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Local Planning Policy No. 37

Adopted: 30 September 1998

Community Consultation on Planning Proposals

Amended: dd Month 2021

Introduction

Council recognises that development within the Town has the potential to impact the amenity of neighbouring properties or the wider community, depending on the scale and nature of the proposal.

Community consultation plays an important role in ensuring that those who may be affected by a *planning proposal* are given an opportunity to comment on the proposal, and allows for their comments to be considered as part of the decision-making process.

This policy provides guidance on the community consultation process for *planning proposals*, including when consultation will occur, the means and duration of consultation, and the manner in which Council will keep the community informed of the decision-making process.

Notwithstanding this policy, applicants are strongly encouraged to discuss proposals with nearby owners and occupiers prior to the submission of any *planning proposal* to the Town.

Objectives

- a) To recognise the balance between the desire for the community to be informed and have reasonable opportunity for input into *planning proposals* and the administrative requirement to process *planning proposals* in an efficient manner and within prescribed statutory timeframes;
- b) To outline the process the Council will use when undertaking community consultation and considering submissions;

Relationship to other Council policies

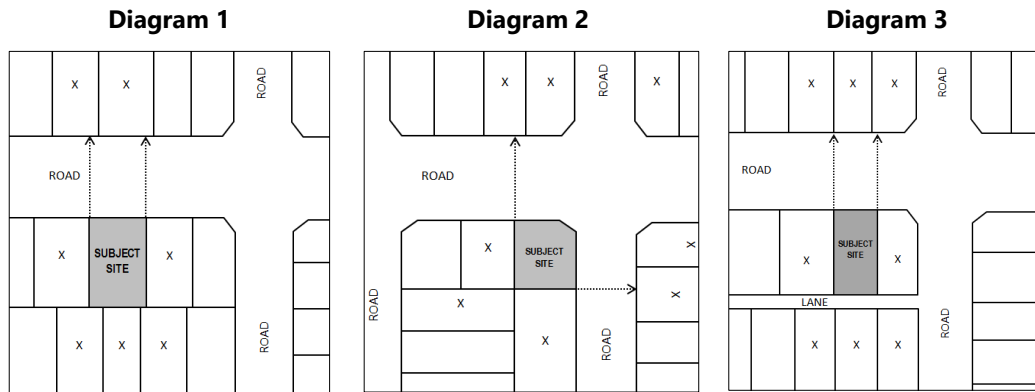
Council Policy GEN6 'Public Participation Policy' provides a framework for Council to engage with the community in relation to any Town proposal or initiative. This local planning policy complements Council Policy GEN6. In most instances, the level of public participation to be undertaken for *planning proposals* will be Level 2 'Consult'.

Policy Scope

This policy is applicable to the entire municipal area of the Town of Victoria Park and will be applied by the Town when undertaking community consultation for *planning proposals*. In circumstances where consultation is undertaken it will include both the owners and occupiers of properties that, in the opinion of the Town, may be impacted by the proposal and/or other stakeholders where these are identified. The Policy also applies to *planning proposals* for which the Council is not the final decision-making authority.

Definitions

Adjoining properties (AP) is to be determined by reference to Diagrams 1 to 3 below:



Complex application has the meaning given in Schedule 2, clause 1 of the Regulations, namely:

- an application for approval of development [i.e. a development application] that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located i.e. Unlisted Uses; or
- an application [i.e. a development application] of a kind identified elsewhere in this Scheme, or in a local planning policy, as a complex application.
- in accordance with (b) above, a **significant application**, as defined below by this policy is deemed to be a **complex application**.

Directly adjoining property means only the property(ies) with a boundary directly adjacent to that part of the building for which a variation is proposed. For example, if a development proposes a reduced setback to the western lot boundary, then only the property to the west will be consulted.

LPP refers to an adopted Local Planning Policy of the Council.

Online where referred to as an applicable consultation method in Table 1 or Table 2 includes advertising/display of the proposal on the Town's website. Where considered necessary, this may additionally include advertising/engagement via the Town's social media platforms (e.g. Facebook, Twitter, LinkedIn etc.) and/or the Town's online consultation hub 'Your Thoughts', in particular for planning proposals listed within Table 1.

Local Planning Framework refers to any adopted and/or approved planning instrument in operation within the Town of Victoria Park, adopted under the provisions of the Planning and Development Act, the Regulation or Local Planning Scheme. Examples include (but are not limited to) the Local Planning Strategy, Local Planning Scheme, Local Planning Policy, Precinct Structure Plan, Standard Structure Plan, Heritage List, entry of a place on a Heritage List, and Local Development Plan.

Planning proposal in the context of this policy includes an application for development approval (including a complex application and significant application), as well as any proposal to prepare, advertise, adopt, amend, repeal or revoke a planning instrument of the Town's Local Planning Framework.

Significant application means an application for development approval that:

- (a) comprises:
 - i. A residential or mixed-use development that contains 1 or more new multiple dwellings; and/or
 - ii. A new building of more than 3 storeys in height; and/or
- (b) is considered by the Manager Development Services or Coordinator Urban Planning to:
 - i. involve a significant exercise of discretion in terms of one or more of the Local Planning Scheme, Residential Design Codes WA, Local Planning Policy(ies) or other planning instruments of the Town's Local Planning Framework; or
 - ii. proposes a scale of development that is considered to be significantly different from the predominant and expected pattern of land use or development within the locality; or
 - iii. proposes development with potentially significant amenity impacts on nearby residential areas or neighbours in terms of visual impact, streetscape, privacy, noise, intensity of use, traffic generation and adequacy of parking; and/or
- (c) requires determination by the:
 - i. State Development Assessment Unit (SDAU); or
 - ii. Metropolitan Inner South Joint Development Assessment Panel (DAP), but excluding:
 - applications for an extension of time or cancellation of a DAP approval; or
 - amendments to an existing development approval (including an approval for those forms of development outlined in (a)i. and (a)ii. above) where the Manager Development Services or Coordinator Urban Planning consider the amendments to be of a kind that do not warrant community consultation.

SDAU refers to the State Development Assessment Unit of the Department of Planning, Lands and Heritage (DPLH).

Surrounding properties (SP) means either:

- (a) the owners and occupiers of those properties which fall wholly or partly within a **200m radius** of the subject site, in the case of a planning proposal listed within **Table 1** and a *complex application* listed within **Table 2**; or
- (b) the owners and occupiers of those properties which fall wholly or partly within a **100m radius** of the subject site, in the case of a planning proposal listed within **Table 2** that is not a *complex application*.

WAPC refers to the Western Australian Planning Commission.

Policy Requirements

1. Instruments of the Town's Local Planning Framework

(a) Consultation Requirements (Table 1)

- i. Community consultation in relation to the strategic and statutory planning instruments of the Town's Local Planning Framework will be undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, relevant provisions of this Policy, and **Table 1** below. It should be noted that these are minimum requirements, and that for strategically significant Town-led planning proposals the Town may undertake additional community engagement and consultation.
- ii. Planning proposals may be subject to changes or modifications that require readvertising of the modified proposal to the public, following the completion of initial community consultation. In such circumstances the Town will generally undertake the readvertising in accordance with the same consultation requirements undertaken for the original proposal, except where stated otherwise within **Table 1** below, or where complying with the instructions of the WAPC or Minister for Planning. Any persons who made submissions in relation to the original proposal will also be contacted directly by the Town (via letter or email) notifying them of the readvertised proposal.
- iii. Within **Table 1**, the:
 - '✓' symbol denotes that a particular consultation method does apply; and
 - '✗' symbol denotes that a particular consultation method does not apply; and
 - 'D' indicates that a particular consultation method is at the discretion of the Town, to be determined by the Manager Development Services or Coordinator Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area, including the number, frequency and/or geographic extent of the particular consultation method.

(b) Preliminary Consultation for Scheme Amendments

In the case of a proposed 'Standard' or 'Complex' Local Planning Scheme Amendment that is not consistent with a Council approved strategy or policy, an approved Structure Plan, or Council's strategic planning position, then Council will undertake community consultation prior to determining whether or not to initiate a Scheme Amendment. The consultation will include the relevant methods of consultation listed within **Table 1** below and where site-specific may include letters to owners and occupiers within a 200m radius of the site.

Table 1 – Community Consultation Requirements for Instruments of the Town’s Local Planning Framework

Planning Proposal/Instrument	Minimum Duration (Days)	Online advertising	Public inspection (Admin/Library)	Public Notice (Town website)	Public Notice (Admin / Library Noticeboards)	News-paper notice	Sign(s) on site	Letters (post or email)
1. Local Planning Strategy (new/amendment)	21	✓	✓	✓	✓	✓	D	D
2. Local Planning Scheme (LPS) (new or consolidation of existing LPS) - readvertising	90	✓	✓	✓	✓	✓	D	D
	60	✓	✓	✓	✓	✓	D	D
3. Preliminary Consultation – Standard/Complex LPS Amendment (prior to initiation decision by Council – refer to clause 1(b) above)	21	✓	✓	✓	D	D	X	D
4. Complex LPS Amendment Includes new/amendment of a Development Contribution Area or new/amendment of a Development Contribution Plan. - readvertising	60	✓	✓	✓	D	D	D	D
	42	✓	✓	✓	D	D	D	D
5. Standard LPS Amendment - readvertising	42	✓	✓	✓	D	D	D	D
	21	✓	✓	✓	D	D	D	D
6. Basic LPS Amendment Includes amendment arising from the Minister’s decision on the consolidation of an existing LPS.	0	X	X	D	D	X	X	X
7. Heritage List (new list/entries, modification or removal of entries)	21	✓	✓	✓	D	D	D	✓
8. Heritage Area (new/amendment/revocation)	21	✓	✓	✓	D	D	✓	✓
9. Precinct or Standard Structure Plan (new or amendment) - readvertising	42	✓	✓	✓	✓	✓	✓	D
	<i>Duration and methods at WAPC discretion</i>							
10. Local Planning Policy (LPP)¹ (new or amendment)	21	✓	✓	✓	D	D	D	D
11. Payment in Lieu of Parking Plan (new or non-minor amendment)	21	✓	✓	✓	D	D	D	D
12. Local Development Plan (LDP) (new or amendment)	14	✓	✓	✓	D	D	✓	D
13. Repeal/revocation of 1, 2, 8, 9 and 10²	0	X	X	✓	D	X	X	X

Note 1: Amendments to a LPP to reflect LPS provisions or mandatory requirements of legislation or State Planning Policies may be reduced or removed with the approval of the WAPC, Minister for Planning or the Department Planning, Lands and Heritage acting on their behalf.

Note 2: Repeal /revocation of 1, 2 and 9 is subject to prior approval of the WAPC and/or adoption of a new planning instrument that expressly revokes or repeals the instrument.

Note 3: Notification of a planning proposal by way of a public notice on the Town’s website, Administration Noticeboard, newspaper notice or sign(s) on site are required to be published/displayed/installed (as relevant) by the day prior to commencement of the community consultation period for the particular planning proposal.

2. Applications for Development Approval

(a) Consultation Requirements for Development Applications (Table 2)

- i. The circumstances where an application for development approval will be the subject of community consultation and the methods and duration of consultation that will apply are contained in **Table 2**.
- ii. Within **Table 2**, the:
 - '✓' symbol denotes that a particular consultation method does apply;
 - '✗' symbol denotes that a particular method does not apply;
 - 'D' indicates that a particular consultation method is at the discretion of the Town, to be determined by the Manager Development Services or Coordinator Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area, including the number, frequency and/or geographic extent of the particular consultation method.
 - 'AP' refers to Adjoining Properties as defined in the Definitions; and
 - 'SP' refers to Surrounding Properties as defined in the Definitions.
- iii. Where an application for development approval falls within more than one type or category of development listed within **Table 2**, then the greater of the relevant consultation requirements shall apply.

(b) Readvertising of amended applications for development approval

- i. Applications for development approval that have been amended by an applicant following community consultation for the original proposal, will be readvertised in accordance with **Table 2**, where the amended application:
 - a. increases the extent of a previously advertised variation; and/or
 - b. introduces a new variation or aspect of the proposed development listed within **Table 2** that requires community consultation.
- ii. Persons who have made submissions in relation to an original application for development approval which requires readvertising following its amendment, will be notified directly (via letter or email), where it:
 - a. involves i.a. above for which they were previously directly consulted; and/or
 - b. involves i.b. above, and in the specific circumstances requires direct notification of that person(s) in accordance with **Table 2**.

(c) Circumstances where Community Consultation will not be required

Community consultation is not required for an application for development approval where it is not a *complex application* and it:

- i. Complies with all applicable provisions of the Scheme, the Deemed-to-Comply requirements of Volume 1 of the Residential Design Codes WA (R-Codes), Local Planning Policies, or other relevant planning instruments; or
- ii. Proposes variations to the Scheme, the Deemed-to-Comply requirements of Volume 1 of the R-Codes, Council Policies or other relevant planning instruments that are not specifically identified in **Table 2** as requiring consultation; or
- iii. Seeks to renew a previous approval issued, provided that the previous approval did not expire more than 12 months ago and the design has not significantly changed or increased the extent of any non-compliances.

Table 2 – Community Consultation Requirements: Applications for Development Approval

Application Type / Category of Development	Minimum Duration (Days)	Online advertising	Public inspection (Admin)	Public Notice (Town website)	Public Notice (Admin Noticeboard)	Public Notice (Newspaper)	Sign(s) on site	Letters (post or email)
1. Complex Application Refer to Definitions above – includes Unlisted Uses and Significant Applications* - re-advertising of amended proposal	28	✓	✓	✓	✓	✓	✓	✓ (SP)
	14	✓	✓	✓	✓	✓	✓	✓ (SP)
*Refer to clause 15 of this policy in relation to applications subject to SDAU determination. <u>Exemptions from consultation</u> (a) Minor building additions or alterations to an approved Unlisted Use.								
2. Telecommunications Facility	21	✓	✓	✓	D	✓	✓	✓ (SP)
3. Non-conforming Use (NCU) Includes extension of an existing NCU; and Change of NCU to another NCU <u>Exemptions from consultation</u> (a) Minor building additions or alterations to an existing NCU.	14	✓	✓	✗	✗	✗	✓	✓ (SP)
	*Refer to clause 15 of this policy in relation to applications subject to SDAU determination. <u>Exemptions from consultation</u> (a) Minor building additions or alterations to an approved 'AA' use. *A sign on site is not required for: i. a Residential Building classified as 'short term accommodation' under LPP 31 'Serviced Apartments and Residential Buildings including Short Term Accommodation'; ii. a Home Business or Home Store. iii. an 'AA' use within the 'Industrial (1)' or 'Industrial (2)' zones.							
4. 'AA' (Discretionary) Use (where not an exempt use under LPP 32 'Exemptions from Development Approval') <u>Exemptions from consultation:</u> (a) Minor building additions or alterations to an approved 'AA' use. *A sign on site is not required for: i. a Residential Building classified as 'short term accommodation' under LPP 31 'Serviced Apartments and Residential Buildings including Short Term Accommodation'; ii. a Home Business or Home Store. iii. an 'AA' use within the 'Industrial (1)' or 'Industrial (2)' zones.	14	✓	✓	✗	✗	D	✓*	✓ (AP)
5. Demolition of a Place that is: (a) entered in a Heritage List adopted by the Town (b) located within a designated Heritage Area under the Scheme; or (c) entered in the State Register of Heritage Places	14	✓	✓	✓ (a) and (c)	✓ (c) only	✓ (a) and (c)	✓	✓ (SP)
	*Refer to clause 15 of this policy in relation to applications subject to SDAU determination. <u>Exemptions from consultation</u> (a) Minor building additions or alterations to an approved 'AA' use. *A sign on site is not required for: i. a Residential Building classified as 'short term accommodation' under LPP 31 'Serviced Apartments and Residential Buildings including Short Term Accommodation'; ii. a Home Business or Home Store. iii. an 'AA' use within the 'Industrial (1)' or 'Industrial (2)' zones.							
6. Demolition of an Original Shopfront (where it has its frontage to Albany Highway)	14	✓	✓	✗	✗	✗	✗	✓ (AP)

Development Application Type / Attribute		Minimum Duration (Days)	Online advertising	Public inspection (Admin)	Public Notice (Town website)	Public Notice (Admin Noticeboard)	Newspaper notice	Sign(s) on site	Letters (post or email)
7.	Vehicular access to a property via a right-of-way subject to possible future closure action	14	✓	✓	✗	✗	✗	✗	✓ (AP*)
8.	Variation to development standard contained within a: (a) Local Planning Scheme; (b) Precinct Plan; (c) Structure Plan; (d) Local Development Plan; (e) Local Planning Policy (excluding LPP 25 'Streetscape' and LPP 38 'Signs').	14	✓	✓	✗	✗	✗	✗	✓ (AP* or SP*)
<p>*AP applies to variations whose impacts are determined by the Manager Urban Planning or Coordinator Urban Planning to potentially affect one or more <i>adjoining properties</i> only. Examples include:</p> <ul style="list-style-type: none"> i. variations to side setback, boundary walls, visual privacy and overshadowing requirements, which will generally be advertised to directly adjoining properties only; and ii. variations to street setback and minor (10% or less) variations to car parking, plot ratio and building height requirements. <p>*SP applies to variations whose impacts are determined by the Manager Urban Planning or Coordinator Urban Planning to potentially affect surrounding properties and/or are likely to be of concern to the wider locality or community in which the proposal is located. Examples include significant variations (above 10%) to car parking, plot ratio and building height requirements.</p> <p><u>Exemptions from consultation:</u> (a) Where the variation is deemed by the Manager Development Services or Coordinator Urban Planning to be of a minor nature or to be an internal design consideration that does not affect external properties, the streetscape or locality more generally. (b) A car parking shortfall, where there is no net increase in an existing parking shortfall.</p>									
9.	Variation to Acceptable Outcome of <u>Volume 2</u> of the Residential Design Codes WA in relation to: (a) Building height³ (e) Minimum rear setback¹ (i) Visual privacy¹ (Table 3.5 setbacks to side and rear boundaries)	14	✓	✓	✗	✗	✗	✗	✓ (AP ^{1,2} or SP ³)
(b) Boundary wall height¹ (f) Average side setback (where applicable)¹ (j) Car and bicycle parking³ (Table 3.9 Parking Ratio requirements)									
(c) Minimum primary and secondary street setbacks² (g) Plot ratio³									
(d) Minimum side setbacks¹ (h) Building separation (to adjoining property boundaries only)									
		<ol style="list-style-type: none"> 1. Directly adjoining properties only in relation to (b), (d), (e), (f), (h) and (i) 2. AP applies to (c) 3. SP applies to (a), (g), and (j) 							

Development Application Type / Attribute	Minimum Duration (Days)	Online advertising	Public inspection (Admin)	Public Notice (Town website)	Public Notice (Admin Noticeboard)	Newspaper notice	Sign(s) on site	Letters (post or email)
<p>10. Variation to Acceptable Development or Deemed-to-Comply requirement of: - LPP 25 'Streetscape'; or - Volume 1 of the Residential Design Codes WA; in relation to:</p> <p>(a) Street setback (Primary or Secondary Street, Right of Way)</p> <p>(e) Boundary walls¹</p> <p>(i) Overshadowing¹</p> <p>(b) Building height</p> <p>(f) Retaining walls¹</p> <p>(j) Outbuildings¹</p> <p>(c) Car parking</p> <p>(g) Site works¹</p> <p>(k) Ancillary dwellings (lot area, plot ratio area, parking, location)</p> <p>(d) Boundary setbacks¹</p> <p>(h) Visual Privacy¹</p> <p><i>1. Directly adjoining properties only for requirements (d) to (j)</i></p> <p><u>Exemptions from consultation:</u></p> <p>(a) <u>Street setback:</u></p> <ul style="list-style-type: none"> i. A carport in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, with a minimum primary street setback of 1.5m; ii. A front setback average of 5.8m or greater; iii. Porches or an entry feature to a secondary street with a setback of 1.5m or greater; iv. Variations to the maximum dwelling setback from a right-of-way of 1.0m or less; and/or v. Variations to Communal Street setback requirements of LPP 25. <p>(b) <u>Boundary setbacks:</u></p> <ul style="list-style-type: none"> i. Ground floor side or rear setback variation, where the variation is no greater than 10% of the required minimum setback; ii. A side setback variation to an open sided carport including where the columns/posts are up to the boundary; and/or iii. A wall, without windows, with a side setback between 600mm and the setback requirement under Table 2a, provided that the wall height and length meets the deemed-to-comply requirements of the R-Codes for boundary walls. <p>(c) <u>Visual Privacy:</u> Overlooking from a major opening raised more than 0.5m above natural ground level where the overlooking within the cone-of-vision occurs:</p> <ul style="list-style-type: none"> i. Over an adjoining property driveway, car parking bay or car parking structure; and/or ii. Behind the street setback line of an adjoining property that is an open garden or landscaped area forward of the main building line of the dwelling on that property, which is visible from the street and does not function as the primary outdoor living area (as defined by the R-Codes) of the dwelling. <p>(d) <u>Outbuilding</u> with a wall height of no more than 3.0m.</p>	14	✓	✓	✗	✗	✗	✗	✓ (AP ¹)

Development Application Type / Attribute		Minimum Duration (Days)	Online advertising	Public inspection (Admin)	Public Notice (Town website)	Public Notice (Admin Noticeboard)	Newspaper notice	Sign(s) on site	Letters (post or email)	
11.	Development by local government on a reserve (e.g. parks and recreation; public purpose reserve; or civic use reserve)	Minor Works	14*	✓	✓	✗	✗	✗	✓*	✓ (AP*)
		Major Works	21	✓	✓	D	✗	✗	✓	✓ (SP)
*Where considered by the Manager Development Services or Coordinator Urban Planning that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)										

Note 1: Where there is an inconsistency in the requirements under this policy, then the greater consultation requirements apply. Additionally, if an application is deemed to be a *complex application* then the consultation requirements for a *complex application* apply in addition to the consultation requirements that would otherwise apply.

Note 2: Formal notification of a planning proposal by way of a public notice on the Town's website, Administration Noticeboard, newspaper notice or sign(s) on site are required to be published/displayed/installed (as relevant) by the day prior to commencement of the community consultation period for the particular planning proposal.

3. Discretion to vary consultation requirements

- (a) Notwithstanding Table 1 and Table 2, the Town may require consultation to be undertaken, or require additional consultation (method and/or duration), where it is considered appropriate based upon the nature of a particular *planning proposal*.
- (b) In relation to *Complex Applications* the Town may provide details of, and/or invite comments on, the design merit of the particular proposal, having general or specific regard to the principles and provisions of any relevant planning instrument, including any local planning policy or State Planning Policy (e.g. Volume 2 of the Residential Design Codes WA).
- (c) The Council may also inform adjoining or surrounding properties of a *Complex Application* (by letter, email or other methods), advising them of the Council's decision (or that of another relevant decision maker) in relation to that application.

4. Excluded holiday period days

- (a) The consultation period for any *planning proposal* excludes
 - i. all Western Australian public holidays; and
 - ii. a period commencing on 25 December in a year and ending on the next 1 January; and
 - iii. a period of 7 days commencing on Good Friday in a year.

5. Evidence of non-objection

- (a) In the case of applications for development approval, consultation will not be required where the applicant provides a copy of the application plans(s) with certification from the owners and occupiers of the relevant property(ies) stating no objection to the proposal. Such certification must include a clearly printed and signed statement containing the following:
 - i. A list of the specific variation(s) or aspect(s) of the development for which consultation would otherwise be required;
 - ii. A statement that the plans have been viewed and there is no objection to the proposal;
 - iii. The full name of the owner/s or occupier/s of the relevant properties;
 - iv. Signatures of all persons shown as owners on the Town's IntraMaps system (which is linked to the rate records);
 - v. a current contact address and telephone number for all signatories.
- (b) Council Officers (at their discretion) may contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s), and will be checked against available Council records to ensure all relevant signatures have been provided.
- (c) With respect to Table 2, where the consultation period is yet to conclude but written responses have already been received from all relevant persons notified of the proposal, then Council Officers may proceed to determine the application without awaiting the conclusion of the advertising period.

6. Ownership Details

- (a) Council will rely on the ownership details displayed on the IntraMaps system (which is linked to the rate records) for the purpose of notifying owners and occupiers of properties.
- (b) It is the responsibility of the owners and occupiers of the properties within the Town to inform the Council in writing of any changes in their address details as and when these occur.

7. Requirement for consultation within a strata development

- (a) Where an application for development approval requires community consultation in accordance with this policy, and the proposal is located within a strata development, consultation with the owners and occupiers of all properties within the strata development will be undertaken except where the application for development approval form is signed by all strata owners who appear on the rate records held by the Council. The sending of a letter/email to a Strata Company only in lieu of directly notifying each individual property owner is not accepted.

8. Letters and Email Notices

- (a) Where consultation for a *planning proposal* includes the sending of letters or emails (where email addresses are known and available), then this shall be the responsibility of Council, and will be sent:
 - i. a minimum of three (3) business days prior to the commencement of the consultation period in the case of posted letters; and
 - ii. prior to or upon commencement of the consultation period in the case of email correspondence.
- (b) Letters or emails are to be sent to both the owners and occupiers of the adjoining or surrounding properties specified in Table 1 and Table 2.
- (c) Council's consultation letter/email notice shall contain the following:
 - i. the site and general nature of the proposal;
 - ii. the nature of the discretionary decision or concern involved;
 - iii. the availability of plans/information for viewing and how to access the plans and other relevant documents online from the Town's website, 'Your Thoughts' consultation hub (if applicable) or other platforms;
 - iv. the last date by which any comments are to be lodged with the Council;
 - v. an invitation to comment on that part of the proposal that is being consulted on; and
 - vi. a statement that it should not be construed that final approval will be granted for the proposal.

9. Sign(s) on Site

Where an application for development approval is to be advertised by way of one or more signs on-site:

- (a) It is the responsibility of the applicant to arrange for installation of the sign(s) and payment of associated costs;
- (b) The sign board(s) is to be professionally prepared, constructed of aluminium composite material (ACM), acrylic, corflute or similar weather-resistant material. Alternative materials may be considered at the discretion of the Manager Development Services or Coordinator Urban Planning, such as where the sign is to be displayed from a shopfront window in direct view of the street;
- (c) The number, size, format and content of the sign(s) and the sign notice shall be in accordance with the WAPC's 'Manner and Form documents' (as amended), that have been published to ensure satisfaction of the requirements of deemed clause 64(3)(c) and (4)(c) of the Regulations. These will be made available for download from the Town's website. Applicants shall comply with the relevant sign requirements applicable to their application, depending on whether or not it is deemed a *complex application* in accordance with this policy and the Regulations;
- (d) The image required to be provided on the sign(s) in the case of a *complex application* is to take the form of an artist's impression, perspective or render that provides a realistic indication of the finished form of the proposal, preferably in terms of its scale/extent as visible from the street/public realm, to the satisfaction of the Manager Development Services or Coordinator Urban Planning. Applicants are encouraged to seek confirmation of the acceptability of the sign imagery from the Town's assessing officer for the application prior to preparation and installation of the sign(s).
- (e) The sign(s) should be in place the day prior to consultation commences and is to remain on-site for the duration of the consultation/comment period; and
- (f) The applicant is to submit evidence, such as dated photographs, of all required signs on the site, no later than five (5) working days following installation.

10. Newspaper Notices

- (a) If an application for development approval is required to be advertised by way of a newspaper notice then it shall be in the format published on the Town's website and comply with the below:
 - i. be published on the day prior to commencement of the consultation period, in a newspaper circulating, at least weekly, in the area in which the land the subject of the application is located; and
 - ii. the size of such advertisement(s)/notice(s) being sufficient for people to read clearly; and
 - iii. be published within the 'Public Notices' section of the relevant newspaper.
- (b) It is the responsibility of the applicant to arrange for publication of the notice and payment of associated costs.
- (c) The applicant is to submit evidence of the newspaper notice being published, no later than five (5) working days following its publication.
- (d) The Town will arrange for publication of any required newspaper notices for a *planning proposal* listed in Table 1.

- (e) The applicant shall reimburse the Town for payment of associated costs for publication of any newspaper notices for a *planning proposal* listed in Table 1.

11. Display and Viewing of Plans

- (a) Community consultation for all *planning proposals* will include relevant plans and documents (or links to plans and documents) on the Town's website, 'Your Thoughts' consultation hub (if applicable) or other online platforms for the duration of the consultation period.
- (b) Copies of relevant plans and documents will be made available for viewing at Council's Administration Centre upon request, or in extenuating circumstances may be mailed upon request.
- (c) The submission of a *planning proposal* for assessment by the Town is taken to be agreement for plans and/or documents to be displayed, viewed or circulated in accordance with (a) to (b) above, for the duration of the consultation period.

12. Community Information Sessions

- (a) A community information session or drop-in session on strategically significant planning proposals listed within Table 1 may be held by Council Officers, where it is considered by the Town, that it will assist the community's understanding of the proposal and provide increased opportunity to view plans and any relevant additional information.
- (b) The community information session or drop-in session will be held at least one week prior to conclusion of the consultation period.

13. Submissions received by Council

- (a) Where a *planning proposal* is the subject of a report to a Council Meeting or other decision maker, the Officer's report will include a summary of the submissions received during the consultation period, along with an accompanying response from Council Officers considering the issues raised in the submissions.
- (b) Full copies of submissions will be made available to Elected Members but will not be made available to members of the public unless required by law.
- (c) All submissions received in relation to a planning proposal will be communicated by Council Officers to the applicant, with full copies (with personally identifying information removed) of submissions being provided to the applicant upon request.
- (d) The applicant will be provided with a minimum of seven (7) days to respond to any objection(s) received during the consultation period and/or amend a planning proposal in order to overcome the objection(s).

14. Notification of Submitters

Those persons who lodge a submission in a relation to a *planning proposal* will receive written notification by letter or email of:

- (a) The decision of Council Officers where the proposal is an application for development approval determined under delegated authority, along with a response to the matters raised in their submission;
- (b) The time, date and particulars of the Agenda Briefing Forum and Ordinary Council Meeting, where the *planning proposal* will be considered/determined by the Council, with

notification to include instructions on how to access the agenda prior to the scheduled meetings; and

- (c) The decision of the Council, where the *planning proposal* was considered at a Council Meeting, and any associated conditions of approval or reasons for refusal.

15. Planning proposals where Council is not the final decision maker

- (a) *Planning proposals* which are required to be determined by other planning authorities, for example the Metropolitan Inner South Joint Development Assessment Panel (DAP), or the Western Australian Planning Commission (WAPC), will be subject to the consultation procedures outlined in this Policy. With respect to applications determined by the SDAU, the consultation requirements will be at the SDAU’s discretion.
- (b) Those persons who lodge a submission in a relation to a *planning proposal* to be determined by the DAP, SDAU or WAPC will receive written notification of:
 - i. Council’s recommendation to the DAP, SDAU or WAPC;
 - ii. Instructions on how to access the agenda of the DAP, or WAPC meeting online, and the date, venue and information on how to make a request for deputation or presentation at the meeting (if possible); and
 - iii. The decision of the DAP, SDAU or WAPC once the proposal is determined.

16. Review of Applications by State Administrative Tribunal (SAT)

- (a) Application for development approval determinations subject to an application for review by the SAT will be subject to the community consultation requirements contained in Table 2 where the review:
 - i. Includes consideration of an amended proposal that introduces new, or increases the extent of, any previously proposed non-compliances; or
 - ii. Where deemed appropriate by the Manager Development Services or Coordinator Urban Planning.
- (b) Those persons who have lodged a submission in relation to an application for development approval, the determination of which is later reviewed by the SAT (either during the consultation for the original application, or consultation carried out in accordance with (a) above), will be notified as per clause 14 of this policy.

Version Control

Date Initially Adopted :	Former Administrative Policy GEN3 ‘Community Consultation’ – adopted 28 September 1999
Date(s) Amended :	1. Adopted as Local Planning Policy 37 at Ordinary Council Meeting 8 November 2016; 2. Amended by Council resolution at Ordinary Council Meeting 11 December 2018. 3. Amended by Council resolution at Ordinary Council Meeting dd Month 2021.

SCHEDULE OF SUBMISSIONS
Draft Revised Local Planning Policy 29 'Community Consultation on Planning Proposals'

Date advertised: 6 to 27 May 2021

Total of 1 submission received

Submission 1: Resident and property owner within Lathlain.

Submission type: Support, with concerns.

Submission comments (verbatim)	Council Officer's Response
I support the updates and transparency included within this LPP, however do have several concerns that can hopefully be addressed via this Policy revision.	Support noted.
It should be mandatory that the community consultation notification be published/distributed prior to the commencement of the community consultation period. As a recent example, written notice (letter) that that community consultation would commence for the Empire Bar site re-development was only received approx. one week after the consultation period had commenced. When there's only a couple of weeks to respond to a 500pg document, this has a big impact.	Supported. The <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> that community consultation is to be for a specified period <u>after</u> the day on which any notice is required to be published for the proposal. Notwithstanding, even where a notice is required it is often the case that community members are not aware of a planning proposal the subject of community consultation until such time as they receive a posted letter. The Town, like most organisations, relies on Australia Post for mail services, and can not guarantee the time within which posted letters will be received (which may vary considerably). In view of these circumstances, Clause 8(a) of amended LPP 37 has been amended to state that posted letters will be sent a minimum of 3 days prior to the date of the commencement of advertising. This timeframe is considered to be an appropriate compromise in these circumstances as a greater timeframe risks delaying development application processing times and increasing the resourcing requirements of Council planning officers, which are governed by strict statutory timeframes. Additional minor changes have also been made to amended LPP 37 to clarify that any required public notices of a planning proposal (be it by way of newspaper, online, on-site signage or at Council buildings) should be published/displayed by the day prior to commencement of the community consultation period.
There should also be further differentiation of a 'complex' or 'significant' development (e.g. based on monetary value or radius of impacted landowners). For example, the recent proposal for a 22 storey Burswood Rd development will have an impact (visual, overshadowing, glare, traffic etc) on landowners far greater than 200m from the site.	Not supported. Any monetary value threshold for classification of a <i>significant</i> or <i>complex application</i> would be sufficiently high so as to already be captured within the existing classifications provided by LPP 37 based on the form, size and scale of the proposal. The 200m radius refers to those owners and occupiers who are required to be directly notified by letter or email of a <i>complex application</i> . Direct notification is just one of many public advertising and community engagement methods that are required to be undertaken in relation to such proposals, which provide the opportunity for community members to be informed and invited to provide their comments. This includes social media posts,

SCHEDULE OF SUBMISSIONS
Draft Revised Local Planning Policy 29 'Community Consultation on Planning Proposals'

	<p>newspaper advertisements, public display of documents, etc. Any increase in the radius for notification increases the cost of advertising to be borne by Council in an almost exponential fashion. Such substantial additional costs are considered unlikely to deliver significant value for the use of limited Council resources. While it is acknowledged that there may be property owners and occupiers located further than 200m away from a proposal that may be impacted by a significant development, it is arguably those located closest to such proposals who stand to be most impacted, and for whom direct notification by way of posted letters is considered to demonstrate an appropriate cost-benefit relationship for the appropriate use of limited Council resources. There are also many channels by which Town residents and the general public can be made aware of significant developments proposed within the Town, such as through subscribing to the Town's pages/channels on various social media platforms and keeping abreast of proposals advertised on Council's website.</p>
<p>Similarly, for these 'complex' or 'significant' applications, a requirement for an in-person briefing / consultation would be highly beneficial, and make the process more inclusive, accessible and equitable. For example, landowners that are elderly, non-computer literate or speak English as a second language are likely to struggle to comprehend / understand proposals that are many hundreds of pages long. This could be improved through discussion (either by the Town's representatives, or the applicant themselves).</p>	<p>Not supported. The Council at its discretion may hold community information session(s) in relation to a particular planning proposal listed under Table 1 as per Clause 12 of LPP 37. However, the attendance of an applicant or any other party in favour of a particular proposal presenting to or sharing their views at any Council-held/run information session on a planning proposal listed within Table 2 would risk a potential conflict of interest or potential for a perception of favourable bias, and would place Council officers and members of the public in potentially inappropriate circumstances. Additionally, Council would be required to expend significant additional resources to facilitate such information sessions, for private developments that are not Town-led projects of strategically significant importance. Notwithstanding, applicants or other parties may elect to run their own community information sessions independent of the Council or its staff in respect to a particular planning proposal.</p>
<p>Lastly, I strongly believe that there should be a requirement for additional community consultation if there are numerous or significant changes to an application following the conclusion of the initial consultation. Again using the recent significant Empire Bar re-development as an example, I would have expected an opportunity for community consultation after the numerous changes made following a JDAP deferral/extension.</p>	<p>Concern noted. Amended LPP 37 already contains provisions within Clause 2 (b) and Table 2 specifying the circumstances and timeframe that amended proposals should be readvertised.</p>
<p>Otherwise, I strongly support the intent of this policy.</p>	<p>Support noted.</p>



INTRODUCTION

Council recognises that development within the Town may impact the amenity of neighbouring properties or the community as a whole. Community consultation plays an important role in ensuring that those who may be affected by a *planning proposal* are given an opportunity to comment on the proposal, and allows for their comments to be considered as part of the decision-making process.

