoreboard and shot clock. The leisure facilities operations manager has requested an increase to cover the cost to supply and install a new basketball scoreboard and shot clock. The scoreboard and shot clock on court one at Leisurelife is insufficient for specific competitions such as WA Basketball League games. Perth Basketball Association who currently lease office space and operate out of Leisurelife want to hold these games at the centre. In future the Town can use this new equipment for all social competitions.
9. To increase the sales proceeds budget by \$24,000 for the disposal of assets 171VPK and 114VPK. The Manager of Technical Services has requested approval for the sale of two fleet vehicles that are no longer required. Currently there is an increase of demand for used vehicles and the resale value is expected to be higher than what the Town would typically receive.

Relevant documents

Not applicable.

15 Committee reports

15.1 Implementation and Effectiveness of Policy 113 Homelessness - The Town's role

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Anastasia Brooks |
| Responsible officer | Paul Gravett |
| Voting requirement | Simple majority |
| Attachments | 1. Practice 113.1 Responding to Reports of Homelessness [15.1.1 - 6 pages] |

Recommendation from Policy Committee:

That Council:

1. Note the report outlining the progress of the implementation and the effectiveness of Policy 113 Homelessness – The Town’s role.
2. Requests the Chief Executive Officer to report to Council in June 2022 on the progress of the actions within the implementation plan including but not limited to partnerships with local and state organisations.
3. Requests the Chief Executive Officer to review Policy 113 by June 2022 and to report the outcome of the review to Council.

Purpose

To provide Council with a report outlining the progress of the implementation and effectiveness of Policy 113 Homelessness – The Town’s role.

In brief

- The Town has undertaken a number of actions to realise the intent of Policy 113 Homelessness – The Town’s role, guided by the new policy adopted in June 2020 and the Homelessness Policy Implementation Plan July 2020 – June 2023. The Town has reviewed the effectiveness of these actions in respect to the potential for process improvement, the level and impact of activities undertaken and the return on investment.
- Over the last ten months there has been a focus on implementing actions to improve the Town’s internal systems and processes to align with Policy 113. Staff training, the development of a new management practice and improved data collection methods, amongst other activities, ensures a compassionate, consistent approach to responding to incidents of homelessness. However, due to the short reporting time period, no data trends have been demonstrated to determine whether these actions have had a reportable impact on homelessness in the community.
- Three community organisations were interviewed to provide feedback on the Town’s activities since the adoption of Policy 113. Generally, the organisations were satisfied with the actions that had been undertaken. However, not all actions were known to the organisations, particularly actions completed internally or in partnership with agencies or local governments outside of the Town. Feedback was also mixed on the level of impact the Town’s work has had in the community to date.

- The Town is committed to continuing to progress the actions within the Implementation Plan and will work in partnership with local organisations to progress actions with an external/community focus. The Town further acknowledges that homelessness is not isolated to the Town and will continue to be involved in actions led by the City of Perth and the wider homelessness sector to address homelessness in the region and Western Australia more broadly.

Background

1. At the 16 June 2020 Ordinary Council Meeting, Council resolved to adopt Policy 113 Homelessness – The Town’s role, replacing the existing policy adopted at the Ordinary Council Meeting on 13 December 2016. Council also resolved to:
 - a. *Direct the CEO to present a report back to the June 2021 Council meeting to outline the progress of the implementation and the effectiveness of the policy.*
2. Since July 2020, the Town has undertaken a number of actions to realise the intent of Policy 113 Homelessness – The Town’s role, guided by the policy and the Homelessness Policy Implementation Plan July 2020 – June 2023. The process, actions taken and preliminary outcomes are contained in this report.

Strategic alignment

| Social | |
|---|---|
| Strategic outcome | Intended public value outcome or impact |
| S02 - An informed and knowledgeable community. | Under the direction of the policy, the Town provides information and support to vulnerable community members, community organisations and the community more broadly to address homelessness. |
| S03 - An empowered community with a sense of pride, safety and belonging. | Under the direction of the policy, the Town undertakes actions that ensure public spaces are safe and inclusive, and that vulnerable community members are treated with respect, compassion and care. |

Engagement

| Internal engagement | |
|------------------------|---|
| Stakeholder | Comments |
| Customer Service | Ongoing discussions and process review. |
| Parking and Rangers | Ongoing discussions and process review. |
| Stakeholder Engagement | Ongoing advice and assistance with external communications. |

| Other engagement | |
|------------------|----------|
| Stakeholder | Comments |

| | |
|----------------------------|------------------------------------|
| Nardine (women's refuge) | Feedback provided on Town actions. |
| Star Street Uniting Church | Feedback provided on Town actions. |
| Connect Victoria Park | Feedback provided on Town actions. |

Legal compliance

Not applicable.

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--|--|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | N/A | | | | Low | |
| Environmental | N/A | | | | Medium | |
| Health and safety | N/A | | | | Low | |
| Infrastructure/ ICT systems/ utilities | N/A | | | | Medium | |
| Legislative compliance | N/A | | | | Low | |
| Reputation | Town appears not to be involved in addressing homelessness | Moderate | Unlikely | Medium | Low | TREAT through continuing to action the Homelessness Policy Implementation Plan |
| Service delivery | N/A | | | | Medium | |

Financial implications

| | |
|------------------------------|---|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
|------------------------------|---|

Future budget impact

Funds to continue to undertake actions within the Homelessness Policy Implementation Plan July 2020 – June 2023 have been allocated in the proposed 2021/2022 budget.

Funds to conduct a review of Policy 113 Homelessness have not been allocated in the proposed 2021/2022 budget. The Town recommends the review of the policy be undertaken by an external consultant in order to receive an independent assessment of the policy's effectiveness and any recommendations for improvements, if required. The cost of an external consultant is estimated at \$10,000.

Analysis

3. The implementation and the effectiveness of Policy 113 Homelessness – The Town's role is considered in respect to the potential for process improvement, the level and impact of activities undertaken and the return on investment.

Process

4. The review of Policy 113 Homelessness – The Town's role incorporated a total of three engagement periods and a public submission period:
 - a. Engagement with the Supporting People with Basic Needs group from May 2019 to November 2019.
 - b. Engagement with internal Town service areas between December 2019 and January 2020.
 - c. Engagement with the broader community during February 2020.
 - d. Public submission period between 14 April 2020 and May 2020.
5. The engagement process resulted in the drafting and adoption of a new Policy 113 to replace the existing policy, as well as a draft Homelessness Policy Implementation Plan 2020-2023.
6. The Implementation Plan was finalised in July 2020 to outline the actions the Town will undertake to operationalise Policy 113. The Implementation Plan was similarly informed by the findings of the engagement process outlined above, as actions were proposed internally and by the community across all three engagement periods.
7. The Implementation Plan was completed internally. It is recommended the development of the second iteration of the Implementation Plan in 2023 more directly involve local and CBD-based homelessness and emergency relief community organisations, with final drafts presented to community organisations for feedback and buy-in prior to being finalised.
8. The Town continues to work with relevant internal and external stakeholders regarding homelessness with a future focus being on an improved systems approach.

Impact

9. Policy 113 Homelessness – The Town's role includes five policy commitments, which form the five pillars of the Homelessness Policy Implementation Plan 2020-2023. Actions taken by the Town since July 2020 are tabled below under each policy commitment:

- a. *The Town will play an active role in homelessness prevention through providing information on services, resources and facilities to assist people who are homeless or at risk of homelessness.*

| Action | Notes |
|--|--|
| Develop a homelessness landing webpage for the Town's website | <p>A homelessness landing webpage was created in June 2020. The webpage aims to inform and build knowledge in the community. The page includes:</p> <ul style="list-style-type: none"> • Responses to frequently asked questions about homelessness. • Information on local inter-agency groups. • Information on how community members can help. • Contact details for emergency relief agencies and national and state phone help lines. • A copy of the Homelessness Policy Implementation Plan July 2020 – June 2023 and link to Policy 113 Homelessness – The Town's role. <p>The landing webpage has been viewed by the community over 500 times since it was created.</p> |
| Review and reprint 'Support for you and your family' service provider brochure | <p>The 'Support for You and Your Family' printed brochure details service providers close by or in the Town to support someone with their health, housing, food security and financial counselling needs. The brochure was initially developed in partnership with the Supporting People with Basic Needs group.</p> <p>The information contained within the brochure is also published and regularly updated on the Town's website. The emergency relief support webpage has been viewed by the community over 1500 times since June 2020.</p> <p>The Town is working with the City of Belmont and the Belmont/Victoria Park Emergency Relief Network to review the printed brochure. Given feedback from the network, there is a new focus on ensuring the brochure is of benefit to people who speak English as a second language or are of low literacy.</p> |
| Provide training to Town staff on homelessness and assisting people in need | <p>Homelessness awareness workshops were provided to staff in February 2021. The workshops aimed to provide staff with practical learning on homelessness and responding to someone who may be experiencing homelessness within their role.</p> <p>Sixty-three staff attended representing service areas including the Library, Customer Service, Parking, Rangers, Environmental Health, Communications, Finance, Aqualife, Leisurelife, Operations and Community Development. All staff who completed the feedback survey after the session reported an increase in knowledge of homelessness and confidence in dealing with homelessness.</p> |