This policy provides guidance on the community consultation process for *planning proposals*, including when consultation will occur, the means and duration of consultation, and the manner in which Council will keep the community informed of the decision-making process.

Notwithstanding this policy, applicants are strongly encouraged to discuss proposals with nearby owners and occupiers prior to the submission of any *planning proposal*.

POLICY SCOPE

This policy is applicable to the entire municipal area of the Town of Victoria Park and will be applied by the Town when making discretionary decisions relating to advertising of *planning proposals*. In circumstances where consultation is undertaken it will include both the owners and occupiers of properties that, in the opinion of the Town, may be impacted by the proposal and/or other stakeholders where these are identified. The Policy also applies to *planning proposals* for which the Council is not the final decision making authority.

OBJECTIVES

The objectives of this policy are to:

- (a) outline the process the Council will use when undertaking community consultation and considering submissions; and
- (b) recognise the balance between the desire for the community to be informed and have reasonable opportunity for input into *planning proposals* and the administrative requirement to process *planning proposals* in an efficient manner and within prescribed statutory time frames.

STATUTORY BACKGROUND

The Town of Victoria Park Town Planning Scheme No. 1 includes a number of clauses relating to community consultation for development applications, Structure Plans, Local Development Plans and Local Planning Policies. Many requirements relating to community consultation are mandatory while others provide the Town with discretion as to whether a proposal is to be advertised and the method of advertising.

Part 4 of the Residential Design Codes (R-Codes) requires that for residential developments, the Town may notify potentially affected neighbours in certain circumstances. These circumstances are outlined in the tables contained in this Policy.

RELATIONSHIP TO OTHER COUNCIL POLICIES

Council Policy GEN6 'Public Participation Policy' provides a framework for Council to engage with the community in relation to any Town proposal or initiative. This local planning policy complements Council

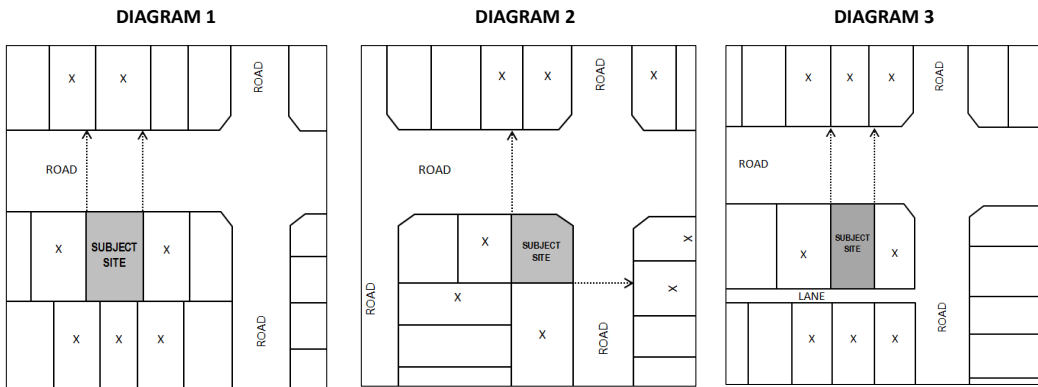
Policy GEN6. In most instances, the level of public participation to be undertaken for *planning proposals* will be Level 2 ‘Consult’.

This Policy also aligns with the strategic outcomes of the Town’s Strategic Community Plan, specifically Civic Leadership outcomes CL1 and CL2, which aim to ensure that members of the community:

- Receive information in various ways and at different times, that is easy to understand; and
- Are authentically engaged and informed in a timely manner.

DEFINITIONS

‘**Adjoining properties’ (AP)** is to be determined by reference to Diagrams 1 to 3 below:



‘**Directly adjoining property**’ means only the property(ies) with a boundary directly adjacent to that part of the building for which a variation is proposed. For example if a development proposes a reduced setback to the western lot boundary, then only the property to the west will be consulted.

‘**LPP**’ refers to an adopted Local Planning Policy of the Council.

‘**Online**’ where referred to as an applicable consultation method in Table 1 or Tables 2A, 2B, 2C or 2D includes advertising/display of the proposal on the Town’s ‘Your Thoughts’ consultation hub, and where considered necessary may additionally include the Town’s website or other online platforms.

‘**Planning proposal**’ in the context of this policy includes a development application; Structure Plans; Scheme Amendments and Local Development Plans.

‘**Significant application**’ means a development application that:

- involves a significant exercise of discretion in terms of the Scheme, R-Codes or Council Policies; or
- proposes a scale of development that is considered to be significantly different from the predominant and expected pattern of land use or development within the locality; or
- proposes development with potentially significant amenity impacts on nearby residential areas or neighbours in terms of visual impact, streetscape, privacy, noise, intensity of use, traffic generation and adequacy of parking.

‘**Surrounding properties’ (SP)** means those properties which fall wholly or partly within a 100m radius of the subject site, unless specified otherwise, in Table 1 and Tables 2A, 2B, 2C or 2D.

POLICY REQUIREMENTS

The following provisions apply to community consultation on *planning proposals*:

1. Scheme Amendments, Structure Plans and Local Development Plans

(a) Consultation Requirements (Table 1)

- i. Community consultation in relation to Scheme Amendments, Structure Plans, Local Development Plans and Local Planning Policies will be undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, relevant provisions of this Policy, and Table 1 below.
- ii. Within Table 1, the:
 - ‘✓’ symbol denotes that a particular consultation method does apply; and
 - ‘✗’ symbol denotes that a particular method does not apply.

(b) Preliminary Consultation for Scheme Amendments

In the case of a proposed Scheme Amendment that is not consistent with a Council approved strategy or policy, an approved Structure Plan, or Council’s strategic planning position, then Council will undertake community consultation for 21 days prior to determining whether or not to initiate a Scheme Amendment.

TABLE 1: Scheme Amendments, Structure Plans and Local Development Plans						
PROPOSAL TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS				
		LETTERS	SIGN(S) ON SITE	NEWS- PAPER	ONLINE	NOTICE BOARD
BASIC SCHEME AMENDMENT		Consultation not required				
STANDARD SCHEME AMENDMENT	42	✓*	✓*	✓	✓	✓
COMPLEX SCHEME AMENDMENT	60	✓*	✓*	✓	✓	✓
STRUCTURE PLAN	28	✓*	✓	✓	✓	✗
LOCAL DEVELOPMENT PLAN	14	✓*	✓	✓	✓	✗
LOCAL PLANNING POLICY	21	✓*	✗	✓	✓	✗

* The method(s) and extent of consultation will be determined by the Manager Development Services or Coordinator Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area.

2. Applications for Development Approval

(a) Consultation Requirements for Development Applications (Tables 2A to 2D)

- i. The circumstances where an application for development approval will be the subject of community consultation and the methods and duration of consultation that will apply are contained in Tables 2A, 2B, 2C and 2D below.



- ii. Within Tables 2A to 2D, the:
 - ‘✓’ symbol denotes that a particular consultation method does apply;
 - ‘✗’ symbol denotes that a particular method does not apply;
 - ‘AP’ refers to *Adjoining Properties* as defined in the Definitions; and
 - ‘SP’ refers to *Surrounding Properties* as defined in the Definitions.
- iii. The requirements of more than one Table may apply to a development application. Where more than one category/circumstance applies to a particular development application, then the greater of the relevant consultation requirements shall apply.

(b) Circumstances where Community Consultation will not be required

Community consultation will not be undertaken for a development application that:

- i. Complies with all applicable provisions of the Scheme, R-Codes or Local Planning Policies; or
- ii. Proposes variations to Scheme, R-Codes or Council Policies that are not specifically identified in Tables 2A, 2B, 2C or 2D as requiring consultation; or
- iii. Seeks to renew a previous approval issued, provided that the previous approval did not expire more than 12 months ago and the design has not significantly changed or increased the extent of any non-compliances.

- (c) Notwithstanding (b) above, the Council may inform adjoining or surrounding properties of a *Significant Application* (by letter, email or other methods), advising them of the Council’s decision (or that of another relevant decision maker) in relation to that application.

TABLE 2A: LAND USE (Refer Note 1)					
LAND USE OR DEVELOPMENT TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
“X” PROHIBITED USES	NO CONSULTATION AS THE APPLICATION CANNOT BE APPROVED				
UNLISTED USES <u>Exemption from consultation</u> Minor additions to a building used as an Unlisted Use, where the additions comply with applicable development standards.	21	✓	✓ (SP)	✓	✓
CHANGE OF NON-CONFORMING USE <u>Exemption from consultation</u> Minor additions to a building with non-conforming use rights, where the additions comply with applicable development standards.	14	✓	✓ (SP)	✓	✗
“AA” DISCRETIONARY USES <u>Exemptions from consultation</u> (a) Minor additions to a building approved as an ‘AA’ use, where the additions comply with applicable development standards. (b) Home Occupations that do not involve activities generating any noise, traffic, odours, parking or customers to the site. *A Sign on Site is not required for a Home Occupation, Family Day Care or Residential Building (short term accommodation) in the Residential zone.	14	✓	✓ (AP)	✓*	✗



TABLE 2B: DEVELOPMENT TYPE (Refer Note 1)						
LAND USE OR DEVELOPMENT TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS				
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER	
SIGNIFICANT APPLICATIONS *Includes notice on Public Notices section of Council's Website. **Surrounding properties within 200m radius of the subject site.	21	✓*	✓(SP**)	✓	✓	
TELECOMMUNICATIONS FACILITIES (excluding exempt 'Low Impact' facilities)	21	✓	✓(SP)	✓	✓	
SATELLITE DISHES (where non-compliant with Local Planning Policy 19 – Satellite Dishes)	14	✓	✓(AP)	✗	✗	
SIGN(S) FOR A NON-RESIDENTIAL USE WITHIN A RESIDENTIAL ZONE (where non-compliant with a Local Law or Local Planning Policy applying to Signs)	14	✓	✓(AP)	✗	✗	
DEMOLITION OF A PROPERTY OR STRUCTURE THAT IS: - On a Heritage List adopted under the Scheme; - Located within a designated Heritage Area under the Scheme; or - Entered in the State Register of Heritage Places	14	✓	✓(SP)	✓	✗	
DEMOLITION OF AN ORIGINAL SHOPFRONT (where located on a property fronting Albany Highway in a District Centre or Commercial Zone)	14	✓	✓(AP)	✓	✗	
VEHICULAR ACCESS TO A PROPERTY VIA A R.O.W. (where the R.O.W. is subject to possible future closure action)	14	✓	✓*	✗	✗	
				*To owners and occupiers of land abutting the ROW which is subject to a possible future closure action.		
DEVELOPMENT BY LOCAL GOVERNMENT ON A PARKS AND RECREATION RESERVE; PUBLIC PURPOSE RESERVE; OR CIVIC USE RESERVE	Minor Works	14*	✓	✓(AP*)	✓*	✗
	Major Works	21	✓	✓(SP)	✓	✗
*Where considered by the Manager Development Services or Coordinator Urban Planning that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)						

TABLE 2C: NON-RESIDENTIAL OR MIXED USE DEVELOPMENT (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
VARIATIONS TO SCHEME, PRECINCT PLAN OR LOCAL PLANNING POLICY DEVELOPMENT STANDARDS RELATING TO: - Plot ratio, Building Height; Setbacks; On-site Parking Provision; and - Boundary Walls, Visual Privacy, and Overshadowing for Residential component only <u>Exemptions from consultation</u> A car parking shortfall, where there is no net increase in an existing parking shortfall.	14	✓	✓(SP*)	✗	✗
				*Directly adjoining properties only in case of setback variations	



TABLE 2D: RESIDENTIAL DEVELOPMENT (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
STREET SETBACKS: Applications not complying with the Acceptable Development requirements of LPP 25 – Streetscape in relation to Primary Street, Secondary Street and Right of Way setbacks. <u>Exemptions from consultation</u> (a) A carport in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, with a minimum primary street setback of 1.5m but with an average setback of less than 6.0m; (b) A wall height variation to a wall with a pitched/gable roof, that would comply if measured from natural ground level to the underside of the eaves; (c) A front setback average of 5.8m or greater; (d) Porches or an entry feature to a secondary street with a setback of 1.5m or greater; (e) Variations to Communal Street setback requirements of LPP 25.	14	✓	✓ (AP)	✗	✗
SIDE SETBACKS: Setbacks not complying with the Deemed-to-Comply requirements of the R Codes. <u>Exemptions from consultation</u> (a) Ground floor side or rear setback variation, where the variation is no greater than 10% of the required minimum setback. (b) A wall exceeding a length of 9m due to the wall length including a boundary wall, where the wall is single storey and the side setback would comply if the length of boundary wall were not included. (c) A side or rear setback variation where the setback would be compliant if the wall height was measured from natural ground level to the underside of the eaves; (d) A side setback variation to an open sided carport including where the columns/posts are up to the boundary.	14	✓	✓ (AP*)	✗	✗
BOUNDARY WALLS: Boundary walls not complying with the Acceptable Development requirements of Local Planning Policy 26 – Boundary Walls. <u>Exemption from consultation</u> Structures with an open side adjacent to the boundary, if compliant with the wall height and length limitations prescribed by the Local Planning Policy 26 – Boundary Walls.	14	✓	✓ (AP*)	✗	✗
PARKING: Applications proposing a lesser number of on-site car bays (including visitors bays) than required under the Deemed-to-Comply provisions of the R-Codes, LPP 23 or LPP 30	14	✓	✓ (AP)	✗	✗
PLOT RATIO: Applications not complying with the plot ratio requirements outlined in the Deemed-to-Comply requirements of the Scheme or the R-Codes.	14	✓	✓ (AP)	✗	✗
BUILDING HEIGHT: Applications not complying with the requirements of the TPS Scheme or Precinct Plan, R- Codes (Deemed-to-Comply requirements) or LPP 27 <u>Exemptions from consultation</u> A wall height variation to a wall with a pitched/gable roof that would comply if measured from natural ground level to the underside of the eaves.	14	✓	✓ (AP)	✗	✗



TABLE 2D: RESIDENTIAL DEVELOPMENT (CONTINUED) (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS- PAPER
RETAINING WALLS HIGHER THAN 500MM ABOVE NATURAL GROUND LEVEL	14	✓	✓ (AP*)	✗	✗
<i>*directly adjoining properties only</i>					
PRIVACY AND OVERLOOKING	14	✓	✓ (AP*)	✗	✗
<i>*Where the proposal does not comply with the Deemed-to-Comply requirements of the R-Codes.</i>					
OVERSHADOWING: Applications not complying with the Deemed-to-Comply requirements of the R-Codes or LPP 36	14	✓	✓ (AP*)	✗	✗
<i>*directly adjoining properties only</i>					
OUTBUILDINGS: Applications not complying with the Deemed-to-Comply requirements of the Residential Design Codes in relation to floor area, wall height, ridge height or setbacks. <u>Exemptions from consultation</u> An outbuilding with a wall height of no more than 3.0m.	14	✓	✓ (AP*)	✗	✗
<i>*Directly adjoining properties only</i>					

Note 1: Where there is an inconsistency in the requirements under this Policy, then the greater consultation requirements apply. Additionally, if an application is deemed to be a *significant application* then the consultation requirements for *significant applications* prevail over the consultation requirements that would otherwise apply.

3. Discretion to vary requirements

Notwithstanding Table 1 and Tables 2A, 2B, 2C and 2D, the Town may require consultation to be undertaken, or require additional consultation (method and/or duration), where it is considered appropriate based upon the nature of a particular *planning proposal*.

4. Holiday Periods

The consultation period for any *planning proposal* excludes all public holidays and the whole of the weeks in which Christmas Day to the day after New Year's Day (inclusive) falls.

5. Evidence of non-objection

- (a) In the case of development applications, consultation will not be required where the applicant provides a copy of the application plans(s) with certification from the owners and occupiers of the relevant property(ies) stating no objection to the proposal. Such certification must include a clearly printed and signed statement containing the following:
 - i. A list of the specific variation(s) or aspect(s) of the development for which consultation would otherwise be required;
 - ii. A statement that the plans have been viewed and there is no objection to the proposal;
 - iii. The full name of the owner/s or occupier/s of the relevant properties;
 - iv. Signatures of all persons shown as owners on the Town's IntraMaps system (which is linked to the rate records);
 - v. a current contact address and telephone number for all signatories.
- (b) Council Officers (at their discretion) may contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s), and will be



checked against available Council records to ensure all relevant signatures have been provided.

- (c) With respect to Tables 2A, 2B, 2C and 2D, where the consultation period is yet to conclude but written responses have already been received from all relevant persons notified of the proposal, then Council Officers may proceed to determine the application without awaiting the conclusion of the advertising period.

6. Ownership Details

- (a) Council will rely on the ownership details displayed on the IntraMaps system (which is linked to the rate records) for the purpose of notifying owners and occupiers of properties.
- (b) It is the responsibility of the owners and occupiers of the properties within the Town to inform the Council in writing of any changes in their address details as and when these occur.

7. Requirement for consultation within a strata development

- (a) Where a development application requires community consultation in accordance with Clause 2 and any of Tables 2A to 2D, and the proposal is located within a strata development, consultation with the owners and occupiers of all properties within the strata development will be undertaken except where the development application form is signed by all strata owners who appear on the rate records held by the Council. The sending of a letter/email to a Strata Company only in lieu of directly notifying each individual property owner is not accepted.
- (b) In all instances, Council Officers will notify the owners and occupiers of the properties within the strata development of the determination of the development application.

8. Letters and Email Notices

- (a) Where consultation for a *planning proposal* includes the sending of letters or emails (where email addresses are known and available), then this shall be the responsibility of Council, and will be sent at the commencement of the consultation period or the first week in which any required newspaper notice is published.
- (b) Letter or emails are to be sent to both the owners and occupiers of the adjoining or surrounding properties specified in Table 1 and Tables 2A, 2B, 2C and 2D.
- (c) Council's consultation letter/email notice shall contain the following:
 - i. the site and general nature of the proposal;
 - ii. the nature of the discretionary decision or concern involved;
 - iii. the availability of plans/information for viewing and how to access the plans and other relevant documents online from the Town's website, 'Your Thoughts' consultation hub or other platforms;
 - iv. the last date by which any comments are to be lodged with the Council;
 - v. an invitation to comment on that part of the proposal that is being consulted on; and
 - vi. a statement that it should not be construed that final approval will be granted for the proposal.

9. Sign(s) on Site

- (a) It is the responsibility of the applicant to arrange for installation of the sign(s) and payment of associated costs.
- (b) The sign board(s) is to be professionally prepared, constructed of aluminium composite material (ACM), acrylic, corflute or similar weather-resistant material. Alternative materials



may be considered at the discretion of the Coordinator Urban Planning, such as where the sign is to be displayed from a shopfront window in direct view of the street.

- (c) Where a development application is to be advertised by way of a sign on-site, then the notice shall be in the format outlined in Appendix 1 and comply with the below:
 - i. The sign(s) being in a prominent position(s) on the land so that it can be clearly read from the adjoining streets;
 - ii. The sign board(s) being 1200mm x 1000mm, with black lettering on a white background;
- (d) The sign(s) should be in place on the same day as consultation commences and is to remain on-site for the duration of the consultation/comment period.
- (e) The applicant is to submit evidence, such as dated photographs, of all required signs on the site, no later than five (5) working days following installation.

10. Newspaper Notice

- (a) If a development application is required to be advertised by way of a newspaper notice then it shall be in the format outlined in Appendix 1 and comply with the below:
 - i. Be published once a week for the duration of the consultation period, in a newspaper circulating, at least weekly, in the area in which the land subject of the application is located; and
 - ii. The size of such advertisement(s) being sufficient for people to read clearly;
- (b) It is the responsibility of the applicant to arrange for publication of the notice and payment of associated costs.
- (c) The applicant is to submit evidence of the newspaper notice being published, no later than five (5) working days following its publication.
- (d) The Town will arrange for publication of any required newspaper notices for a *planning proposal* listed in Table 1.
- (e) The applicant shall reimburse the Town for payment of associated costs for publication of any newspaper notices for a *planning proposal* listed in Table 1.

11. Display and Viewing of Plans

- (a) Community consultation for all *planning proposals* will include relevant plans and documents (or links to plans and documents) on Council's website, 'Your Thoughts' consultation hub or other online platforms for the duration of the consultation period.
- (b) Copies of relevant plans and documents will be made available for viewing at Council's Administration Centre upon request, or in extenuating circumstances may be mailed upon request.
- (c) The submission of a *planning proposal* for assessment by the Town is taken to be agreement for plans and/or documents to be displayed, viewed or circulated in accordance with (a) to (b) above, for the duration of the consultation period.

12. Community Information Sessions

- (a) A community information session or drop-in session on a *significant application* or any other *planning proposal* may be held by Council Officers, where it is considered by the Town, that it will assist the community's understanding of the proposal and provide increased opportunity to view plans and any relevant additional information.
- (b) The community information session or drop-in session will be held at least one week prior to conclusion of the consultation period.



13. Submissions received by Council

- (a) Where a *planning proposal* is the subject of a report to a Council Meeting or other decision maker, the Officer's report will include a summary of the submissions received during the consultation period, along with an accompanying response from Council Officers considering the issues raised in the submissions.
- (b) Full copies of submissions will be made available to Elected Members but will not be made available to members of the public unless required by law.
- (c) All submissions received in relation to a planning proposal will be communicated by Council Officers to the applicant, with full copies (with personally identifying information removed) of submissions being provided to the applicant upon request.
- (d) The applicant will be provided with a minimum of ten (10) days to respond to any objection(s) received during the consultation period and/or amend a planning proposal in order to overcome the objection(s).

14. Notification of Submitters

Those persons who lodge a submission in a relation to a *planning proposal* will receive written notification of:

- (a) The decision of Council Officers where the proposal is a development application determined under delegated authority, along with a response to the matters raised in their submission;
- (b) The time, date and particulars of the Elected Members Briefing Session and Ordinary Council Meeting, where the *planning proposal* will be considered/determined by the Council, with notification to include instructions on how to access the agenda prior to the scheduled meetings.
- (c) The decision of the Council, where the *planning proposal* was considered at a Council Meeting, and any associated conditions of approval or reasons for refusal.

15. Planning proposals where Council is not the final decision maker

- (a) *Planning proposals* which are required to be determined by other planning authorities, for example the Metropolitan Central Joint Development Assessment Panel (DAP) or the Western Australian Planning Commission (WAPC), will be subject to the consultation procedures outlined in this Policy.
- (b) Those persons who lodge a submission in a relation to a *planning proposal* to be determined by the DAP or WAPC will receive written notification of:
 - i. Council's recommendation to the DAP or WAPC;
 - ii. Instructions on how to access the agenda of the DAP meeting on the DAP website, and the date and venue of the DAP meeting, where the proposal is to be considered by the DAP; and
 - iii. The decision of the DAP or WAPC once the proposal is determined.

16. Review of Applications by State Administrative Tribunal (SAT)

- (a) Development application decisions subject to an application for review by the SAT will be subject to the community consultation requirements contained in Tables 2A, 2B, 2C and 2D where the review:
 - i. Includes consideration of an amended proposal that introduces new, or increases the extent of, any previously proposed non-compliances; or



- ii. where deemed appropriate by the Manager Development Services or Coordinator Urban Planning.
- (b) Those persons who lodge a submission in relation to a development application reviewed by the SAT (during the consultation for the original application, or consultation carried out in accordance with (a) above) will be notified as per Clause 14 of this Policy.

VERSION CONTROL

Date Initially Adopted :	Former Administrative Policy GEN3 'Community Consultation' – adopted 28 September 1999
Date(s) Amended :	<ol style="list-style-type: none"> 1. Adopted as Local Planning Policy 37 at Ordinary Council Meeting 8 November 2016; 2. Amended by Council resolution at Ordinary Council Meeting 11 December 2018.



APPENDIX 1

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL

TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1

Notice is hereby given that (1) _____

has applied to the Town of Victoria Park for approval of (2) _____

on land situated at (3) _____

Any person wishing to comment upon this proposal can do so either via email to admin@vicpark.wa.gov.au or in writing to the Chief Executive Officer, Town of Victoria Park, Locked Bag No 437 Victoria Park WA 6979. Public comments are to be made by no later than (4) _____ .

-
- (1) *Insert name of applicant.*
 - (2) *Insert the particulars of the proposed land use or development.*
 - (3) *Insert the postal address and lot number of the land subject of the application.*
 - (4) *Insert the date that submissions close.*



12 Chief Community Planner reports

12.1 Draft Amended Local Planning Policy 37 'Community Consultation on Planning Proposals'

Location	Town-wide
Reporting officer	Leigh Parker
Responsible officer	Robert Cruickshank
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Draft Amended LPP 37 'Community Consultation on Planning Proposals' [12.1.1 - 15 pages]2. Existing LPP 37 'Community Consultation on Planning Proposals' [12.1.2 - 12 pages]

Recommendation

That Council:

1. Consents to the advertising of draft amended Local Planning Policy 37 'Community Consultation on Planning Proposals' (as contained within Attachment 1) for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Requests the Chief Executive Officer to provide a further report to Council summarising and responding to any submissions received during the public advertising period along with a recommendation on whether to adopt draft amended Local Planning Policy 37 'Community Consultation on Planning Proposals' with or without modifications.

Purpose

To consent to public advertising of draft amended Local Planning Policy 37 'Community Consultation on Planning Proposals' (LPP 37), which has been revised to reflect recent amendments to Town Planning Scheme No. 1 and State Government legislation.

In brief

- Existing LPP 37 has been revised and broadened in scope to ensure it is consistent with recently gazetted changes to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) as well as recent amendments to the Town's local planning scheme.
- The revised provisions provide clarity and certainty to the community and the Town's officers as to the duration and methods of consultation that will be undertaken in relation to new, amended or repealed instruments of the Town's local planning framework, as well as applications for development approval.
- It is recommended that draft amended LPP 37 be advertised for public comment.

Background

1. Existing LPP 37 was last amended in December 2018, following its review by the Urban Planning service area, as detailed in the Ordinary Council Meeting Minutes of 11 September 2018 and 11 December 2018.
2. Amendments to the Regulations were gazetted in December 2020 with the stated goals of streamlining development approval processes, reducing unnecessary 'red tape' and helping to support the State's economic recovery.
3. The majority of changes to the Regulations commenced operation as of 15 February 2021 and has resulted in a number of local planning policies being reviewed and amended as a result of the changes. LPP 37 is the fourth local planning policy to be reviewed as a result of the amended Regulations.
4. A number of additional changes to the State and local planning framework have occurred since the last review of LPP 37, including recent amendments to the Town's local planning scheme and the gazettal of Volume 2 of the Residential Design Codes WA, which applies to mixed use development and multiple dwellings on land with a density coding of R40 and above.
5. In view of the above changes to both the State and local planning frameworks, the review and amendment of existing LPP 37 has been completed.

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 of a LPP that ensures community consultation and public advertising of planning proposals is undertaken in accordance with Stage legislative requirements, and provides clarity and certainty to the community, the development industry, property owners and Town officers.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The review and development of LPPs that ensure the processing, assessment and determination of development applications is undertaken in a consistent and objective manner.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	The review of the Town's LPPs to ensure they remain relevant, effective and consistent with current legislative requirements and the State Planning Framework.
Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The development of LPPs that facilitate appropriate planning proposals for development and land use within the Town, while providing the opportunity for community input into the decision-making process in relation to significant proposals or where variations are being sought to relevant development standards

	or policy requirements which may have external amenity impacts.
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Social	
Strategic outcome	Intended public value outcome or impact

S02 - An informed and knowledgeable community.	The development of LPPs that provide clarity to the community about the circumstance and manner in which they will be informed and consulted in relation to planning proposals within the Town.
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Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	The draft amended policy has been distributed to Place Planning officers for internal review and comment. No feedback has been provided. It is noted that the reporting officer (who undertakes duties across both the Place Planning and Urban Planning service areas) did not expect any significant internal feedback given the heavily administrative nature of the policy, with the proposed changes having minimal (if any) impacts from a place perspective.
Urban Planning	Urban Planning officers have reviewed the draft policy and provided feedback, which has informed the provisions of the draft revised policy.
Community Engagement	The draft amended policy was distributed to Community Engagement for internal review and comment with no feedback being received. Significant feedback was not anticipated in relation to the proposed changes given heavily administrative nature of the policy and as it deals primarily with statutory advertising requirements governed by State legislation.

Notwithstanding the above, the opportunity to consider and incorporate any further internal officer feedback can be undertaken during the community consultation period.

Legal compliance

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

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

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

Risk management 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	Nil	Nil	Nil	Nil	Low	N/A
Environmental	Nil	Nil	Nil	Nil	Low	N/A
Health and safety	Nil	Nil	Nil	Nil	Low	N/A
Infrastructure/ ICT systems/ utilities	Nil	Nil	Nil	Nil	Low	N/A
Legislative compliance and Reputation	Continued application of an existing policy that does not provide adequate guidance in relation to the current planning framework, contains superseded provisions and/or is inconsistent with State legislative requirements.	Low	Likely	Medium	Low	Consent to public advertising of draft amended LPP 37, which mitigates this risk.
Service delivery	Nil	Nil	Nil	Nil	Low	N/A

Financial implications

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

Analysis

8. A review of existing LPP 37 'Community Consultation on Planning Proposals' (contained in Attachment 2) has been completed by Council officers. This review has considered:
- the effectiveness of the current policy including any issues of interpretation, application, gaps or deficiencies;
 - similar policies of other local governments;
 - alignment with relevant State legislation, policy and/or guidelines;

- d) greater clarity in the objectives of the policy; and
- e) improving the presentation and ease of use (for both the public and Council officers) of the policy.

Issues identified during review of LPP 37

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

- (a) the recent changes to the Regulations, which have introduced amended timeframes, standard procedures and requirements for the advertising of planning proposals, which must be undertaken by the Town and are not captured by existing LPP 37;
- (b) the need to revise and expand the definitions contained within the policy to reflect the amended Regulations, and in particular to ascertain the circumstances where application for development approval will undergo public advertising as 'standard' applications (for 14 days) or 'complex' applications (for 28 days);
- (c) the lack of certainty/clarity provided by the existing policy provisions relating to:
 - i. the manner and duration of preliminary consultation to be undertaken in relation to proposed amendments to the Town's local planning scheme, before the Council resolves to formally initiate the scheme amendment process;
 - ii. The circumstances, manner and duration of consultation to be undertaken in relation to amended applications for development approval, following the completion of advertising of the original proposal;
 - iii. The limited range of local planning framework instruments listed within the policy that may be adopted, amended or repealed, and are subject to the requirement for community consultation; and
 - iv. The limited scope of community consultation tools listed as applying to some planning proposals but not others;
 - v. the need to update the policy to reflect new and/or amended decision-making bodies other than the Town that may be responsible for determining applications for development approval;
 - vi. the need to update the policy to reflect changes to the State and local planning frameworks since the last review of the policy, including:
- (d) Amendments 80 and 84 to Town Planning Scheme No. 1 (TPS1) which have broadened the range of land uses that may be considered for approval by the Town and may require specific or altered community consultation requirements; and
- (e) the gazettal of the Residential Design Codes WA – Volume 2 (Apartments) in December 2019, which apply to mixed use developments and multiple dwellings in areas with a density coding of R40 or higher;
- (f) a range of minor variations to the Residential Design Codes – Volume 1 (applying generally to Single Houses and Grouped Dwellings), which are routinely supported by Council officers and approved under delegated authority from the Council, but for which community consultation is still currently required and objections are very rarely raised from adjoining/surrounding properties; and
- (g) a limited range of circumstances for non-residential developments/specific land uses that require a sign on site to be provided during the community consultation period, but which are considered by Council officers to be overly onerous/unnecessary given

their minor impacts and/or as other consultation methods (for example, letters to surrounding or adjoining properties) are considered to adequately advertise these proposals and invite public submissions.

Proposed amendments to LPP 37

10. In view of the above, existing LPP 37 has been amended to:
- a) align itself with the amended advertising requirements of the Regulations, which have a greater focus on digital rather than traditional printed community consultation methods;
 - b) include new and revised definitions, in particular:
 - i. the new definition of 'complex application' in accordance with the Regulations, which applies to Unlisted Uses, and those nominated by the Town in a policy or local planning scheme as 'complex applications', to which the most significant consultation requirements apply in terms of duration (minimum 28 days) and methods (must include a sign on site, as well as other methods); and
 - ii. the nomination of 'significant applications' as defined by the policy as 'complex applications' (subject to the advertising requirements of the amended Regulations), and the revision of the definition of 'significant application' to include additional criteria for those application types considered by Council officers to warrant 'complex application' community consultation requirements, rather than standard 14 day advertising. These additional criteria include:
 - residential or mixed use development that contains 1 or more new multiple dwellings (which are subject to performance-based (rather than 'deemed-to-comply') assessment under Volume 2 of the Residential Design Codes WA);
 - new buildings of more than 3 storeys in height; and
 - applications requiring determination by the Inner South Joint Development Assessment Panel (DAP) (excluding extension of time or cancellation applications) or State Development Assessment Unit of the Department of Planning, Lands and Heritage;
 - c) include new/amended policy provision clarifying when and how modified applications for development approval will be readvertised (if necessary);
 - d) nominate the geographic extent and duration of consultation to be undertaken for preliminary consultation for proposed local planning scheme amendments prior to Council determining whether or not to formally initiate the amendment process;
 - e) the expansion of Table 1 covering consultation requirements relating to various instruments of the Town's local planning framework, to cover all planning instruments that may be adopted, amended or repealed/revoked and the full range of consultation methods/tools that may be required;
 - f) the consolidation of Tables 2A to 2D applying to applications for development approval into a single Table 2 that identified the applicability of the full range of consultation methods/tools that may apply to each application type/circumstance;
 - g) the modification of the application types/attributes listed within Table 2 that are subject to community consultation, including:
 - i. the land uses of Home Store and Home Business introduced by Amendment 84 to TPS1;
 - ii. applications for mixed use development and multiple dwellings that are seeking a variation from relevant 'Acceptable Outcomes' of Volume 2 of the Residential Design Codes WA that have potential to externally impact upon neighbouring properties or the streetscape;
 - iii. variations to the lot area, plot ratio area and location requirements of Volume 1 of the Residential Design Codes WA in relation to ancillary dwellings; and

- iv. the removal of non-compliant signs for 'AA' uses in residential areas, as such signage is considered to be a minor matter that can be assessed and considered by Council officers on their merit;
 - h) the modification or exemption from community consultation requirements for the following categories of applications for development approval:
 - i. the exemption from the requirement for a sign on site to be provided for an 'AA' (discretionary) use within the Industrial (1) or Industrial (2) zones, or for a Home Store or Home Business use (letters to adjoining properties are still required for these use), where community consultation is required;
 - ii. the exemption from consultation for development applications seeking the following minor variations to the Residential Design Codes – Volume 1 or the Town's LPP 25 'Streetscape' or LPP 26 'Boundary Walls', which are commonly proposed and routinely supported by Council officers and approved under delegated authority from the Council:
 - variations to the average 3.0m boundary wall height requirement, where the maximum height of the boundary wall is 3.5m or less above natural ground level; and
 - minor overlooking into an adjoining residential property behind its street setback line, where the overlooking occurs over:
 - (h) a driveway, car parking bay or car parking structure; or
 - (i) an open garden or landscaped area forward of the main dwelling which is visible from the street and does not function as the primary outdoor living area for the dwelling; and
 - (j) variations to the maximum dwelling setback from a right-of-way of 1.0m or less, which is often encountered on lots with an angled boundary to a right-of-way.
11. The abovementioned amendments are considered to increase the level of certainty and clarity regarding the duration and methods of consultation to be undertaken for planning proposals of all kinds, and bring LPP 37 into alignment with the recently gazetted amendments to the Regulations. They will also serve to reduce the time and resources used by Council officers as well as applicants during the development application process in those limited circumstances noted above, where particular consultation requirements or the requirement to undertake community consultation are not considered necessary.
12. In view of the above, it is recommended that Council consent to public advertising of draft amended LPP 37 (as contained in Attachment 1). A further report will be presented to Council in the future following the conclusion of the public advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the amended policy (in its current form or in a further modified form).

Relevant documents

Not applicable.

Further consideration

13. At the Agenda Briefing Forum a question was raised in relation to the use of the term 'original' with respect to the requirement for community consultation for an application proposing the demolition of an original shopfront along Albany Highway. An original shopfront is taken to be the first building on the site.

COUNCIL RESOLUTION (65/2021):

Moved: Mayor Karen Vernon

Seconded: Cr Vicki Potter

That Council:

1. Consents to the advertising of draft amended Local Planning Policy 37 'Community Consultation on Planning Proposals' (as contained within Attachment 1) for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Requests the Chief Executive Officer to provide a further report to Council summarising and responding to any submissions received during the public advertising period along with a recommendation on whether to adopt draft amended Local Planning Policy 37 'Community Consultation on Planning Proposals' with or without modifications.

Carried by exception resolution (8 - 0)

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

Against: nil

Local Planning Policy No. 2

Adopted: 30 September 1998

Home-based Businesses

Amended: dd Month 2021

Introduction

The Town acknowledges that working from home is now a widely accepted practice in today's workforce. Not only has it become increasingly common, changes in the traditional organisation of work, coupled with dramatic advances in communications and technology, have made it a more feasible and practical avenue for small business and self-employment.

However, the Town recognises that while some home-based employment is acceptable within a residential environment, there are limits on the compatibility of home-based business activities with residential uses. Such activities pose a greater risk for adverse impacts on the amenity of their locality by way of traffic, noise and other impacts due to their likelihood to attract visitors and customers, as well as vehicular traffic, at levels higher than typically experienced or expected for a residential dwelling. Some degree of control is therefore necessary to protect the character and amenity of residential neighbourhoods, and that of residents within grouped or multiple dwelling developments.

Objectives

- a) To encourage the opportunity for low scale home-based business activities to be conducted;
- b) To ensure that the use of land for any home-based business activity is small in scale, unobtrusive and compatible with surrounding buildings and uses;
- c) To protect the character of the locality;
- d) To ensure that home-based business activities do not have a prejudicial effect on the amenity of their locality by reason of any form of emissions or increased numbers of vehicle movements;
- e) To provide guidelines for the use of residential premises for the range of home-based business activities that may be considered for development approval by the Town ;
- f) To clarify the requirement for development approval for the various types of home-based businesses that may be operated within the Town.

Definitions

Home-based business is a broad, general term used by this Policy to refer to any business, service or profession that is conducted from a dwelling or land around a dwelling by a resident of that dwelling, and includes the range of specifically defined land uses of 'Home Business', 'Home Occupation', 'Home Office' and 'Home Store'.

Home Business is defined by the Scheme and means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession —

- (a) does not involve employing more than 2 people who are not members of the occupier's household; and
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and

- (c) does not occupy an area greater than 50m²; and
- (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- (f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located

Home Occupation is defined by Town Planning Scheme No. 1 and means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation -

- (a) does not involve employing a person who is not a member of the occupier's household; and
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- (c) does not occupy an area greater than 20m²; and
- (d) does not involve the display on the premises of a sign with an area exceeding 0.2m²; and
- (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- (f) does not-
 - (i) require a greater number of parking spaces than normally required for a single dwelling; or
 - (ii) result in an increase in traffic volume in the neighbourhood*; and

**Note: For the purposes of determining compliance with (i) and (ii) above, the Town will interpret this to mean that where the Home Occupation involves any visitation by clients/customers/visitors by private vehicle to the site:*

1. *it does not involve more than a single client/customer/visitor vehicle (containing a maximum of up to 5 persons) visiting the site at any one time; and*
2. *all visitation occurs by appointment only, with a minimum 15 minute interval between appointments, to avoid client/customer/visitor overlap and minimise parking and traffic generation to the site; and*
3. *it is serviced by at least one on-site car parking bay (in addition to any required car parking bays for the dwelling residents) available for the use of any client/customer/visitor to the site.*

- (g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- (h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

Home Office is defined by Town Planning Scheme No. 1 and means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation –

- (a) is solely within the dwelling; and
- (b) does not entail clients or customers travelling to and from the dwelling; and
- (c) does not involve the display of a sign on the premises; and
- (d) does not require any change to the external appearance of the dwelling.

Home Store is defined by Town Planning Scheme No. 1 and means a shop* attached to a dwelling that –

- (a) has a net lettable area not exceeding 100m²; and
- (b) is operated by a person residing in the dwelling.

**Note: Under the Scheme 'shop' means premises other than a bulky goods showroom, a liquor store-large or liquor store-small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.*

Scheme refers to the Town of Victoria Park Town Planning Scheme No. 1.

Requirement for Development Approval

- (a) Land Use Permissibility
The Scheme does not permit a 'Home Occupation', 'Home Business' or 'Home Store' on 'Industrial (1)' or 'Industrial (2)' zoned land, as it is a 'X' (prohibited) use in these zones. These uses are also prohibited in the 'Special Use' zone within the following Scheme Precincts:
P12 'East Victoria Park Precinct'; and
P13 'Curtin Precinct' (Technology Park area)
- (b) Home Office
Development approval is not required for a 'Home Office', where it strictly accords with its definition outlined above.
- (c) Home Occupation
Subject to (a) above, development approval is not required for a 'Home Occupation', where it strictly accords with the requirements listed within its definition under the Scheme (refer to *Definitions* above).
- (d) Home Business
Subject to (a) above, development approval is required to be obtained from the Council prior to carrying out a 'Home Business'.

An exemption from the requirement for development approval may apply for a 'Home Business' on land zoned 'Office/Residential', where it strictly accords with the requirements listed within its definition under the Scheme, as the use is a 'P' (permitted) use in the Office/Residential zone (refer to *Definitions* above and the Town's *Local Planning Policy 32 'Exemptions from Development Approval'* in relation to 'P' (permitted) uses).

- (e) Home Store
Subject to (a) above, development approval is required to be obtained from the Council prior to carrying out a 'Home Store' in all instances.
- (f) Home-based businesses that do not accord with any specific land use definition
A home-based business that does not strictly accord with the requirements of any one of the Scheme definitions of 'Home Office', 'Home Occupation', 'Home Business' or 'Home Store' (*refer to Definitions above*) may be considered for approval by Council as an Unlisted Use in accordance with Clause 28 of Town Planning Scheme No. 1. Such proposals are not exempt from the requirement for development approval in any instance.

In such circumstances, the Council must be satisfied, by an absolute majority, that the proposed development is consistent with the matters listed in deemed Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In assessing such proposals, Council Officers will have regard to the provisions of this local planning policy (*refer to Policy Requirements below*) in determining whether the matters listed in deemed Clause 67 have been addressed, and in forming their recommendation to Council on whether or not to approve the proposed activity.

Policy Requirements

1. General provisions applicable to all home-based businesses

- (a) Any Home Office, Home Occupation, Home Business or Home Store must operate in strict accordance with all of the requirements set out within its respective definition at all times of operation;
- (b) Any change to the operations of a home-based business must ensure that:
- they do not conflict with the conditions of any development approval issued in respect to the activity; or
 - the change in operations results in the activity falling into another specifically defined home-based business land use that is exempt from the requirement for development approval on the land on which it is occurring.
- (c) Any home-based business which does not accord with (a) or (b) above is subject to the requirement for development approval in all instances;
- (d) Any business, service or profession that is carried out from a dwelling or on land surrounding a dwelling that does not employ a person that resides within that dwelling will not be considered by the Town as a home-based business and will instead be classified as a commercial/non-residential land use. Such activities will be subject to the specific land use permissibility and approval requirements of the Scheme applicable to that particular commercial/non-residential land use.

2. Home-based business activities to be small-scale and unobtrusive

- (a) Home-based business activities shall be small scale and unobtrusive such that they:
 - i. do not employ more people than that permitted under the respective land use definition, or alternatively no more than 2 people external to the occupants of the dwelling household in any other instance; and
 - ii. do not include provision for the fuelling, repair or maintenance of motor vehicles; and
 - iii. do not:
 - 1. exceed any size limitation specified in the definition for the specific home-based business use being carried out; or
 - 2. occupy an area greater than one third of the land or one third of the floor area of the dwelling/building(s) on the land from which it is conducted;whichever is the lesser;
- (b) Proposals which are inconsistent with a)iii. above will generally not be supported by the Town, as the size/scale of such activities are not considered to align with the appropriate use of the land or dwelling for residential purposes, in particular where they are occurring on 'Residential' zoned land.

3. Amenity of Surrounding Properties and Locality

- (a) A home-based business should not cause injury to or adversely affect the amenity of the neighbourhood or surrounding properties, including by way of light emissions, noise, fumes, odours, dust, vibration, electrical interference, waste water, or any other form of waste products; and
- (b) Applicants seeking approval for a home-based business shall demonstrate how any waste, emissions, noise or other impacts generated by the activity will be treated or mitigated to prevent harm or nuisance to surrounding properties.
- (c) A home-based business proposed from/in association with a Grouped Dwelling or Multiple Dwelling will generally not be supported by the Council unless it can be demonstrated that the amenity of the residents of other dwellings within the Grouped or Multiple Dwellings complex/development will not be adversely affected.

Applicants to Note:

Development applications for a home-based business that involve the proposed use of common property within a Grouped Dwelling or Multiple Dwelling development (including for customer access or parking) require signed consent from the Strata Council/Body Corporate (as applicable) or all owners within the complex in order to be a valid development application. Additional (separate) approval for the activity may also be required under the Strata By-Laws/Strata Titles Act in addition to any development approval from the Council.

- (d) With respect to c) above, proposals involving the travel of customers/visitors to the site of a Grouped Dwelling or Multiple Dwelling development will generally not be permitted by the Town due to the potential for adverse amenity impacts on other residents within the development/complex by way of noise, traffic generation and car parking.

4. Building Appearance

- (a) A home-based business should not require modifications to the structure of the dwelling which would impact the residential character and appearance of the dwelling.
- (b) Any additions or building modifications required to accommodate a home-based business will be subject to assessment against the provisions of the Town's *Local Planning Policy 3 'Non-Residential Uses In or Adjacent to Residential Areas'*.
- (c) In the case of a Home Store, variations to a) or b) may be considered where the use is being carried out from an existing building that was formerly or historically used as a traditional delicatessen (or similar retail use) attached to a residential dwelling.

5. Signage and Advertising

- (a) Any signage associated with a home-based business is restricted to a single sign and shall comply with the requirements for a 'Home Occupation Sign' as contained in the Town's adopted *Local Planning Policy 38 'Signs'*.
- (b) In the case of a Home Store, variations to a) above may be considered on their merit on a case by case basis, particularly in circumstances where the proposed signage is attached to an existing building that was formerly or has been historically used as a traditional delicatessen (or similar retail use) attached to a residential dwelling, and having regard to the potential impact of the signage on the amenity of the streetscape and surrounding properties. Such proposals should have regard to (but not exceed) the standards applicable for the relevant sign type under the Town's *Local Planning Policy 38 'Signs'*, applicable only to the building (or portion of) attached to the dwelling that contains the Home Store.

6. Traffic and Car parking

- (a) Other than a Home Store, any home-based business should not generate any vehicular traffic to the site that, in the opinion of Council, is substantially greater than that which is normal to the residential neighbourhood in which it is located;
- (b) Any home-based business resulting in the attraction of customers/visitors to the site shall:
 - i. demonstrate how customers will park on the site, or otherwise be serviced by available on-street parking adjacent to the site; and/or
 - ii. confirm that visitations will occur by appointment only, and include an appropriate interval between appointments, to avoid customer overlap and minimise parking and traffic generation to the site;
- (c) In the case of a Home Store, on-site car parking (in addition to that required for the dwelling) should be provided at the rate specified for a Shop use as per the Town's *Local Planning Policy 23 'Car Parking'*. Variations, subject to consultation in accordance with the Town's *Local Planning Policy 37 'Community Consultation on Planning Proposals'*, may be considered on their merit on a case by case basis having regard to the following:
 - i. the scale or intensity of the retail activity being undertaken;
 - ii. whether customer visitation will be by appointment only and include an

- appropriate interval between appointments, to avoid customer overlap and minimise parking and traffic generation to the site;
- iii. the availability and number of on-street car parking bays within the immediate vicinity of the site;
 - iv. the proximity of the site to public transport; and
 - v. the proportion to which the nature of the retail sale, hire or display of goods or services from the Home Store is likely to generate customer visitation by pedestrians, as opposed to private vehicles or other transport modes.
- (d) Any vehicle which is used in connection with a home-based business must not be kept on the land unless it:
- i. is not more than 6 metres long, 2 metres wide and 2.3 metres high;
 - ii. is parked within a dedicated car parking bay on the site (preferably behind the dwelling or garaged so it is not visible from the street); and
 - iii. is limited to a single vehicle in addition to the vehicle(s) of the residents of the dwelling;
- (e) Any deliveries to the site should occur only during the normal business hours of 8am to 5pm, Monday to Friday;
- (f) The use of visitor car parking bays provided as part of a Grouped or Multiple Dwelling complex/development for customer car parking in relation to a proposed home-based business is not appropriate and will not be supported by the Council;
- (g) Access to any car parking bays for customers to the site should be available and unobstructed during customer visitation/appointment times and not restricted by secured gates or doors.

7. Approval is Specific and Non-transferable

The approval of a home-based business is:

- (a) specific to the property and the applicant/operator to which the approval has been granted; and
- (b) is not transferable to an additional or alternative property, applicant or operator.

8. Consideration of application for development approval

Where an application for development approval is submitted to Council for approval of a home-based business, the Council shall have regard to and may apply conditions relating to:

- the restriction of any approval to the particular property and applicant/operator of the business;
- days and hours of operation;
- number of clients/customers to the site;
- booking of appointments;
- car parking;
- deliveries to the site;
- advertising signs; and

- any other matters pertaining to the operation and activities of the particular home-based business.

9. Community Consultation

- Community consultation in relation to a proposed home-based business will be carried out by the Town where required by, and in accordance with, *Local Planning Policy 37 'Community Consultation on Planning Proposals'*.
- The consultation requirements for an Unlisted Use apply where a proposed home-based business does not strictly accord with the Town Planning Scheme No. 1 definition of either a 'Home Occupation', 'Home Business' or 'Home Store'.

10. Revocation of development approval

The approval of a Home Business may be revoked in accordance with clause 31 of Town Planning Scheme No. 1 where a notice served to an owner or occupier under clause 35(1) has not been complied with. A notice may be served in circumstances where, in the opinion of the Council, the development is:

- causing a demonstrably unreasonable nuisance or annoyance to neighbours or occupiers of land in the neighbourhood; and/or
- failing to comply with the conditions of its approval; and/or
- failing to comply with the relevant provisions of this policy or the Scheme.

Version Control

Date Initially Adopted :	Former Policy 3.4 under Town Planning Scheme No. 1 Policy Manual – adopted 30 September 1998
Date(s) Amended :	1. Adopted as Local Planning Policy 2 at Ordinary Council Meeting 9 February 2016; 2. Amended by Council resolution at Ordinary Council Meeting 18 June 2019. 3. Amended by Council resolution at Ordinary Council Meeting dd Month 2021.



INTRODUCTION

The Town acknowledges that working from home is now a widely accepted practice in today's workforce. Not only has it become increasingly common, changes in the traditional organisation of work, coupled with dramatic advances in communications and technology, have made it a more feasible and practical avenue for small business and self-employment.

However, the Town recognises that while some home-based employment is acceptable within a residential environment, there are limits on the compatibility of home occupations with residential uses. Some degree of control is therefore necessary to protect the character and amenity of residential neighbourhoods, and that of residents within grouped or multiple dwelling developments.

OBJECTIVES

- a) To encourage the opportunity for low scale home businesses to conduct business at home;
- b) To ensure that the use of land for any home occupation is small in scale, unobtrusive and compatible with surrounding buildings and uses;
- c) To protect the character of the locality;
- d) To ensure that the home occupation does not have a prejudicial effect on the amenity of the locality by reason of any form of emissions or increased numbers of vehicle movements;
- e) To provide guidelines for the use of residential premises for a home occupation;
- f) To clarify the requirement for development approval to conduct a home occupation, as distinguished from a home office.

DEFINITIONS

Home Occupation means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation -

- (a) does not involve employing a person who is not a member of the occupier's household; and
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- (c) does not occupy an area greater than 20m²; and
- (d) does not involve the display on the premises of a sign with an area exceeding 0.2m²; and
- (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- (f) does not-
 - (i) require a greater number of parking spaces than normally required for a single dwelling; or
 - (ii) result in an increase in traffic volume in the neighbourhood; and
- (g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- (h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

Home Office means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation –

- (a) is solely within the dwelling; and
- (b) does not entail clients or customers travelling to and from the dwelling; and
- (c) does not involve the display of a sign on the premises; and
- (d) does not require any change to the external appearance of the dwelling.

REQUIREMENT FOR DEVELOPMENT APPROVAL

Development approval is not required for a Home Office, where it complies with the definition of Home Office above.

Development approval is required to be obtained from the Council prior to the carrying out of any home occupation activity that does not fall within the definition of a Home Office.

Refer to Council's *Local Planning Policy 6 – Family Day Care and Child Care Premises* for further information in relation to Family Day Care activities operated from a residential dwelling.

PROPOSALS THAT DO NOT ACCORD WITH SCHEME DEFINITION OF 'HOME OCCUPATION'

A home occupation activity that does not strictly accord with the Town Planning Scheme No. 1 definition of 'Home Occupation' (*refer to Definitions above*) may be considered for approval by Council as an Unlisted Use in accordance with Clause 28 of Town Planning Scheme No. 1.

In such circumstances, the Council must be satisfied, by an absolute majority, that the proposed development is consistent with the matters listed in deemed Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In assessing such proposals, Council Officers will have regard to the provisions of this local planning policy (*refer to Policy Requirements below*) in determining whether the matters listed in deemed Clause 67 have been addressed, and in forming their recommendation to Council on whether or not to approve the proposed activity.



POLICY REQUIREMENTS

1. Activities to be Small-scale and Unobtrusive

- a) Activities shall be small scale and unobtrusive such that they:
 - i. do not involve employing a person who is not a member of the occupier's household;
or
 - ii. do not employ more than one person other than an occupier of the dwelling (*Note: Such proposals will need to be considered as an Unlisted Use*); and
 - iii. do not occupy an area of the dwelling and/or lot of greater than 20 square metres in total; and
 - iv. do not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
 - v. do not include provision for the fueling, repair or maintenance of motor vehicles.

2. Amenity of Surrounding Properties

- a) A Home Occupation should not cause injury to or adversely affect the amenity of the neighbourhood or surrounding properties, including by way of light emissions, noise, fumes, odours, dust, vibration, electrical interference, waste water, or any other form of waste products; and
- b) Applicants seeking approval for a Home Occupation shall demonstrate how any waste, emissions, noise or other impacts generated by the activity will be treated or mitigated to prevent harm or nuisance to surrounding properties.
- c) A Home Occupation proposed from/in association with a Grouped Dwelling or Multiple Dwelling will generally not be supported by the Council unless it can be demonstrated that the amenity of the residents of other dwellings within the Grouped or Multiple Dwellings complex/development will not be adversely affected.

Applicants to Note: Development applications for a Home Occupation that involve the proposed use of common property within a Grouped Dwelling or Multiple Dwelling development (including for customer access or parking) require signed consent from the Strata Council/Body Corporate (as applicable) or all owners within the complex in order to be a valid development application.

Additional (separate) approval for the activity may also be required under the Strata By-Laws/Strata Titles Act in addition to any development approval from the Council.

3. Building Appearance

A Home Occupation should not require modifications to the structure of the dwelling which would impact the residential character and appearance of the dwelling.

4. Signage and Advertising

Any signage associated with a Home Occupation activity is restricted to a single sign and shall comply with the requirements for a 'Home Occupation Sign' contained in the Town's adopted Local Planning Policy related to Signs.



5. Traffic and Car parking

- a) A Home Occupation should not generate any vehicular traffic to the site that, in the opinion of Council, is substantially greater than that which is normal to the residential neighbourhood in which it is located;
- b) The Home Occupation does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
- c) Any vehicle which is used in connection with a Home Occupation must not be kept on the land unless it:
 - i. is not more than 6 metres long, 2 metres wide and 2.3 metres high;
 - ii. is parked within a dedicated car parking bay on the site (preferably behind the dwelling or garaged so it is not visible from the street); and
 - iii. is limited to a single vehicle in addition to the vehicle(s) of the residents of the dwelling;
- d) Any deliveries to the site should occur only during the normal business hours of 8am to 5pm, Monday to Friday;
- e) Any Home Occupation resulting in the attraction of customers/visitors to the site (e.g. hair dressing, personal training etc.) shall:
 - i. demonstrate how customers will park on the site, or otherwise be serviced by available on-street parking adjacent to the site; and
 - ii. confirm that visitations will occur by appointment only, and include an appropriate interval between appointments, to avoid customer overlap and minimise parking and traffic generation to the site;
- f) The use of visitor car parking bays provided as part of a Grouped or Multiple Dwelling complex/development for customer car parking in relation to a proposed Home Occupation activity is not appropriate and will not be supported by the Council; and
- g) Access to any car parking bays for customers to the site should be available and unobstructed during customer visitation/appointment times and not restricted by secured gates or doors.

6. Approval is Specific and Non-transferable

The approval of a Home Occupation is

- a) specific to the property and the applicant/operator to which the approval has been granted; and
- b) is not transferable to an additional or alternative property, applicant or operator.



CONSIDERATION OF APPLICATION FOR DEVELOPMENT APPROVAL

Where an application for development approval is submitted to Council for approval of a home occupation activity, the Council shall have regard to and may apply conditions relating to:

- The restriction of any approval to the particular property and applicant/operator of the activity;
- Hours and days of operation;
- Number of clients/customers to the site;
- Booking of appointments;
- Car parking;
- Deliveries to the site;
- Advertising signs; and
- Any other matters pertaining to the operation and activities of the particular Home Occupation.

Community Consultation

Community consultation in relation to a proposed home occupation activity will be carried out by the Council where required by, and in accordance with, *Local Planning Policy 37 – Community Consultation on Planning Proposals*.

The consultation requirements for an Unlisted Use apply where the proposed home occupation activity does not strictly accord with the Town Planning Scheme No. 1 definition of 'Home Occupation'.

REVOCAION OF DEVELOPMENT APPROVAL

The approval of a Home Occupation may be revoked in accordance with clause 31 of Town Planning Scheme No. 1 where, in the opinion of the Council, it:

- a) is causing a demonstrably unreasonable nuisance or annoyance to neighbours or occupiers of land in the neighbourhood; and/or
- b) is failing to comply with the conditions of its approval.

VERSION CONTROL

Date Initially Adopted :	Former Policy 3.4 under Town Planning Scheme Policy Manual – adopted 30 September 1998
Date(s) Amended :	1. Adopted as Local Planning Policy 2 at Ordinary Council Meeting 9 February 2016; 2. Amended by Council resolution at Ordinary Council Meeting 18 June 2019.



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

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

Recommendation

That Council:

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

Purpose

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

In brief

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

Background

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

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

Strategic alignment

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

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

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

Engagement

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

Legal compliance

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

8. The adoption or amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, including:
 - Publication of a notice in accordance with deemed clause 87;
 - Community consultation for a period of not less than 21 days after the day on which the notice is first published; and
 - Consideration of public submissions and a Council resolution to proceed with the new or amended policy with or without modifications, or not to proceed.
9. As per deemed clauses 4(5) and 6(b), the adoption of a new or revised local planning policy, or the revocation of an existing local planning policy, takes effect upon publication of a notice in accordance with deemed clause 87.

Risk management consideration

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

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

Financial implications

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

Analysis

10. A review of existing LPP 2 'Home Occupation' (contained in Attachment 2) has been completed by Council officers. This review has considered:
- the effectiveness of the current policy including any issues of interpretation, application, gaps or deficiencies;
 - similar policies of other local governments;
 - alignment with relevant State legislation, policy and/or guidelines;
 - greater clarity in the objectives of the policy; and
 - improving the presentation and ease of use (for both the public and Council officers) of the policy.
11. The major issues identified during the review relate to:
- the policy's presently limited scope, which does not reflect the complete range of defined land uses for various home-based business types under the Scheme, as introduced through Amendments 80 and 83;
 - the superseded guidance in relation to the requirement for development approval of home-based business activities, which does not reflect the abovementioned Scheme amendments or recent changes to the Regulations; and
 - the consequential lack of any policy guidance or development standards in relation to Home Stores and Home Businesses, which of all the home-based business land uses, have the greatest

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

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

Not applicable.

COUNCIL RESOLUTION (34/2021):

Moved: Cr Claire Anderson

Seconded: Cr Vicki Potter

That Council:

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

CARRIED BY EXCEPTION RESOLUTION (9 - 0)

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

Against: nil



INTRODUCTION

Signage is a significant element of the Town's built environment, particularly in commercial areas.

Well designed signs can add interest to the buildings on which they are placed and contribute to the vibrancy and colour of the area while being complementary to built form and character. Too many signs, or signs that are too large or inappropriate, compete with each other and can degrade the character of the streetscape and public spaces.

Where advertising signage is by free choice with no planning control, there is a clear tendency towards cluttered, discordant and excessive use of signage with detrimental effects on the streetscape. The reduction in quality of the streetscape has a counterproductive effect on general business activity.

While it is important that advertising signs be allowed to notify the public of activities conducted, and services offered within an area or building, this needs to be balanced with ensuring that advertising signs are appropriately designed to complement the streetscape that they form part of.

OBJECTIVES

The objectives of this policy are:

- a) To ensure that the display of signage does not adversely impact upon the amenity of the streetscape or surrounding area;
- b) To allow the reasonable identification of businesses through signage without causing a negative and visually intrusive impact on the streetscape and public realm;
- c) To avoid a proliferation of signs on individual sites and buildings;
- d) To provide clear guidance on how advertising signs can be appropriately incorporated into existing buildings and/or new development; and
- e) To outline the standards that apply to signage throughout the Town and the matters that the Town will have regard to in determining applications.

SCOPE

- (1) This Policy applies to advertising signs throughout the Town.
- (2) In accordance with Clause 61(1)(h) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the 'Regulations') development approval is not required for signs that are identified as exempt signs under this Policy;
- (3) Where there is any inconsistency between this Policy and the Town's Local Laws, then the provisions of this Policy shall prevail;
- (4) Whether or not a sign requires development approval, a building permit may need to be obtained from the Town's Building Department, detailing the structural aspects of the sign.

STATUTORY BACKGROUND

This policy is a Local Planning Policy prepared under deemed clauses 3 and 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

DEFINITIONS / SIGN TYPES

General Definitions

Advertisement or Advertising Sign means any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing, and includes —

- (a) any hoarding or similar structure used, or adapted for use, for the display of advertisements; and
- (b) any airborne device anchored to any land or building used for the display of advertising; and
- (c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising;

Exempt or Exempt Sign means an advertising sign that is exempt from the requirement to obtain development approval. Any sign on a heritage listed place or land in a heritage area is not an Exempt Sign.

Non-residential land means that land that is not zoned 'Residential' or land or a building that is used for non-residential purposes.

Sign means an 'Advertisement' or 'Advertising Sign'.

Third party signage means an advertisement on private land which includes:

- (a) the name, logo, or symbol of a company or other organisation that does not own or substantially occupy the site or building on which the advertisement is located; or



- (b) a product or service not provided on the site on which the advertisement is located; or
- (c) a product or service that does not form part of the signage displaying the name, logo or symbol of a company or other organisation that owns or substantially occupy the site or building on which the advertisement is located; and
- (d) signs for an activity or event not occurring on the site on which the advertisement is located.

Thoroughfare means a road, street or the like allowing passage through and includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property.

Sign type definitions

Specific sign types are defined in Table 1.

POLICY REQUIREMENTS

Part One - General Requirements For All Signs

The following requirements apply to all signs.

- (1) Advertisements shall be located outside visual sightline areas so that traffic and pedestrian safety is not compromised; and
- (2) Advertisements shall not contain any obscene or offensive information or illustration; and
- (3) Advertisements shall not obstruct pedestrian or vehicle movements; and
- (4) Where illuminated:
 - (a) not cause a nuisance, by way of light spillage to abutting sites;
 - (b) not comprise flashing, intermittent or running lights, or change more than once in every 5 minute period;
 - (c) not interfere with or be likely to be confused with, traffic control signals; and
 - (d) not have a light of such intensity as to cause annoyance to the public; and
- (5) Advertisements are not to extend beyond the boundary of the lot unless located on an existing awning or canopy; and
- (6) Advertisements shall be in keeping with the architecture of the building.

Where a sign does not meet one or more of these requirements, it will require development approval.



Part Two – Need for Approval

Development Approval

An Exempt Sign is a sign that does not require development approval. A sign is an Exempt Sign where it:

- (a) Is not erected or installed in a place that is entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; and
- (b) Is not located within an area designated under the Town Planning Scheme as a heritage area; and
- (c) Does not result in more than three (3) advertising signs per tenancy; and
- (d) Complies with the General Requirements for All Signs in Part 1 of this Policy; and
- (e) Is determined to be an Exempt Sign having regard to Table 1 below; and
- (f) In the case of an illuminated sign, is on non-residential zoned land; and
- (g) Is not on or abutting land that is reserved as a regional road under the Metropolitan Region Scheme.

OR

- (h) Is located on a thoroughfare * *Note 1* (for signs on a thoroughfare, see the Town's *Activities on Thoroughfares and Trading in Public Places Local Law 2000*);

Note 1 - "on a thoroughfare" does not include signs over a thoroughfare. Signs over a thoroughfare will be assessed having regard to the specific sign type.

Development approval is required for a sign(s) in all other instances. As part of the development application, the applicant should address how the sign meets the objectives of the Policy and those matters outlined in Part Three of this Policy.

Building Permit

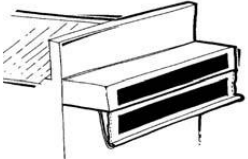
A building permit is not required for a sign(s) that is:


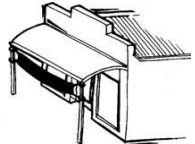
- (a) not structurally attached to a wall, building or land (for example painted signs, window signs, banner signs); or
- (b) proposed to be erected for a period of not more than 28 days; or
- (c) determined by the Town's Building Department as being a type of sign not requiring a building permit.





Table 1


<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
<p>Above awning sign means an advertising sign fixed or painted on the wall or perpendicular to the wall of a building and usually located above an awning or verandah.</p>	<p>No</p>	<ul style="list-style-type: none"> a) Attached to wall only (not on roof of verandah, canopy or awning); and b) Parallel to parapet only so as to not interrupt view of sky and obscure signage on adjacent premises; and c) Only contain the name of the building and/or tenant (i.e. not include phone numbers, advertise products etc.); d) Is limited to one above awning sign only; and e) The sign can be illuminated but not flash; and f) The aggregate area of the sign comprises no more than 25% of the wall to which it is attached; and g) The sign is of a high quality finish and has a low visual impact, preferably comprising of 3-dimensional lettering only (to comprise the name of the business/premises) and/or the business logo fixed to the wall, but shall not include signage on a metal signboard fixed to the wall or signage painted onto the face of the wall; and h) The lettering is framed by a blank wall with the spacing above, below and to the sides of the lettering being at least the height of the lettering. 	<p>Non-residential land only</p>

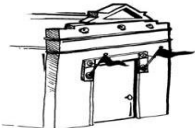
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Awning sign means an advertising sign fixed to the out or return fascia of an awning or verandah associated with a commercial building, and includes signs on blinds, sunshades and similar structures.</p> 	Yes, subject to compliance with Columns 3 and 4	<p>a) There is only one such sign per street frontage of the subject tenancy; and</p> <p>b) It has an area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum area of 10m²); and</p> <p>c) It is contained within the width of the building; and</p> <p>d) It has a minimum ground clearance of 2.7m.</p>	Non-residential land only
<p>Balloon/Blimp sign means an advertising sign printed on a balloon or similar device and flown above the advertised premises.</p>	Yes, subject to compliance with Columns 3 and 4	<p>a) For the purpose of identifying the use on the site or for activities associated with that use; and</p> <p>The sign being on-site for no more than 30 days within a 12 month period.</p>	Non-residential land only


<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
			
<p>Banner sign (building) means an advertising sign that is printed onto plastic sheeting, or similar material, and hung by ropes between posts, or hung from a verandah or fence.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; and b) It has a maximum size of 4m²; and c) It has a minimum ground clearance of 2.7m; and d) It is erected for a maximum period of 7 days unless otherwise granted approval in writing. 	Non-residential land only
<p>Banner sign (mast) means an advertising sign that is installed on a mast owned by the Town.</p>	Yes	See Council Policy GEN2 'Banner Masts and Flag Poles'	All

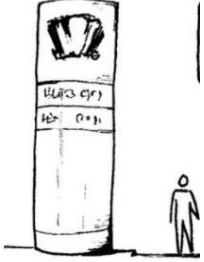
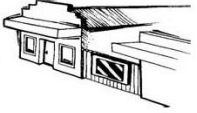
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
Building name or street number signage	Yes, subject to compliance with Columns 3 and 4	Letters not exceeding 300mm in height;	All
Bus Shelter, Roadside Seat, Litter Bin or Public Payphone sign	Yes	N/A – Where located within regional road reserves, see Main Roads WA 'Policy and Application Guidelines for Advertising Signs'	All
<p>Construction site sign means an advertising sign that is erected at a building site and informs the public about the development and the various companies involved in the development, but does not include a development sign.</p> 	Yes, subject to compliance with Column 3	<p>a) There is only one sign per street frontage of the subject property; and</p> <p>b) It has a maximum area of 1m² where the subject site is less than 5000m² in area; and</p> <p>c) It has a maximum area of 2m² on a site greater than 5000m² in area; and</p> <p>It is in place only during the course of construction at the subject site, and removed upon completion.</p>	All


<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Community Event sign means an advertising sign which is a temporary, non-illuminated sign that advertises non-profit, short term events to occur in the Town such as fetes, fairs, or festivals for charitable, religious, education, child care, sporting organisations or the like.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) Is to be located on the site of a community event or the property of the organisation holding the community event; and b) Have an aggregate area of not more than 10m²; and c) Be limited to a maximum of one sign per frontage on a lot; and d) Not be illuminated; and e) Not be exhibited more than 4 weeks prior to the event advertised and must be removed by the end of the day following the event. 	All
<p>Development sign means an advertising sign that is erected on a development site with an approved subdivision or development, displaying information about the project</p>	Yes, subject to compliance with Column 3	<ul style="list-style-type: none"> a) Limited to one sign per lot; and d) It is only in place for the duration of the development / transaction period. 	All


Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
<p>such as name, the plan or subdivision or development, its features, sale and real estate agency contact details.</p> 			
<p>Direction sign means an advertising sign on a private property that directs people to the building entry, car park or another part of the site.</p>	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>A maximum of two direction signs, not exceeding a height of 1.2m above ground level and a width of 1.0m.</p>	<p>Non-residential land only</p>
<p>Election signs</p>	<p>Yes, subject to compliance with Column 3</p>	<p>a) The advertisement is erected or installed in connection with an election, referendum or other poll conducted under the <i>Commonwealth Electoral Act 1918 (Commonwealth)</i>, the <i>Electoral Act 1907</i> or the <i>Local Government Act 1995</i>; and b) The primary purpose of the advertisement is for political</p>	


<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
		<p>communication in relation to the election, referendum or poll; and</p> <p>c) The advertisement is not erected or installed until the election, referendum or other poll is called and is removed no later than 48 hours after the election, referendum or other poll is conducted;</p>	
<p>Flag Sign (General) means an advertising sign that is printed onto a flag and typically flown from a pole.</p> 	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>To a property used for non-residential purposes :</p> <p>a) The aggregate area of surfaces that provide advertising is 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 2m²); and</p> <p>b) They have a minimum ground clearance of 2.7m; and</p> <p>c) Their maximum height is less than 3m above ground level; and</p> <p>They project less than 0.6m from the façade of the building.</p>	<p>Non-residential land only</p>
<p>Flag sign (Mast) means a flag sign that is installed on a mast owned by the Town.</p>	<p>Yes</p>	<p>See Council Policy GEN2 'Banner Masts and Flag Poles'</p>	<p>All</p>

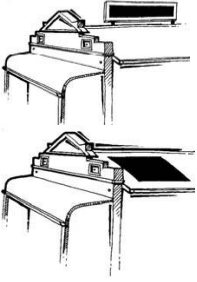
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Hoarding Sign means a large freestanding advertising sign.</p> 	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All
<p>Home Occupation Sign means an advertising sign associated with an approved home occupation or home business.</p>	Yes, subject to compliance with Column 3	<ul style="list-style-type: none"> a) One sign per property; b) Must be associated with an approved home occupation; c) Shall not exceed 0.2m² in area and 1.6m in height; and d) Not illuminated. 	All
<p>Monolith Sign means a stand-alone advertising sign but does not include a pylon sign.</p>	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) Limited to one free standing sign on a lot (not permitted where a pylon or monolith sign is located on the same lot); and b) It is not located within 1.0 metre of a crossover; and c) It does not exceed 6.0 metres in height, 2.0 metres in width and 0.5 metres in depth. 	Non-residential land only