- b. *The Town will work with community organisations to build their capacity to contribute to ending homelessness through the community funding program, facilitating partnerships and coordinating local action where appropriate.*

| Action | Notes |
|--|---|
| Provide support and assistance to the Healthy Relationships Strategy Group | <p>The Healthy Relationships Strategy Group is an inter-agency group representing service providers in the area of family and domestic violence (FDV). FDV is the leading cause of homelessness in Western Australia.</p> <p>The group meets regularly to share information and work collaboratively on projects with a focus on awareness raising, prevention and early intervention. The Town is the backbone organisation of the group and has been an active member since it was established in October 2017. Membership has remained stable since June 2020.</p> <p>Since June 2020, the group has been involved in the following projects:</p> <ul style="list-style-type: none"> • Developed a letter template to quickly respond to poor media reporting around FDV, and provide constructive advice to media outlets. • Installed a purple bench at 269 Albany Highway, Victoria Park for Homelessness Week in collaboration with the Town and the Centre for Women's Safety and Wellbeing (formally the Women's Council for Domestic and Family Violence Services WA). • Created a social media film on gender equity for the International Day of the Elimination of Violence Against Women in collaboration with the West Coast Eagles as part of the Community Benefits Strategy. |
| Provide support and assistance to the Belmont/Victoria Park Emergency Relief Network | <p>The Belmont/Victoria Park Emergency Relief Network is an inter-agency network of service providers that provide food relief, housing support, financial counselling and/or bill assistance across the Town and the City of Belmont.</p> <p>The Town supported Star Street Uniting Church to establish the group in June 2019 and continues to attend the quarterly meetings. The network has an information sharing focus, although, collaborations between agencies have formed as a result of connecting through the network. Membership waned during 2020, however, has increased since the beginning of 2021.</p> <p>The group is currently monitoring the impact of the reduced Jobseeker payments and the end of the moratorium on rent payment increases and evictions. Early signs indicate housing stress is on the rise, and the group is discussing the viability of developing a grass-roots advocacy campaign.</p> |
| Funds provided through the Community Funding program to address homelessness | <p>The Town provides funding to community organisations through the annual community funding program. In the 2020/2021 financial year, the Town received one funding application from a local community organisation to deliver services for people experiencing homelessness or at risk of homelessness. This successful application, from the Haven Inc., resulted in a \$1,000 contribution to the Haven's annual Christmas lunch and an additional \$6,000 for the provision of regular meals.</p> |

| | |
|---|---|
| | <p>The Town has received applications from other organisations delivering services for people who are experiencing homelessness or at risk of homelessness in previous years. In the 2019/2020 financial year, the Town received two funding applications. St Mary's Outreach Service was successful in securing \$9,684, as was the Essentials Collective which received \$6,172 from the Community Funding program.</p> |
| <p>Develop and deliver a communications plan to increase awareness of local community organisations</p> | <p>A communications plan is in development to increase awareness of local community organisations contributing to ending homelessness. The action aims to address the lack of knowledge of services available in the area that was demonstrated by the community during the homelessness policy review engagement in early 2020.</p> <p>The creation of the homelessness landing webpage and the service provider brochure are assisting with this aim in the meantime.</p> |

c. *The Town will proactively ensure public spaces and amenities are safe and inclusive.*

| Action | Notes |
|--|--|
| <p>Develop a Management Practice to guide Town responses to left belongings and rough sleepers on private property and in public areas</p> | <p>Practice 113.1 Responding to Reports of Homelessness was approved by the CEO in January 2021. The practice provides staff with a consistent, compassionate approach to responding to reports of rough sleepers in public areas or on private property and suspected left belongings.</p> <p>The practice also provides staff with a guide in which to provide accurate and consistent information to concerned community members.</p> <p>The practice was collaboratively formulated with the Customer Service, Community Development, Parking and Rangers, Environmental Health, Building Services, Compliance and Place Planning teams.</p> |
| <p>Develop response process for afterhours contact to external customer service provider</p> | <p>The Town contracts an external provider to answer phone calls to the Town outside of business hours. A guide was developed in February 2021 for the external provider to assist customers who are calling to report rough sleeping, begging, anti-social behaviour or left belongings, or are seeking emergency relief services. The guide is informed by Practice 113.1.</p> |
| <p>Develop internal process to waive impound fees for rough sleepers collecting left belongings</p> | <p>Practice 113.1 directs the Town to impound suspected left belongings if the owner cannot be found after a period of investigation.</p> <p>An internal process has been developed to ensure compassionate grounds is captured and considered an appropriate reason for waiving impound fees. Waiving the impound fee/s would be considered for someone who has no fixed address and has been rough sleeping in the Town.</p> |
| <p>Consider feasibility of funding an outreach service provider</p> | <p>Roo Force was contracted for a 13-week trial in mid-2020 to provide a community liaison service in the John Macmillan precinct. It was found that very few rough sleepers were in the precinct, and that most</p> |

disturbances reported in the park were caused by people visiting or living temporarily with relatives in the area.

Roo Force was awarded a further contract for 2020/2021 through a competitive expression of interest process. Roo Force continues to build positive relationships with and provides information and referral to all users of the park. There has been a reported reduction in antisocial behaviour occurring in the Macmillan precinct area as a result of interactions from Roo Force within the area.

- d. *The Town will collect accurate data to understand, monitor and respond to trends regarding homelessness in the community, and engage in evidence based advocacy with local, State and Federal governments.*

| Action | Notes |
|--|--|
| <p>Develop an internal reporting system to capture and monitor ongoing occurrences of rough sleeping and left belongings</p> | <p>The development of Practice 113.1 incorporated three new CRM categories for recording customer report numbers and Town responses to rough sleepers in public areas, on private property and suspected left belongings.</p> <p>Between November 2020 and April 2021, the following reports were recorded:</p> <ul style="list-style-type: none"> • 28 reports of rough sleepers in public areas. At least 11 of the reports were of the same four people. • Five reports of rough sleepers on private property. Four of the reports refer to the same group. • Eight reports of suspected left belongings. <p>Due to the short time period, no data trends have been demonstrated or determined at this time.</p> |
| <p>Participate in the City of Perth's Street Count</p> | <p>The Town joined the City of Perth's Street Count in October 2020. 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 across the Inner City region.</p> <p>A total of eight people were counted in the Town during the October 2020 Street Count.</p> <p>The Town aims to participate in the Street Count annually in order to monitor and compare numbers of rough sleepers between years.</p> |
| <p>Monitor extent of service delivery in the Town</p> | <p>The Haven and St Mary's Outreach Service continue to operate in the Town, providing meals, food hampers, showers, laundry services and health checks to people experiencing homelessness. Both organisations are well connected, expanding their offerings through forming partnerships with other organisations including One Voice (mobile showers) and Orange Sky (mobile laundry).</p> |

| | |
|--|---|
| | <p>Emergency relief providers are also well established in the Town. Emergency relief providers assist in preventing homelessness through providing food vouchers, bill assistance, financial counselling and tenancy advocacy.</p> <p>An assertive homelessness outreach provider is not located in the Town. Assertive outreach providers assist rough sleepers to access immediate accommodation, whilst also working to secure long term, stable accommodation. Rough sleepers in the Town have their immediate needs addressed, however, accessing pathways out of homelessness is restricted without case management support from an assertive outreach provider.</p> <p>The Town has formed relationships with assertive outreach providers based in the Perth CBD. As a result, assistance is provided by providers on occasion. However, it is ad-hoc and only where capacity permits. Recent conversations with the Salvation Army and Uniting WA has strengthened relations in this area.</p> |
| <p>Identify and action opportunities to advocate to local, State and Federal governments</p> | <p>The Town joined the Raise the Rate campaign in September 2020. Raise the Rate is a national campaign led by the Australian Council of Social Services, which calls on the Federal Government for a permanent increase to the JobSeeker payment. The Town’s involvement in the campaign came after a sharp increase was noted in the number of people living in the Town accessing JobSeeker and Youth Allowance after the COVID-19 lockdown period.</p> <p>The current JobSeeker payment sits below the Henderson poverty line. As a result, people receiving the payment have difficulty meeting their housing, food and other living expenses. This places people receiving the payments at risk of homelessness.</p> <p>The Town released a statement in September 2020 and five social media posts to create awareness of and encourage the wider community to support the campaign. The social media posts reached over 5,500 people.</p> <p>The Town also joined the Homelessness Outreach Collaboration Meeting in October 2020, chaired by Uniting WA. The meeting includes Inner City assertive outreach providers, mobile health services, the City of Vincent and City of Perth amongst other organisations and agencies.</p> <p>The meeting allows members to share information on emerging trends in rough sleeping and coordinate resources when hot spots are detected. The Town attends the meeting to advocate for assertive outreach support to the Town as required.</p> <p>The Town’s CEO and Mayor are members of the CEO-Mayor-Inner-City Group where homelessness is discussed and collaborative approaches emphasised.</p> |

- e. *The Town will raise awareness of the nature, impacts and challenges of homelessness and how the community can play a part in minimising the impact of and preventing homelessness in the community.*

| Action | Notes |
|--|--|
| Deliver a community awareness raising activity to promote understanding and support community-led action | <p>The Town in partnership with the Healthy Relationships Strategy Group, the Centre for Women’s Safety and Wellbeing and the Department of Communities (Housing) launched a purple bench in August 2020 for Homelessness Week.</p> <p>Purple benches have been appearing in public spaces in WA since 2018. Launched by the Centre for Women’s Safety and Wellbeing, purple benches serve to honour victims of domestic homicide and include a plaque with the contact details of the Women’s Domestic Violence hotline.</p> <p>The purple bench is located directly adjacent the Department of Communities (Housing) Victoria Park office – a place where families escaping domestic violence often turn to for housing assistance. The bench is also the first ‘bus stop’ purple bench for WA.</p> <p>A media release and social media campaign followed the launch event of the purple bench, to mark Homelessness Week and raise awareness of the link to family and domestic violence. The social media posts reached over 10,000 people.</p> <p>The bus stop purple bench remains an ongoing conversation starter at its permanent location at 269 Albany Highway, Victoria Park.</p> |

10. In summary, since July 2020 there has been a focus on improving the Town’s internal systems to align with Policy 113. Staff training and the development of a new management practice has been pivotal in ensuring a compassionate, consistent approach to responding to incidents of homelessness. Improved data collection methods have also resulted in the Town establishing baseline data on the extent of homelessness in the Town. This baseline data will allow the Town to understand how State and Federal policy levers as well as localised actions are impacting homelessness over time and offer information to inform evidence-based advocacy.