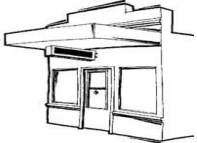
Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
			
<p>Panel Sign means an advertising sign that is attached to a panel and mounted onto an existing vertical structure such as a side fence.</p> 	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All
Plaques	Yes	N/A	All


<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
<p>Portable ground based sign means an advertising sign not permanently attached to the ground or to a structure, wall, fence or building.</p> 	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>a) Limited to one sign per tenancy on a lot; b) Is no higher than 1.2 metres above ground level; c) Does not exceed 2.2m² in total area with a maximum of 1.1m² on any one side; d) Is only to be displayed during normal business hours of the business to which the sign related; e) Is to be wholly located within the boundaries of the subject lot; and f) Is to be secured and stabilised.</p>	<p>Non-residential land only</p>
<p>Property Sale, Lease or Display Home Sign means an advertising sign that is placed on or in front of an existing building or site, with the intention of advertising the sale or lease of that building or site, or the use of the building as a display home.</p>	<p>Yes, subject to compliance with Column 3</p>	<p>a) There is only one such sign per street frontage for each unit, tenancy or dwelling that is for sale or lease; and b) It has an area of 0.1m² per 1m of street frontage of the subject property (up to a maximum aggregate area of 2m²); and c) It is mounted flush against the façade of the building or erected parallel to the street frontage; and d) Its maximum height is less than 3.0m above ground level; and</p>	<p>All</p>

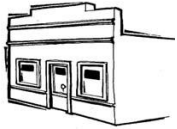
<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
		<p>e) It is removed upon completion of the sale or lease of the property to which it relates, or when the use ceases.</p> <p>In the case of a sign located within the window(s) of a building or on balcony balustrading, criteria d) does not apply.</p>	
<p>Public Authority Sign means an advertising sign provided by a public authority or the Town for the purpose of public safety, directions or information.</p>	Yes	N/A	All
<p>Pylon Sign means a stand-alone advertising sign supported by one or more piers and not attached to a building but does not include a monolith sign.</p>	Yes, subject to compliance with Column 3	<p>a) It is constructed so that no part of the sign is less than 2.7m or more than 6.0m above the level of the ground immediately under the sign; and</p> <p>b) It does not exceed 2.5m measured in any direction across the face of the sign or have a surface area greater than 4m²; and</p> <p>c) It does not project more than 0.9m over any street, way, footpath or other public place; and</p> <p>d) It is supported on one or more piers or columns; and</p>	Non-residential land only

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
		<p>e) It will not be within 1.8m of the side boundaries of the lot on which it is erected; and</p> <p>f) No part will be less than 6m from any part of another sign erected on the same lot of land; and</p> <p>Limited to one free standing sign on a lot (not permitted where a pylon or monolith sign is located on the same lot).</p>	
<p>Regulatory sign means an advertising sign required or authorised under any Act or Statute.</p>	Yes	N/A	All
<p>Roof Sign means an advertising sign that protrudes above the normal roofline of a building or is painted on or mounted flush to the roof of a building.</p>	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
			
Signs located within a building (excluding window signage)	Yes	N/A	All
Third party signage for any sign type	No, other than for a Bus Shelter, Roadside Seat, Litter Bin or Public Payphone sign	Will be considered where the sign advertises a sponsor of a sporting or community organisation, is located on the same property, and the sign is of an acceptable visual standard.	Non-residential land only

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Under Verandah Sign means an advertising sign placed perpendicular to the façade of a commercial building and located under a verandah or awning.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; and b) The aggregate area does not exceed 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum area of 2m²) and c) It has a minimum ground clearance of 2.7m. 	Non-residential land only
<p>VMS signs (whether trailer mounted or fixed) means Variable Message Sign which is an electronic message sign that displays text information to road users and/or the general public.</p>	Yes where temporarily used for traffic management or advertising a community event (see Table 1 for Community	Except where temporarily used for traffic management or advertising a community event, generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	Non-residential land only

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
	Event Signs); No in all other situations.		
Wall sign means an advertising sign attached or painted directly onto an external wall of a commercial building. 	Yes, subject to compliance with Columns 3 and 4	It is an aggregate area of 0.4m ² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m ²).	Non-residential land only
Window sign means an advertising sign attached to a window of a commercial building, or which is located in the interior of a commercial building and up to 0.6m behind a window.	Yes, subject to compliance with Columns 3 and 4	One or more window signs are exempt where: <ul style="list-style-type: none"> a) They cover no more than 25% of the window to which they are associated; and b) They have an aggregate area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m²). 	Non-residential land only

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
			
Any other sign of a type not specified in this Policy	No	Is to be appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All

Note 1 - Where the standard refers to a maximum area and the advertisement involved has more than one visible face the measurement identified is applicable to each face separately;

Note 2 - Advertisements associated with new commercial, industrial or mixed use developments with multiple tenancies are to be accompanied with a wider signage strategy for the site;



Part Three – Assessing sign applications

In determining an application for development approval the Council will have regard to:

1. any other State or Local Policies or specific Design Guidelines that may apply to the area within which the sign is to be located; and
2. the matters listed in deemed clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
3. Clause 30A of Town Planning Scheme No. 1. Clause 30A states :

“(1) In considering an application for or involving an advertisement, the Council is to have regard to the matters listed in deemed clause 67 and -

- (a) the impact of the sign on the quality of the streetscape where it is to be displayed and more generally of the district;*
- (b) whether the size of the sign appropriately relates to the architectural style, design and size of a building on which the sign is to be displayed, and in measuring the size of a sign a polygon shall be taken immediately around the text, graphics or image of the sign and not the entire background, except where the finish or colour of the background differs substantially from the background against which the sign is to be displayed.*
- (c) whether the colour scheme and materials of the sign are compatible with the architectural style and design of a building on which the sign is to be displayed;*
- (d) whether the colour scheme and materials of the sign are compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed; and*

(a) how many signs are on the land where the sign will be displayed.

(2) Council may refuse to approve an application, where -

- (a) the sign may obstruct the sight lines of a person driving or riding a vehicle or a pedestrian;*
- (b) the sign may unreasonably distract persons driving or riding vehicles;*



- (c) *the sign may detract from the quality of the streetscape or area where it is to be displayed;*
- (d) *the size of the sign does not appropriately relate to the architectural style, design and size of a building on which the sign is to be displayed;*
- (e) *the colour scheme and materials of the sign are not compatible with the architectural style and design of a building on which the sign is to be displayed;*
- (f) *the colour scheme and materials of the sign are not compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed; or*
- (g) *the sign will be additional to other signs on the land where it will be displayed.”*

4. Main Roads WA ‘Policy and Application Guidelines for Advertising Signs’, particularly in the case of digital signs and the relevant provisions relating to illumination and minimum dwell times.

Part Four – Community Consultation

In accordance with Council’s Local Planning Policy 37 – Community Consultation on Planning Proposals, where a sign is proposed in the Residential Zone and does not comply with this policy it will be the subject of community consultation with the owners and occupiers of the adjoining properties for a period of 14 days.

Notwithstanding the above, the Council may require consultation, additional consultation or alternative consultation where it is considered appropriate based upon the individual proposal.

VERSION CONTROL

Date Initially Adopted :	27 November 2018 – see Ordinary Council Meeting of 13 February 2018
Date(s) Amended :	N/A





INTRODUCTION

Signage is a significant element of the Town's built environment, particularly in commercial areas.

Well designed signs can add interest to the buildings on which they are placed and contribute to the vibrancy and colour of the area while being complementary to built form and character. Too many signs, or signs that are too large or inappropriate, compete with each other and can degrade the character of the streetscape and public spaces.

Where advertising signage is by free choice with no planning control, there is a clear tendency towards cluttered, discordant and excessive use of signage with detrimental effects on the streetscape. The reduction in quality of the streetscape has a counterproductive effect on general business activity.

While it is important that advertising signs be allowed to notify the public of activities conducted, and services offered within an area or building, this needs to be balanced with ensuring that advertising signs are appropriately designed to complement the streetscape that they form part of.

OBJECTIVES

The objectives of this policy are:

- a) To ensure that the display of signage does not adversely impact upon the amenity of the streetscape or surrounding area;
- b) To allow the reasonable identification of businesses through signage without causing a negative and visually intrusive impact on the streetscape and public realm;
- c) To avoid a proliferation of signs on individual sites and buildings;
- d) To provide clear guidance on how advertising signs can be appropriately incorporated into existing buildings and/or new development; and
- e) To outline the standards that apply to signage throughout the Town and the matters that the Town will have regard to in determining applications.

SCOPE

- (1) This Policy applies to advertising signs throughout the Town.
- (2) In accordance with Clause 61(1)(h) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the 'Regulations') development approval is not required for signs that are identified as exempt signs under this Policy;
- (3) Where there is any inconsistency between this Policy and the Town's Local Laws, then the provisions of this Policy shall prevail;
- (4) Whether or not a sign requires development approval, a building permit may need to be obtained from the Town's Building Department, detailing the structural aspects of the sign.

STATUTORY BACKGROUND

This policy is a Local Planning Policy prepared under deemed clauses 3 and 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

DEFINITIONS / SIGN TYPES

General Definitions

Advertisement or Advertising Sign means any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing, and includes —

- (a) any hoarding or similar structure used, or adapted for use, for the display of advertisements; and
- (b) any airborne device anchored to any land or building used for the display of advertising; and
- (c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising;

Exempt or Exempt Sign means an advertising sign that is exempt from the requirement to obtain development approval. Any sign on **a heritage listed place or land in a heritage area or in a heritage protected place** is not an Exempt Sign.

Heritage protected place is defined by Schedule 2, Clause 1A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and includes (but not limited to) a place :

- entered in the State Register of Heritage Places;
- on a heritage list adopted by the Town; or
- within an area designated by the Town as a heritage area.

Non-residential land means that land that is not zoned 'Residential' or land or a



building that is used for non-residential purposes.

Sign means an 'Advertisement' or 'Advertising Sign'.

Third party signage means an advertisement on private land which includes:

- (a) the name, logo, or symbol of a company or other organisation that does not own or substantially occupy the site or building on which the advertisement is located; or
- (b) a product or service not provided on the site on which the advertisement is located; or
- (c) a product or service that does not form part of the signage displaying the name, logo or symbol of a company or other organisation that owns or substantially occupy the site or building on which the advertisement is located; and
- (d) signs for an activity or event not occurring on the site on which the advertisement is located.

Thoroughfare means a road, street or the like allowing passage through and includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property.

Sign type definitions

Specific sign types are defined in Table 1.

Where a proposed sign may be categorised as being two or more sign types, then the sign is to satisfy the applicable standards for each sign type in order to be exempt, or is to be assessed against the applicable standards for each sign type as part of an application for development approval. For example, a wall sign, of a digital type containing third party content is to be assessed against the applicable standards for all three sign types.

The exception to this is a Public Authority Sign or Regulatory Sign, where the requirements of Table 1 for only this sign type are to be considered.

POLICY REQUIREMENTS

Part One - General Requirements For All Signs

The following requirements apply to all signs.

- (1) ~~Advertisements shall be located outside visual sightline areas so that traffic and pedestrian safety is not compromised.~~ **The sign is not erected or installed within 1.5m of any part of a crossover or street truncation;** and
- (2) Advertisements shall not contain any obscene or offensive information or illustration; and
- (3) Advertisements shall not obstruct pedestrian or vehicle movements; and
- (4) ~~Where illuminated:~~
 - (a) ~~not cause a nuisance, by way of light spillage to abutting sites;~~



- ~~(b) not comprise flashing, intermittent or running lights, or change more than once in every 5 minute period;~~
- ~~(c) not interfere with or be likely to be confused with, traffic control signals; and~~
- ~~(d) not have a light of such intensity as to cause annoyance to the public; and~~
- (5) Advertisements are not to extend beyond the boundary of the lot unless located on an existing awning or canopy; and
- (6) Advertisements shall be in keeping with the architecture of the building.

Where a sign does not meet one or more of these requirements, it will require development approval.

Part Two – Need for Approval

Development Approval

An Exempt Sign is a sign that does not require development approval. A sign is an Exempt Sign where it:

- ~~(a) Is not erected or installed in a place that is entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; and~~
- ~~(b) Is not located within an area designated under the Town Planning Scheme as a heritage area; and~~
- (a) Is not erected or installed in or on a heritage protected place; and
- (b) Does not result in more than three (3) advertising signs per tenancy; and
- (c) Complies with the General Requirements for All Signs in Part 1 of this Policy; and
- (d) Is determined to be an Exempt Sign having regard to Table 1 below; and
- ~~(e) In the case of an illuminated sign, is on non-residential zoned land; and~~
- (e) Is not on or abutting land that is reserved as a regional road under the Metropolitan Region Scheme; and

OR

- (f) Is located on a thoroughfare * *Note 1* (for signs on a thoroughfare, see the Town's *Activities on Thoroughfares and Trading in Public Places Local Law 2000*);

Note 1 - "on a thoroughfare" does not include signs over a thoroughfare. Signs over a thoroughfare will be assessed having regard to the specific sign type.

In accordance with deemed clause 61(1), Table 1, item 11, works to change an existing sign that has been erected or installed on land is regarded as an exempt sign where the following conditions are satisfied :

- (a) The erection or installation of the existing sign was the subject of development approval or was exempt from the requirement for development approval.



- (b) The changes do not alter the size or location of the existing sign or result in the sign containing any illumination, animation, movement or reflective, retro-reflective or fluorescent materials.*
- (c) The sign is not used for advertising (other than the advertising of a business operated on the land).*
- (d) The works are not located in a heritage protected place.*

Development approval is required for a sign(s) in all other instances. As part of the development application, the applicant should address how the sign meets the objectives of the Policy and those matters outlined in Part Three of this Policy.

Building Permit


A building permit is not required for a sign(s) that is:


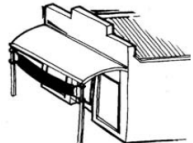
- (a) not structurally attached to a wall, building or land (for example painted signs, window signs, banner signs); or
- (b) proposed to be erected for a period of not more than 28 days; or
- (c) determined by the Town's Building Department as being a type of sign not requiring a building permit.





Table 1


<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
<p>Above awning sign means an advertising sign fixed or painted on the wall or perpendicular to the wall of a building and usually located above an awning or verandah.</p>	<p>No</p>	<ul style="list-style-type: none"> a) Attached to wall only (not on roof of verandah, canopy or awning); and b) Parallel to parapet only so as to not interrupt view of sky and obscure signage on adjacent premises; and c) Only contain the name of the building and/or tenant (i.e. not include phone numbers, advertise products etc.); d) Is limited to one above awning sign only; and e) The sign can be illuminated but not flash; and f) The aggregate area of the sign comprises no more than 25% of the wall to which it is attached; and g) The sign is of a high quality finish and has a low visual impact, preferably comprising of 3-dimensional lettering only (to comprise the name of the business/premises) and/or the business logo fixed to the wall, but shall not include signage on a metal signboard fixed to the wall or signage painted onto the face of the wall; and h) The lettering is framed by a blank wall with the spacing above, below and to the sides of the lettering being at least the height of the lettering. 	<p>Non-residential land only</p>

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Awning sign means an advertising sign fixed to the out or return fascia of an awning or verandah associated with a commercial building, and includes signs on blinds, sunshades and similar structures.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; and b) It has an area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum area of 10m²); and c) It is contained within the width of the building; and d) It has a minimum ground clearance of 2.7m. 	Non-residential land only
<p>Balloon/Blimp sign means an advertising sign printed on a balloon or similar device and flown above the advertised premises.</p>	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) For the purpose of identifying the use on the site or for activities associated with that use; and <p>The sign being on-site for no more than 30 days within a 12 month period.</p>	Non-residential land only

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
			
<p>Banner sign (building) means an advertising sign that is printed onto plastic sheeting, or similar material, and hung by ropes between posts, or hung from a verandah or fence.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; and b) It has a maximum size of 4m²; and c) It has a minimum ground clearance of 2.7m; and d) It is erected for a maximum period of 7 days unless otherwise granted approval in writing. 	Non-residential land only
<p>Banner sign (mast) means an advertising sign that is installed on a mast owned by the Town.</p>	Yes	See Council Policy GEN2 'Banner Masts and Flag Poles'	All

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
Building name or street number signage	Yes, subject to compliance with Columns 3 and 4	Letters not exceeding 300mm in height;	All
Bus Shelter, Roadside Seat, Litter Bin or Public Payphone sign	Yes	N/A – Where located within regional road reserves, see Main Roads WA 'Policy and Application Guidelines for Advertising Signs'	All
<p>Construction site sign means an advertising sign that is erected at a building site and informs the public about the development and the various companies involved in the development, but does not include a development sign.</p> 	Yes, subject to compliance with Column 3	<p>a) There is only one sign per street frontage of the subject property; and</p> <p>b) It has a maximum area of 1m² where the subject site is less than 5000m² in area; and</p> <p>c) It has a maximum area of 2m² on a site greater than 5000m² in area; and</p> <p>It is in place only during the course of construction at the subject site, and removed upon completion.</p>	All

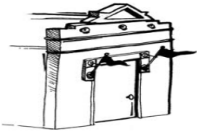

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
<p>Community Event sign means an advertising sign which is a temporary, non-illuminated sign that advertises non-profit, short term events to occur in the Town such as fetes, fairs, or festivals for charitable, religious, education, child care, sporting organisations or the like.</p> 	<p>Yes, subject to compliance with Columns 3 and 4</p>	<ul style="list-style-type: none"> a) Is to be located on the site of a community event or the property of the organisation holding the community event; and b) Have an aggregate area of not more than 10m²; and c) Be limited to a maximum of one sign per frontage on a lot; and d) Not be illuminated; and e) Not be exhibited more than 4 weeks prior to the event advertised and must be removed by the end of the day following the event. 	<p>All</p>
<p>Development sign means an advertising sign that is erected on a development site with an approved subdivision or development, displaying information about the project</p>	<p>Yes, subject to compliance with Column 3</p>	<ul style="list-style-type: none"> a) Limited to one sign per lot; and d) It is only in place for the duration of the development / transaction period. 	<p>All</p>

Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
<p>such as name, the plan or subdivision or development, its features, sale and real estate agency contact details.</p> 			
<p>Digital sign means an advertisement sign or a portion of an advertisement sign that displays an electronic image or video, which may or may not include text.</p>	No	<p>Digital signs shall:</p> <ul style="list-style-type: none"> (a) be restricted to static images that are: <ul style="list-style-type: none"> (i) externally illuminated during hours of darkness; or (ii) displayed electronically, i.e. in a digital format. (b) have a minimum dwell time duration of 30 seconds unless a greater duration is deemed necessary for traffic safety reasons; (c) not contain a transition time from one display to another that exceeds 0.1 seconds; and (d) No display transitional effects such as fly-in, fade-out and scrolling. 	Non-residential land only

Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
		<p>Digital signs abutting any road must:</p> <p>(a) use a low level of illumination, not exceeding 300cd/m², not flash, pulsate, or chase, and not cause a nuisance, by way of light spillage, to light received to the abutting sites to a maximum of 50 lux;</p> <p>(b) not contain fluorescent, reflective or retro reflective colours or materials;</p> <p>(c) not interfere with or be likely to be confused with traffic control signals;</p> <p>(d) screen any electrical cables from the public realm and be maintained in a tidy manner;</p>	
<p>Direction sign means an advertising sign on a private property that directs people to the building entry, car park or another part of the site.</p>	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>A maximum of two direction signs, not exceeding a height of 1.2m above ground level and a width of 1.0m.</p>	<p>Non-residential land only</p>
<p>Election signs</p>	<p>Yes, subject to compliance with Column 3</p>	<p>a) The advertisement is erected or installed in connection with an election, referendum or other poll conducted under the <i>Commonwealth Electoral Act 1918 (Commonwealth)</i>, the <i>Referendum (Machinery Provisions) Act 1984 (Commonwealth)</i>, the <i>Electoral Act 1907</i> or the <i>Local</i></p>	

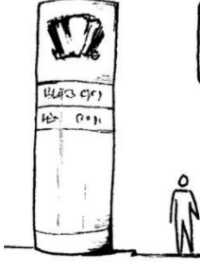
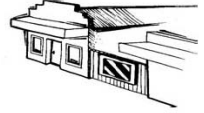
Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
		<p><i>Government Act 1995 or the Referendums Act 1983; and</i></p> <p>b) The primary purpose of the advertisement is for political communication in relation to the election, referendum or poll; and</p> <p>c) The advertisement is not erected or installed until the writ or writs have been issued or, for an election, referendum or other poll under the <i>Local Government Act 1995, until the 36th day before the day on which is called and is removed no later than 48 hours after the election, referendum or other poll is conducted to be held;</i></p> <p>d) The advertisement is removed no later than 48 hours after the election, referendum or poll is conducted.</p> <p>e) The advertisement is not erected or installed within 1.5m of any part of a crossover or street truncation.</p>	
<p>Flag Sign (General) means an advertising sign that is printed onto a flag and typically flown from a pole.</p>	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>To a property used for non-residential purposes :</p> <p>a) The aggregate area of surfaces that provide advertising is 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 2m²); and</p> <p>b) They have a minimum ground clearance of 2.7m; and</p> <p>c) Their maximum height is less than 3m above ground level; and</p> <p>They project less than 0.6m from the façade of the building.</p>	<p>Non-residential land only</p>





<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
			
Flag sign (Mast) means a flag sign that is installed on a mast owned by the Town.	Yes	See Council Policy GEN2 'Banner Masts and Flag Poles'	All
Hoarding Sign means a large freestanding advertising sign. 	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All
Home Occupation Sign means an advertising sign associated with an approved home occupation or home business.	Yes, subject to compliance with Column 3	a) One sign per property; b) Must be associated with an approved home occupation; c) Shall not exceed 0.2m ² in area and 1.6m in height; and d) Not illuminated.	All


<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Illuminated sign means either :</p> <p>(a) a sign illuminated by internal lighting (referred to as 'Illuminated sign – internal'); or (b) a sign which which contains lights or illuminated tubes arranged as an advertisement (referred to as 'Illuminated Sign – Advertising')</p>	<p>Yes for Illuminated sign – internal, subject to compliance with Columns 3 and 4.</p> <p>No for Illuminated sign – advertising.</p>	<p>An illuminated sign must:</p> <p>(a) use a low level of illumination, not exceeding 300cd/m2, not flash, pulsate, or chase, and not cause a nuisance, by way of light spillage, to light received to the abutting sites to a maximum of 50 lux;</p> <p>(b) not contain fluorescent, reflective or retro reflective colours or materials;</p> <p>(c) not interfere with or be likely to be confused with traffic control signals;</p> <p>(d) screen any electrical cables from the public realm and be maintained in a tidy manner;</p>	<p>Non-residential land only.</p>
<p>Monolith Sign means a stand-alone advertising sign but does not include a pylon sign.</p>	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>a) Limited to one free standing sign on a lot (not permitted where a pylon or monolith sign is located on the same lot); and</p> <p>b) It is not located within 1.0 metre of a crossover; and</p> <p>c) It does not exceed 6.0 metres in height, 2.0 metres in width and 0.5 metres in depth.</p>	<p>Non-residential land only</p>

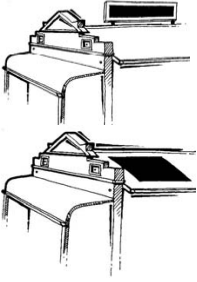


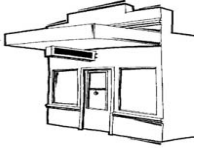
Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
			
<p>Panel Sign means an advertising sign that is attached to a panel and mounted onto an existing vertical structure such as a side fence.</p> 	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All
Plaques	Yes	N/A	All


<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
<p>Portable ground based sign means an advertising sign not permanently attached to the ground or to a structure, wall, fence or building.</p> 	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>a) Limited to one sign per tenancy on a lot; b) Is no higher than 1.2 metres above ground level; c) Does not exceed 2.2m² in total area with a maximum of 1.1m² on any one side; d) Is only to be displayed during normal business hours of the business to which the sign related; e) Is to be wholly located within the boundaries of the subject lot; and f) Is to be secured and stabilised.</p>	<p>Non-residential land only</p>
<p>Property Sale, Lease or Display Home Sign means an advertising sign that is placed on or in front of an existing building or site, with the intention of advertising the sale or lease of that building or site, or the use of the building as a display home.</p>	<p>Yes, subject to compliance with Column 3</p>	<p>a) There is only one such sign per street frontage for each unit, tenancy or dwelling that is for sale or lease; and b) It has an area of 0.1m² per 1m of street frontage of the subject property (up to a maximum aggregate area of 2m²); and c) It is mounted flush against the façade of the building or erected parallel to the street frontage; and d) Its maximum height is less than 3.0m above ground level; and</p>	<p>All</p>

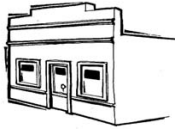
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
		<p>e) It is removed upon completion of the sale or lease of the property to which it relates, or when the use ceases.</p> <p>In the case of a sign located within the window(s) of a building or on balcony balustrading, criteria d) does not apply.</p>	
<p>Public Authority Sign means an advertising sign provided by a public authority or the Town for the purpose of public safety, directions or information.</p>	Yes	N/A	All
<p>Pylon Sign means a stand-alone advertising sign supported by one or more piers and not attached to a building but does not include a monolith sign.</p>	Yes, subject to compliance with Column 3	<p>a) It is constructed so that no part of the sign is less than 2.7m or more than 6.0m above the level of the ground immediately under the sign; and</p> <p>b) It does not exceed 2.5m measured in any direction across the face of the sign or have a surface area greater than 4m²; and</p> <p>c) It does not project more than 0.9m over any street, way, footpath or other public place; and</p> <p>d) It is supported on one or more piers or columns; and</p>	Non-residential land only

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
		<p>e) It will not be within 1.8m of the side boundaries of the lot on which it is erected; and</p> <p>f) No part will be less than 6m from any part of another sign erected on the same lot of land; and</p> <p>Limited to one free standing sign on a lot (not permitted where a pylon or monolith sign is located on the same lot).</p>	
<p>Regulatory sign means an advertising sign required or authorised under any Act or Statute.</p>	Yes	N/A	All
<p>Roof Sign means an advertising sign that protrudes above the normal roofline of a building or is painted on or mounted flush to the roof of a building.</p>	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All

Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
			
Signs located within a building (excluding window signage)	Yes	N/A	All
Third party signage for any sign type	No, other than for a Bus Shelter, Roadside Seat, Litter Bin or Public Payphone sign	<p>Will be considered where the sign advertises a sponsor of a sporting or community organisation, is located on the same property, and the sign is of an acceptable visual standard.</p> <p><i>In other instances, third party signs will generally not be supported. However there may be appropriate locations and circumstances where such a sign is acceptable (ie. tourist and entertainment precincts), and the sign will considered on its individual merits.</i></p>	Non-residential land only

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Under Verandah Sign means an advertising sign placed perpendicular to the façade of a commercial building and located under a verandah or awning.</p> 	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>a) There is only one such sign per street frontage of the subject tenancy; and b) The aggregate area does not exceed 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum area of 2m²) and c) It has a minimum ground clearance of 2.7m.</p>	<p>Non-residential land only</p>
<p>VMS signs (whether trailer mounted or fixed) means Variable Message Sign which is an electronic message sign that displays text information to road users and/or the general public.</p>	<p>Yes where temporarily used for traffic management or advertising a community event (see Table 1 for Community</p>	<p>Except where temporarily used for traffic management or advertising a community event, generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.</p>	<p>Non-residential land only</p>

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
	Event Signs); No in all other situations.		
<p>Wall sign means an advertising sign attached or painted directly onto an external wall of a commercial building.</p> 	Yes, subject to compliance with Columns 3 and 4	It is an aggregate area of 0.4m ² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m ²).	Non-residential land only
<p>Window sign means an advertising sign attached to a window of a commercial building, or which is located in the interior of a commercial building and up to 0.6m behind a window.</p>	Yes, subject to compliance with Columns 3 and 4	<p>One or more window signs are exempt where:</p> <ul style="list-style-type: none"> a) They cover no more than 25% of the window to which they are associated; and b) They have an aggregate area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m²). 	Non-residential land only

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
			
Any other sign of a type not specified in this Policy	No	Is to be appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All

Note 1 - Where the standard refers to a maximum area and the advertisement involved has more than one visible face the measurement identified is applicable to each face separately;

Note 2 - Advertisements associated with new commercial, industrial or mixed use developments with multiple tenancies are to be accompanied with a wider signage strategy for the site;



Part Three – Assessing sign applications

In determining an application for development approval the Council will have regard to:

1. any other State or Local Policies or specific Design Guidelines that may apply to the area within which the sign is to be located; and
2. the matters listed in deemed clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
3. Clause 30A of Town Planning Scheme No. 1. Clause 30A states :

“(1) In considering an application for or involving an advertisement, the Council is to have regard to the matters listed in deemed clause 67 and -

- (a) the impact of the sign on the quality of the streetscape where it is to be displayed and more generally of the district;*
- (b) whether the size of the sign appropriately relates to the architectural style, design and size of a building on which the sign is to be displayed, and in measuring the size of a sign a polygon shall be taken immediately around the text, graphics or image of the sign and not the entire background, except where the finish or colour of the background differs substantially from the background against which the sign is to be displayed.*
- (c) whether the colour scheme and materials of the sign are compatible with the architectural style and design of a building on which the sign is to be displayed;*
- (d) whether the colour scheme and materials of the sign are compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed; and*
- (a) how many signs are on the land where the sign will be displayed.*

(2) Council may refuse to approve an application, where -

- (a) the sign may obstruct the sight lines of a person driving or riding a vehicle or a pedestrian;*
- (b) the sign may unreasonably distract persons driving or riding vehicles;*



- (c) *the sign may detract from the quality of the streetscape or area where it is to be displayed;*
- (d) *the size of the sign does not appropriately relate to the architectural style, design and size of a building on which the sign is to be displayed;*
- (e) *the colour scheme and materials of the sign are not compatible with the architectural style and design of a building on which the sign is to be displayed;*
- (f) *the colour scheme and materials of the sign are not compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed; or*
- (g) *the sign will be additional to other signs on the land where it will be displayed.”*

4. Main Roads WA ‘Policy and Application Guidelines for Advertising Signs’, particularly in the case of digital signs and the relevant provisions relating to illumination and minimum dwell times.

Part Four – Community Consultation

In accordance with Council’s Local Planning Policy 37 – Community Consultation on Planning Proposals, where a sign is proposed in the Residential Zone and does not comply with this policy it will be the subject of community consultation with the owners and occupiers of the adjoining properties for a period of 14 days.

Notwithstanding the above, the Council may require consultation, additional consultation or alternative consultation where it is considered appropriate based upon the individual proposal.

VERSION CONTROL

Date Initially Adopted :	27 November 2018 – see Ordinary Council Meeting of 13 February 2018
Date(s) Amended :	N/A





INTRODUCTION

Signage is a significant element of the Town's built environment, particularly in commercial areas.

Well designed signs can add interest to the buildings on which they are placed and contribute to the vibrancy and colour of the area while being complementary to built form and character. Too many signs, or signs that are too large or inappropriate, compete with each other and can degrade the character of the streetscape and public spaces.

Where advertising signage is by free choice with no planning control, there is a clear tendency towards cluttered, discordant and excessive use of signage with detrimental effects on the streetscape. The reduction in quality of the streetscape has a counterproductive effect on general business activity.

While it is important that advertising signs be allowed to notify the public of activities conducted, and services offered within an area or building, this needs to be balanced with ensuring that advertising signs are appropriately designed to complement the streetscape that they form part of.

OBJECTIVES

The objectives of this policy are:

- a) To ensure that the display of signage does not adversely impact upon the amenity of the streetscape or surrounding area;
- b) To allow the reasonable identification of businesses through signage without causing a negative and visually intrusive impact on the streetscape and public realm;
- c) To avoid a proliferation of signs on individual sites and buildings;
- d) To provide clear guidance on how advertising signs can be appropriately incorporated into existing buildings and/or new development; and
- e) To outline the standards that apply to signage throughout the Town and the matters that the Town will have regard to in determining applications.

SCOPE

- (1) This Policy applies to advertising signs throughout the Town.
- (2) In accordance with Clause 61(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the 'Regulations') development approval is not required for signs that are identified as exempt signs under this Policy;
- (3) Where there is any inconsistency between this Policy and the Town's Local Laws, then the provisions of this Policy shall prevail;
- (4) Whether or not a sign requires development approval, a building permit may need to be obtained from the Town's Building Department, detailing the structural aspects of the sign.

STATUTORY BACKGROUND

This policy is a Local Planning Policy prepared under deemed clauses 3 and 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

DEFINITIONS / SIGN TYPES

General Definitions

Advertisement or Advertising Sign means any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing, and includes

- (a) any hoarding or similar structure used, or adapted for use, for the display of advertisements; and
- (b) any airborne device anchored to any land or building used for the display of advertising; and
- (c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising;

Exempt or Exempt Sign means an advertising sign that is exempt from the requirement to obtain development approval. Any sign on or in a heritage protected place is not an Exempt Sign.

Heritage protected place is defined by Schedule 2, Clause 1A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and includes (but not limited to) a place :

- entered in the State Register of Heritage Places;
- on a heritage list adopted by the Town; or
- within an area designated by the Town as a heritage area.

Non-residential land means that land that is not zoned 'Residential' or land or a



building that is used for non-residential purposes.

Sign means an 'Advertisement' or 'Advertising Sign'.

Third party signage means an advertisement on private land which includes:

- (a) the name, logo, or symbol of a company or other organisation that does not own or substantially occupy the site or building on which the advertisement is located; or
- (b) a product or service not provided on the site on which the advertisement is located; or
- (c) a product or service that does not form part of the signage displaying the name, logo or symbol of a company or other organisation that owns or substantially occupy the site or building on which the advertisement is located; and
- (d) signs for an activity or event not occurring on the site on which the advertisement is located.

Thoroughfare means a road, street or the like allowing passage through and includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property.

Sign type definitions

Specific sign types are defined in Table 1.

Where a proposed sign may be categorised as being two or more sign types, then the sign is to satisfy the applicable standards for each sign type in order to be exempt, or is to be assessed against the applicable standards for each sign type as part of an application for development approval. For example, a wall sign, of a digital type containing third party content is to be assessed against the applicable standards for all three sign types.

The exception to this is a Public Authority Sign or Regulatory Sign, where the requirements of Table 1 for only this sign type are to be considered.

POLICY REQUIREMENTS

Part One - General Requirements For All Signs

The following requirements apply to all signs.

- (1) The sign is not erected or installed within 1.5m of any part of a crossover or street truncation; and
- (2) Advertisements shall not contain any obscene or offensive information or illustration; and
- (3) Advertisements shall not obstruct pedestrian or vehicle movements; and
- (4) Advertisements are not to extend beyond the boundary of the lot unless located on an existing awning or canopy; and
- (5) Advertisements shall be in keeping with the architecture of the building.



Where a sign does not meet one or more of these requirements, it will require development approval.

Part Two – Need for Approval

Development Approval

An Exempt Sign is a sign that does not require development approval. A sign is an Exempt Sign where it:

- (a) Is not erected or installed in or on a heritage protected place; and
- (b) Does not result in more than three (3) advertising signs per tenancy; and
- (c) Complies with the General Requirements for All Signs in Part 1 of this Policy; and
- (d) Is determined to be an Exempt Sign having regard to Table 1 below; and
- (e) Is not on or abutting land that is reserved as a regional road under the Metropolitan Region Scheme; and

OR

- (e) Is located on a thoroughfare * *Note 1* (for signs on a thoroughfare, see the Town's *Activities on Thoroughfares and Trading in Public Places Local Law 2000*);

Note 1 - "on a thoroughfare" does not include signs over a thoroughfare. Signs over a thoroughfare will be assessed having regard to the specific sign type.

In accordance with deemed clause 61(1), Table 1, item 11, works to change an existing sign that has been erected or installed on land is regarded as an exempt sign where the following conditions are satisfied :

- (a) The erection or installation of the existing sign was the subject of development approval or was exempt from the requirement for development approval.*
- (b) The changes do not alter the size or location of the existing sign or result in the sign containing any illumination, animation, movement or reflective, retro-reflective or fluorescent materials.*
- (c) The sign is not used for advertising (other than the advertising of a business operated on the land).*
- (d) The works are not located in a heritage protected place.*

Development approval is required for a sign(s) in all other instances. As part of the development application, the applicant should address how the sign meets the objectives of the Policy and those matters outlined in Part Three of this Policy.



Building Permit


A building permit is not required for a sign(s) that is:


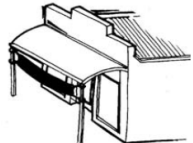
- (a) not structurally attached to a wall, building or land (for example painted signs, window signs, banner signs); or
- (b) proposed to be erected for a period of not more than 28 days; or
- (c) determined by the Town's Building Department as being a type of sign not requiring a building permit.





Table 1


<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
<p>Above awning sign means an advertising sign fixed or painted on the wall or perpendicular to the wall of a building and usually located above an awning or verandah.</p>	<p>No</p>	<ul style="list-style-type: none"> a) Attached to wall only (not on roof of verandah, canopy or awning); and b) Parallel to parapet only so as to not interrupt view of sky and obscure signage on adjacent premises; and c) Only contain the name of the building and/or tenant (i.e. not include phone numbers, advertise products etc.); d) Is limited to one above awning sign only; and e) The sign can be illuminated but not flash; and f) The aggregate area of the sign comprises no more than 25% of the wall to which it is attached; and g) The sign is of a high quality finish and has a low visual impact, preferably comprising of 3-dimensional lettering only (to comprise the name of the business/premises) and/or the business logo fixed to the wall, but shall not include signage on a metal signboard fixed to the wall or signage painted onto the face of the wall; and h) The lettering is framed by a blank wall with the spacing above, below and to the sides of the lettering being at least the height of the lettering. 	<p>Non-residential land only</p>

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Awning sign means an advertising sign fixed to the out or return fascia of an awning or verandah associated with a commercial building, and includes signs on blinds, sunshades and similar structures.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; and b) It has an area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum area of 10m²); and c) It is contained within the width of the building; and d) It has a minimum ground clearance of 2.7m. 	Non-residential land only
<p>Balloon/Blimp sign means an advertising sign printed on a balloon or similar device and flown above the advertised premises.</p>	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) For the purpose of identifying the use on the site or for activities associated with that use; and <p>The sign being on-site for no more than 30 days within a 12 month period.</p>	Non-residential land only

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
			
<p>Banner sign (building) means an advertising sign that is printed onto plastic sheeting, or similar material, and hung by ropes between posts, or hung from a verandah or fence.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; and b) It has a maximum size of 4m²; and c) It has a minimum ground clearance of 2.7m; and d) It is erected for a maximum period of 7 days unless otherwise granted approval in writing. 	Non-residential land only
<p>Banner sign (mast) means an advertising sign that is installed on a mast owned by the Town.</p>	Yes	See Council Policy GEN2 'Banner Masts and Flag Poles'	All

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
Building name or street number signage	Yes, subject to compliance with Columns 3 and 4	Letters not exceeding 300mm in height;	All
Bus Shelter, Roadside Seat, Litter Bin or Public Payphone sign	Yes	N/A – Where located within regional road reserves, see Main Roads WA 'Policy and Application Guidelines for Advertising Signs'	All
<p>Construction site sign means an advertising sign that is erected at a building site and informs the public about the development and the various companies involved in the development, but does not include a development sign.</p> 	Yes, subject to compliance with Column 3	<p>a) There is only one sign per street frontage of the subject property; and</p> <p>b) It has a maximum area of 1m² where the subject site is less than 5000m² in area; and</p> <p>c) It has a maximum area of 2m² on a site greater than 5000m² in area; and</p> <p>It is in place only during the course of construction at the subject site, and removed upon completion.</p>	All

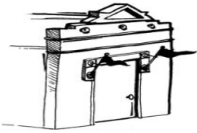

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Community Event sign means an advertising sign which is a temporary, non-illuminated sign that advertises non-profit, short term events to occur in the Town such as fetes, fairs, or festivals for charitable, religious, education, child care, sporting organisations or the like.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) Is to be located on the site of a community event or the property of the organisation holding the community event; and b) Have an aggregate area of not more than 10m²; and c) Be limited to a maximum of one sign per frontage on a lot; and d) Not be illuminated; and e) Not be exhibited more than 4 weeks prior to the event advertised and must be removed by the end of the day following the event. 	All
<p>Development sign means an advertising sign that is erected on a development site with an approved subdivision or development, displaying information about the project</p>	Yes, subject to compliance with Column 3	<ul style="list-style-type: none"> a) Limited to one sign per lot; and d) It is only in place for the duration of the development / transaction period. 	All

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
<p>such as name, the plan or subdivision or development, its features, sale and real estate agency contact details.</p> 			
<p>Digital sign means an advertisement sign or a portion of an advertisement sign that displays an electronic image or video, which may or may not include text.</p>	No	<p>Digital signs shall:</p> <ul style="list-style-type: none"> (a) be restricted to static images that are: <ul style="list-style-type: none"> (i) externally illuminated during hours of darkness; or (ii) displayed electronically, i.e. in a digital format. (b) have a minimum dwell time duration of 30 seconds unless a greater duration is deemed necessary for traffic safety reasons; (c) not contain a transition time from one display to another that exceeds 0.1 seconds; and (d) No display transitional effects such as fly-in, fade-out and scrolling. 	Non-residential land only

Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
		Digital signs abutting any road must: (a) use a low level of illumination, not exceeding 300cd/m ² , not flash, pulsate, or chase, and not cause a nuisance, by way of light spillage, to light received to the abutting sites to a maximum of 50 lux; (b) not contain fluorescent, reflective or retro reflective colours or materials; (c) not interfere with or be likely to be confused with traffic control signals; (d) screen any electrical cables from the public realm and be maintained in a tidy manner;	
Direction sign means an advertising sign on a private property that directs people to the building entry, car park or another part of the site.	Yes, subject to compliance with Columns 3 and 4	A maximum of two direction signs, not exceeding a height of 1.2m above ground level and a width of 1.0m.	Non-residential land only
Election signs	Yes, subject to compliance with Column 3	a) The advertisement is erected or installed in connection with an election, referendum or other poll conducted under the <i>Commonwealth Electoral Act 1918 (Commonwealth)</i> , the <i>Referendum (Machinery Provisions) Act 1984 (Commonwealth)</i> , the <i>Electoral Act 1907</i> the <i>Local</i>	

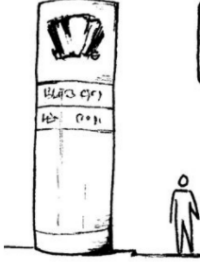
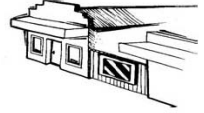
<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
		<p><i>Government Act 1995 or the Referendums Act 1983; and</i></p> <ul style="list-style-type: none"> b) The primary purpose of the advertisement is for political communication in relation to the election, referendum or poll; and c) The advertisement is not erected or installed until the writ or writs have been issued or, for an election, referendum or poll under the <i>Local Government Act 1995, until the 36th day before the day on which</i> the election, referendum or poll is to be held; d) The advertisement is removed no later than 48 hours after the election, referendum or poll is conducted. e) The advertisement is not erected or installed within 1.5m of any part of a crossover or street truncation. 	
<p>Flag Sign (General) means an advertising sign that is printed onto a flag and typically flown from a pole.</p>	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>To a property used for non-residential purposes :</p> <ul style="list-style-type: none"> a) The aggregate area of surfaces that provide advertising is 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 2m²); and b) They have a minimum ground clearance of 2.7m; and c) Their maximum height is less than 3m above ground level; and <p>They project less than 0.6m from the façade of the building.</p>	<p>Non-residential land only</p>





<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
			
Flag sign (Mast) means a flag sign that is installed on a mast owned by the Town.	Yes	See Council Policy GEN2 'Banner Masts and Flag Poles'	All
Hoarding Sign means a large freestanding advertising sign. 	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All
Home Occupation Sign means an advertising sign associated with an approved home occupation or home business.	Yes, subject to compliance with Column 3	a) One sign per property; b) Must be associated with an approved home occupation; c) Shall not exceed 0.2m ² in area and 1.6m in height; and d) Not illuminated.	All


<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Illuminated sign means either :</p> <p>(a) a sign illuminated by internal lighting (referred to as 'Illuminated sign – internal'); or (b) a sign which contains lights or illuminated tubes arranged as an advertisement (referred to as 'Illuminated Sign – Advertising')</p>	<p>Yes for Illuminated sign – internal, subject to compliance with Columns 3 and 4.</p> <p>No for Illuminated sign – advertising.</p>	<p>An illuminated sign must:</p> <p>(a) use a low level of illumination, not exceeding 300cd/m², not flash, pulsate, or chase, and not cause a nuisance, by way of light spillage, to light received to the abutting sites to a maximum of 50 lux;</p> <p>(b) not contain fluorescent, reflective or retro reflective colours or materials;</p> <p>(c) not interfere with or be likely to be confused with traffic control signals;</p> <p>(d) screen any electrical cables from the public realm and be maintained in a tidy manner;</p>	<p>Non-residential land only.</p>
<p>Monolith Sign means a stand-alone advertising sign but does not include a pylon sign.</p>	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>a) Limited to one free standing sign on a lot (not permitted where a pylon or monolith sign is located on the same lot); and</p> <p>b) It is not located within 1.0 metre of a crossover; and</p> <p>c) It does not exceed 6.0 metres in height, 2.0 metres in width and 0.5 metres in depth.</p>	<p>Non-residential land only</p>

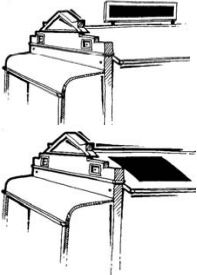


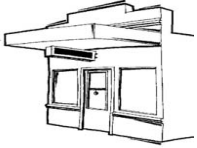
Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
			
<p>Panel Sign means an advertising sign that is attached to a panel and mounted onto an existing vertical structure such as a side fence.</p> 	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All
Plaques	Yes	N/A	All


<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
<p>Portable ground based sign means an advertising sign not permanently attached to the ground or to a structure, wall, fence or building.</p> 	<p>Yes, subject to compliance with Columns 3 and 4</p>	<p>a) Limited to one sign per tenancy on a lot; b) Is no higher than 1.2 metres above ground level; c) Does not exceed 2.2m² in total area with a maximum of 1.1m² on any one side; d) Is only to be displayed during normal business hours of the business to which the sign related; e) Is to be wholly located within the boundaries of the subject lot; and f) Is to be secured and stabilised.</p>	<p>Non-residential land only</p>
<p>Property Sale, Lease or Display Home Sign means an advertising sign that is placed on or in front of an existing building or site, with the intention of advertising the sale or lease of that building or site, or the use of the building as a display home.</p>	<p>Yes, subject to compliance with Column 3</p>	<p>a) There is only one such sign per street frontage for each unit, tenancy or dwelling that is for sale or lease; and b) It has an area of 0.1m² per 1m of street frontage of the subject property (up to a maximum aggregate area of 2m²); and c) It is mounted flush against the façade of the building or erected parallel to the street frontage; and d) Its maximum height is less than 3.0m above ground level; and</p>	<p>All</p>

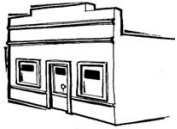
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
		e) It is removed upon completion of the sale or lease of the property to which it relates, or when the use ceases. In the case of a sign located within the window(s) of a building or on balcony balustrading, criteria d) does not apply.	
Public Authority Sign means an advertising sign provided by a public authority or the Town for the purpose of public safety, directions or information.	Yes	N/A	All
Pylon Sign means a stand-alone advertising sign supported by one or more piers and not attached to a building but does not include a monolith sign.	Yes, subject to compliance with Column 3	a) It is constructed so that no part of the sign is less than 2.7m or more than 6.0m above the level of the ground immediately under the sign; and b) It does not exceed 2.5m measured in any direction across the face of the sign or have a surface area greater than 4m ² ; and c) It does not project more than 0.9m over any street, way, footpath or other public place; and d) It is supported on one or more piers or columns; and	Non-residential land only

<i>Column 1</i> Sign Type	<i>Column 2</i> Exempt	<i>Column 3</i> Applicable Standards	<i>Column 4</i> Zoning/Land Use
		<p>e) It will not be within 1.8m of the side boundaries of the lot on which it is erected; and</p> <p>f) No part will be less than 6m from any part of another sign erected on the same lot of land; and</p> <p>Limited to one free standing sign on a lot (not permitted where a pylon or monolith sign is located on the same lot).</p>	
<p>Regulatory sign means an advertising sign required or authorised under any Act or Statute.</p>	Yes	N/A	All
<p>Roof Sign means an advertising sign that protrudes above the normal roofline of a building or is painted on or mounted flush to the roof of a building.</p>	No	Generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All

Column 1 Sign Type	Column 2 Exempt	Column 3 Applicable Standards	Column 4 Zoning/Land Use
			
Signs located within a building (excluding window signage)	Yes	N/A	All
Third party signage for any sign type	No, other than for a Bus Shelter, Roadside Seat, Litter Bin or Public Payphone sign	<p>Will be considered where the sign advertises a sponsor of a sporting or community organisation, is located on the same property, and the sign is of an acceptable visual standard.</p> <p>In other instances, third party signs will generally not be supported. However there may be appropriate locations and circumstances where such a sign is acceptable (ie. tourist and entertainment precincts), and the sign will considered on its individual merits.</p>	Non-residential land only

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
<p>Under Verandah Sign means an advertising sign placed perpendicular to the façade of a commercial building and located under a verandah or awning.</p> 	Yes, subject to compliance with Columns 3 and 4	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; and b) The aggregate area does not exceed 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum area of 2m²) and c) It has a minimum ground clearance of 2.7m. 	Non-residential land only
<p>VMS signs (whether trailer mounted or fixed) means Variable Message Sign which is an electronic message sign that displays text information to road users and/or the general public.</p>	Yes where temporarily used for traffic management or advertising a community event (see Table 1 for Community	Except where temporarily used for traffic management or advertising a community event, generally not supported as they do not provide a positive contribution to the amenity and built form of the locality. Any application for this sign type is to appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	Non-residential land only

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
	Event Signs); No in all other situations.		
Wall sign means an advertising sign attached or painted directly onto an external wall of a commercial building. 	Yes, subject to compliance with Columns 3 and 4	It is an aggregate area of 0.4m ² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m ²).	Non-residential land only
Window sign means an advertising sign attached to a window of a commercial building, or which is located in the interior of a commercial building and up to 0.6m behind a window.	Yes, subject to compliance with Columns 3 and 4	One or more window signs are exempt where: a) They cover no more than 25% of the window to which they are associated; and b) They have an aggregate area of 0.4m ² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m ²).	Non-residential land only

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
Sign Type	Exempt	Applicable Standards	Zoning/Land Use
			
Any other sign of a type not specified in this Policy	No	Is to be appropriately justified and will be assessed having regard to the criteria in Part Three of this Policy.	All

Note 1 - Where the standard refers to a maximum area and the advertisement involved has more than one visible face the measurement identified is applicable to each face separately;

Note 2 - Advertisements associated with new commercial, industrial or mixed use developments with multiple tenancies are to be accompanied with a wider signage strategy for the site;

Part Three – Assessing sign applications

In determining an application for development approval the Council will have regard to:

1. any other State or Local Policies or specific Design Guidelines that may apply to the area within which the sign is to be located; and
2. the matters listed in deemed clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
3. Clause 30A of Town Planning Scheme No. 1. Clause 30A states :

“(1) In considering an application for or involving an advertisement, the Council is to have regard to the matters listed in deemed clause 67 and -

- (a) the impact of the sign on the quality of the streetscape where it is to be displayed and more generally of the district;*
- (b) whether the size of the sign appropriately relates to the architectural style, design and size of a building on which the sign is to be displayed, and in measuring the size of a sign a polygon shall be taken immediately around the text, graphics or image of the sign and not the entire background, except where the finish or colour of the background differs substantially from the background against which the sign is to be displayed.*
- (c) whether the colour scheme and materials of the sign are compatible with the architectural style and design of a building on which the sign is to be displayed;*
- (d) whether the colour scheme and materials of the sign are compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed; and*
- (a) how many signs are on the land where the sign will be displayed.*

(2) Council may refuse to approve an application, where -

- (a) the sign may obstruct the sight lines of a person driving or riding a vehicle or a pedestrian;*
- (b) the sign may unreasonably distract persons driving or riding vehicles;*



- (c) *the sign may detract from the quality of the streetscape or area where it is to be displayed;*
- (d) *the size of the sign does not appropriately relate to the architectural style, design and size of a building on which the sign is to be displayed;*
- (e) *the colour scheme and materials of the sign are not compatible with the architectural style and design of a building on which the sign is to be displayed;*
- (f) *the colour scheme and materials of the sign are not compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed; or*
- (g) *the sign will be additional to other signs on the land where it will be displayed.”*

4. Main Roads WA ‘Policy and Application Guidelines for Advertising Signs’, particularly in the case of digital signs and the relevant provisions relating to illumination and minimum dwell times.

Part Four – Community Consultation

In accordance with Council’s Local Planning Policy 37 – Community Consultation on Planning Proposals, where a sign is proposed in the Residential Zone and does not comply with this policy it will be the subject of community consultation with the owners and occupiers of the adjoining properties for a period of 14 days.

Notwithstanding the above, the Council may require consultation, additional consultation or alternative consultation where it is considered appropriate based upon the individual proposal.

VERSION CONTROL

Date Initially Adopted :	27 November 2018 – see Ordinary Council Meeting of 13 February 2018
Date(s) Amended :	Xxx – Ordinary Council meeting of 17 August 2021





INTRODUCTION

The Residential Design Codes (the R-Codes) apply to all residential development. The R-Codes enable local governments to prepare a local planning policy that varies the provisions of the R-Codes relating to boundary walls. This policy outlines the requirements that apply for applications for residential development that incorporate boundary walls within the Town of Victoria Park.

This policy is a Local Planning Policy prepared under deemed clauses 3 and 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations').

OBJECTIVES

- (a) To provide certainty for applicants, landowners and Council staff regarding the applicable requirements for boundary walls;
- (b) To define boundary walls for the purposes of development applications in the Town of Victoria Park;
- (c) To clarify those aspects where the Town has varied the boundary wall requirements of the Residential Design Codes; and
- (d) To outline the consultation requirements that apply for applications proposing boundary walls.

SCOPE

This policy is applicable to all land within the Town of Victoria Park to which the R-Codes apply. This policy does not apply to Sunbury Park Estate which is the subject of the Sunbury Park Site Design Guidelines.

This policy deals only with the planning issues relating to boundary walls. It does not deal with the structural and fire safety requirements, for which applicants should consult with Council's Building Business Unit.

STATUTORY BACKGROUND

The current version of the Residential Design Codes was gazetted on 23 October 2015. All residential development is to conform to the R-Codes. Clauses 5.1.3 (C3.2 and C3.3) and 6.1.4 (C4.3 and C4.5) of the R-Codes contain provisions relating to boundary walls.



Part 7 of the R-Codes enables Council to prepare its own Local Planning Policies in relation to a number of deemed-to-comply provisions. This policy shall override Clauses 5.1.3 (C3.2 and C3.3) and 6.1.4 (C4.3 and C4.5) of the R-Codes.

DEFINITIONS

Boundary wall means:

- (a) A wall located on the boundary; or
- (b) A wall without any windows located between the boundary and the setbacks required by Table 2a and Figure 4e of the Residential Design Codes (2015).

POLICY REQUIREMENTS

1. The following development standards apply for boundary walls:

Design Principles (P)	Deemed-to-Comply (C)
<p>P1 Buildings built up to boundaries (other than the street boundary) where this:</p> <ul style="list-style-type: none"> • Makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas; • Does not compromise the design principle contained in clause 5.1.3 P3.1 of the Residential Design Codes; • Does not have any adverse impact on the amenity of the adjoining property; • Ensures direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and • Positively contributes to the prevailing development context and streetscape. 	<p>C1 Boundary walls to all Single Houses, all Grouped Dwellings and Multiple Dwellings with a coding of less than R40 within the following limits, subject to the overshadowing provisions of clause 5.4.2 and Figure Series 11 of the Residential Design Codes and any other relevant Council policy:</p> <ul style="list-style-type: none"> i. Boundary walls shall be constructed behind a 6m front setback (excluding carport structures open on all sides) to a primary street or behind a 3m front setback to a secondary street or a lot that results from subdivision of a former corner lot and fronts the former secondary street; and ii. Boundary walls are permitted to abut an existing or simultaneously constructed wall of similar or greater dimensions; or iii. In areas coded R20 and R25, walls not higher than 3.5m with an average of

	<p>3.0m or less, up to a maximum length of the greater of 9m or one-third the length of the balance of the lot boundary behind the front setback; or</p> <p>iv. In areas coded R30 and higher, walls not higher than 3.5m with an average of 3m or less, up to a maximum length of the greater of 9m or two-thirds the length of the balance of the lot boundary behind the front setback.</p>
<p>P2 Buildings setback from boundaries or adjacent buildings so as to:</p> <ul style="list-style-type: none"> • Ensure adequate daylight, direct sun and ventilation for buildings and the open space associated with them; • Moderate the visual impact of building bulk on a neighbouring property; • Ensure access to daylight and direct sun for adjoining properties; • Assist with the protection of privacy between adjoining properties. <p>P3 In mixed use development, in addition to the above:</p> <ul style="list-style-type: none"> • Side boundary setbacks to retail/commercial component of the development is in accordance with the existing street context, subject to relevant scheme provisions. • Retail/commercial development adjoining residential is designed to minimise the potential impacts between the two users. 	<p>C2 Boundary walls for Multiple Dwellings in areas with a coding of R40 or greater and within mixed use developments:</p> <p>i. A wall may be built up to a lot boundary, where it abuts an existing or simultaneously constructed wall of equal or greater proportions; or</p> <p>ii. A wall be built up to one or more side boundaries if it has a maximum and average height as set out in Table 4 of the Residential Design Codes and has a maximum length of two-thirds the length of the balance of the boundary behind the front setback.</p>

- (a) Where the subject site and an affected adjoining site are subject to different density codes, the length and height of the boundary wall on either site is determined by



reference to the lower density code.

- (b) Notwithstanding the definition of wall height in the R-Codes, the height of the boundary wall shall include the height of any retaining where fill has occurred or is proposed on the subject lot. Where cut has occurred on the site adjoining the subject lot, the height of the boundary wall shall be measured relative to the finished ground level of the adjoining site.
- (c) In order to reduce the height and impact of boundary walls, it is recommended that boundary walls be designed with the gutter on top of the wall in lieu of parapet walls.
- (d) Wall lengths are calculated relative to the boundaries of each proposed strata lot, rather than being calculated relative to the boundaries of the original parent lot.
- (e) Two storey (or more) boundary walls will generally not be supported unless it abuts an existing or simultaneously constructed boundary wall of similar or greater dimension.
- (f) Where eaves to a boundary wall project forward of the required street setback line, a corbelled wall treatment is permitted to project forward of the required setback line as per Figure 1 below.

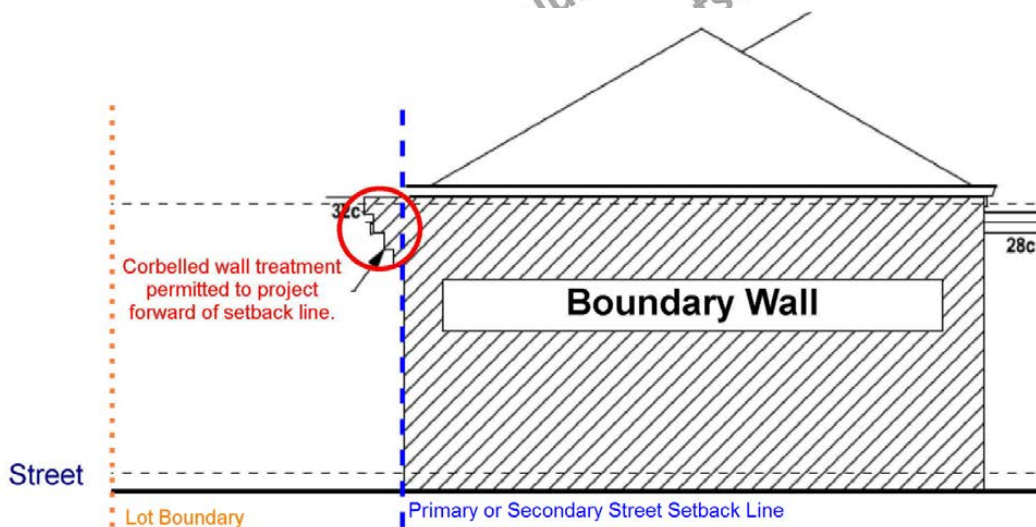


Figure 1: Corbel end to eaves on boundary wall.

Community Consultation

- (a) Where an application complies with the relevant Deemed-to-Comply provisions of this Policy, details of the compliant boundary wall will not be referred to the owners/occupiers of the adjoining property for information or comment.

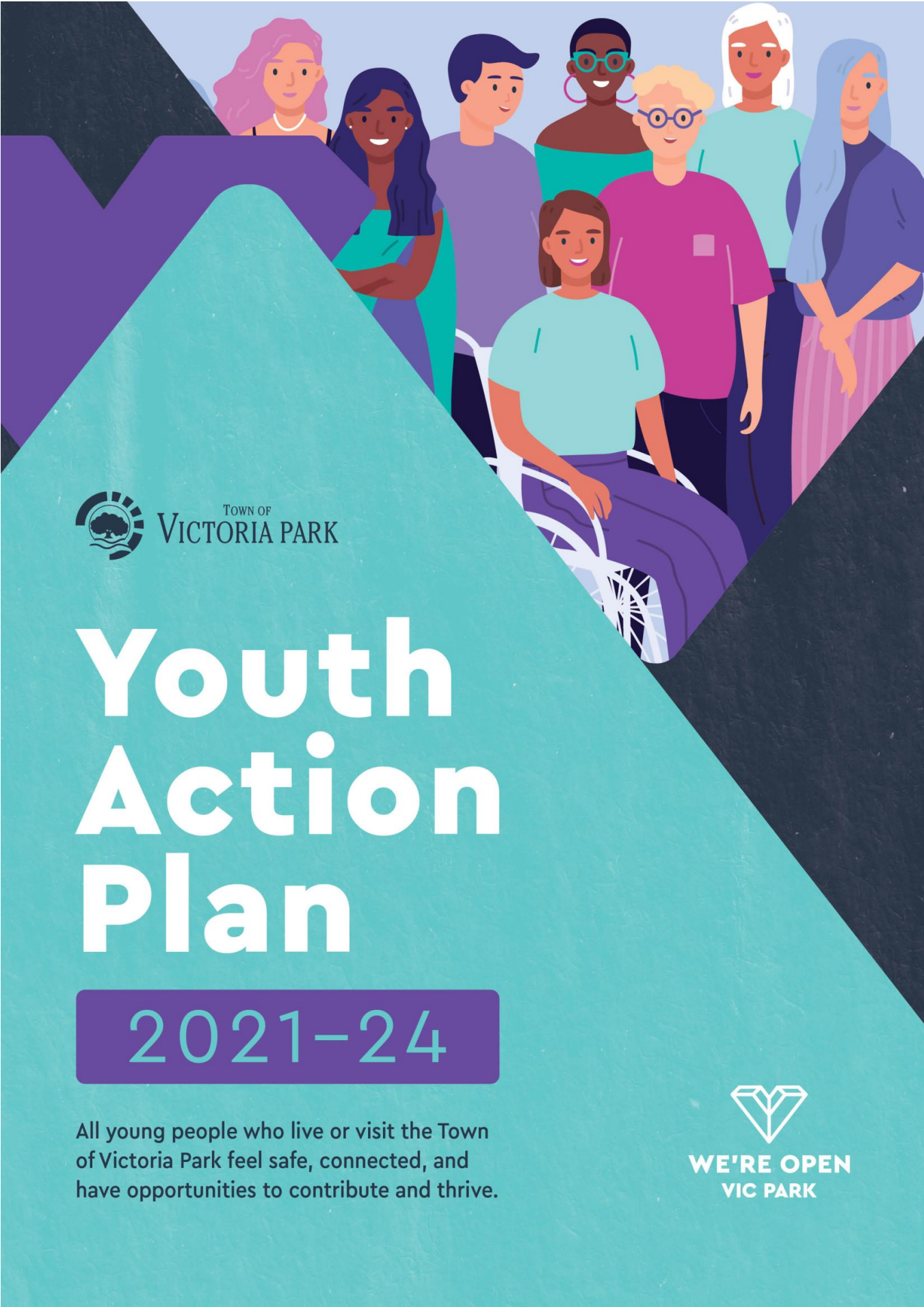


- (b) Where an application does not comply with the Deemed-to-Comply provisions of the Policy, the proposed non-compliances will be referred to the owners/occupiers of the affected adjoining property for comment in accordance with Local Planning Policy 37 – Community Consultation on Planning Proposals.

Following consultation being undertaken, Council Officers will assess whether the application complies with the relevant Design Principles provisions prior to determining the application.

Also refer to the R-Codes, Volume 2 'Apartments'
which may prevail over requirements in this Policy





TOWN OF
VICTORIA PARK

Youth Action Plan

2021-24

All young people who live or visit the Town of Victoria Park feel safe, connected, and have opportunities to contribute and thrive.



WE'RE OPEN
VIC PARK

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Acknowledgement of Country

The Town acknowledges the traditional custodians of this land and respect past, present and emerging Leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

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

A thank you to our peer researchers

The Town of Victoria Park thanks all the young people who contributed to the development of this Plan by sharing their ideas at workshops and through surveys. We especially thank the eight young people who formed our peer research team. These young residents provided their advice and guidance throughout the process. They spoke with hundreds of their peers and ensured that young people were involved in the Plan at every stage.

Figure 1: Backrow left to right: Reagan, Noah, Madieson, Isabella, Ella. Front row left to right: Jafari, Madi, Farbod.



Context

Message from the Mayor

I am delighted to present this Youth Action Plan to enhance the lives of young people living in the Town of Victoria Park, and to empower them to make their own unique contributions to the life of our community.

Local government has an important role in valuing the contributions that young people make to the fabric of our society, in creating opportunities for them to feel safe and connected to their community, and in planning and delivering affordable, accessible and diverse services for the benefit of all youth.

I also believe that Council has a responsibility to encourage and inspire the next generation of leaders and community citizens.

The key focus areas for this Plan are Civic Participation, Communication, Places, Activities and Events, and Health and Wellbeing. Central to all these focus areas is working collaboratively with young people about the issues that matter to them, and giving them a voice in planning, designing and decision-making that will impact on them.

The Plan is a roadmap for delivering positive outcomes and helping the Town to live its vision to be a dynamic place for everyone.

I would like to acknowledge and thank the Town's Community Development Officers and the Youth Affairs Council of Western Australia for their hard work in making this special Plan a reality.

Most importantly, on behalf of our Council, I would like to acknowledge with gratitude more than 500 young people, their families, supporters and educators who participated in the preparation of this Plan, and with special mention to our peer researchers. Your voices are the heart and soul of this Plan, and your excitement and commitment to creating the vision, principles and actions in the Plan has been truly inspiring. With the Town's ongoing support, I feel certain that our future is in your good hands.

Mayor Karen Vernon

Why we developed the Plan

The Town of Victoria Park is a vibrant inner-city local government authority with young people aged 12 to 25 making up approximately 16% of our resident population. At the end of 2020, the Town started work on the development of a *Youth Action Plan* with the aim of developing a best practice framework and coordinated approach to the inclusion and development of young people in our community.

The development of this Plan has been driven by the Town’s vision that Victoria Park is a *dynamic place for everyone*. Its development has centred on the empowerment of young people, engaging with both young residents and visitors to understand their needs and what the Town can do to ensure that they are heard, included and planned for.

This Plan provides an innovative and responsive guide to our investment in programs, events and facilities for young people and how we will involve young people in planning and decision making across all areas of the Town’s operations.

How we developed the Plan

The development of this Plan involved desk top research on the strategic context, current and future youth issues and trends and a robust community consultation with young people, parents and caregivers, community organisations and Town staff.

Nov 2020 - Feb 2021	Feb – April 2021	April 2021	April – May 2021	June – July 2021	July – August 2021
Desktop research and planning	Community engagement	Draft vision and focus areas presented to Council	Draft <i>Youth Action Plan 2021-2024</i> developed	Public comment on Draft <i>Youth Action Plan 2021-2024</i>	Finalise the <i>Youth Action Plan 2021-2024</i>

The strategic context

The development of the *Youth Action Plan 2021-2024* was informed by the Town’s *Strategic Community Plan (SCP) 2017-2032*. Actions within this Plan support a number of the SCP’s strategic outcomes. Information gathered through this consultation also fed into *VicVision*—the major review of the SCP that ran in parallel to the development of this Plan.

Six key issues and trends

The Plan was informed by desktop research into the key issues and trends facing young people in WA. We identified **six key issues and trends** relevant to the Town—these represent challenges to addressing the most pressing needs of young people, but also opportunities for new ways of working and connecting.

Mental Health

An estimate of 17.5% of young people aged 12 to 24 have mild, moderate or severe mental health issues and one in ten young people aged 16 to 24 have reported seriously considering ending their own life. COVID-19 has had a significant impact on young people’s mental health with 91% reporting an impact on their mental health and stress levels during the pandemic. Mental health has consistently stayed in the top three issues for young people in Mission Australia’s annual youth survey over many years. We know that early intervention

and prevention is critical to supporting young people's mental health and needs a whole of community response.

The Town of Victoria Park

- Approximately 15% of young people we talked with self-identified as living with a mental health difficulty.
- 60% of young people aged 18 to 25 we spoke to told us that mental health was an issue relevant to them.
- The Town has a youth specific mental health service within its borders, but many young people had not heard of it.

Employment

Youth unemployment in WA was at critical levels before the pandemic with young people facing increasing instability and casualisation of their work. Mitigation measures related to the COVID-19 pandemic in WA have disproportionately impacted young people's work with many of the hardest hit industries—hospitality, retail and the arts—employing high numbers of young people. At the peak of the outbreak in 2020, 23% of all jobs lost in WA affected 15-to-19-year olds. The transition for young people from full-time education to the world of work is increasingly uncertain. Recent research by the Foundation for Young Australians (FYA) tells us that half of Australia's 25-year-olds are unable to secure full-time employment, despite 60% holding post-school qualifications. Things that helped included an education that builds enterprise skills, being able to undertake paid work experience, finding employment in a growing sector and an optimistic mindset.

The Town of Victoria Park

- Unemployment or underemployment was considered a relevant issue for the 23% of young people we talked with.
- Young people whose employment was impacted by COVID-19, said this had led to other challenges, such as housing insecurity.
- Many identified significant employment opportunities in the Town for young people due to the café/restaurant strip, Optus stadium and Burswood.

Poverty and hardship

COVID-19 has created new poverty and exacerbated existing hardship. Whilst the Federal Government provided some supports during the peak of the crisis, these were not equally accessible, and many young people missed out. More than half of those accessing at least one food pantry during COVID-19 were young people. Young people are more mobile in their employment, and a large number work in casual roles—meaning many were ineligible for JobKeeper payments. For young people to achieve parity in their quality of life with other members of the community, local government authorities have a role to play in providing free or low-cost, low barrier access to quality community services such as community events and activities, sport and recreation facilities, parks and open spaces, libraries and museums.

Town of Victoria Park

- 33% of young people told us that the cost of things was a barrier to them accessing places and activities; 48% of parents/caregivers told us that the cost of things was a barrier for young people in their care.
- Free or low-cost activities were highly desired by the young people we spoke with.
- Financial hardship was an issue that was relevant for 30% of 18-to-25-year olds and housing affordability was an issue for 39% of this same age group.

Technology and online media

Rapidly evolving technology and online media is a permanent fixture of most young peoples' lives with access to information being at their fingertips. This provides exciting new opportunities for organisations to engage with young people, however unless those organisations stay abreast of current trends, social media platforms and the way young people consume information, communication strategies quickly become outdated and fail to hit the mark. New technology also brings new risks including privacy concerns, fraud, social media misuse, cyber bullying and more. The recent pandemic also brought the somewhat hidden digital divide to light—with a small portion of young people who lack access to devices and data being less able to apply for jobs, access online services such as Centrelink and telehealth, access online education and stay connected during times of isolation.

Town of Victoria Park

- 43% of parents and caregivers thought social media was an issue for young people they cared for, and 78% thought it was an issue for other young people.
- Social media was the most frequently suggested method for capturing young people's ideas on a regular basis.
- Facebook and Instagram were the most popular social media platforms for young people finding out about things that were going on.