Community Feedback

11. Three community organisations were interviewed to provide feedback on the Town’s activities since the adoption of Policy 113. A fourth organisation was also booked to be interviewed, however, due to staff illness was not able to be interviewed in time for the report. All organisations were informed their feedback would be summarised, and in the interest of gathering honest feedback, their organisation would not be specifically identified against their individual responses.
12. Generally, the organisations were satisfied with the actions that had been undertaken by the Town. However, not all actions were known to the organisations, particularly actions completed internally or in partnership with agencies or local governments outside of the Town. This is not surprising, given the completion of internally-focused actions since July 2020.
13. The organisations were also asked to rate on a scale of 1-10 whether they felt the Town was meeting Policy 113’s policy objective *‘The Town of Victoria Park recognises that it has a social responsibility to*

play an active role in minimising the impact of and ending homelessness in the community'. Responses were mixed:

- a. Organisation 1 rated the Town as 'not very effective'. They consider the actions taken by the Town as 'dealing with the symptoms, not the problem' and although helpful, that housing is the real answer. They suggested more effort be made by the Town in lobbying State government to increase social and affordable housing in the Town.
- b. Organisation 2 rated the Town at a 10. They are satisfied with the Town's presence in and support of local networks, active dissemination of information across organisations, and the collaborative approach to addressing gaps. They recognised that mistakes might be made, but overall they consider the Town is working well in the space.
- c. Organisation 3 rated the Town at a 3-4. Their reasons included a lack of stable leadership in the Town's Community team, the removal of homelessness as a Council endorsed advocacy priority, the minimal FTE resourcing committed to homelessness and the 'silence' since the policy was adopted. Although they did recognise that work was happening 'behind the scenes' of which they were not fully aware and are supportive. The Town recognises that additional time and attention needs to and will be allocated to continually work with and update key local stakeholders as part of the implementation of the policy.

Return on Investment

14. Costs attributed to implementing Policy 113 between July 2020 – April 2021 are included in the following table. Note, all costs are approximate and not all administrative costs are included:

| Item | Notes | Cost |
|--|------------------------------|-----------------|
| Staff time (approx. 0.5 FTE L7/8 Community Development Officer) | Pro-rata, including on-costs | \$42,500 |
| Service provider brochure | | \$1,000 |
| Staff training | | \$7,100 |
| Roo Force liaison service | Pro-rata contract costs | \$42,000 |
| Street Count | | \$2,700 |
| Purple Bench project | | \$3,300 |
| Time provided by other service area staff – developing and implementing management practice, external communications development and delivery, line management | Not recorded | - |
| TOTAL | | \$98,600 |

15. The implementation of Policy 113 between July 2020 and April 2021 has cost approximately \$98,600. This investment has resulted in the delivery of the actions tabled above and the preliminary outcomes attributed to them. Due to the short reporting time period and the recent establishment of an internal reporting system, no data trends have been demonstrated to determine whether the investment has had a reportable impact on homelessness in the community.

Next Steps

16. COVID-19 will have an ongoing impact on housing stress and homelessness in the community. Shelter WA reports 'a second wave of homelessness' is imminent in Western Australia with the lifting of the moratorium on rental increases and evictions:
- a. *We have a perfect storm with house prices skyrocketing, a record low rental vacancy rate, residents returning from interstate and overseas as travel restrictions lift, and the acute shortage of social and affordable housing (Michelle Mackenzie, CEO Shelter WA).*
17. The Town is committed to continuing to progress the actions within the Implementation Plan and will move to work on actions with an external/community focus. This will be particularly important in addressing the continuing social and economic impacts of COVID-19 on the community. Actions will be undertaken by the Town in partnership with local organisations and will include, but are not limited to:
- a. Working with existing community networks on joint projects with a preventative or early intervention focus, including a family and domestic violence community awareness project with the Healthy Relationships Strategy Group and a housing advocacy campaign with the Belmont/Victoria Park Emergency Relief Network.
 - b. Implementing a multi-faceted communications plan to increase awareness of local community organisations which support people who are homeless or at risk of homelessness. It is likely people who have never been exposed to the welfare system may need to access these services for the first time due to COVID-19. Raising the profile of these services will ensure the community is aware of where they can go or refer people to for assistance.
 - c. Combatting misconceptions about homelessness – what classifies someone as 'homeless', how someone might become homeless, and the different types of support someone might need to end their homelessness, which will assist in building empathy, understanding and cohesion in the community. The Town will leverage significant weeks, such as Homelessness Week, to continue to engage community in these conversations.
18. The Town acknowledges that homelessness is not isolated to the Town, and to play an active role in ending homelessness, the Town needs to be involved in the actions taking place in the region and in Western Australia more broadly. The Town will continue to work collaboratively with the City of Perth and organisations within Uniting WA's Homelessness Outreach Collaboration Meeting. Town staff also met with representatives from Shelter WA and the WA Alliance to End Homelessness in March 2021 to discuss how the Town can link in with the strategic work they are leading in the sector. The Town will be seeking further advice and assistance from Shelter WA.

Relevant documents

[Policy 113 Homelessness – The Town's role](#)

[Homelessness Policy Implementation Plan July 2020 – June 2023](#)

[Shelter WA article, 5 March 2021](#)

Further consideration

19. At the Policy Committee meeting held on 24 May 2021, the committee discussed when the policy should next be reviewed, based on delivery of the implementation plan and other outside factors such as State and Federal budgets and elections.
20. Clause 6. has been updated since the Policy Committee meeting to reflect the Implementation Plan being finalised in 2020. Previously the clause stated the plan was finalised 2021, which was incorrect.

21. A question was asked about the timeframe in the management practice for Rangers to respond. On receiving a report – internal, external or from the Town’s afterhours customer service provider, a CRM action is created. Rangers receive the CRM action and attend within 24 hours, following the Management Practice 113.1 procedures.
22. The recommendation has been updated since the Policy Committee meeting to include a review of Policy 113 by June 2022. The financial implications table has also been updated to address the implications of this recommendation.

15.2 Implementation and Effectiveness of Policy 223 - Fleet Management Light Vehicles

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | John Wong, Donna Smith, Rachel Guilfoyle |
| Responsible officer | Nicole Anson |
| Voting requirement | Simple Majority |
| Attachments | 1. Policy-223- Light- Vehicle- Fleet- Management OCM attachment [15.2.1 - 3 pages] 2. CONFIDENTIAL - Graph Fleet size [15.2.2 - 1 page] |

Recommendation from the Policy Committee:

That Council:

1. Notes in this report the effectiveness of Policy 223 Fleet Management Light Vehicles and the changes made to the management of the Town's light fleet resulting from the adoption of this policy on 16 June 2020.
2. Requests the Chief Executive Officer to report to the Council by June 2022 on the effectiveness of Policy 223 for the financial year 2021/22, including the size of the reduction in the Town's light fleet and any targets for future reductions.

Purpose

In accordance with Council's resolution made on 16 June 2020, this report provides Council a high-level summary of the effectiveness of and the changes that occurred in the fleet management of light vehicles in the Town as a result of the adoption of Policy 223 Fleet Management Light Vehicles (Policy 223).

In brief

- Since Council's adoption of the Policy 223 in June 2020, the Town's light fleet number has continued to decrease.
- Several measures have been actioned to achieve positive results for environmental, cost effective and more optimal vehicle management outcomes.

Background

1. At its meeting on 16 June 2020, Council adopted the revised Policy 223 Fleet Management Light Vehicles with the following resolution:
 1. Rescinds Policy 223 Private use of Town vehicles.
 2. Adopts Policy 223 Fleet Management Light Vehicles.
 3. Requests the Chief Executive Officer to report to Council by the June 2021 Council meeting on the effectiveness of Policy 223 and any changes in the fleet management of light vehicles in the Town as a result of this policy.