Youth activism and advocacy

Young people have always been involved in agitating for change. However within the last five years, there has been a significant surge in young people instigating and leading large-scale global movements, such as the school strikes for climate justice; Black Lives Matter rallies for racial justice; and rallies and social media campaigns about sexual assault and gender inequality. Progressive and bold organisations are recognising these youth-led movements as a force for change. Both not-for-profit, business and Government entities are starting to use their resources and reach to elevate the voices of young people and provide support through access to spaces, funding, structures, processes, and platforms.

Town of Victoria Park

- 53% of young people aged 18 to 25 said climate change was an issue of relevance to them.

- Many young people were concerned about issues such as homelessness, inequality and racism and wanted to be involved in doing something to help in their community.
- The Town’s value of being ‘proactive’ aligns with supporting young people in this way—with the SCP stipulating ‘*We will look to cause positive things to happen rather than waiting to respond*’.

Co-design

An understanding of the need to involve community members in the design of services has been growing steadily for a number of years. This has included a growing understanding of the benefits of involving young people in the design and delivery of spaces, facilities, programs, and initiatives. The language typically used now is co-design. Organisations that wish to co-design with young people often employ a youth advisory group model, however this model is not without its pitfalls. Typical challenges include high attrition and drop-off rates, difficulties in attracting participation from minority groups, and engagement being tokenistic. The reasons for these challenges include a mismatch between youth expectation and actual scope of the group, poor support for the young people involved, not allocating appropriate resourcing to compensate young people for their lived experience and not embedding the model adequately in the organisation’s decision-making process.

Town of Victoria Park

- Many young people who responded to the youth survey said they were interested, or possibly interested in being part of a youth leadership program at the Town.
- The Young Changemaker workshop hosted at the end of the consultation had a high level of interest—places sold out and there was a waitlist.
- Young people told us that they wanted to get real life and hands on experience with roles that had responsibility.

Community Engagement

Who we talked with

To develop the *Youth Action Plan 2021-2024*, we talked with **521 young people** aged 12 to 25. This included 434 through surveys and 87 at workshops.

- 38% were aged 12 to 17 and 62% were aged 18 to 25
- 68% lived in the Town and 32% were connected with the Town in other ways
- 78% were studying full-time or part-time
- 54% were working full-time, part-time or casually
- 29% went to high school in the Town; 25% went to Curtin University
- 8% volunteered
- 55% female, 43% male and 2% non-binary or intersex

- 22% LGBTIQ+
- 18% culturally and linguistically diverse
- 15% living with a mental health difficulty
- 3% Aboriginal and Torres Strait Islander
- 3% young carers
- 1.6% identified as having a disability

We also heard from:

- 56 parents and caregivers
- 14 organisations that work with young people
- Town staff and Councillors

What we learned

A snapshot of young people in the Town

- Young people aged 12 to 25 represent 16% of the Town's population¹
- The Town has a *lower* proportion of young people aged 12 to 17 than that Greater Perth average (3.9% compared to 7.2%)
- The Town has a *higher* proportion of young people aged 18 to 25 than the Greater Perth average (11.9% compared to 9.4%)
- East Victoria Park has the highest number of young residents
- Five schools that cater for high school aged young people are located within the Town
- Three tertiary institutions are located in the Town
- 7.1% of 15-to-24-year-olds in the Town of Victoria Park are disengaged from employment and education

Key findings

Young people who live and visit the Town of Victoria Park have a diverse range of experiences. What they have in common is that they want to feel **safe and connected**, they want to be part of a community that enables them to **thrive**, and **opportunities to contribute** to that community.

Most young people really enjoy living and being in the Town—they like the vibrancy, inclusiveness, diversity and central location. They also identified areas for improvements and opportunities for the Town to address youth issues, build connection and provide opportunities for them to contribute to their community.

Civic participation

- 52% of youth survey respondents shared ideas for ways that they thought the Town could develop a program to help young people be community leaders

¹ ABS Census data 2016.

- 57% were interested in finding out more about opportunities for young people

Having opportunities to contribute to their community was important to a lot of young people, with many expressing an interest in social issues and a desire to help in some way. Some wanted to see more young people on Council and more young people voting. There was also an interest in funding and supporting youth-led initiatives.

Many young people expressed an interest in contributing more to how decisions were made in Council. Some were keen on being part of advocacy and lobbying for big changes. Others said they wanted to be asked their opinion more often through polls, surveys or social media. Some young people thought they could help the Town plan and organise events and promotions.

"Maybe programs that set aside a budget to allow youth groups to have the freedom in setting up programs the way they feel is best and the way they feel is most successful. Coordinators can be assigned to assure they stay on track."

Communication

Top five ways young people report that they find out what is going on:

1. Friends
2. Facebook
3. Family
4. Instagram
5. Google search

45% of young people said that 'not being aware of things' was the biggest barrier for them getting to things they wanted. Both young people, parents and caregivers and some organisations told us that they often just did not know about what services, facilities or events were available. Young people use Instagram and Facebook but also find out about things from friends and family. Parents and caregivers find out a lot of information from local Facebook pages.

Young people said that the Town needs to communicate in more youth friendly ways and thought that it would be helpful and innovative to get young people to help design campaigns to promote things in the community. Most importantly they said that the Town needed to hold events and programs and talk to young people in places that they went to already.

"More engagement through social media, especially through Instagram and TikTok as most young people use those apps more frequently. Personally, it's easier for me to engage in social media like Instagram story polls."

Places, activities and events

The top five places young people enjoy visiting in the Town:

1. Cafes and restaurants

2. Optus Stadium
3. The Swan River
4. Parks and ovals
5. Shopping areas

Young people reported that they really love the Town's café and restaurant strip, but money is an issue; and the desire for student nights or discounts for young people was raised a number of times.

Young people said most events in the Town seemed family oriented and not for them. They wanted to see more youth-focused events and activities. Most people we talked with felt that there were good *formal* sport options in the Town, but that there was a need for more informal or drop-in sport activities. Young people really valued some of the green open spaces and natural places such as the Swan River and MacMillan Park and wanted to see these looked after well. They identified these spaces as great locations for pop up sports or other activities.

All the groups we engaged with expressed a desire to see more creative arts and music opportunities for young people in the Town. There were many places in the Town that young people hadn't heard of, such as the Victoria Park Centre for the Arts or the Victoria Park Community Centre, and others such as the Victoria Park Library and Leisurelife that they thought needed a refresh and more youth specific programming to be attractive.

“Think about the pursuits of the 13-17 age group. They have sport opportunities or nothing. It's awful.”

Health and wellbeing

Young people told us that the top five issues relevant to them were:

1. Mental health
2. Climate change
3. Body image
4. School or study stress
5. Environmental sustainability

Many young people told us that it was difficult to find a job, both entry level and in their field and identified that there could be opportunities for partnerships with businesses in the Town and educational institutions. Young people wanted more opportunities to develop life skills and job ready skills, and more chances to get their foot in the door via volunteering, work experience and internships.

“More job/volunteering opportunities to enhance resume and gain experience”

Feeling safe was very important for young people. Young people told us that they feel unsafe in areas of poor lighting or where there was a lot of anti-social behaviour, with 'hotspot' areas including the underpass on Shepperton Road near Ursula Frayne Catholic College, train stations, bus stops and John MacMillan Park. Some of the areas they felt

unsafe related to places where drinking alcohol was taking place, such as the Albany Highway Strip and Crown Casino. There was a desire for better lighting in areas where young people want to spend time.

Transport around the Town was seen as good in some areas, and poor in others. Young people said they often didn't feel safe waiting at bus stops, and poor transport after hours on weekends was a concern for young people that didn't drive or found it hard to get their licence. Young people who were without family support found it difficult to get their supervised driving hours needed to get their licence.

Young people were concerned about lack of mental health services, but many didn't know that the Town has a mental health service located in Burswood.

Climate change and sustainability was an important issue for young people, and they identified many sustainability areas that they are thought the Town could work on.

Youth Action Plan 2021-2024

The framework

This framework has been developed with a focus on practical and achievable actions to guide the Town's delivery of the Plan. The content has been informed by robust community engagement and research into current issues and trends for young people in the Town of Victoria Park.

Vision	Focus areas	Actions
What we want the Town to be like for our young people in the future	The areas we will focus on to move towards achieving the vision	The tangible initiatives we will explore, resource and deliver to achieve the vision

Our vision for young people

Our vision is that all young people who live or visit the Town of Victoria Park feel safe, connected, and have opportunities to contribute and thrive.

Our strategic direction and actions

The *Youth Action Plan 2021-2024* sets out a number of desired outcomes and a set of coordinated actions, each with an identified lead, budget, defined timeframe, and measures for monitoring our progress that will help us achieve our vision for young people in the four defined focus areas.

Focus area 1: 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.

Our Strategic Community Plan states that ‘*We are the Perth’s most empowered and engaged community*’. The Plan’s first focus area puts this into practice through an innovative Youth Leadership and Civic Engagement model. Our consultation with young people in the development of this Plan demonstrated that they welcome being genuinely asked to contribute and that they want to do this on an ongoing basis. Youth issues and culture change quickly and an engagement such as this is always a singular point in time. The actions in this focus area are prioritised for immediate roll out because they are critical to the successful delivery of actions in the other three focus areas. The Youth Leadership and Civic Engagement model will maximise the skills and passions of young people and facilitate contribution to many areas of operation across the Town.

#	Actions	Lead	Budget	Y1	Y2	Y3	Measures of success
1.1	Establish <i>Young Changemaker</i> program—a team of young people recruited for their diversity in backgrounds and interest in working on youth advocacy and engagement with the Town.	Community Development	\$8,000 (annual)				<ul style="list-style-type: none"> Recruitment process established Eight young residents participate Diversity of young people represented
1.2	Establish a <i>Young Influencers</i> program—a team of young people recruited for their diversity in backgrounds and interest in working on youth events and youth communications with the Town.	Community Development	\$8,000 (annual)				<ul style="list-style-type: none"> Recruitment process established Eight young residents participate Diversity of young people represented
1.3	Roll out the <i>Young Changemaker</i> and <i>Young Influencers</i> program including annual recruitment, delivery and evaluation	Community Development	Additional CD staffing				<ul style="list-style-type: none"> 80% participant retention rate 80% of participants report skill development 80% of participants report making a difference to their community
1.4	Establish and roll out a Youth e-database—a mechanism for young people to sign up to and provide responses to quick questions/surveys via SMS/email on their opinions to Town plans and decisions	Community Development / Communications	Existing				<ul style="list-style-type: none"> Database established Minimum of 100 sign-ups each 18-months 50% response rate to each engagement

							<ul style="list-style-type: none"> • % increase satisfaction rate of young people with engagement by the Town
1.5	Develop a youth engagement cheat sheet for all staff in the Town who connect with or plan for young people in their role	Community Development	Existing				<ul style="list-style-type: none"> • The Youth Engagement Programs are used by teams in the Town to inform planning/decision making
1.6	Work with the <i>Young Changemaker Team</i> to develop youth-focused Council election copy and materials to encourage more young people aged 18 to 25 to vote in Council elections	Communications	Existing				<ul style="list-style-type: none"> • Trial undertaken in first year • % increase of young people aged 18 to 25 voting in the Town's Council elections
1.7	Review and rescope the youth donations program to support youth-led projects and programs that focus on youth development within the Town	Events, Arts and Funding	Existing				<ul style="list-style-type: none"> • Donations budget is fully expended • At least 1 impact story collected and shared

Focus area 2: Communication

Young people receive information about initiatives and opportunities in the Town in the most efficient and effective way for them. This information is delivered in youth-friendly formats in places young people go, or from people they connect with.

Our Strategic Community Plan states that *'We are inclusive and connected with a thriving community'*. One of the strongest themes from the consultation for this Plan was that young people just did not know what was on offer in the Town. They frequently hadn't heard of places and events that were suitable for them and they didn't feel included because the Town's communications were not targeted to them. They wanted to see more youth-friendly information from the Town; and for this to be co-developed with young people to keep it fresh and on trend. They emphasised the importance of communicating with young people where they are at rather than expecting them to come to us.

#	Actions	Lead	Budget	Y1	Y2	Y3	Measures of success
2.1	Develop a youth page on the Town's website with information about all that is on offer for young people; tag all Town events suitable for young people on the Events page	Communications / Community Development	Existing				<ul style="list-style-type: none"> • Web page established • All Town events, initiatives and programs relevant for young people are kept up to date on the website • Increase in # of unique visits per annum

2.2	Work with the <i>Young Influencers team</i> to develop youth-friendly promotional campaigns for Town facilities, events and initiatives, including identifying where to promote things	Communications	Existing				<ul style="list-style-type: none"> Town staff report an increase in young people attending their programs, services or initiatives
2.3	Work with the <i>Young Influencers team</i> to develop youth-friendly digital content	Communications	TBA				<ul style="list-style-type: none"> Two youth take over days are held per year Young people involved report learning new skills # of youth related posts per annum
2.4	Work with the <i>Young Influences team</i> to build stronger connections with local community Facebook pages to promote youth related events and programs to parents and caregivers	Community Development	Existing				<ul style="list-style-type: none"> New connections are built with community run Facebook pages 50% of youth programs are promoted through these platforms
2.5	Develop and promote a youth-friendly annual report on progress made towards the <i>Youth Action Plan 2021-2024</i>	Community Development	Existing				<ul style="list-style-type: none"> Report is promoted on social media, to schools and other organisations that work with young people

Focus area 3: 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.

Our Strategic Community Plan states that *'We are Perth's premier place for entertainment and entrepreneurship'* and *'We put people first in urban design'*. The Plan's third focus area looks at young people's inclusion in the planning and programming of inclusive spaces and activities. Young people told us that there were great, vibrant places and spaces in the Town, but that few were youth focused. The cost of things was a barrier, and they wanted to see more arts and culture activities and more activities for high school aged young people. Young people saw a great opportunity to partner with businesses in the Town. They also saw a role for the Town in making places around their communities safer so that could access them more easily.

#	Actions	Lead	Budget	Y1	Y2	Y3	Measures of success
3.1	Trial afterschool casual sport drop-in sessions at local parks or other Town spaces	Community Development	TBA				<ul style="list-style-type: none"> # of sessions held per annum 75% average capacity attendance across sessions

3.2	Increase the delivery of free or low-cost arts experiences for youth audiences	Events, Arts and Funding	TBA				<ul style="list-style-type: none"> • Two arts experiences are delivered during the year • 75% average capacity attendance across sessions
3.3	Develop and promote free or low-cost activities for young people aged 12 to 17 (i.e. arts, sustainability, educational)	Library Services	TBA				<ul style="list-style-type: none"> • Increase in programming for young people aged 12 to 17 • 75% average capacity attendance across sessions
3.4	Co-design and co-deliver an annual youth event with young people from the <i>Youth Influencers team</i> (location to vary)	Community Development	TBA				<ul style="list-style-type: none"> • Annual youth event held • 100 young people attending, increasing annually • % satisfaction of young people attending event
3.5	Partner with local business and/or community organisations to run a life skills series for young people in fun, innovative, pop up locations	Place Planning / Community Development	TBA				<ul style="list-style-type: none"> • Two life skills sessions held per year • 75% of young people report a skill increase as a result of attending
3.6	Explore an initiative with local businesses to run student discount days, nights or initiatives	Place Planning	Existing				<ul style="list-style-type: none"> • Discounts for students explored
3.7	Codesign an annual youth safety project with young people, i.e. night activation project, public art mural, safety hotspot focus etc.	Community Development	Grant funding				<ul style="list-style-type: none"> • One annual youth safety project developed per year

Focus area 4: 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.

Our Strategic Community Plan states that *'We are inclusive and connected with a thriving community'*. In order to thrive, young people need key issues and challenges that they face to be addressed. Some of the most critical issues for young people in the Town included employment, mental health, and a limited

income. For some of our young people, they also didn't feel connected because of negative images or perceptions of young people in the community. This final focus area delivers actions which aim to provide young people with access to initiatives that will help them thrive and reach their full potential.

#	Actions	Lead	Budget	Y1	Y2	Y3	Measures of success
4.1	Establish a youth career development activities program (or partnership) with a focus on areas in the Town with higher rates of youth disengagement and unemployment	Library Services	Existing				<ul style="list-style-type: none"> # activities held per annum 75% average capacity attendance at programs 75% of young report the program activity developed their skills
4.2	Explore the development of a youth-focused career expo in collaboration with schools, university/TAFES, business and other LGA's	Community Development / Place Planning	Grant funding				<ul style="list-style-type: none"> Exploration undertaken
4.3	Explore opportunities for young people to gain job ready experience at the Town through internships, placements and volunteering	Human Resources	TBA				<ul style="list-style-type: none"> # of Town offered placements for young people annually
4.4	Explore opportunities to partner with Youth Focus to promote youth mental services to young people at Town events and other initiatives	Community Development	Existing				<ul style="list-style-type: none"> Partnership with Youth Focus established Youth Focus report increased service awareness by Town residents
4.5	Work with the <i>Young Influencers team</i> to develop a youth-focused initiative for Mental Health Week	Community Development	Existing				<ul style="list-style-type: none"> Annual youth initiative for Mental Health Week delivered
4.6	Explore the feasibility of supporting young people on low income and/or with limited family support to get their licence through establishing or access to a RYDE program (or similar)	Community Development	Grant funding				<ul style="list-style-type: none"> Exploration undertaken
4.7	Counter negative images of young people by promoting 'good news stories' through the Town's social media and e-newsletter	Communications	Existing				<ul style="list-style-type: none"> A minimum of four good news stories are shared per annum

Delivering the Plan

Central to the success of the *Youth Action Plan 2021-2024* is building internal capacity and excellence and partnerships with our community and external organisations. There are a number of actions that will be established to help deliver on the Plan including:

- Employment of a *Youth Programs Officer* who will focus on delivering the *Youth Leadership and Civic Engagement Model*.
- Establishing an internal working group that will meet twice a year to discuss progress on the *Youth Action Plan 2021-2024* and plan coordinated actions.
- Reviewing the *Youth Action Plan 2021-2024* background document and providing information for internal staff on themed areas (i.e. safety and crime prevention, communications, transport, the environment).
- Hosting six-monthly youth focused touch point sessions for external organisations in the Town who work or interact with young people to come together, connect and share upcoming initiatives. This could include a training or upskilling component.
- Exploring partnerships with businesses and community organisations to deliver on key components of the Plan, where appropriate. This could also include joint projects with other connected Local Government Authorities and building strong partnerships with schools.
- There are key projects identified within the Plan that lend themselves to grant opportunities either in their entirety or to establish the project—grant opportunities should be explored over the duration of the Plan.

Review

The Plan will be reviewed annually, with measures of success evaluated and new opportunities incorporated as needed.

Partnership, sponsorship and programming opportunities will be regularly sought by the Town.

To discuss involvement in the Town's youth development or provision, or provide feedback on the Plan, please contact the Town of Victoria Park via:

- Phone (08) 9311 8111
- E-mail admin@vicpark.wa.gov.au
- 99 Shepperton Road, Victoria Park, WA - opening hours 8:30am-5pm Monday to Friday
- Postal address Locked Bag 437, Victoria Park WA

Town of Victoria Park Youth Plan 2021-2024

Engagement Report

Report by the Youth Affairs Council of WA

At the end of 2020, the Town of Victoria Park engaged the Youth Affairs Council of WA (YACWA) to develop the Town's Youth Plan. The purpose of the Plan is to provide the Town with a best practice framework and coordinated approach to the inclusion and development of young people in the community.

Over the last four months YACWA has been working closely with staff at the Town to:

- Get an understanding of youth service provision within the Town
- Explore the current youth landscape and emerging trends
- Engage with key stakeholder groups to understand the unique needs of young people aged 12 to 25 who live, work, study, volunteer and recreate in the Town

This report provides a snapshot of the consultation process undertaken, what we learned, the draft vision for the Plan and key focus areas.

Consultation process

YACWA developed and delivered a robust consultation with four key stakeholder groups in the Town. These groups were:

1. Young people aged 12 to 25 who lived, worked, studied, volunteered or recreated in the Town
2. Parents and caregivers of young people
3. Organisations that worked with and/or connected with young people
4. Town staff that connect with or plan for young people in their role

In total we spoke with **518 young people, 56 parents and caregivers, 14 organisations** and **15 staff**. Parents and caregivers participated in a survey, organisations were engaged through structured one on one interviews and staff participated in a workshop. The youth engagement approach was multi-dimension and is outlined below.

Youth engagement

To ensure that we reached a wide demographic of young people and that we asked the right questions, we recruited eight young people aged 16 to 23 who lived in the Town of Victoria Park, and trained them to be **peer researchers**. This group worked with YACWA to co-design the youth survey and they each delivered 30 surveys with young people in their peer group. The peer researchers were recruited for their diversity of connections and experience.

In terms of who we reached through the surveys, young people were from every age group (12 to 25), with a higher proportion of young people aged 18 to 25—which is reflective of

the Town's demographic of a higher-than-average population of young people in this age bracket. We also spoke with:

- 55% female, 43% male and 2% non-binary young people
- 22% who identified as LGBTIQ+
- 18% from a culturally and linguistically diverse background
- 15% who identified as living with a mental health difficulty
- 3% who were Aboriginal or Torres Strait Islander
- 3% who said that they had caring responsibilities
- 1.6% who identified as having a disability

We also engaged in deeper conversations with Aboriginal and Torres Strait Islander young people through two workshops with Wirrpanda, young people experiencing homelessness through a workshop with Mission Australia's Youth Accommodation Support Service (YASS), young people at a local Girl Guides group and young people who wanted to make a difference in their local area at a Young Changemaker workshop.

What we learned

What we heard at the highest level is that young people in the Town want to feel **safe, connected**, live in a community that enables them to **thrive**, or reach their full potential and want **opportunities to contribute**, in some way.

We have grouped what we learned into five key areas outlined below:

Places, events and activities

- There are some good events in the Town, but young people see many as family oriented and don't feel that they are for them. They want to see more **youth-focused** events and activities.
- Young people really love the cafés and restaurant strip, but **money is an issue**. It was suggested that the Town work with businesses to run **discount nights** or provide discounts to reward young people for community service or engagement with the Town.
- Good formal sport options were identified, but we heard that there was a need for more informal, **casual or drop-in sport activities** or casual sports set up.
- We found there was a strong desire to see more **creative arts and music** opportunities for young people.
- There were many places in the Town that young people hadn't heard of (Arts Centre, Community Centre) or they thought needed a **refresh to be attractive to young people** (Library, Leisurelife).
- Young people really valued some of the **green open spaces and natural places** such as the Swan River and MacMillan Park and want to see these looked after well.

Health and wellbeing

- We asked young people what **issues were important** to them. We analysed this by age (if they were under or over the age of 18). Across the two age groups, four of the top five

issues were the same. These were **mental health, climate change, body image and school/study stress**. For the young people over 18, environmental sustainability was a top five issue. For those under 18, safety and crime was a top five issue.

- **Youth unemployment** is higher than people over the age of 25—this is a trend across the State, but there were some areas of the Town where this was higher than average. Some young people told us that they found it difficult to find a job. There were suggestions that with the amount of businesses in the Town there could be opportunities to **partner with business, Curtin/TAFEs to match young people with jobs**.
- Young people wanted more opportunities to develop **life skills, job ready skills** and support with things like writing and building a resume, interviews and so on. Many identified wanting more **volunteer opportunities and internships**.
- **Feeling safe was very important** for young people, and many identified not feeling safe in areas of poor lighting or where there was a lot of anti-social behaviour. They wanted to see **more lighting** and in areas where young people want to spend time.
- **Transport** around the Town was seen as good in some areas, and poor in others. Young people said they often didn't feel safe waiting at **bus stops**, and poor transport after hours on weekends was a concern for young people that didn't drive or found it hard to get their licence.
- Young people were concerned about **lack of mental health services**, but many didn't know that the Town has a mental health service called **Youth Focus** located in Burswood, which lends itself to a partnership with the service and assistance with promotion.

Communication

- Young people told us that they often just didn't know about what was on for young people, and what services, facilities or events were available. They told us that the Town needs to communicate in more **youth friendly ways**. Some ideas for this included:
 - Having a youth specific page on the **website**
 - Promoting more on **platforms** young people use (Instagram, TikTok)
 - Having a **social media take over** by young people
 - **Posters and flyers** in places young people actually go, i.e. shopping centres or bus stops (not places they don't such as the library)
- Young people told us that they thought that it would be helpful and innovative to get young people to help **design campaigns** (i.e. for things at Leisurelife or Aqualife)
- They told us that they often find out about things from family or friends (word of mouth) and that having **youth ambassadors** or influencers on board could help promote things
- Most importantly they said that the Town needed to hold things and **talk to young people in places that they wanted to go** to already. They said it was important to go to them, rather than expect them to come to you.

Civic participation

- Having opportunities to **contribute to society** was important to a lot of young people. Many expressed interest in and concern for social issues (even ones that didn't impact them) and a desire to help out in some way.

- We heard that there is sometimes a **negative image of young people** (or a small group of young people) that needed to be addressed to help young people feel like a valued part of the community and more able to contribute.
- Many young people expressed an interest in contributing more to how **decisions were made in council**. Some had more interest being part of advocacy and lobbying for big changes. Others thought they only had a few minutes but would like to be asked their opinion more often.
- The Town has lots of plans and strategies and young people had lots of ideas. Giving staff that don't have experience of working with young people a **guide** of simple ways or avenues to talk to young people was suggested, so that their information was included in place planning, crime and safety planning, transport planning, sustainability planning and so on.
- There was interest in getting more **young people on council** and more young people voting.
- Some young people thought they could help plan and **organise events and initiatives**, especially if it related to an area of interest, i.e. something they were studying.

Partnerships and collaboration

- We found that there are lots of organisations out there supporting young people and that work is needed by the Town to see how everyone can **work together better**.
- There was a need for better **promotion** of what is available for young people.
- It was identified that the Town has a role in helping organisations with accessing **funding** more easily, as most said that they didn't apply for grants and the like as it was too difficult.

Draft vision and focus areas

An analysis of the themes has led to the suggested **vision** that *all young people who live or visit the Town of Victoria Park feel safe and connected, and that they have opportunities to contribute and thrive*. The **five focus areas** (as outlined above are)

1. Places, events and activities
2. Health and wellbeing
3. Communication
4. Civic participation
5. Partnerships and collaboration

We recommend that the name of the Plan and titles for the focus areas are open for discussion with the potential of a name change. We feel that young people could come up with more exciting, innovative or dynamic titles.

Draft Youth Plan – Public Submission Summary

1. Background

This report summarises the feedback received on the draft Youth Plan during the public comment period from 18 June – 2 July 2021.

1. Engagement

The following engagement methods took place:

Method	Number of respondents
Online Your Thoughts survey	11
Hard copy survey	0

The following demographic information was collected from respondents:

Demographic information	Number of respondents
Relationship to young people in the Town	
I am a young person aged 12-25	4
I am a parent/caregiver of a young person	3
I represent a community organisation that supports young people	0
No relationship	3
Other	1
Residential suburb	
East Victoria Park	3
Victoria Park	4

St James	0
Carlisle	1
Lathlain	1
Burswood	0
Kensington	1
Other	0
Bentley/Curtin/Tech Park	1
Welshpool	0

2. Summary of position

Position	Number of respondents
Support the draft Plan	11
Do not support the draft Plan	0
Do not wish to state a position	0

3. Summary of feedback

Feedback	# submissions raising this theme	Officer's response	Amended Y/N
Positive comment regarding the Town developing a Youth Plan and/or the benefits to young people	5	Noted.	N
Suggestion regarding activities to bridge gap between and bring young people of different cultural and social	1	A strong focus on recruiting young people from a diversity of backgrounds into the Youth	Y

backgrounds together		<p>Leadership and Civic Engagement programs – actions 1.1. and 1.2 will address this suggestion, and likely lead to the development of inclusive, youth-led programs and activities.</p> <p>Including diversity measures in the recruitment of young people will be important to meet this aim, and thus actions 1.1 and 1.2 have been modified.</p>	
Suggestion regarding specific activities to support LGBTIQ+ and culturally and linguistically diverse young people	1	<p>The Youth Plan engagement period did not highlight a need for specific LGBTIQ+ and culturally and linguistically diverse programs, although both groups were positively represented during the engagement – 22% and 18% respectively.</p> <p>Through the Youth Leadership and Civic Engagement programs, programs and activities that focus on these areas may be developed and lead by young people in these groups.</p>	N
Suggestion to include a Youth Facebook and Instagram page	1	<p>Actions 2.2, 2.3 and 2.4 empower young people to create digital content and improve the Town’s communication of programs and activities to other young people in the Town. The scope of this work will be determined by young people in collaboration with, and supported by Town staff.</p>	N
Comment that the draft Plan does not mention or include skatepark activities	1	<p>The Youth Plan engagement period highlighted skateparks as one of the lowest enjoyed facilities in the Town. They rated 6.1/10 on average, and were 16th from a list of 20 places, spaces and facilities.</p>	N

<p>Suggestion that the draft Plan requires specific dates of when success measures will be achieved</p>	<p>1</p>	<p>The Youth Plan includes the year in which the individual actions will be delivered. The specific timeframe for when actions will be delivered and success measures achieved will be included in individual project plans.</p> <p>Action 2.5 is the released of an annual youth-friendly progress report on the Plan. This action provides young people and the community with feedback on what is taking place within the Plan.</p>	<p>N</p>
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23 July 2021

Mr Anthony Vuleta
CEO
Town of Victoria Park
99 Shepparton Road
Victoria Park WA 6100

Dear Mr Vuleta,

RE: PROBITY CERTIFICATE – TOWN OF VICTORIA PARK – EAST VICTORIA PARK - ETWELL STREET REVITALISATION PROJECT – TVP/21/05

1. Introduction

This report details our opinion regarding the probity of the processes undertaken in the development of the Request for Tender (RFT) documentation, the management of the proposal preparation phase and the conduct of the evaluation process for the above RFT.

This report outlines the involvement of Stantons International (SI) in the process and our opinion that this has been a thorough process that has complied fully with appropriate probity requirements.

2. Involvement of Stantons International

On this occasion, The Town of Victoria Park (the Town) engaged SI as the probity advisors to the process from the procurement planning stage of the project and we have provided probity support from prior to completion of the development of the RFT document through to recommendation of the Preferred Respondent. As such, we have been involved throughout the process and have been able to make a progressive contribution to the conduct of the process and the review of probity issues.

3. Purpose and Scope

The purpose of this review was to ensure that the evaluation process was administered fairly and impartially to all parties and was consistent with the process contract implied in the RFT document, relevant legislation and Town policies.

4. Summary and Evaluation Methodology

In summary, this procurement was structured as a single-stage, open tender process, consisting of the release of a RFT publicly to allow any interested party to participate.

After the receipt of submissions from the Tenderers, an evaluation process was carried out by an Evaluation Panel in general conformity with the Evaluation Plan that was developed for the RFT. The evaluation process involved individual assessment and scoring of the responses, followed by a consensus process and group assessment to identify the Preferred Tenderer for recommendation. SI



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was present at all critical points during the process and observed the process as being conducted in an unbiased manner that was fair to the Tenderers at all times.

5. Notable Events

During our review no significant issues were identified that would be likely to have an impact on the outcome of the process from a probity perspective. The process was conducted in a professional and well managed manner at all times.

6. Recommendations

No specific recommendations are made to improve the probity of future evaluations such as this.

7. Deviations from Agreed Procedures

No specific recommendations are made to improve the probity of future evaluations such as this.

8. Conclusion

We are satisfied in relation to the following:

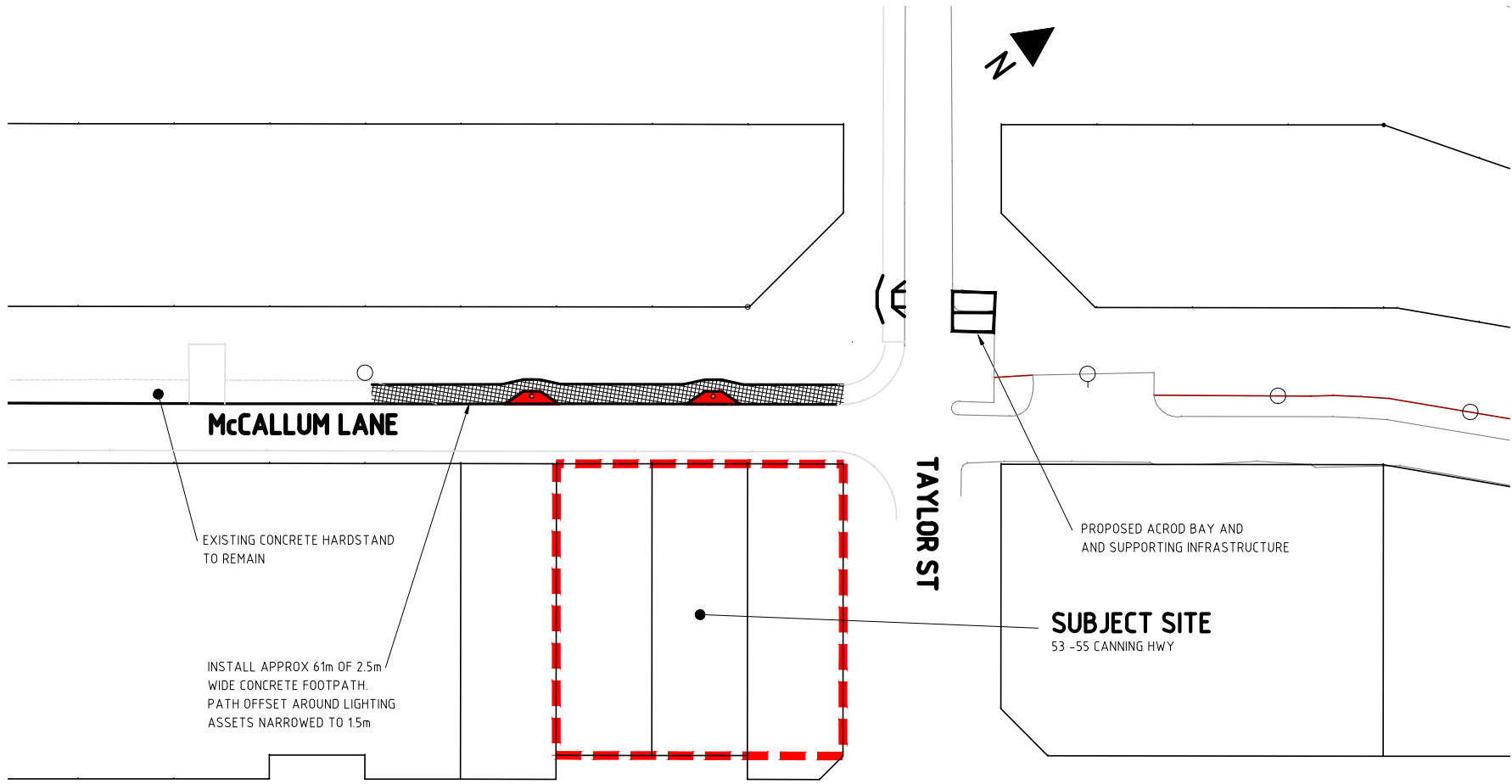
- The Evaluation Panel applied all relevant Local Government and Town supply policies and complied with all relevant probity requirements during the evaluation process.
- It is our opinion that the evaluation process was free from bias and inequity.
- Documentation supporting the evaluation process provides sufficient evidence for third party review and accurately describes the process undertaken.
- The process was conducted fairly and equitably.

It is our opinion that the process was fair and equitable and in accordance with the requirements of the RFT document and the supporting Evaluation Plan. Should you wish to discuss any matters raised in this report, please contact the undersigned.

Yours faithfully

A handwritten signature in black ink, appearing to read "Kevin Donnelly".

Kevin Donnelly
Principal, Probity & Procurement



McCALLUM LANE

EXISTING CONCRETE HARDSTAND TO REMAIN

INSTALL APPROX 61m OF 2.5m WIDE CONCRETE FOOTPATH. PATH OFFSET AROUND LIGHTING ASSETS NARROWED TO 1.5m

TAYLOR ST

PROPOSED ACROD BAY AND SUPPORTING INFRASTRUCTURE

SUBJECT SITE

53 -55 CANNING HWY

CANNING HIGHWAY

LOCALITY PLAN

NOT TO SCALE



TOWN OF
VICTORIA PARK



Financial Activity Statement Report

For the month ended 30 June 2021



**WE'RE OPEN
VIC PARK**

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Statement of Financial Activity Variances

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Statement of Financial Activity Variances

Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by Service Unit) (as contained in this document), the following indicators, as resolved, have been applied –

Revenues (Operating and Non-Operating)

Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

Expenses (Operating, Capital and Non-Operating)

Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

Before commenting on each of the specific material variances identified it is important to note that, whilst many accounts will influence the overall variance, only those accounts within the affected Service Unit that significantly contribute to the variance will be highlighted.

For the purposes of explaining each variance, a multi-part approach has been taken. The parts are –

1. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
2. Primary Reason – Explains the primary reasons for the period variance. As the review is aimed at a higher-level analysis, only major contributing factors are reported.
3. Budget Impact – Forecasts the likely \$ impact on the year end surplus or deficit position. It is important to note that values in this part are indicative only at the time of reporting, for circumstances may subsequently change.

Material Variances Explained

The Financial statements are presented based on the new organisational structure

As shown in the in the Statement of Financial Activity (contained within this document), the following variances have been identified -

Operating Revenue

Chief Executive Office

No material variance to report

Community Planning

- **Building Services**

- The period variation is favourable to period budget by \$82,865.
- The variation predominantly relates to a successful prosecution and an increase in the number of applications have been received by the department, which is attributed to COVID economic stimulus initiatives. This has resulted in higher than expected fees & charges revenue to date.
- The estimated impact on the year end position is expected to be an increase in fees & charges revenue.

- **Urban Planning**

- The period variation is favourable to period budget by \$100,618.
- The variation predominantly relates to an increase in the number of applications have been received by the department, which is attributed to COVID economic stimulus initiatives. This has resulted in higher than expected fees & charges revenue to date.
- The estimated impact on the year end position is expected to be an increase in fees & charges revenue.

Finance

- **Aqualife**

- The period variation is unfavourable to period budget by \$27,608.
- The variation is predominantly a result of facility closure and service disruption during the COVID lockdown and other restrictions.
- The estimated impact on the year end position is expected to be a decrease in swim school fees.

- **Budgeting**

- The period variation is unfavourable to period budget by \$1,639,606.
- The variation is predominantly a result of the accounting profit for the sale of land that is still progressing.
- The estimated impact on the year end position is expected to be a decrease in accounting profit but this will be carried forward into next financial year.

- **Corporate Funds**

- The period variation is unfavourable to period budget by \$476,479.
- The variation is predominantly a result of interest earnings received being below expected as interest rates have declined throughout the financial year.
- The estimated impact on the year end position is expected to be a decrease in interest earnings.

- **Financial Services**

- The period variation is unfavourable to period budget by **\$30,979**.
- The variation is predominantly a result of a reduced take up in the instalment option which led to less instalment arrangement fees and interest being charged.
- The estimated impact on the year end position is expected to be reduced earnings interest.

- **Leisurelife**

- The period variation is unfavourable to period budget by **\$95,394**.
- The variation is predominantly a result of facility closure and service disruption during the COVID lockdown and other restrictions.
- The estimated impact on the year end position is expected to be reduced fees & charges revenue.

- **Parking**

- The period variation is favourable to period budget by **\$315,004**.
- The variation is predominantly a result of parking revenue being budgeted lower following on from the impacts of COVID.
- The estimated impact on the year end position is expected to be an increase in fees & charges revenue.

Operations

- **Asset Planning**

- The period variation is unfavourable to period budget by **\$56,545**.
- The variation predominantly relates to a receipt of a Local Roads and Community Infrastructure grant that was higher than anticipated.
- The estimated impact on the year end position is expected to be an increase in grant revenue.

- **Parks and Reserves**

- The period variation is favourable to period budget by **\$120,218**.
- The variation predominantly relates to an increase in street tree fees due to Helliwell value of tree removals and Main Roads contributing to additional maintenance funding.
- The estimated impact on the year end position is expected to be an increase in fees & charges revenue.

- **Street Improvement**

- The period variation is unfavourable to period budget by **\$149,657**.
- The variation predominantly relates to a reduction in supervision fees for the Belmont Park development delays due to COVID and a reduction in grant revenue for Rutland Avenue shared path as it was descoped.
- The estimated impact on the year end position is a reduction in supervision fees and grant revenue.

- **Street Operations**

- The period variation is favourable to period budget by **\$1,064,964**.
- The variation predominantly relates to the timing of grant funding from Main Roads for blackspot road upgrade projects and road renewal works. The blackspot projects have been approved for an extension due to the temporary underground power project obstructions.
- The estimated impact on the year end position is expected to be a decrease in grant funding but funding will be received early next financial year.

- **Waste Services**

- The period variation is favourable to period budget by **\$40,696**.
- The variation predominantly relates to an increase in lease income.
- The estimated impact on the year end position is expected to be an increase in fees & charges revenue.

Operating Expense

Chief Executive Office

- **Chief Executive Office**

- The period variation is favourable to period budget by **\$58,367**.
- The variation predominantly relates to expenses for corporate subscriptions, initiatives, expansions contingency, legal services and vehicle operations being under budget.
- The estimated impact on the year end position is expected to be favourable for these expenses.

- **Customer Relations**

- The period variation is favourable to period budget by **\$63,115**.
- The variation predominantly relates to unfilled vacant positions within the Customer Relations service area and a budget timing variance for consultancy expenses.
- The estimated impact on the year end position is expected to be favourable for employee costs.

- **Human Resources**

- The period variation is favourable to period budget by **\$298,240**.
- The variation predominantly relates to expenses for agency staff, recruitment with expenditure anticipated to increase due to recruitment activity and organisational development, which current commitments will reduce this amount.
- The estimated impact on the year end position is expected to be favourable for employee costs.

- **Leadership and Governance**

- The period variation is favourable to period budget by **\$185,324**.
- The variation predominantly relates to unfilled vacant positions and a reduction of consultancy expenses.
- The estimated impact on the year end position is expected to be favourable for employee costs and consultancy.

Community Planning

• **Building Services**

- The period variation is favourable to period budget by \$55,063.
- The variation predominantly relates to the department unable to cover staff leave as there are a shortage of building surveyors in WA.
- The estimated impact on the year end position is expected to be favourable for employee costs.

• **Community Development**

- The period variation is favourable to period budget by \$343,106.
- The variation predominantly relates to unfilled staff vacancies, events strategy/social needs analysis/youth plan consultancy, CCTV program under subscribed for the year and there were additional savings from funding programs.
- The estimated impact on the year end position is expected to be favourable for program expenses and consultancy.

• **Economic Development**

- The period variation is favourable to period budget by \$51,423.
- The variation predominantly relates an underspend on economic development campaigns and events due to either postponement or cancellation.
- The estimated impact on the year end position is expected to be favourable for program expenses.

• **Environmental Health**

- The period variation is favourable to period budget by \$69,652.
- The variation predominantly relates to an underspend in noise assessments, vehicle operating costs and food testing.
- The estimated impact on the year end position is nil as this is considered a budget timing variance.

• **Healthy Community**

- The period variation is favourable to period budget by \$68,301.
- The variation predominantly relates to staff vacancies and an underspend in community programs and initiatives.
- The estimated impact on the year end position is expected to be favourable for employee costs and program expenses.

• **Library Services**

- The period variation is favourable to period budget by \$73,767.
- The variation predominantly relates to staff vacancies and the budget timing of program delivery and collection development of library stock.
- The estimated impact on the year end position is expected to be favourable for employee costs.

- **Place Management**

- The period variation is unfavourable to period budget by \$361,218.
- The variation predominantly relates to an underspend on the COVID recovery fund nevertheless Council have spent proportionate to the capacity of the organisation to deliver on agreed projects.
- The estimated impact on the year end position is expected to be favourable for program expenses.

- **Strategic Town Planning**

- The period variation is favourable to period budget by \$360,211.
- The variation predominantly relates to the Albany Hwy precinct plan, Burswood Station East administration and the local planning strategy.
- The estimated impact on the year end position is expected to be favourable for consultancy costs.

- **Urban Planning**

- The period variation is favourable to period budget by \$134,893.
- The variance predominately relates to underspend within the service area for salaries, legal expenses and design review panel expenditure.
- The estimated impact on the year end position is expected to be favourable for salaries, legal expenses and design review panel costs.

Finance

- **Aqualife**

- The period variation is unfavourable to period budget by \$130,459.
- The variation predominantly relates to additional resources and support required to manage COVID restrictions within the facility.
- The estimated impact on the year end position is expected to be unfavourable for employee costs.

- **Budgeting**

- The period variation is unfavourable to period budget by \$1,739,649.
- The variation predominantly relates to the end of year corporate oncost allocation which is still to be processed.
- The estimated impact on the year end position is nil as this is a timing variance.

- **Corporate Funds**

- The period variation is favourable to period budget by \$692,329.
- The variation predominantly relates to an underspend for corporate contingency, doubtful debts and loan guarantee fees.
- The estimated impact on the year end position is expected to be favourable for the above expenses.

- **Financial Services**

- The period variation is favourable to period budget by \$64,963.
- The variation predominantly relates to employment costs from staff vacancies, reduction in costs from valuations, probity services and bank fees.
- The estimated impact on the year end position is expected to be favourable for the above expenses.

- **Information Systems**

- The period variation is favourable to period budget by \$111,176.
- The variation predominantly relates to employee costs from staff vacancies.
- The estimated impact on the year end position is expected to be favourable for employee costs.

- **Leisurelife**

- The period variation is favourable to period budget by \$99,210.
- The variation predominantly relates to employee costs and bingo as a result of facility closure and service disruption during the COVID lockdowns. In addition, there is a budget timing variance for bingo and minor equipment.
- The estimated impact on the year end position is expected to be favourable for employee costs.

- **Parking**

- The period variation is favourable to period budget by \$341,544.
- The variation predominantly relates to employee costs from staff vacancies, consultancy, and Fines Enforcement Register fees.
- The estimated impact on the year end position is expected to be favourable for the above expenses.

- **Ranger Services**

- The period variation is favourable to period budget by \$112,679.
- The variation predominantly relates to vehicle operation, pound operation, fire hazard removal, contributions and vet services.
- The estimated impact on the year end position is expected to be favourable for the above expenses.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by \$242,767.
- The variance predominantly relates to the overall underspend for maintenance of buildings and utility costs largely in the facilities due to closure periods.
- The estimated impact on the year end position is expected to be favourable for building maintenance and utility costs.

- **Fleet Services**

- The period variation is favourable to period budget by \$80,838.
- The variance predominantly relates to a reduction in fuel expenses for vehicle and plant usage.
- The estimated impact on the year end position is expected to be favourable for fuel expenses.

- **Operations Office**

- The period variation is favourable to period budget by \$51,061.
- The variance predominantly relates to employee expenses due to a staff vacancy.
- The expected impact on year end position is expected to be favourable for employee costs.

- **Parks & Reserves**

- The period variation is favourable to period budget by \$210,887.
- The variation predominantly relates to a reduction in spending due to staff vacancies and a reduction in watering costs as a result of a new contract.
- The estimated impact on the year end position is expected to be favourable for employee costs and utilities.

- **Project Management**

- The period variation is favourable to period budget by \$813,112.
- The variation predominantly relates to consultancy fees relating to the John MacMillan precinct planning, Taylor/McCallum & Archer/Mint detailed design, Burswood Station East streetscape upgrade, and zone 1 for Lathlain (Perth Football Club).
- The estimated impact on the year end position is expected to be favourable for consultancy costs.

- **Property Development and Leasing**

- The period variation is favourable to period budget by \$306,855.
- The variation predominantly relates to consultancy fees relating to the Edward Millen heritage redevelopment and land asset optimisation projects. In addition, there is an underspend for legal services which relates to a delay in formalising a few leases.
- The estimated impact on the year end position is expected to be favourable for consultancy and legal expenses.

- **Street Improvement**

- The period variation is favourable to period budget by \$315,734.
- The variation predominantly relates to due to unfilled staff vacancies and a reduced spend for consultancy services.
- The estimated impact on the year end position is expected to be favourable for employee and consultancy expenses.

- **Street Operations**

- The period variation is favourable to period budget by \$42,307.
- The variation predominantly relates to delays in footpath and road maintenance works due to weather.
- The estimated impact on the year end position is expected to be favourable for maintenance works.

- **Waste Services**

- The period variation is unfavourable to period budget by \$55,569
- The variation predominantly relates to additional spending required for street sweeping.
- The estimated impact on the year end position is unfavourable for street sweeping expenses.

Capital Expense

Chief Executive Office

No material variance to report

Community Planning

No material variance to report

Finance

- **Information Systems**

- The period variation is favourable to period budget by \$397,863.
- The variation predominantly relates software and hardware upgrades that have been delayed due to lockdowns.
- The estimated impact on the year end position is there will be carry forward projects into the 2021/22 budget.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by \$355,272.
- The variance predominantly relates to delays in the refurbishment of 10 Kent Street and the library. In addition, there has been an underspend for the pool plant renewal at Aqualife and the changeroom refurbishment at Carlisle.
- The estimated impact on the year end position is favourable but there will be carry forward projects into the 2021/22 budget.

- **Fleet Services**

- The period variation is favourable to period budget by \$430,358.
- The variance predominantly relates to the postponed payments for some new plants due to delays in the supply chain. The main heavy fleet items affected being the Flocon truck, heavy truck and vehicle purchases. Delivery of all remaining heavy and light fleet is expected by the end of the financial year.
- The estimated impact on the year end position is favourable but there will be carry forward projects into the 2021/22 budget.

- **Parks & Reserves**

- The period variation is favourable to period budget by \$1,575,340.
- The variation predominantly relates to delays in starting of GO Edwards stage 4 & 5 and construction will continue into the new financial year.
- The estimated impact on the year end position is there will be carry forward projects into the 2021/22 budget.

- **Street Operations**

- The period variation is favourable to period budget by \$6,077,052.
- The variation predominantly relates to design delays, site obstructions, contractor availabilities and therefore works have been delayed.
- The estimated impact on the year end position is future carry over projects into 2021/22 budget.

Non-Operating Revenue

Operations

- **Corporate Funds**

- The period variation is unfavourable to period budget by \$8,967,914.
- The variation is predominantly a result of transfer from reserves not required and therefore the amounts remaining in the reserve account. In addition, this variance includes sale proceeds from a land sale which has been delayed until next financial year.
- The estimated impact on the year end position is unfavourable for transfers from reserves and sale proceeds.

- **Fleet Services**

- The period variation is unfavourable to period budget by \$141,854.
- The variation is predominantly a result of two trucks not being sent to auction.
- The estimated impact on the year end position is unfavourable for sale proceeds.

Non-Operating Expenses

- **Corporate Funds**

- The period variation is unfavourable to period budget by \$3,730,932.
- The variation is predominantly a result of an increase in transfers to reserves as capital works carry forwards were put back into the reserve account and end of financial year.
- The estimated impact on the year end position is unfavourable for transfers to reserves.

Non-Cash Adjustments

- **Profit and Loss**

- The period variation is unfavourable to period budget by \$3,460,480.
- The variation is predominantly a result of the recognition of accounting profit from sale of land which has been delayed until next financial year. In addition, there is an accounting loss for asset capitalisations.
- The estimated impact on the year end position is nil as this is a non-cash budget item.

- **Depreciation**

- The period variation is favourable to period budget by \$36,351.
- The variation is predominantly a result of less depreciation needed for the Town's assets.
- The estimated impact on the year end position is nil as this is a non-cash budget item.

Proposed Budget Amendments

No proposed budget amendments to report.

Accounting Notes

Significant Accounting Policies

The significant accounting policies that have been adopted in the preparation of this document are:

Basis of Preparation

The document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The document has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this document.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

2020 - 2021 Actual Balances

Balances shown in this document as 2020-2021 Actual are subject to final adjustments.

Rounding Off Figures

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

Rates, Grants, Donations and Other Contributions

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature. Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short-term borrowings in current liabilities.

Trade and Other Receivables

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

Fixed Assets

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 September 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Equipment	5 – 10 years
Plant and Machinery	2 – 10 years
Sealed Roads - Clearing and Earthworks	Not depreciated
- Construction and Road Base	5 – 80 years
- Original Surface / Major Resurface	5 – 80 years
Drainage	5 – 80 years
Pathways	5 – 80 years
Parks and Reserves	5 – 80 years

Asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Assets with a value below \$5,000 at the time of acquisition, are excluded from the assets reported in the financial report. These assets are instead reported as an expense in the year of acquisition.

Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit of loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- a. the amount in which the financial asset or financial liability is measured at initial recognition;
- b. less principal repayments;
- c. plus, or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- d. less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current. They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain, or loss, pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Contract Assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116). For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 30 June 2020. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

Lease Liabilities

The present value of future lease payments not paid at the reporting date, discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Town are recognised as a liability until such time as the Town satisfies its obligations under the agreement.

Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction, or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

Provisions

Provisions are recognised when the Town has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

Comparative Figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

Budget Comparative Figures

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

Service Unit Definitions

The Town operations, as disclosed in this report, encompass the following service-oriented Service Units –

Chief Executive Office

Chief Executive Office

The Chief Executive Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Chief Executive Office functional area.

Communications and Engagement

Communications and Engagement manages the brand and reputation of the Town. This is achieved through developing clear and accessible messaging, consulting with the community, delivering key messages through various channels and working to reach the appropriate audiences through strategically executed marketing, engagement and communication planning.

Customer Relations

Customer Relations manages the Customer Service Contact Centre, which is the first point of contact for the organisation, and monitors performance against the Town's Customer Service Charter.

Leadership and Governance

The Leadership and Governance Service Area is committed to responsibly managing the Town on behalf of the residents and ratepayers of the District through collaboration, knowledge-sharing and good governance.

Human Resources

Human Resources is responsible for the development and implementation of occupational health and safety compliance, staff development, employee relations, recruitment and payroll services of the Town.

Community Planning

Building Services

Building Services provide services to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

Community Development

The Community Development team's vision is an empowered Victoria Park, which will be achieved through the mission of community capacity building.

Community Planning Office

The Community Planning Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Community Planning functional area.

Digital Hub

The Digital Hub provides free digital literacy and online training for the local community, not-for-profit organisations and local business operators.

Economic Development

Economic Development seeks to increase the economic growth of the district through fostering business attraction and retention, tourism, marketing, community initiatives and creating robust relationships.

Environmental Health

Environmental Health seeks to promote good standards of public health via the many hospitality outlets in the area and the community in general.

General Compliance

The General Compliance Area liaise with and direct property owners and developers to ensure built form building and planning requirements are adhered to at all times.

Healthy Community

The Healthy Community team connect people to services, resources, information, facilities, and experiences that enhance their physical and social health and wellbeing.

Library Services

Library Services plays a pivotal role in providing our community with access to resources, knowledge and technology in a safe, nurturing environment.

Place Management

The Place Management Service Area implements programs, that are suitable for the particular targeted section of the community, to improve places within the District or, where the community is satisfied with the standard of operation, to maintain the already attained standard.

Strategic Town Planning

Strategic Town Planning develops strategies for the future growth of the Town, with the aims of creating a vibrant community and improving the quality of life for residents.

Urban Planning

Urban Planning assesses applications for development approval and subdivision, provides advice to the community and ensures land is appropriately used and developed.

Finance

Aqualife

The Aqualife Centre aims to improve community health and wellbeing; and to provide a safe and welcoming environment for the community to meet and socialise, primarily through aquatic recreation.

Budgeting

The Budgeting Area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

Corporate Funds

The Corporate Funds includes the management of loans, reserve fund transfers, restricted and trust funds, rate revenue and corporate grants funding.

Finance Office

The Finance Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Finance functional area.

Financial Services

The key role of Financial Services is to manage and control the Town's finances in a sound and prudent manner.

Information Systems

Information Systems assists the Town in operating efficiently with the smooth running of essential business computer programs and systems.

Leisurelife

The Leisurelife Centre aims to improve community health and wellbeing, and to provide a safe and welcoming environment for the community to meet and socialise, primarily through active recreation.

Parking

The Parking Management section guides future parking initiatives within the Town, ensuring equitable access for everyone, whilst also monitoring existing parking areas and ensuring a safer community.

Rangers

Ranger Services offer a 24 hours-a-day / 7 days-a-week service to help ensure community safety in the areas of Dog and Cat management and Local Law enforcement.

Operations

Asset Planning

Asset Planning provides services to manage and maintain Council facilities and their related assets.

Environment

The Environment Area is committed to preserving and enhancing natural areas and recognises not only the ecological benefits of protecting natural assets, but also the social and recreational benefits as well.

Fleet Services

Fleet Services oversees the various items of light fleet, heavy fleet and plant and equipment.

Operations Office

The Operations Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Operations functional area.

Parks and Reserves

The Parks and Reserves Section delivers high quality horticultural works to parks, reserves and streetscapes.

Project Management

Project Management assists in improving the standards of project management and project delivery and delivers nominated projects on behalf of the Town.

Property Development and Leasing

Property Management and Leasing assists in strategic property development projects and property leasing requirements on behalf of the Town.

Street Improvement

Street Improvement provides engineering advice, design, planning, and road safety initiatives.

Street Operations

Street Operations ensure the maintenance and renewal of roads, pathways, drainage and associated assets.

Waste

Waste Management implements waste collection, minimisation and disposal in a sustainable manner.

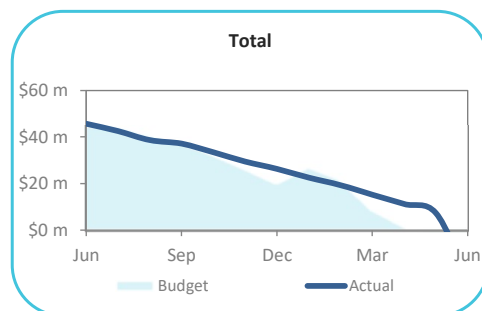
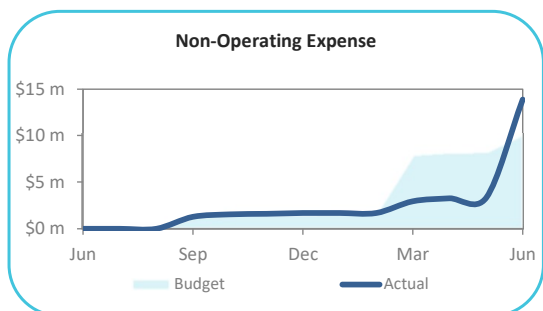
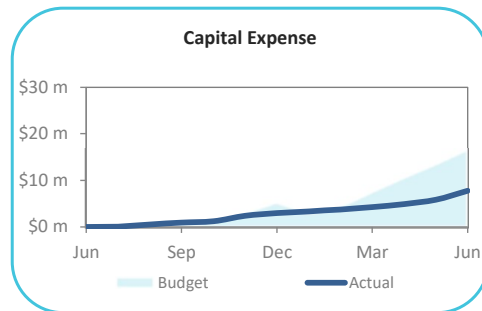
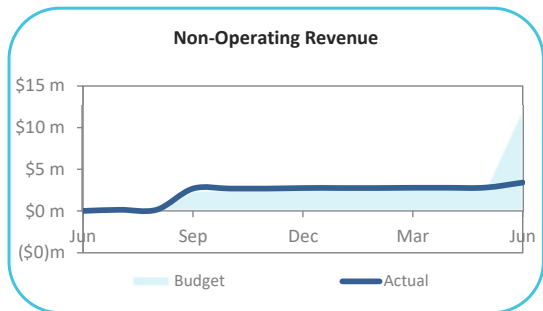
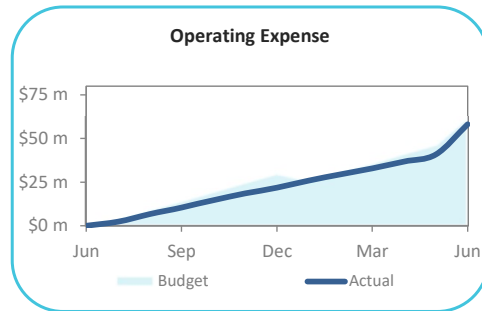
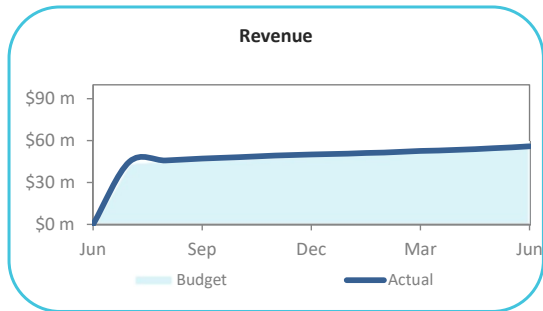
Particulars	Material Variance		30 June 2021		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Revenue					
Chief Executive Office			22,896	22,894	9,444
Chief Executive Office			12,806	12,804	976
Communications and Engagement			0	0	0
Customer Relations			0	0	0
Human Resources			2,999	2,999	1,376
Leadership and Governance			7,091	7,091	7,092
Community Planning			1,132,388	1,132,387	1,348,464
Building Services	82,865	▲ 26.8%	309,500	309,500	392,365
Community Development			181,859	181,858	199,846
Community Planning Office			1,300	1,300	1,414
Digital Hub			17,575	17,575	16,109
Economic Development			3,000	3,000	6,732
Environmental Health			182,300	182,300	167,092
General Compliance			21,500	21,500	22,311
Healthy Community			28,497	28,497	40,954
Library Services			20,857	20,857	23,351
Place Management			0	0	11,673
Strategic Town Planning			0	0	0
Urban Planning	100,618	▲ 27.5%	366,000	366,000	466,618
Finance			53,401,660	53,401,672	51,443,079
Aqualife	27,608	▼ 1.2%	2,353,541	2,353,541	2,325,933
Budgeting	1,639,606	▼ 96.4%	1,701,625	1,701,625	62,019
Corporate Funds	476,479	▼ 1.1%	45,185,215	45,185,227	44,708,748
Finance Office			1,351	1,351	0
Financial Services	30,979	▼ 6.6%	472,136	472,136	441,157
Information Systems			2,790	2,790	758
Leisurelife	95,394	▼ 5.1%	1,884,694	1,884,694	1,789,300
Parking	315,004	▲ 19.2%	1,643,808	1,643,808	1,958,812
Ranger services			156,500	156,500	156,352
Operations			4,013,277	4,013,243	3,014,768
Asset Planning	56,545	▲ 11.6%	487,011	487,011	543,556
Environment			0	0	0
Fleet Services			10,600	10,600	10,053
Operations Office			1,098	1,098	0
Parks and Reserves	120,218	▲ 233.0%	51,586	51,586	171,804
Project Management			1,000	1,000	1,331
Property Development and Leasing			0	0	0
Street Improvement	149,657	▼ 89.1%	167,999	167,999	18,342
Street Operations	1,064,964	▼ 42.3%	2,520,467	2,520,433	1,455,469
Waste Services	40,696	▲ 5.3%	773,516	773,516	814,212
Total Revenue			58,570,221	58,570,196	55,815,754

Particulars	\$	Material Variance		30 June 2021		
		\$	%	Revised Budget	Year-to-Date Budget	Year-to-Date Actual
				\$	\$	\$
Operating Expense						
Chief Executive Office				(5,034,462)	(5,034,456)	(4,406,141)
Chief Executive Office	58,367	▼	6%	(992,771)	(992,765)	(934,398)
Communications and Engagement				(804,338)	(804,338)	(781,070)
Customer Relations	63,115	▼	7%	(877,449)	(877,449)	(814,334)
Human Resources	298,240	▼	26%	(1,152,400)	(1,152,400)	(854,160)
Leadership and Governance	185,324	▼	15%	(1,207,504)	(1,207,504)	(1,022,180)
Community Planning				(10,898,809)	(10,898,808)	(9,354,496)
Building Services	55,063	▼	9%	(580,347)	(580,347)	(525,284)
Community Development	343,106	▼	14%	(2,504,973)	(2,504,972)	(2,161,866)
Community Planning Office				(946,777)	(946,777)	(954,718)
Digital Hub				(184,652)	(184,652)	(167,075)
Economic Development	51,423	▼	16%	(320,122)	(320,122)	(268,699)
Environmental Health	69,652	▼	11%	(661,386)	(661,386)	(591,734)
General Compliance				(144,624)	(144,624)	(127,583)
Healthy Community	68,301	▼	25%	(277,341)	(277,341)	(209,040)
Library Services	73,767	▼	6%	(1,234,872)	(1,234,872)	(1,161,105)
Place Management	361,218	▼	18%	(2,019,432)	(2,019,432)	(1,658,214)
Strategic Town Planning	360,211	▼	41%	(888,983)	(888,983)	(528,772)
Urban Planning	134,893	▼	12%	(1,135,300)	(1,135,300)	(1,000,407)
Finance				(23,088,098)	(23,088,090)	(23,537,200)
Aqualife	130,459	▲	5%	(2,655,998)	(2,655,998)	(2,786,457)
Budgeting	1,739,649	▲	19%	(9,312,032)	(9,312,024)	(11,051,673)
Corporate Funds	692,329	▼	57%	(1,224,091)	(1,224,091)	(531,762)
Finance Office				(735,840)	(735,840)	(736,743)
Financial Services	64,963	▼	5%	(1,221,420)	(1,221,420)	(1,156,457)
Information Systems	111,176	▼	3%	(3,252,553)	(3,252,553)	(3,141,377)
Leisurelife	99,210	▼	5%	(2,028,737)	(2,028,737)	(1,929,527)
Parking	341,544	▼	18%	(1,853,766)	(1,853,766)	(1,512,222)
Ranger services	112,679	▼	14%	(803,661)	(803,661)	(690,982)
Operations				(22,888,518)	(22,888,514)	(20,884,412)
Asset Planning	242,767	▼	7%	(3,671,880)	(3,671,880)	(3,429,113)
Environment				(209,537)	(209,537)	(213,427)
Fleet Services	80,838	▼	951%	(8,498)	(8,498)	72,340
Operations Office	51,061	▼	7%	(757,250)	(757,250)	(706,189)
Parks and Reserves	210,887	▼	4%	(4,999,370)	(4,999,366)	(4,788,479)
Project Management	813,112	▼	32%	(2,566,358)	(2,566,358)	(1,753,246)
Property Development and Leasing	306,855	▼	53%	(574,926)	(574,926)	(268,071)
Street Improvement	315,734	▼	23%	(1,373,224)	(1,373,224)	(1,057,490)
Street Operations	42,307	▼	2%	(2,722,918)	(2,722,918)	(2,680,611)
Waste Services	55,569	▲	1%	(6,004,557)	(6,004,557)	(6,060,126)
Total Operating Expense				(61,909,887)	(61,909,868)	(58,182,248)

Particulars	Material Variance		30 June 2021		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Capital Expense					
Chief Executive Office			0	0	0
Chief Executive Office			0	0	0
Communications and Engagement			0	0	0
Customer Relations			0	0	0
Human Resources			0	0	0
Leadership and Governance			0	0	0
Community Planning			(51,000)	(51,000)	(48,871)
Building Services			0	0	0
Community Development			(51,000)	(51,000)	(48,871)
Community Planning Office			0	0	0
Digital Hub			0	0	0
Economic Development			0	0	0
Environmental Health			0	0	0
General Compliance			0	0	0
Healthy Community			0	0	0
Library Services			0	0	0
Place Management			0	0	0
Strategic Town Planning			0	0	0
Urban Planning			0	0	0
Finance			(724,448)	(724,448)	(306,587)
Aqualife			0	0	0
Budgeting			0	0	0
Corporate Funds			0	0	0
Finance Office			0	0	0
Financial Services			0	0	0
Information Systems	397,863	▼ 56%	(704,450)	(704,450)	(306,587)
Leisurelife			0	0	0
Parking			(19,998)	(19,998)	0
Ranger services			0	0	0
Operations			(15,834,288)	(15,834,283)	(7,395,361)
Asset Planning	355,272	▼ 39%	(913,790)	(913,790)	(558,518)
Environment			0	0	0
Fleet Services	430,358	▼ 54%	(804,259)	(804,259)	(373,901)
Operations Office			0	0	0
Parks and Reserves	1,575,340	▼ 72%	(2,200,112)	(2,200,107)	(624,767)
Project Management			(74,000)	(74,000)	(73,099)
Property Development and Leasing			0	0	0
Street Improvement			0	0	0
Street Operations	6,077,052	▼ 51%	(11,842,127)	(11,842,127)	(5,765,075)
Waste Services			0	0	0
Total Capital Expense			(16,609,736)	(16,609,731)	(7,750,818)

Particulars	\$	Material Variance		Revised Budget \$	30 June 2021	
		\$	%		Year-to-Date Budget \$	Year-to-Date Actual \$
Non-Operating Revenue						
Finance				11,971,674	11,971,674	3,003,760
Corporate Funds	8,967,914	▼	75%	11,971,674	11,971,674	3,003,760
Operations				549,865	549,865	408,011
Fleet Services	141,854	▼	26%	549,865	549,865	408,011
Total Non-Operating Revenue				12,521,539	12,521,539	3,411,771
Non-Operating Expense						
Finance				(10,141,790)	(10,141,789)	(13,872,721)
Corporate Funds	3,730,932	▲	37%	(10,141,790)	(10,141,789)	(13,872,721)
Total Non-Operating Expense				(10,141,790)	(10,141,789)	(13,872,721)
Non-Cash Items Adjustments						
(Profit) and Loss	3,460,480	▼	213%	(1,627,741)	(1,627,741)	1,832,739
Depreciation	36,531	▲	0%	9,565,140	9,565,140	9,528,609
Total Non-Cash Items Adjustments				7,937,399	7,937,399	11,361,349
Suspense Items Yet To Be Applied				0	0	730,663
Opening Surplus / (Deficit)				9,618,689	9,618,689	9,618,689
Closing Surplus / (Deficit)				(13,565)	(13,565)	1,132,438

Graphical Representation

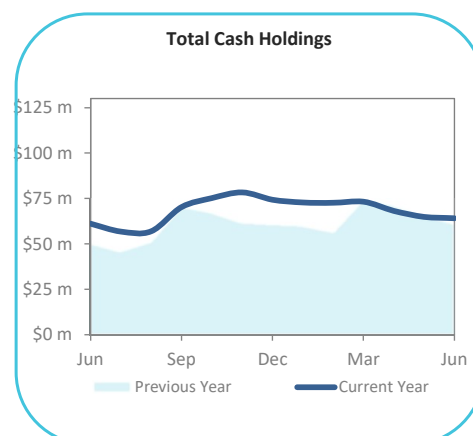
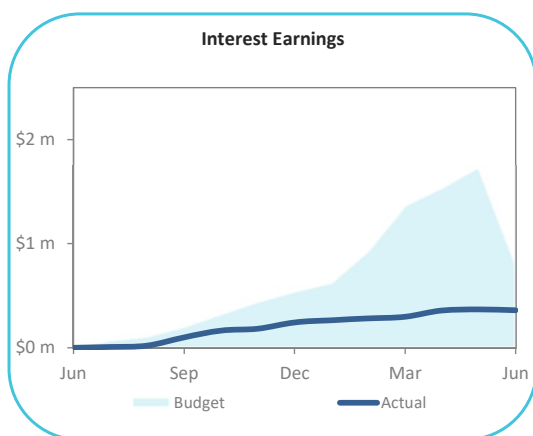
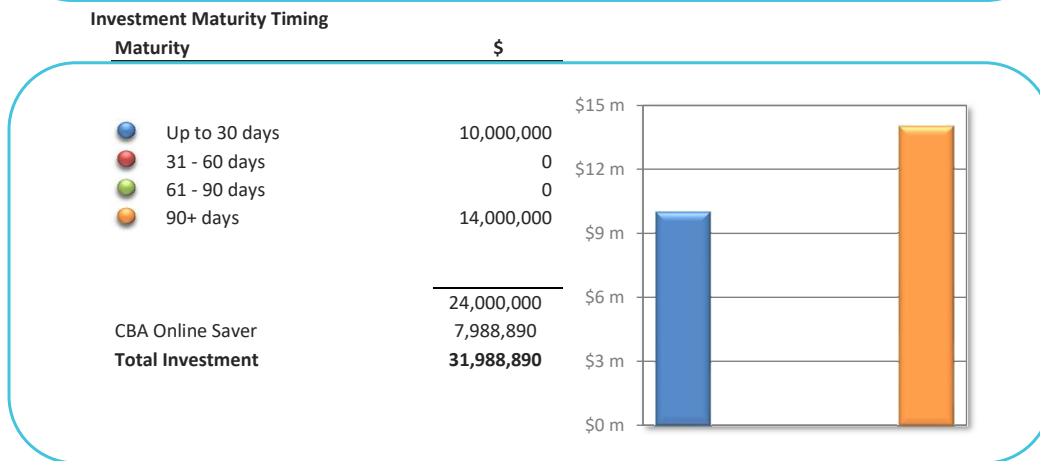
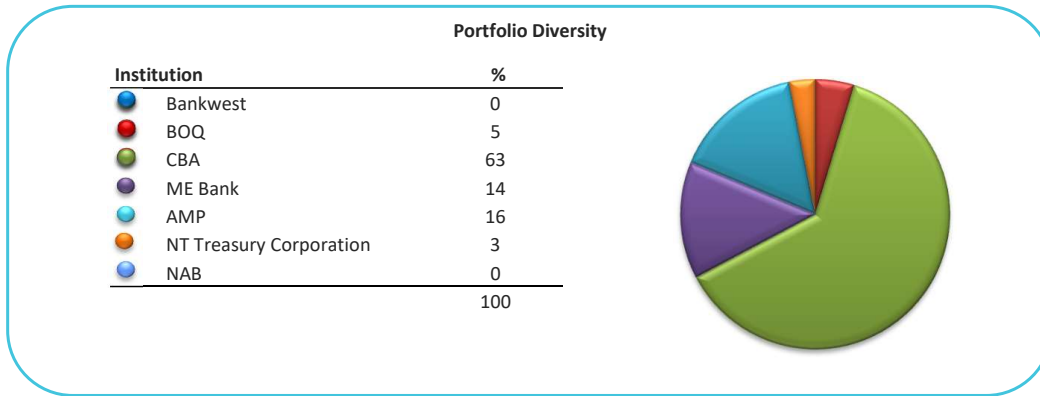