Strategic alignment

| Environment | |
|--|--|
| Strategic Outcome | Intended public value or impact |
| CL05 - Innovative, empowered and responsible organisational culture with the right people in the right jobs. | Assist in offering tools to help the organisation employ the best staff for the job. |
| CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community. | Ensure that the vehicles the Town uses are fit for purpose and offer the best value for money. |

Engagement

| Internal engagement | |
|------------------------|--|
| Stakeholder | Comments |
| People and Culture | Implementing changes in line with Policy 223 |
| C-Suite | Noted the changes achieved to date |
| Council car custodians | No major issues identified |

Legal compliance

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

Risk management consideration

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

| | | | | | | |
|------------------|---|----------|--------|------|-----|--|
| Reputation | Community concerns of the potential lack of transparency of the management of the Town's fleet. | Moderate | Likely | High | Low | Treat risk by ensuring that Council, through this report, has a good level of oversight of and is comfortably familiar with the fleet management changes adopted since June 2020 such that Elected Members may be in a position to respond to some of the more sensitive questions which community members may pose from time to time. |
| Service delivery | | | | | | Medium |

Financial implications

| | |
|------------------------------|--|
| Current budget impact | Not applicable. Sufficient funds exist within the annual budget to address any financial impact that may arise out of the process of reducing the Town's fleet size. |
| Future budget impact | Not applicable. |

Analysis

- Officers have reviewed the effectiveness of Policy 223 (new policy) and have been actively pursuing the appropriate opportunities to reduce the number of light fleet since policy adoption. In line with the new policy, 10% of the light fleet vehicles have been permanently removed since the start of the financial year. This achievement aligns with clause 18 of the policy, **phasing out of light fleet with low levels of operational requirements.**
- There are still some further vehicles which may be relinquished over the next twelve months depending on the outcome of some localised organisation structural changes and conversations with the affected staff members.
- Though there is a theoretical fleet size that should be retained to ensure that the minimum level of the Town's operational need is maintained, some of the private use light fleet to be relinquished in future may initially be converted into dedicated pool cars for work use by all staff.

5. The new practice of not offering Council cars to certain new employees had a significant influence on the fleet size reduction since June 2020. Since the adoption of the new policy, no Council car has been offered to any newly appointed staff member.
6. The staff fortnightly contribution rate for private use of a Council car has been reviewed based on the latest publication of annual car maintenance cost by the Royal Automotive Club (RAC) and it has been recommended that an increase will be applied to the affected staff from 1 July 2021.
7. Considering the achievement of the above changes alone within the first year of policy adoption, the new policy was considered to be effective.
8. Other areas of change that have been initiated include:

In line with the **value of vehicles** and **vehicle purchase and selection** considerations as per lines 4 to 9 of the new policy, the Town continued to only replace light fleet with the most cost-effective models such as Subaru Impreza and Toyota Corolla. These vehicles are better equipped with safety features, have a relatively lower purchase price and maintenance cost within this vehicle category and continued to fetch a high resale price.

In line with the **environmental and vehicle disposal** considerations as per line 10 of the new policy, a hybrid Toyota Corolla was purchased to replace a Council car which had reached its optimal replacement age. A high auction value was also achieved through the sale of the old car. In addition, carbon footprint of the Town's fleet vehicles has been measured and the associated annual carbon offset payment will be made when it is due.

To further optimise the use of the Town's light fleet for operational needs as per the requirements of the Town's Fleet Management Practice, an electronic booking system has been set up using MS Outlook calendars. This approach helped staff to quickly determine vehicle availability throughout the week and organise their operational trips accordingly.
9. Officers will continue to review the effectiveness of this policy and make recommendations for amendments if found to be required in future.

Relevant documents

Not applicable.

Further consideration

At the Policy Committee meeting held on 24 May 2021, the committee discussed the following:

10. The committee asked how many vehicles had been removed from the light fleet and were advised that five have been removed.
11. The committee asked about the theoretical fleet size that should be maintained and were advised that it was 41 vehicles but that it is subject to review. They also asked which service areas those 41 vehicles would be split between and this was taken on notice.
12. Since the Policy Committee meeting, the following information is provided to address the question:

| Service Areas/Locations | Current Fleet size | Theoretical Operational need |
|--|---------------------------|-------------------------------------|
| a. Under Chief Financial Officer | | |
| Parking/Rangers/ Library/Leisurelife/Aqualife | 13 | 13 |

b. Under Chief Operations Officer

| | | |
|---|----|----|
| Infrastructure Operations/Technical Services/Project Management | 18 | 15 |
|---|----|----|

c. Under Chief Community Planner

| | | |
|---|----|---|
| Environmental Health/Planning and Building Services | 10 | 4 |
|---|----|---|

| | | |
|------------------------|---|---|
| d. Dedicated pool cars | 5 | 9 |
|------------------------|---|---|

| | | |
|------------------------------------|-----------|-----------|
| Total number of light fleet | 46 | 41 |
|------------------------------------|-----------|-----------|

Note that the above numbers are subject to future reviews based on operational needs.

13. The committee asked why there is reference to vehicle maintenance costs from the RAC for the staff contribution rate when the policy states that the contribution rate is based on Senior Officer's Vehicle Scheme and subject to annual review and amendment by the Salaries and Allowances Tribunal. The committee were advised that the RAC rates apply to existing staff as legal advice was received that changes to the policy cannot amend contractual conditions that already exist. The rate for any new contracts with newly allocated vehicles would be based on the Senior Officer's Vehicle Scheme however, no new vehicles have been allocated in the last 12 months.

15.3 Review of Policy 203 – Stormwater runoff containment

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Frank Squadrito |
| Responsible officer | John Wong |
| Voting requirement | Simple majority |
| Attachments | <ol style="list-style-type: none"> 1. Current Policy 203 Stormwater runoff containment [15.3.1 - 2 pages] 2. Amended copy of Policy 203 Stormwater runoff containment [15.3.2 - 2 pages] |

Recommendation from the Policy Committee:

That Council:

1. Revokes the existing Policy 203 – Stormwater runoff containment;
2. Adopts the new Policy 203 – Stormwater runoff containment as attached.

Purpose

To review the content of Policy 203 - Stormwater Runoff Containment (Policy 203).

In brief

- At its meeting of 21 April 2020, Council adopted a work plan to review several policies. Policy 203 was identified as one of the policies identified for review.
- The Town has reviewed Policy 203, and several changes are required. The revised policy as attached is presented for adoption by Council.

Background

1. The last review and amendments to Policy 203 were made in the Council item of 20 August 2019 (Council resolution 148/2019). This amended the policy to bring it in line with the current policy template.
2. Council resolution 384/2020 of 21 April 2020 adopted a work plan to review several policies, and Policy 203 was identified to be completed by April 2021. The Town has now completed its review, with recommended changes attached.

Strategic alignment

| Environment | |
|--|--|
| Strategic outcome | Intended public value outcome or impact |
| EN02 - A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around. | Providing a transport network that is safe for movement during storm events. |
| EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed. | Providing a public drainage system that will accommodate 1 in 100-year storm events. |

Engagement

| Internal engagement | |
|---------------------|---|
| Street Operations | General support of Policy 203 as attached. Ensure that liabilities related to the direct connection of private stormwater pipes to the Town's drainage system are avoided. |
| Street Improvement | General support of Policy 203 as attached. Avoid direct connection of private stormwater pipes to the Town's drainage system. Ensure the Town's sumps accommodate 100-year storm events as stormwater from private properties will overflow onto the Town's catchment areas. Officers also referred to the Town's Drainage Master Plan (with input from Curtin University) and stormwater management policies of other Councils. |
| Place Planning | General support of Policy 203 as attached. Consider opportunities to accommodate micro parks adjacent to drainage sumps where suitable. |
| Asset Planning | Recognised the need to undertake further drainage asset condition audits. |

Legal compliance

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

[Local Government Act 1995 s.3.25\(1\) Schedule 3.1\(1\)](#)

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|----------------------|---|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | The Town being requested to compensate for liability claims related to damages sustained in the dwelling or commercial areas within private properties having been flooded repeatedly as a result of the Town's rejection of their elevated building pad design (and their insurers | Medium | Possible | Moderate | Low | Treat risk by allowing building pad designs to be elevated where appropriate within high-risk drainage areas as identified in Intramaps. Continue to invest in the provision of drainage overland flow path creation as part of road renewal works. |

| | | | | | | |
|--|---|--------|----------------|----------|--------|--|
| | stopped providing them coverage). | | | | | |
| Environmental | Excessive amount of hydrocarbons infiltrating into the ground water system. | Medium | Almost Certain | Minor | Medium | Keep drainage sumps accessible by maintenance machinery such that ongoing basin desilting and clean up works can be performed. |
| Health and safety | Flooding of private properties. | High | Likely | Moderate | Low | Maintain the Town's overland flow paths to ensure that stormwater continues to flow into drainage sumps. |
| Infrastructure/ ICT systems/ utilities | Lack of budget to upgrade drainage pipes and pits to accommodate the 100 year events. | High | Almost certain | Moderate | Medium | Continue to design and reshape roads to accommodate overland flow paths in known drainage hotspots as part of the annual road renewal program. This is many folds cheaper than the cost of designing and upgrading pipes and pits. |
| Legislative compliance | N/A | | | | Low | |
| Reputation | N/A | | | | Low | |
| Service delivery | Flooding within private properties as seen in NSW in March 2021. | Major | Almost certain | Extreme | Medium | Treat risk by ensuring that the Town's drainage system, including drainage sumps, are retained and maintained at a level accommodating 100-year storm events wherever practical. |

Financial implications

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

Analysis

3. Based on assessments undertaken by Technical Services and Street Operations on stormwater management plans over the past ten years, it is recommended that to prevent property flooding, builders and developers should provide private drainage systems adequate to accommodate stormwater runoff containment requirements of a 100-year storm event.
4. Beyond the ten-year history of the Town, some private properties have had consistent property flooding on an annual basis. This is primarily due to inadequate onsite drainage systems, and as a result, their insurance companies have threatened to reject future coverage of their properties.
5. One of the solutions adopted by the Town is to recommend and permit developers/builders to build higher building pad levels within low lying areas as identified in the Town's GIS system.
6. It is important to avoid private stormwater pipe connections to the Town's drainage pipe system as most of the Town's pipe network has already reached the design capacity. This can also prove costly through retrofitting and increased maintenance.
7. Once a private drainage pipe is connected to the Town's network, it becomes the Town's responsibility to attend to flooding complaints and attend to maintenance immediately. This increases the financial, reputational and service level risk of the Town's drainage pipes not accommodating stormwater flow at its designed capacity.
8. It is important to ensure that proponents provide onsite stormwater retention rather than relying on the Town's municipal drainage network.
9. Developments proposed in low lying flood-prone areas will have their stormwater management plans assessed by the Town on a case-by-case basis.
10. Therefore, it is recommended that the committee supports the recommendation to Council to adopt the amended Policy 203 as attached, which contains tracked changes.

| Change | Reason |
|--|---|
| <i>Change to Policy Objective to include general stormwater retention requirements.</i> | Policy to provide further guidance for stormwater disposal requirements from private property into the Town's drainage n |
| <i>Definitions included.</i> | Some technical terms in the policy need to be defined to readers. Terms defined include Permissible Site Discharge (PSD) and Annual Exceedance Probability. |
| <i>Policy Statement clause 1 amended to allow consideration of off site discharge only if the 1%</i> | Direct connections to the Town's stormwater drainage are not favoured due to insufficient existing capacity in the piped system. Only in situations where on-site disposal is |

| | |
|--|---|
| <i>AEP stormwater event cannot be practically contained.</i> | absolutely impractical should a direct connection be considered. |
| <i>Policy Statement clause 2 amended to require both residential and commercial proponents to provide justification for off site stormwater disposal.</i> | To provide guidance and consistency for both residential and commercial developments. Standard development conditions require all stormwater to be retained onsite, however in many cases this may not be practical in major storm events where overflow onto the Town's road network is likely to occur. |
| <i>Policy Statement clause 4 removed.</i> | Refers to residential properties. The policy should apply to all residential, commercial and industrial properties within the Town. |
| <i>New policy Statement clause 4 added to replace previous clause which requires a minimum height of building pad level to be 300mm above the 1%AEP flood level for properties in known flood prone locations.</i> | To prevent flooding to properties in low lying areas. Advice notes are generally provided to planning officers when dealing with property developments in known hot spot locations where flooding is a concern. |
| <i>Policy Statement clause 5 amended to remove the reference to connection fees in the Schedule of Fees and Charges.</i> | There is no one simple situation where a fee to connect to the Town's stormwater system can reasonably be imposed. It is expected that the proponent will cover the full cost of a direct connection if allowed. |

Relevant documents

[Local Government Guidelines for Subdivisional Development \(Page 96\) published by Department of Planning, Lands and Heritage](#)

[Urban Water Management Plans \(page 5\) published by Department of Water](#)

Further consideration

At the Policy Committee meeting held on 24 May 2021, the committee discussed the following:

11. The committee asked whether the policy only applied to residential and commercial properties and were advised that the main intent of the policy is to remove existing and future private connections from residential and commercial properties.
12. Discussion was had on whether the name could be changed to include reference to residential and commercial.
13. The committee asked whether the policy could include permeable paving. They were advised that it was unsure whether the Town could legislate that on private property and took the question on notice.
14. The committee asked whether the low-lying areas with 1 in 100-year drainage issues are visible on the public GIS system. This was taken on notice. They also asked whether any Town assets were in the low-

lying areas. They were advised that most sumps are Town owned but took on notice whether any Town-owned buildings were in the areas.

15. The committee asked that the red underlining and comment boxes between staff be fixed before the report is presented to Council.

15.4 Review of Policy 202 - Directional Signs

| | |
|----------------------------|---|
| Location | Town-wide |
| Reporting officer | Frank Squadrito |
| Responsible officer | Natalie Adams |
| Voting requirement | Simple majority |
| Attachments | 1. Policy-202- Directional-signs [15.4.1 - 2 pages] |

Recommendation from the Policy Committee:

That Council receives the review of Policy 202 – Directional Signs, as attached.

Purpose

To review the content of Policy 202 – Directional Signs (Policy 202).

In brief

1. At its meeting of 21 April 2020, Council adopted a work plan to review several policies. Policy 202 was identified as one of the policies to be reviewed.
2. Operations have reviewed Policy 202 and do not see any merit in changes. It is therefore presented to the committee for recommendation in its last revised form.
3. The policy relates to requests for directional signs within road reserves, predominantly received from hospitals, churches or places of worship, educational institutions, community centres, major sporting organisations or facilities, major tourist attractions or facilities and non-commercial sporting and community facilities.
4. Facilities must be of wider benefit to the community. General commercial business operators/shops are excluded.
5. All expenses to install directional signage within the road reserve will be at the applicant's cost upon an assessment undertaken by the Street Improvement Service Area.

Background

1. Council last amended Policy 202 on 20 August 2019, resolution number 148/2019, item 10.1.
2. Council resolution 384/2020 of 21 April 2020 adopted a work plan to review the number of policies, and Policy 202 was identified to be completed by March 2021. Operations have now completed its review, and no amendments are proposed.
3. The policy's objective is to guide the provision, erection and maintenance of directional signs within road reserves.
4. The policy provides numerous criteria that must be met before it can consider the installation of a directional sign, such as concise wording, letter height, colour, conditions of approval and general conformance to relevant Australian Standards.

Strategic alignment

| Environment | |
|--|--|
| Strategic outcome | Intended public value outcome or impact |
| EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around. | Directional signage within the road reserve pertaining to important community places or facilities helps guide all road users when navigating the Town's road network. |

Engagement

| Internal engagement | |
|---------------------|--|
| Stakeholder | Comments |
| Place Planning | No amendments envisaged. |
| Technical Services | Reviewed Policy 202 and are of the opinion that Policy 202 is still relevant and fit for purpose with no changes required. |
| Operations | Accepted the policy as is. Operationally no issues have been identified that would result in any changes. |

Legal compliance

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

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|----------------------|--|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | Administrative costs associated with assessment and installation of directional signage could be higher than the Town's fees and charges per application received. | Minor | Likely | Medium | Low | TREAT – Street Improvement/Operations Business Unit to communicate logistical concerns back to applicant early to determine other options of placing signage on ground posts rather than major assets such as street lights. |
| Environmental | Not applicable | | | | | |

| | | | | | | |
|--|--|-------|----------------|--------|--------|--|
| Health and safety | Not applicable | | | | | |
| Infrastructure/ ICT systems/ utilities | Directional signage damaged or vandalised. | Minor | Almost certain | Medium | Medium | Transfer – Customer may be notified. Costs to rectify issues or replace directional signage are borne by the original applicant. |
| Legislative compliance | Signage doesn't comply with AS 1742.15. | Minor | Unlikely | Low | Low | Transfer - Contractor/Business used to manufacture signage would be well aware of Australian Standards. |
| Reputation | Not applicable | | | | | |
| Service delivery | Not applicable | | | | | |

Financial implications

| | |
|------------------------------|---|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation as payment is received by the applicant prior to initiating any works on site. |
| Future budget impact | There are no future budget impacts. |

Analysis

5. The scope of Policy 202 and the conditions prescribed are deemed adequate. Therefore, no further changes are required to the content contained in the policy.
6. No historical issues have been brought to the attention of Technical Services that would change the policy's intent. The policy aims to provide directional signage to places of community importance such as:
 - a) hospitals,
 - b) police stations,
 - c) universities or technical colleges,
 - d) schools,
 - e) places of worship,
 - f) major sporting organisations or facilities,
 - g) major tourist attractions or facilities, and
 - h) non-commercial sporting and community facilities.

Relevant documents

[Policy 202 - Directional Signs](#)

15.5 Adoption of Policy 105 - Advocacy

| | |
|----------------------------|---|
| Location | Town-wide |
| Reporting officer | Roz Ellis |
| Responsible officer | Anthony Vuleta |
| Voting requirement | {voting-requirement} |
| Attachments | 1. Policy 105 Advocacy [15.5.1 - 4 pages] |

Recommendation from the Policy Committee:

That the item be referred back to the Chief Executive Officer for presentation at the June 2021 concept forum, in accordance with section 89 of the *Meeting Procedures Local Law 2019*.

Purpose

This report seeks Council endorsement for the proposed Policy 105 Advocacy, in response to a Council resolution in December 2020.

In brief

- At the December 2020 Ordinary Council Meeting, Council resolved to request an Advocacy Policy be developed and reported to May Policy Committee.
- There has been concern raised by Council on the management of advocacy activity and reporting.
- In undertaking this review, the Town has looked holistically what advocacy seeks to achieve in comparison to the systems of government and private grants, donations and subsidies.

Background

1. Under Policy 001 Policy management and development, a policy response was identified as required due to:
 - a. meet the Town's strategic objectives
 - b. community need or expectation
 - c. advocacy on issues that Council considers to be significant
 - d. as a result of a Council resolution (576/2020) Requests the Chief Executive Officer to develop a draft Advocacy Policy and present a report to the Policy Committee by May 2021.
2. A core function of Council is advocacy. As the Town's population continues to grow so does the demand for supporting infrastructure, services and programs. The Town aims to directly and indirectly influence and ultimately collaborate with decision-makers and key stakeholders to realise its advocacy priorities, to effect change for the benefit of the community.
3. Advocacy priorities should reflect the community's needs and desires. Councils are ideally placed to undertake advocacy on behalf of and alongside their communities. Advocacy efforts in the local government context are increasingly focused on transformative policy and projects that have a whole of district impact.
4. As a general principle, Advocacy Projects have been endorsed by the Council annually.

Strategic alignment

| Civic Leadership | |
|--|---|
| Strategic outcome | Intended public value outcome or impact |
| CL03 - Well thought out and managed projects that are delivered successfully. | When projects, programs or strategies are adopted they can include a level of rigor and consideration relating to funding and partnership models. |
| CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community. | The Town may not need to deliver certain projects or programs but can find ways to partner with community organisations. Town projects can be delivered in a sustainable way that is not dependant on rates. |
| CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided. | Advocacy outcomes and strategy is all of Council and Administration and is aligned to the right person doing the advocacy at the right level. |
| CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making. | In order to be effective advocacy needs to engage the correct people as both advocates and audience. This means that the advocate must be the 'right inviter'; this is the person(s) who has the requisite knowledge, authority and tools. Our role is to provide and facilitate an environment in which the right people are empowered to be Advocates |

| Economic | |
|--|--|
| Strategic outcome | Intended public value outcome or impact |
| EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. | We recognises the imperative to innovate, problem solve and create new opportunities to remain relevant in a global environment that is marked by rapid social and technological change. |

| Social | |
|--|--|
| Strategic outcome | Intended public value outcome or impact |
| S02 - An informed and knowledgeable community. | This includes programmed activities such as making public submissions, direct lobbying, delegations, face to face meetings, correspondence, media activities and public campaigns. |

Engagement

| Internal engagement | |
|---------------------|---|
| Stakeholder | Comments |
| CEO Office | Scope and inclusions |
| Governance | Legislation |
| Exe Assistants | Process changes |
| IT | Process change to CRM and records management, future system reporting |
| Communications | Media, framework development, roles and responsibilities |

| Other engagement | |
|------------------------------|--|
| Andrew Hammond Consultant | Review and benchmarking against similar organisations. |

Legal compliance

[Section 1.3 of the Local Government Act 1995](#)

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--|---|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | Not having a focus advocacy approach could result in the Town not benefitting from finance support. | low | Likely | med | Low | TREAT risk by adopting an annual advocacy focus that is resourced and supported. |
| Environmental | Not Applicable | | | | | |
| Health and safety | Not Applicable | | | | | |
| Infrastructure/ ICT systems/ utilities | Not Applicable | | | | | |

| | | | | | | |
|------------------------|---|------|-----|-----|--------|---|
| Legislative compliance | Conflicts of interest relating to advocacy are not managed effectively. | high | low | med | Low | TREAT risk with effective systems and transparent reporting. |
| Reputation | Unfocussed approach to advocacy. | low | low | Low | Low | TREAT risk with clarification on expectations and focus projects, report accordingly. |
| Service delivery | Project delivery could be at risk without the support of external stakeholders. | Med | med | med | Medium | TREAT with management of community expectations and transparent reporting on advocacy reporting activity. |

Financial implications

| | |
|------------------------------|--|
| Current budget impact | Sufficient funds do not exist within the 2020/2021 budget. |
| Future budget impact | Funds have been listed for consideration for the management of the advocacy portfolio in the draft 2021/2022 budget. |

Analysis

5. The proposed Town Advocacy Policy builds on the principles of Policy 103 Communications and Engagement and aims to align advocacy activity with stakeholders is proactive and targeted towards a mutual outcome.
6. The attached policy sets to provide details of each agreed Advocacy Project including:
 - (a) the identified problem and proposed solution;
 - (b) intended courses of advocacy action over the forthcoming year;
 - (c) the resources required; and
 - (d) identified lead personnel.
7. The policy outlines progress reporting based on the agreed direction that is then reported on quarterly, to align to the intent of the December Council resolution.
8. The policy acknowledges that success in the pursuit of Advocacy Projects rests with external decision makers amid a competing array of stakeholder groups and interested parties.
9. Actions and activities contained within the Annual Advocacy Program will be used as an indicator of performance.

10. The Town will need to invest in resources and technology to accurately report on Advocacy activities. These funds have been included in the 2021/2022 draft budget.
11. Australia wide bench marking was completed in the development of this policy.
- a. Wyndham – Victoria; keep the execution of advocacy internal as part of a governance and strategy model. The Council created a prioritisation framework and campaigns are run to support the advocacy efforts. Their challenge is a disengaged and socially disadvantaged community. The focus of their efforts is based on resources for socially disadvantaged and education. The City is a safe seat area at Federal and State level. You can see project specific content here: <https://www.wyndham.vic.gov.au/advocacy>
 - b. Broken Hill – New South Wales; The Council advocacy efforts are focussed on the diversification of economy in the area (to move away from mining) and to attract new residents to live in the Town. You can see project specific content here [Broken Hill: A Blueprint – Advocating For Our Future | Broken Hill City Council \(nsw.gov.au\)](#)
 - c. Mitchell Shire – Victoria; The Council’s focus on advocacy efforts is related to public policy influence policy decisions, directions and resourcing assistance by State and Federal Government , to deliver services and assets to our existing and emerging communities. It ensures that Council’s advocacy is aligned with Mitchell Shire Council vision for the community, Council Plan and any other relevant strategic documents or policies.[Mitchell Shire Council Advocacy Policy](#)
 - d. City of Perth – Western Australia; The Council includes advocacy efforts and focus areas into the Strategic Community Plan. The focus of the SCP is on forming partnerships, platforms and facilitation efforts to provide a collaborative approach to meeting community expectations with a focus on business.
 - e. The City of Swan – Western Australia; The Council has set a number of strategically significant priorities to enrich the lifestyle of our residents and ratepayers with a focus on roads and transport. These priorities are set and approved by Council at the beginning of each calendar year [Advocacy Priorities \(swan.wa.gov.au\)](#)

Relevant documents

[Policy 014 Appointment to outside bodies](#)

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

[Policy 024 Event attendance](#)

[Policy 103 Communications and engagement](#)

Further consideration

12. At the Policy Committee meeting held on 24 May 2021, the committee questioned whether the reference to advocacy projects in the proposed policy was the same as the annual advocacy priorities that Council has endorsed since 2019. They were advised that it is. It was questioned why they had been given a new name and the committee were advised that it is so that they can be resourced and budgeted.
13. The committee asked whether it was proposed that the development of advocacy priorities be changed so that they are Town-led rather than Council-led. The committee were advised that it is proposed that a Council workshop be convened in November of each year where attendees are to consider endorsing new advocacy projects, retaining or deleting existing advocacy projects and monitoring progress made

with the previous years' advocacy program. The Chief Executive Officer would then prepare a draft annual advocacy program for endorsement by the Council at the next possible Council meeting, reflecting the outcomes of the workshop.

14. The committee asked whether it is proposed that the Town limit all its advocacy efforts to only those things identified as advocacy projects annually. The committee were advised that it is intended that advocacy efforts, organisational resourcing and reporting will be based on five priority projects. Further social advocacy would be reported and resourced outside of the policy and be included in independent strategies. This is aligned to the Council report that requested a policy was developed.
15. The committee questioned whether this policy should include budget advocacy and advocacy to other levels of government. It was advised that this would happen through the priorities adopted by Council. It was raised by the committee that it was expected that these types of advocacy would be included in the policy.

15.6 Independent Audit Report and Annual Financial Report 2019-2020

| | |
|----------------------------|--|
| Location | Town-wide |
| Reporting officer | Stuart Billingham |
| Responsible officer | Michael Cole |
| Voting requirement | Simple majority |
| Attachments | <ol style="list-style-type: none">1. KPMG Report to Audit and Risk Committee [15.6.1 - 19 pages]2. 02750 Annual Report 19-20 Revised A 4- Low Res [15.6.2 - 34 pages]3. 2020 Annual Financial Statement Final [15.6.3 - 60 pages]4. Opinion Town of Victoria Park 30 June 2020 [15.6.4 - 2 pages] |

Recommendation from the Audit and Risk Committee:

That Council:

1. Receives the Audit Completion Report and draft Independent Auditor's Report (Note – yet to be provided).
2. Accepts the Annual Report 2019/2020 and the Annual Financial Report for the 2019-2020 financial year, as attached.
3. Requests the Chief Executive Officer to convene a Special Council Meeting, to be held at 6pm on Tuesday 4 May 2021 in the Council Chambers, 99 Shepperton Road, Victoria Park WA 6100, for the purpose of considering the Independent Audit Report and Annual Financial Report 2019-2020.
4. Requests the Chief Executive Officer to convene the Annual Meeting of Electors, to be held at 6pm on Thursday 20 May 2021 in the Council Chambers, 99 Shepperton Road, Victoria Park WA 6100, for the purpose of presenting the annual report for 2019/2020 and any other general business.

Purpose

To present the Audit Completion Report, Independent Auditor's report and the Annual Report 2019-2020, inclusive of the Annual Financial Report for that year, and set the date for the Annual Meeting of Electors.

In brief

- As part of the Council's committee structure, the Audit and Risk Committee has been established to review areas of an audit or risk/compliance nature. The Audit completion report, draft Independent Auditor's report and the audited Annual Financial report are presented as attachments to this report.
- The Annual Financial Report gives a true and fair view of the financial position of the Town of Victoria Park as at 30 June 2020 and of its financial performance for the year ended on that date.
- The Annual Financial Report complies with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulation 1996* and the Australian Accounting Standards.

Background

1. Each year, as part of Council's audit process, an Independent Audit is undertaken to assess the Annual Financial Report and the legitimacy and accuracy of the Town's accounts. An independent Audit Report

is then produced by the Auditor. The Auditor, after completing the audit, is to forward a copy of the audit and / or management report to -

- (a) The Mayor
 - (b) The Chief Executive Officer
 - (c) The Minister, via the Department of Local Government, Sport and Cultural Industries
2. The Independent Audit Report is also required to be included in Council's Annual Report. Any issues arising from the Independent Audit Report are to be investigated and action taken to resolve those issues.

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 annual financial position and performance of the Town so Council and public can make informed decisions for the future. |
| CL10 - Legislative responsibilities are resourced and managed appropriately, diligently, and equitably. | Ensure Town meets its legislative responsibility in accordance with Sect. 7 of the Local Government Act 1995. |

Engagement

| Internal engagement | |
|--|---|
| Service Area Leaders and Senior Management | Service area leaders were consulted and engaged during the external annual audit to provide information and responses to auditor enquiries. |

| External engagement | |
|---|--|
| Tamala Park Regional Council | Tamala Park Regional Council were contacted to obtain responses to additional auditor enquiries. |
| Mindarie Regional Council | Mindarie Regional Council were contacted to obtain responses to additional auditor enquiries. |
| Griffin Valuers | Griffin valuers were contacted to obtain responses to additional auditor enquiries. |
| Tallis | Tallis were contacted to obtain responses to additional auditor enquiries. |
| Western Australian Treasury Corporation | Western Australian Treasury Corporation (WATC) were contacted to obtain responses to additional auditor enquiries. |

Legal compliance

[Local Government Act 1995 Sect 7](#)

[Local Government Act 1995 Sect 5.27](#)

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

[Australian Accounting Standards](#)

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|--|--|--------------------|-------------------|--------------------------|-------------------------|--|
| Financial | Council not accepting Independent Auditor's report | Moderate | Unlikely | Medium | Low | TREAT Risk by providing reasoning and detailed explanations to Council to enable informed decision making. |
| | Misstatement or significant error in Annual Financial Report | Major | Unlikely | Medium | Low | TREAT risk by conducting daily and monthly reconciliations and internal audits. External internal audits and audit of annual report. |
| | Fraud and illegal acts | Major | Unlikely | Medium | Low | TREAT risk by ensuring stringent internal controls, internal audits and segregation of duties. |
| Environmental | Not Applicable | | | | | |
| Health and safety | Not Applicable | | | | | |
| Infrastructure/ ICT systems/ utilities | Not Applicable | | | | | |
| Legislative compliance | Annual financial report not | Moderate | Unlikely | Medium | Low | TREAT risk by engaging with |

| | | | | | | |
|------------------|---|----------|--------|------|-----|--|
| | complying with the requirement of the <i>Local Government (Financial Management) Regulations 1996</i> | | | | | external auditors to audit the annual financial statements. |
| Reputation | Council does not accept the Independent Auditor's report, and this delays the Annual Meeting of Elector's | Moderate | Likely | High | Low | TREAT risk by ensuring council have been kept up to date in relation to current delays with the external audit, which have been out of the Town's control. The proposed meeting date is the soonest possible date following adoption of the Auditors report post OCM and within regulatory requirements. |
| Service delivery | Not applicable. | | | | | |

Financial implications

| | |
|------------------------------|--|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact | Acceptance of the Annual financial report will confirm the closing financial position for the 2019-2020 financial year which was estimated during the preparation of the 2020-2021 Annual Budget. A report will be forwarded to council with recommendations on any adjustments which may be required to the 2019-2020 budget to accommodate movements within opening position and adjustments to carry forward budgets. |

Analysis

Audited Financial Report 2019-2020

- The Annual Financial Report was audited by the Office of Auditor General and given there were no identified areas of non-compliance, it is recommended that the Committee recommend to Council to accept the 2019-2020 Annual Financial Report. In accordance with the *Local Government Act 1995 (Section 7.12a – Duties of local government with respect to audits)* a representative(s) who conducted the audit, will also be in attendance at the meeting to speak to the audit and take questions from committee members.

4. That said, a few matters were identified by the auditor in their report which is explained in further detail below. (Note – to updated, if any, on receipt of OAG report)
5. The auditor notes that the financial report:
 - a. Gives a true and fair view of the financial position of the Town of Victoria Park as at 30 June 2020 and its financial performance for the year ended on that date; and
 - b. Complies with the Local Government Act 1995 (as amended) and the Australian Accounting Standards.
6. In the auditor report the previous material matter of significant adverse trend in the financial position of the Town in relation to the Asset Sustainability Ratio has been rectified and is on an upward trend at 30 June 2020. The ratio is now above the Department of Local Government after being below for the previous 3 years.
7. The Auditors have provided the following recommendation/s: (Note – to be updated on receipt of OAG report).
8. The Town's comment to the above is as follows: (as above – to be updated on receipt of OAG report).

Annual Report 2019-2020

9. In accordance with s5.53(2) of the *Local Government Act*, it is proposed that the additional information (attached as Annual Report 2019-2020) be adopted by Council alongside the Annual Financial Report 2019-2020.
10. Once the above content and the audited financial statement are adopted by Council, the final Annual Report 2019-2020 will be collated and published shortly after.

Annual Meeting of Electors

11. Section 5.27 of the *Local Government Act 1995* requires that the Annual General Elector's Meeting be held on a day and time selected by the local government, but not more than 56 days after the annual report is accepted. The Town also needs to give 14 days' public notice of the meeting.
12. In order to comply with its statutory obligations, following the adoption of the Annual Report 2019-2020, it is recommended that the Annual Meeting of Electors be held on 20 May 2021, commencing at 6pm in the Council Chambers (99 Shepperton Road, Victoria Park WA 6100) for the purpose of discussing the annual report and any other general business.
13. To hold the Annual Meeting of Electors on this date, a Special Council Meeting will need to be convened to allow for Council to accept the Annual Report 2019/2020 and the Annual Financial Report for the 2019-2020 financial year.

Relevant documents

[Policy 053 – Meetings of electors](#)

Further consideration

14. The above report is as presented to the Audit and Risk Committee.
15. Since that meeting, matters that were outstanding at the time of the Audit and Risk Committee meeting have now been finalised. However, given the delay in finalising these matters, this report is now being brought to a Special Council Meeting. Updates on the items contained within the above report since the Audit and Risk Committee meeting are provided below.

Audited Financial Report 2019-2020

16. The Annual Financial Report was audited by the Office of Auditor General and given there were no identified areas of non-compliance, it was recommended that the Committee recommend to Council to accept the 2019-2020 Annual Financial Report. In accordance with the *Local Government Act 1995 (Section 7.12a – Duties of local government with respect to audits)* a representative(s) who conducted the audit, was in attendance at the meeting to speak to the audit and take questions from committee members.
17. The auditor notes that the financial report:
 - a. Gives a true and fair view of the financial position of the Town of Victoria Park as at 30 June 2020 and its financial performance for the year ended on that date; and
 - b. Complies with the Local Government Act 1995 (as amended) and the Australian Accounting Standards.

Annual Report 2019-2020

18. In accordance with s5.53(2) of the *Local Government Act*, it is proposed that the additional information (attached as Annual Report 2019-2020) be adopted by Council alongside the Annual Financial Report 2019-2020.
19. Once the above content and the audited financial statement are adopted by Council, the final Annual Report 2019-2020 will be collated and published shortly after.

Annual Meeting of Electors

20. Section 5.27 of the *Local Government Act 1995* requires that the Annual General Elector's Meeting be held on a day and time selected by the local government, but not more than 56 days after the annual report is accepted. The Town also needs to give 14 days' public notice of the meeting.
21. The meeting date of the Annual Meeting of Electors is included in the agenda of the Special Council Meeting.

16 Motion of which previous notice has been given

16.1 Cr Brian Oliver – Old Spaces New Places #3 – Concept Plan Options

In accordance with clause 4.3 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, Cr Brian Oliver has submitted the following notice of motion.

Motion

That Council requests the Chief Executive Officer to provide the following information when the Concept Plan for the Old Spaces New Places Project #3 is presented back to Council for consideration:

1. Three Concept Plan options for the Old Spaces New Places Project #3 being:
 - a) Concept Plan option 1, with an estimated delivery budget of no more than \$500,000.
 - b) Concept Plan option 2, with an estimated delivery budget of no more than \$1,000,000.
 - c) Concept Plan option 3, with an estimated delivery budget of no more than \$2,000,000.
2. Requests the Chief Executive Officer to present funding options to deliver the Concept Plan options stated in point 1 above.

Reason

At a presentation to the Council of the draft Old Spaces New Places Project #3 Concept Plan, it was advised that the estimated delivery for the proposed draft Concept Plan was in the vicinity of \$1.8 million - \$2 million.

This Notice of Motion seeks to ensure Council, and in turn the community, is provided with options for how we approach this Concept Plan to ensure that we are able to deliver on projects– in short, gold, silver and bronze options.

The Town has existing, approved major infrastructure projects that are either unfunded, or require additional funding sources.

Ultimately our capacity to develop, fund and deliver new infrastructure projects will be enabled or limited by our approach of process and scope.

This Notice of Motion seeks a “possibility-based” approach by providing concept plan options that are responsive to current (global and local) pressures and sympathetic to community desires regarding place-planning, activation and rates expenditure.

In the current economically uncertain landscape, providing for an agile approach to new infrastructure planning (concepts) will allow Council to make the most appropriate decision with the information available to us.

Strategic alignment

| Economic | |
|-------------------|---|
| Strategic outcome | Intended public value outcome or impact |

| | |
|---|--|
| EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. | Concept Plan options will allow Council to consider the level of amenity improvement it seeks to deliver and achieve in the Old Spaces New Places Project #3 location. |
|---|--|

| Civic leadership | |
|--|--|
| Strategic outcome | Intended public value outcome or impact |
| CL3 – Well thought out and managed projects that are delivered successfully. | Concept Plan options will allow Council to give consideration to the financial implications of each option - our capacity to fund and the timeframe that may be required to deliver each option. |

Officer response to notice of motion

| | |
|----------------------------|----------------------|
| Location | Victoria Park |
| Reporting officer | David Doy |
| Responsible officer | Natalie Martin-Goode |
| Voting requirement | Simple majority |
| Attachments | Nil |

Officer comment

1. The emerging concept for Old Spaces New Places No.3 was presented to Council at the March 2021 Concept Forum for feedback and discussion.
2. At the Concept Forum Council were advised that early cost projections for the project were between \$1.8 to \$2.1 million but that the specifications and elements within the design could be manipulated to achieve different cost outcomes.
3. After the Concept Forum the Town publicly advertised the concept design. The views of the local community and Elected Members have subsequently been compiled and will ultimately form a single refinement to the concept design options prior to coming back to Council for final approval.
4. In the meantime, the Town has prepared three variations of the design, which are described as high, medium and lower cost. All these options remain consistent with the design objectives informed by the community consultation and extensive pre-existing urban design analysis. The options, as discussed in the 2021 March Concept Forum explore the range of difference specifications and interchangeable elements.
5. It is the Town's intent to present these options as part of the final concept design report. Council will be asked to determine which option (or variation of an option) they would prefer to proceed to detailed design (which would be the next stage of the project).
6. The Town will likely also recommend an allocation of funds in the Long-Term Financial Plan (LTFP) in a future year that is consistent with the Town's ability to afford and resource the future work.

7. The concept design will form the basis for the detailed design stage which will provide a greater level of accuracy about the extent of works and costs involved. This information can then further refine the LTFP.
8. A resolution that shifts the project parameters to deliver concept options that are designed to specific cost targets could have the following consequences:
 - a) The most aspirational option (including various interchangeable elements) is eliminated and then therefore not able to be contemplated by Council when assessing the options before proceeding to the detailed design stage.
 - b) The lower cost option (\$500,000) is unlikely to result in a concept design that is true to the design intent that has emerged through the consultation and urban design analysis.
 - c) Design options that are close to the amounts of \$1,000,000 and \$2,000,000 mentioned in the proposed notice of motion are more achievable but would need to sacrifice some of the aspirational design elements in the design (ie. Catenary lighting, etc)
 - d) It is the Town's recommendation that the concept costing options undertaken by the Town following the 2021 March Concept Forum (including interchangeable elements that can be debated and, in some instances, manipulated between options) be presented as part of the final concept design report and that Council withhold from prescribing specific cost targets at this time (as per the Notice of Motion). The costing options undertaken by the Town should provide for the possibility-based approach to the concept design outlined in the Notice of Motion 'Reason' and allow Council the agility to decide upon on an option that is appropriate in the context of the multiple expenditure/investment decisions that are open for consideration during future LTFP discussions.
 - e) It is the Town's view that the cost targets of \$2,000,000 and \$1,000,000 can be accommodated without comprising the intent of the design, but a cost target of \$500,000 would result in a design that does not remain consistent with the intent of the project and its design.

Legal compliance

Nil.

Risk management consideration

| Risk impact category | Risk event description | Consequence rating | Likelihood rating | Overall risk level score | Council's risk appetite | Risk treatment option and rationale for actions |
|----------------------|---|--------------------|-------------------|--------------------------|-------------------------|---|
| Financial | Further variations to the project result in cost and time delays. | Insignificant | Possible | Low | Low | TREAT risk by Adopting an internal program with a focus area on high-risk financial processes and activities. |
| Environmental | N/A | | | | Medium | |
| Health and safety | N/A | | | | Low | |
| Infrastructure/ | N/A | | | | Medium | |

| | | | | | | |
|---------------------------|--|-------|----------|--------|-----|---|
| ICT systems/ utilities | | | | | | |
| Legislative compliance | N/A | | | Low | | |
| Reputation | Adopting a concept design cost target of \$500,000 is likely to result in a design that is not consistent with the intent of the project and its design. | Minor | Possible | Medium | Low | TREAT the risk by interrogating what is achievable close to \$500,000 and then clearly outlining that to Council to assist future decision making regarding the concept design. |
| Service delivery | N/A | | | Medium | | |

Financial implications

| | |
|------------------------------|--|
| Current budget impact | <p>Sufficient funds do not exist within the annual budget to accommodate the variation to the contract this motion would represent. There is currently \$16,777 available, however this is allocated to the agreed remaining components of the concept design stage of this project. If Council were to support the motion then additional funding will be required to refine the options to meet the proposed cost targets through:</p> <ul style="list-style-type: none"> The listing for consideration of a further \$8,000 being allocated to an Old Spaces New Places No.3 budget in the 2021/2022 financial year. |
| Future budget impact | The motion would result in concepts being presented up to \$2,000,000 that could then be listed for consideration in the LTFP. |

Relevant documents

Nil.

16.2 Deputy Mayor Bronwyn Ife – Request for report – Use of private vacant land for community edible gardens

In accordance with clause 4.3 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, Deputy Mayor Bronwyn Ife has submitted the following notice of motion.

Motion

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

Reason

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

There could be scope for the owner of that land to benefit from a rate reduction if they are prepared to allow the people in neighbouring residences to “farm” the land.

Strategic alignment

| Social | |
|---|--|
| Strategic outcome | Intended public value outcome or impact |
| S1 - A healthy community | Health benefits from growing vegetables and fruit. |
| S3 – An empowered community with a sense of pride, safety and belonging | A greater connection with neighbours as all are working together to improve the amenity of their area. |

| Environmental | |
|---|--|
| Strategic outcome | Intended public value outcome or impact |
| EN7 – Increased vegetation and tree canopy. | Planting of vegetable bushes and fruit trees increases vegetation. |

Civic leadership

| Strategic outcome | Intended public value outcome or impact |
|---|---|
| CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making. | A community member came up with this idea at a town event, investigating it demonstrates that we are listening to innovative ideas and allowing creative decision-making. |

Officer response to notice of motion

| | |
|----------------------------|----------------------|
| Location | Town-wide |
| Reporting officer | Robert Cruickshank |
| Responsible officer | Natalie Martin Goode |
| Voting requirement | Simple majority |
| Attachments | Nil |

Officer comment

The notion of motion will require consideration across a number of service areas. It is considered that the requested timeframe is achievable.

Legal compliance

Not applicable.

Risk management consideration

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

| | | | | | | |
|------------------|--|-------|----------|--------|-----|---|
| Reputation | Not adopting the notice of motion could be perceived as not valuing the ideas raised at the Vic Vision workshop. | Minor | Possible | Medium | Low | TREAT risk by adopting the recommendation and consider the matter further as part of a future report. |
| Service delivery | Not applicable | | | | | |

Financial implications

| | |
|------------------------------|-----------------|
| Current budget impact | Not applicable. |
| Future budget impact | Not applicable. |

Relevant documents

Not applicable.

17 Public participation time

18 Questions from members without notice on general matters

19 Confidential matters

19.1 Waste collection contract extension and variation

20 Closure