Particulars	Brought Forward 1 July \$	2020-2021 Revised Budget \$	Year To Date Actual \$
Current Assets			
Cash - Unrestricted	15,519,356	15,519,356	10,905,801
Cash - Reserves / Restricted	45,567,473	45,567,473	53,222,742
Receivables and Accruals	4,203,836	4,203,836	3,754,708
Inventories	11,570	11,570	12,756
	65,302,235	65,302,235	67,896,008
Less Current Liabilities			
Payables and Provisions	(10,116,073)	(10,116,073)	(13,540,828)
	(10,116,073)	(10,116,073)	(13,540,828)
Net Current Asset Position	55,186,162	55,186,162	54,355,180
Less			
Cash - Reserves / Restricted	(45,567,473)	(45,567,473)	(53,222,742)
Estimated Surplus / (Deficiency) Carried Forward	9,618,689	9,618,689	1,132,438

Cash and Investments Analysis

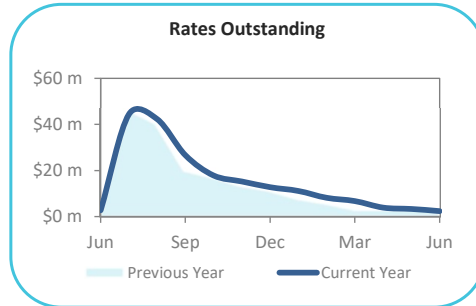
	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
Cash - Unrestricted						
CBA	5,914,209				508	9%
At Call	2,925,319	Variable	11am	Daily	0	
Online Saver	2,988,890	0.20	11am	Daily	508	
BOQ	3,000,000				13,414	5%
	3,000,000	0.60	272	13-Jul-21	13,414	
NT Treasury Corporation	2,000,000				14,038	3%
	2,000,000	0.60	427	15-Dec-21	14,038	
AMP	5,000,000				6,981	8%
	2,000,000	0.70	182	28-Jul-21	6,981	
	3,000,000	0.75	330	23-Dec-21	20,342	
Total Cash - Unrestricted	15,914,209				45,112	25%
Cash - Restricted						
CBA	34,222,742				849	53%
At Call	29,222,742	Variable	11am	Daily	0	
Online Saver	5,000,000	0.20	11am	Daily	849	
ME Bank	9,000,000				16,712	14%
	5,000,000	0.40	305	11-Feb-22	16,712	
	4,000,000	0.50	265	22-Jun-22	14,521	
AMP	5,000,000				55,068	8%
	5,000,000	1.20	335	23-Jul-21	55,068	
Total Cash - Restricted	48,222,742				79,890	75%
Total Cash - Invested	64,136,951				125,002	100%

Cash and Investments Analysis



Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)

	Total
Balance from Previous Year	2,656,453
Rates Levied - Initial	43,064,905
Rates Levied - Interims	(2,029)
Total Rates Collectable	45,719,329
Current Rates Collected To Date	40,665,535
Current Rates Outstanding	5,053,795

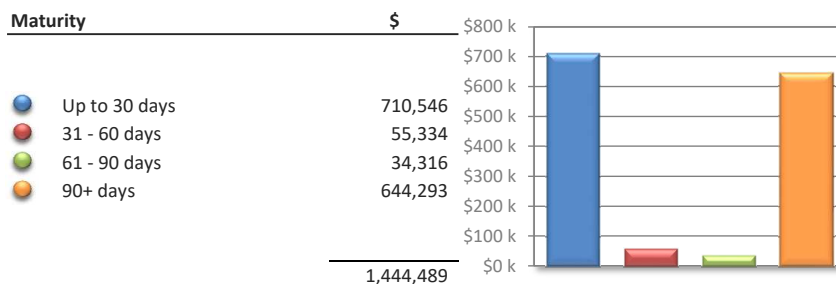


% Rates Outstanding **11.1%**
% Rates Outstanding same time last year **5.5%**

Lower collections to this time last year due to instalments and initial notice going out later than last year

Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	328,495	328,495	-	-	-
Property Rent	94,187	94,187	-	-	(0)
Aqualife Fees	17,413	16,530	312	519	52
Leisurelife Fees	43,291	22,206	20,364	608	113
Community Development Fees	31,252	19,822	1,468	-	9,962
Health Fees	573	443	-	-	130
Other Fees and Charges	80,909	75,165	143	-	5,601
Building and Planning Application Fees	11,830	8,804	2,083	105	944
Infringements - Parking	774,547	141,592	25,275	31,564	576,116
Infringements - Animals	39,074	3,200	3,889	1,521	30,464
Infringements - General	1,731	100	-	-	1,631
Infringements - Bush Fire	16,743	-	-	-	16,743
Infringements - Health	4,339	-	1,800	-	2,539
Total Sundry Debtors	1,444,384	710,546	55,334	34,316	644,293

Sundry Debtor Aged Analysis


Grants and Contributions

Details	Original	Revised	Receipt Status	
	Budget	Budget	Invoiced	Remaining
	\$	\$		
Operating Funding				
Chief Executive Office				
Not Applicable	-	-	-	-
Community Planning				
Community Development - Sponsorships	5,600	5,600	5,708	(108)
Digital Hub - Grants	16,000	16,000	16,000	-
Library Services - Grants	1,000	1,000	880	120
Environmental Health	1,000	1,000	54	946
Finance				
Corporate Funds - Grants	677,614	677,614	1,144,826	(467,212)
Financial Services - Commission	35,835	35,835	35,835	-
Parking	82,502	82,502	62,597	19,905
Ranger Services	7,503	7,503	4,332	3,171
Operations				
Street Improvement - Grants	70,000	70,000	15,629	54,371
Street Operations	114,332	114,332	114,106	226
Capital Funding				
Operations				
Project Management:				
McCallum Park Active Area	-	-	-	-
Street Operations Grants:				
Rutland Avenue Shared Path (Miller to Oats)	68,500	68,500	34,250	34,250
Oats Street - Tuckett to Rutland - Renew Seal (MRRG)	-	-	(2)	2
Hordern and Geddes Intersection (Blackspot)	107,387	107,387	-	107,387
Hordern and McMillan Intersection (Blackspot)	122,588	122,588	-	122,588
Archer and Orrong Intersection (Blackspot)	679,047	679,047	-	679,047
Star Street and Briggs Street (Blackspot)	148,334	148,334	59,334	89,000
Roads to Recovery Funding Income - Location TBA	285,000	285,000	237,607	47,393
Kent Street - Albany to Gloucester MRRG	181,266	181,266	178,672	2,594
Oats Street - Swanswa to Rutland MRRG	208,200	208,200	209,493	(1,293)
Carlisle Laneways (Community Development Grant)	60,000	60,000	46,827	13,173
Terminus Lane (Community Development Grant)	240,000	240,000	126,587	113,413
Total Cash Deposits	3,111,708	3,111,708	2,292,735	818,973

Reserve Funds Descriptions

The purposes for which funds have been set aside by Council, in Reserve Funds, are outlined below -

Building Renewal

To be used to fund renewal projects associated with Council's Building assets.

Cash-in-Lieu

To be used to assist in funding initiatives associated with payments received as cash in lieu of required obligations or works.

Community Art

To be used to fund the purchase and placement of art for the Council and Community.

COVID-19 Recovery Reserve

To be used to assist in funding recovery initiatives related to COVID-19.

Drainage Renewal

To be used to fund renewal projects associated with Council's Drainage infrastructure.

Edward Millen Site

To be used to assist in improving and / or maintaining the Edward Millen site, including the associated grounds.

Furniture and Equipment Renewal

To be used to fund renewal projects associated with Council's Furniture and Equipment assets.

Future Fund

To assist in funding projects and property purchases that diversify Council's revenue streams.

Future Projects

To assist in funding 'new' and 'upgrade' capital projects, with funding primarily derived from the sale of land assets.

Harold Hawthorne - Carlisle Memorial

To be used to provide funds to assist in conducting future Spring Garden Competitions.

Information Technology Renewal

*To be used to fund renewal projects associated with Council's information technology assets.
significant insurance claims.*

Insurance Risk Reserve

To be used for the purpose of meeting the difference between premiums and claims in the event of any significant insurance claims.

Other Infrastructure Renewal

To be used to fund renewal projects associated with Council's Other infrastructure.

Parks Renewal

To be used to fund renewal projects associated with Council's Parks infrastructure.

Pathways Renewal

To be used to fund renewal projects associated with Council's Pathways infrastructure

Plant and Machinery Renewal

To be used to assist in the acquisition and replacement of the Town's Plant and Machinery.

Renewable Energy

To assist in investigating and funding renewable energy projects within the District.

Roads Renewal

To be used to fund renewal projects associated with Council's Roads Infrastructure

Underground Power

To assist in the funding of projects associated with the installation of underground power and associated landscaping.

Urban Forest Strategy

To assist in funding initiatives associated with the Urban Forest Strategy

Waste Management

To assist in the funding of waste management and waste minimisation strategies

Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	30 June 2021 Balance Actual \$	Balance Budget \$	Annual Revised Budget \$
Building Renewal	1,534,483	194,262	-	1,728,745	920,483	923,031
Cash-in-Lieu	-	-	-	-	-	-
Community Art	658,478	4,638	-	663,116	659,478	614,269
COVID-19 Recovery Reserve	500,000	1,621	(500,000)	1,621	1,000	1,000
Drainage Renewal	281,890	120,916	-	402,806	6,890	7,715
Edward Millen Site	2,025,265	6,575	-	2,031,840	1,735,351	1,735,453
Furniture and Equip Renewal	665,984	37,162	-	703,146	709,984	713,558
Future Fund	14,607,271	2,797,418	-	17,404,690	14,917,271	14,952,506
Future Projects	143,606	48,950	-	192,556	207,092	544,117
Harold Hawthorn - Carlisle	182,816	593	-	183,408	202,815	203,896
Information Technology Renewal	1,081,575	118,982	-	1,200,557	1,101,575	1,100,112
Insurance Risk Reserve	457,980	1,487	-	459,467	495,380	497,714
Land Asset Optimisation	1,680,429	5,455	-	1,685,885	5,152,428	5,138,040
Other Infrastructure Renewal	333,484	378,818	-	712,302	335,184	159,083
Parks Renewal	1,124,573	1,433,651	-	2,558,224	231,573	234,311
Pathways Renewal	31,368	1,597,648	-	1,629,017	43,368	95,505
Plant and Machinery	326,498	248,545	-	575,043	327,498	328,945
Renewable Energy	279,978	911	-	280,889	159,978	162,032
Roads Renewal	1,460,633	2,944,345	-	4,404,977	1,252,633	1,256,539
Underground Power	16,779,487	77,469	(2,503,760)	14,353,196	14,300,727	16,804,487
Urban Forest Strategy	500,000	501,624	-	1,001,624	501,001	501,000
Waste Management	911,675	137,960	-	1,049,635	1,050,175	1,257,188
	45,567,473	10,659,030	(3,003,760)	53,222,742	44,311,884	47,230,501

Capital Items

The following pages summarise the progress of the Capital Items.

For the purposes of these pages, the following indicators have been used -

Item Timing

This relates to how the item is tracking time-wise and is displayed using the following indicators -

<input checked="" type="checkbox"/>	Behind
<input type="checkbox"/>	On-Track
<input checked="" type="checkbox"/>	In-Front

Budget Status

This relates to how the item is costing against the Revised Budget and is displayed using the following indicators -

<input checked="" type="checkbox"/>	Over budget
<input type="checkbox"/>	On budget
<input checked="" type="checkbox"/>	Under budget

Completion Stage

This relates to where the item is currently, in terms of completion, and is displayed using the following indicators -

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not commenced
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Commenced
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Half-way completed
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Nearing completion
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Completed

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Land and Buildings			984,592	631,617
Renewal - Land and Buildings				
Toilet Blocks - Painting Program (Archer St, GO Edwards, Read Park)	<input type="checkbox"/>	■ ■ ■ ■	4,430	4,430
Aqualife - Outdoor Pool Refurbishment	<input type="checkbox"/>	■ ■ ■ ■	38,370	38,268
10 Kent Street - Interior Refurbishment (Disability Access)	<input type="checkbox"/>	■ □ □ □	220,000	37,503
Aqualife - BMS Renewal	<input type="checkbox"/>	■ ■ ■ □	30,000	11,062
Aqualife - Roof Renewal	<input type="checkbox"/>	■ ■ ■ ■	9,971	9,971
Aqualife - Pool Plant Renewal	<input type="checkbox"/>	■ □ □ □	60,001	4,645
Clubrooms - Painting Program (Parnham & Fletcher Park)	<input type="checkbox"/>	■ ■ ■ ■	25,002	22,740
Carlisle Reserve Clubrooms - Changeroom Refurbishment	<input type="checkbox"/>	■ ■ ■ ■	135,000	77,404
Library - Fitout and Layout changes (RFID) - External Doors	<input type="checkbox"/>	■ ■ ■ □	80,000	56,106
Leisurelife - Skylight Replacements	<input type="checkbox"/>	■ ■ ■ ■	7,820	7,820
Leisurelife - Hotwater System Replacement	<input type="checkbox"/>	■ ■ ■ ■	14,998	13,000
12 Kent Street - External Refurbishment	<input type="checkbox"/>	■ ■ ■ ■	20,000	18,740
Energy Efficiency Initiatives - Lighting Replacement (LEDs)	<input checked="" type="checkbox"/>	■ ■ ■ ■	35,000	49,123
Changeroom Refurbishment - JA Lee Clubrooms	<input type="checkbox"/>	■ ■ ■ ■	80,000	79,910
Replace Fencing - 10,12 and 14 Kent Street	<input type="checkbox"/>	■ ■ ■ ■	30,000	30,435
Upgrade - Land and Buildings				
Solar PV Installation - Administration Building	<input type="checkbox"/>	■ ■ ■ ■	120,000	97,361
Land - Upgrade: 25 Boundary Road Subdivision	<input type="checkbox"/>	■ ■ ■ ■	74,000	73,099

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Plant and Machinery			816,259	373,901
Renewal - Plant and Machinery				
Minor Plant Renewal - Parks	☒	■ ■ ■ ■	14,000	23,390
Mazda CX5 (174VPK - Plant 398)	☐	■ ■ ■ ■	35,000	0
Vehicle Purchase - Rangers (122VPK)	☐	■ ■ ■ ■	44,000	43,941
Vehicle Purchase - Rangers (127VPK)	☐	■ ■ ■ ☐	44,000	0
Vehicle Purchase - Asset Management (184VPK)	☐	■ ■ ■ ■	25,000	24,423
Vehicle Purchase - Finance (181VPK - Plant 345)	☐	■ ■ ■ ■	25,000	0
Vehicle Purchase - Parking Area (178VPK)	☐	■ ■ ■ ☐	25,000	0
138 VPK - Flocon Truck (Plant 39)	☐	■ ■ ■ ■	147,940	92,423
174 VPK - Trailer (Plant 178)	☐	■ ■ ■ ■	10,000	0
Heavy Truck 9T (137VPK)	☐	■ ■ ■ ☐	175,000	0
Pavement Sweeper (136VPK)	☐	■ ■ ■ ■	165,000	117,586
1.5T Forklift (146VPK)	☐	■ ■ ■ ■	40,000	35,027
Trailer (153VPK)	☐	■ ■ ■ ■	1,734	0
Custom Made Water Tank (Plant 167)	☐	■ ■ ■ ■	29,000	23,466
Trailer (150VPK)	☐	■ ■ ■ ☐	4,600	0
Fibre Furn Tank (Plant 194)	☒	■ ■ ■ ■	3,500	13,645
Insurance Replacement 1GW0546 (Plant 515)	☐	■ ■ ■ ☐	27,485	0
Information Technology			704,450	306,587
New - Information Technology				
Library - RFID Self-Service System	☐	■ ■ ■ ■	87,900	42,060
Software - Asset Management System	☐	■ ■ ■ ☐	98,000	16,780
New- Software - Volunteer Database	☐	☐ ☐ ☐ ☐	7,000	0
New - Software - CAMMS Project PoC	☐	■ ■ ■ ☐	16,550	0
Risk Management Software (Governance)	☐	■ ■ ■ ☐	18,000	0
Minutes Digitisation (Records)	☐	■ ■ ■ ☐	20,000	0
ICT Business Systems and Infrastructure Review	☐	■ ■ ■ ☐	40,000	0
Recruitment Software (HR)	☐	■ ■ ■ ☐	30,000	19,015

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Information Technology (continued)				
Upgrade - Information Technology				
System Upgrade - Authority 7.x	☐	■ ■ ■ ☐	140,000	94,228
Hardware - Leisurelife Centre Technology Upgrade	☐	☐ ☐ ☐ ☐	15,000	0
Digital Hub - IT Hardware Upgrade	☐	■ ■ ■ ■	27,000	0
Implement Local Laws - Auto Issue (Rangers)	☐	■ ■ ■ ☐	10,000	0
Online images of infringements (Parking)	☐	☐ ☐ ☐ ☐	15,000	0
Software - TRIM CM9 Upgrade	☐	■ ■ ■ ■	90,000	37,035
Meeting Room Audio Visual Equipment Upgrade	☐	■ ■ ■ ■	90,000	97,470
Roads			8,070,835	4,450,212
Renewal - Roads				
Oats Street and Star Street Roundabout	☐	■ ■ ■ ■	166,573	103,900
Custance Street - Band to Getting	☒	■ ■ ■ ■	375,000	402,141
Kent Street - Albany to Gloucester MRRG	☐	■ ■ ■ ■	387,899	317,303
Oats Street - Swanswa to Rutland MRRG	☐	■ ■ ■ ■	538,790	450,673
Roads to Recovery Funding Income - Location TBA	☐	■ ■ ■ ■	285,000	0
Norseman Street - Carnarvon to End	☐	■ ■ ■ ■	100,745	78,234
Howick Street West - Kitchener to Burswood	☐	■ ■ ■ ■	110,375	110,375
Lake View Street - Carnarvon to End	☐	■ ■ ■ ■	87,150	73,487
Tuam Street - Washington to Albany Highway	☐	■ ■ ■ ■	98,040	98,040
Dome Place - VPD to End	☐	■ ■ ■ ■	21,420	7,581
Anglesea Street - Gerard to Carnarvon	☐	■ ■ ■ ■	105,131	90,807
Patricia Street - Carson to Albany Highway	☐	■ ■ ■ ■	122,000	105,758
Leigh Street - Kitchener to Burswood	☐	■ ■ ■ ■	78,238	63,637
Ashburton Street North - Gloucester to End	☐	■ ■ ■ ■	218,811	195,417
Willis Street - Albany to Fraser	☐	■ ■ ■ ■	195,118	194,571
Read Street - Withnell to Oats	☐	☐ ☐ ☐ ☐	32,076	0
Tuckett Street - Briggs to Cohn	☒	■ ■ ■ ■	70,000	72,492
Sandra Place - Harris to End	☐	■ ■ ■ ■	85,484	81,769
Watts Place - Turner to End	☐	■ ■ ■ ■	22,548	22,548
Briggs Street - Star to Orrong	☒	■ ■ ■ ■	425,000	516,180
Harris Street - Oats Street/Mercury Street/Briggs Street	☐	☐ ☐ ☐ ☐	9,927	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Roads (continued)				
Raleigh Street - Archer to End	<input type="checkbox"/>	■■■■■	305,000	233,319
Savill Place - Cohn to End	<input type="checkbox"/>	■■■■■	85,000	51,698
Sussex Street and Moorgate Street Intersection	<input type="checkbox"/>	■■■■■	40,000	20,992
Blair Athol Street - Carnarvon to Gerard	<input type="checkbox"/>	■■■■■	91,927	72,354
Lion Street - Rutland to Planet	<input type="checkbox"/>	■■■■■	143,905	125,731
Downing Street - Cohn to Briggs	<input type="checkbox"/>	■■■■■	89,000	78,220
Mars Street West - Lion to Mercury	<input type="checkbox"/>	■■■■■	144,666	130,911
Midgley Street - Rutland to Gallipoli	<input type="checkbox"/>	■■■■■	150,682	139,585
Maude Street - Anglesea to Blair Athol	<input type="checkbox"/>	■■■■■	76,902	65,166
Template Street - Washington to Berwick	<input type="checkbox"/>	■■■■■	169,208	68,717
Wyndham Street - Burlington to Albany	<input checked="" type="checkbox"/>	■■■■■	93,312	105,001
ROW 46 Upgrade	<input type="checkbox"/>	■■■■■	240,000	0
Garland Street Renewal	<input type="checkbox"/>	■■■■■	295,000	265,111
Upgrade - Roads				
Hill View Terrace and Oats Street - Intersection and Pedestrian	<input type="checkbox"/>	■■■■■	1,068	0
Roberts Road and Orrong Road - Intersection	<input type="checkbox"/>	■■■■■	25,000	13,216
Rutland Avenue - Oats Street to Welshpool Road	<input type="checkbox"/>	■■■■■	157	0
Star Street and Briggs Street (Blackspot)	<input type="checkbox"/>	■■■■■	225,000	3,453
Archer and Orrong Intersection (Blackspot)	<input type="checkbox"/>	■■■■■	1,343,220	4,800
Hordern and Geddes Intersection (Blackspot)	<input type="checkbox"/>	■■■■■	215,581	3,584
Hordern and McMillan Intersection (Blackspot)	<input type="checkbox"/>	■■■■■	275,882	29,830
Traffic Calming Gallipoli St - Cornwall to Streatly	<input checked="" type="checkbox"/>	■■■■■	25,000	39,305
Upgrade - ROW 59	<input type="checkbox"/>	■■■■■	450,000	14,307
Albany Highway Cycle Lanes (Mackie to Oswald)	<input type="checkbox"/>	■■■■■	50,000	0
Drainage			440,000	102,813
Renewal - Drainage				
Drainage - Right Of Ways - Various Locations	<input type="checkbox"/>	■■■■■	120,000	0
Various - Pipe Renewal- Allocation	<input type="checkbox"/>	■■■■■	100,000	26,749
Various - Pit Renewal- Allocation	<input type="checkbox"/>	■■■■■	140,000	58,873
Various - Sump Renewal- Allocation	<input type="checkbox"/>	■■■■■	60,000	17,190
Unplanned Renewal Projects - BUDGET ONLY Individual work orders tr	<input type="checkbox"/>	■■■■■	20,000	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Pathways			2,444,072	624,649
Renewal - Pathways				
Rutland Avenue - Roberts to Forster Avenue (North Side)	<input type="checkbox"/>	■■■■	6,584	6,584
Oldfield Street - Vantage Way to Bow River (West Side)	<input type="checkbox"/>	□□□□	4,545	4,406
Harold Rossiter Park - Kent to Rathay	<input type="checkbox"/>	■■■■	96,659	96,659
Cohn Street - Star to Harris (North Side)	<input type="checkbox"/>	■■■■	12,535	7,752
Clydesdale Street - Teague to Kitchener (West Side)	<input type="checkbox"/>	■■■■	18,017	17,117
Victoria Park Drive - GED to Dome (West Side)	<input type="checkbox"/>	■■■■	18,310	0
Clydesdale Street - Sunbury to Kitchener (East Side)	<input type="checkbox"/>	■■■■	11,330	11,330
Hill View Terrace - Burlington to Albany (South Side)	<input type="checkbox"/>	■■■■	12,763	12,763
Rushton Street - Benporath to Shepperton (West Side)	<input type="checkbox"/>	■■■■	17,578	17,578
Harper Street - Albany to Shepperton (North Side)	<input type="checkbox"/>	□□□□	11,625	0
Camberwell Street - Archdeacon to Devenish (South Side)	<input type="checkbox"/>	■■■■	16,490	16,490
Kitchener Avenue - Leigh to Howick (West Side)	<input type="checkbox"/>	□□□□	20,575	0
Kessack Street - McCartney to Howick (Both Sides)	<input type="checkbox"/>	□□□□	12,585	0
Howick Street - Getting to Roberts (East Side)	<input type="checkbox"/>	■■■■	6,582	5,059
Keyes Street - Enfield to Custance (West Side)	<input type="checkbox"/>	■■■■	14,617	14,617
Kitchener Ave - Harper to Clydesdale (West Side)	<input type="checkbox"/>	■■■■	9,851	9,850
New - Pathways				
Goodwood Parade - Shared Path - Surface	<input type="checkbox"/>	■■■■	18,426	18,426
Rutland Avenue Shared Path (Miller to Oats)	<input type="checkbox"/>	■■■■	535,000	383,568
Rutland Avenue Shared Path (Miller to Great Eastern Highway)	<input type="checkbox"/>	■□□□	1,600,000	2,453
Parks			2,200,107	624,734
Renewal - Parks				
GO Edwards Park - Redevelopment	<input type="checkbox"/>	■□□□	88,610	22,337
George Street Reserve - Revegetation Project	<input type="checkbox"/>	■□□□	87,732	74,054
Raphael Park - Reticulation System Renewal	<input type="checkbox"/>	■■■■	34,999	18,722
Flood Lighting - JA Lee Reserve	<input type="checkbox"/>	■■■■	18,000	12,865
Play Equipment - JA Lee Reserve	<input type="checkbox"/>	■□□□	80,000	70,405
Gazebo Renewal - Victoria Heights Park	<input type="checkbox"/>	■■■■	25,000	7,294
Shade Sails - Hawthorne Reserve	<input type="checkbox"/>	□□□□	10,000	0
Synthetic Practice Wickets and Nets - Harold Rossiter	<input checked="" type="checkbox"/>	■■■■	22,000	22,011
Raphel Park - Softfall	<input type="checkbox"/>	■■■■	15,000	13,410
Playground Renewal - The Promenade	<input type="checkbox"/>	■■■■	87,000	84,890
Bore Water Meters - Various Sites	<input type="checkbox"/>	■■■■	49,935	49,935
Cricket Nets and Pitch - Carlisle Reserve	<input type="checkbox"/>	■■■■	20,000	19,215
Carlisle Reserve - Pole Floodlight Renewal	<input type="checkbox"/>	■■■■	6,831	5,511
Rubber Softfall - Aqualife	<input type="checkbox"/>	■■■■	25,000	24,000
Upgrade - Parks				
Upgrade - Higgins Park Tennis Club - Court Modifications	<input type="checkbox"/>	■■■□	110,000	98,533
Bolton Avenue Verge - Retaining Wall and Fencing	<input type="checkbox"/>	■■■□	20,000	0
GO Edwards Park Upgrade - Stage 5	<input type="checkbox"/>	■□□□	1,450,000	51,886
Limestone Blocks - Alec Bell Park	<input type="checkbox"/>	■■■■	10,000	9,715

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual
New - Parks				
Fertigation Tanks (Various Sites)	<input type="checkbox"/>	■ ■ ■ ■	25,000	23,751
BBQ Shade Sails - The Promenade	<input checked="" type="checkbox"/>	■ ■ ■ ■	15,000	16,200
Other Infrastructure			957,998	630,853
Renewal - Other Infrastructure				
Carpark #15 Renewal - Fletcher Park	<input type="checkbox"/>	■ ■ ■ □	140,000	120,769
Carpark #8 Renewal - Kent Street Bowling Club	<input type="checkbox"/>	■ ■ ■ ■	40,000	29,505
Street Furniture - Bus Shelters - Allocation	<input type="checkbox"/>	■ ■ □ □	40,000	0
Street Lighting - Albany Highway and Laneways	<input type="checkbox"/>	■ ■ ■ ■	25,000	19,175
Mirvac - Lighting Replacement	<input type="checkbox"/>	■ □ □ □	150,000	0
Upgrade - Other Infrastructure				
Street Lighting - Safety Improvements (Safer Neighbourhoods Plan)	<input type="checkbox"/>	■ ■ ■ ■	107,000	94,807
Carlisle Laneways (Community Development Grant)	<input type="checkbox"/>	■ ■ ■ ■	60,000	47,357
Terminus Lane (Community Development Grant)	<input type="checkbox"/>	■ ■ ■ □	240,000	224,545
New - Other Infrastructure				
Parking - ACROD Bays - Allocation	<input type="checkbox"/>	■ ■ ■ ■	45,000	11,087
Purchase and Installation of parking meters - Parking Initiative	<input type="checkbox"/>	□ □ □ □	19,998	0
Pedestrian Infrastructure Improvements	<input type="checkbox"/>	■ ■ ■ ■	40,000	34,739
Lathlain Redevelopment (Zone 2) - Public Art	<input checked="" type="checkbox"/>	■ ■ ■ ■	11,000	11,371
Lathlain Redevelopment (Zone 2x) - Public Art	<input type="checkbox"/>	■ ■ ■ ■	40,000	37,500

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
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Municipal Fund Bank Account

Cancelled Payments

Creditors Cheques

00608854	17-Jun-21	Gaming and Wagering Commission of W	***** CANCELLED *****	1,393.82
Total Creditors Cheques				1,393.82

Creditors EFT Payments

1858.7488-01	10-Jun-21	Mr C W Tarrant	***** CANCELLED *****	70.00
1862.7488-01	17-Jun-21	Mr C W Tarrant	***** CANCELLED *****	70.00
1869.7495-01	24-Jun-21	The Turkish Oven	***** CANCELLED *****	310.00
Total Creditors EFT Payments				450.00

Non Creditors Cheques

00608852	10-Jun-21	Ms L M Hazeldean	***** CANCELLED *****	78.59
00608853	10-Jun-21	Ms L M Hazeldean	***** CANCELLED *****	78.59
Total Non Creditors Cheques				157.18

Payments

Creditors EFT Payments

1859.6804-01	10-Jun-21	&Partners Agency Pty Ltd	Advertising Services	6,754.00
1872.6804-01	30-Jun-21	&Partners Agency Pty Ltd	Advertising Services	4,818.00
1863.1215-01	17-Jun-21	4 Logic	Software and IT Solutions	1,028.50
1856.7454-01	3-Jun-21	A Liew & L Monneron T/as McMillan	Flowers	470.00
1863.1328-01	17-Jun-21	Abco Products Pty Ltd	Cleaning Services and Equipment	351.32
1869.1328-01	24-Jun-21	Abco Products Pty Ltd	Cleaning Services and Equipment	827.73
1872.1328-01	30-Jun-21	Abco Products Pty Ltd	Cleaning Services and Equipment	670.96
1856.1119-01	3-Jun-21	Access Office Industries	Furniture Supply and Repair	371.71
1872.1119-01	30-Jun-21	Access Office Industries	Furniture Supply and Repair	5,151.52
1869.7509-01	24-Jun-21	ACEconnect	Service	3,500.00
1863.7213-01	17-Jun-21	Aerometrex Limited	Photography and Imaging Services	2,750.00
1869.7079-01	24-Jun-21	Align Strategy and Projects	Strategic Services	3,036.00
1869.570-01	24-Jun-21	Allflow Industrial	Machinery Servicing and Parts	379.45
1872.20-01	30-Jun-21	Allmark & Associates Pty Ltd	Uniforms and Protective Equipment	288.75
1872.4391-01	30-Jun-21	Allstate Kerbing & Concrete	Footpath Materials and Construction	15,581.50
1869.880-01	24-Jun-21	Allwest Turfing	Equipment Supply and Repair	7,590.00
1869.1175-01	24-Jun-21	Amalgamated Asphalt Services	Road Construction Materials and Services	2,684.00
1856.4093-01	3-Jun-21	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	2,301.20
1869.4093-01	24-Jun-21	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	5,748.60
1872.4093-01	30-Jun-21	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	658.90
1872.1600-01	30-Jun-21	Arborwest Tree Farm	Landscaping Materials and Services	4,895.00
1859.7403-01	10-Jun-21	Artisan Alley Pty Ltd	Catering and Refreshments	1,914.00
1856.662-01	3-Jun-21	Asphaltech Pty Ltd	Road Construction Materials and Services	34,434.18
1863.662-01	17-Jun-21	Asphaltech Pty Ltd	Road Construction Materials and Services	80,011.14
1869.662-01	24-Jun-21	Asphaltech Pty Ltd	Road Construction Materials and Services	51,892.46
1872.662-01	30-Jun-21	Asphaltech Pty Ltd	Road Construction Materials and Services	148,433.43
1872.2127-01	30-Jun-21	Asset Infrastructure Management	Asset Management Services	17,160.00
1859.1954-01	10-Jun-21	Astro Synthetic Turf Pty Ltd	Landscaping Materials and Services	26,400.00
1859.3102-01	10-Jun-21	ATI-Mirage	Training Services	369.00
1872.1435-01	30-Jun-21	Atom Supply	Equipment Supply and Repair	231.87
1869.3444-01	24-Jun-21	Ausian Stage Left	Event Performance and Activity	330.00
1869.1866-01	24-Jun-21	Austraffic WA	Traffic Control Services	4,884.00
1856.271-01	3-Jun-21	Australasian Performing Right	Licencing and Subscriptions	4,216.95
1863.272-01	17-Jun-21	Australia Day Council of WA	Membership and Subscription	650.00
1863.273-01	17-Jun-21	Australia Post	Postage Services	5,864.87
1872.7537-01	30-Jun-21	Australian Baroque Ltd	Event Performance and Activity	1,000.00
1859.1158-01	10-Jun-21	Australian Hvac Services	Equipment Supply and Repair	4,716.62
1863.1158-01	17-Jun-21	Australian Hvac Services	Equipment Supply and Repair	6,755.78
1869.1158-01	24-Jun-21	Australian Hvac Services	Equipment Supply and Repair	7,410.44
1872.424-01	30-Jun-21	Australian Institute Of Building	Conference and Workshop Enrolment	800.00
1863.13-01	17-Jun-21	Australian Institute of Management	Training Services	2,288.00
1869.13-01	24-Jun-21	Australian Institute of Management	Training Services	16,786.00
1872.13-01	30-Jun-21	Australian Institute of Management	Training Services	8,360.00
1856.588-01	3-Jun-21	Australian Library & Information As	Membership and Subscription	165.00
1859.588-01	10-Jun-21	Australian Library & Information As	Membership and Subscription	365.00
1869.588-01	24-Jun-21	Australian Library & Information As	Membership and Subscription	1,245.00

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1869.6339-01	24-Jun-21	Australian Local Government Associa	Service	1,274.00
1857.50-01	10-Jun-21	Australian Service Union	Superannuation	25.90
1865.50-01	22-Jun-21	Australian Service Union	Superannuation	25.90
1872.4427-01	30-Jun-21	Australian Swim Schools Association	Membership and Subscription	549.00
1857.98000-0	10-Jun-21	Australian Taxation Office	Taxation	185,521.29
1865.98000-0	22-Jun-21	Australian Taxation Office	Taxation	193,592.00
1869.6279-01	24-Jun-21	Autism Swim	Training Services	1,396.20
1859.7257-01	10-Jun-21	Auto Blackbox Pty Ltd	Equipment Supply and Repair	829.00
1856.3881-01	3-Jun-21	AWB Building Co	Facility Maintenance Services	1,540.00
1859.3881-01	10-Jun-21	AWB Building Co	Facility Maintenance Services	37,700.97
1863.3881-01	17-Jun-21	AWB Building Co	Facility Maintenance Services	2,936.52
1869.3881-01	24-Jun-21	AWB Building Co	Facility Maintenance Services	6,197.35
1872.3881-01	30-Jun-21	AWB Building Co	Facility Maintenance Services	5,090.62
1872.4392-01	30-Jun-21	Axiis Contracting Pty Ltd	Footpath Materials and Construction	12,734.59
1872.7468-01	30-Jun-21	Axon Public Safety Australia Pty Lt	Customer Relations Services	5,951.25
1872.724-01	30-Jun-21	Baileys Fertilisers	Landscaping Materials and Services	2,789.60
1863.7463-01	17-Jun-21	Bardwell Safety Matting	Equipment Supply and Repair	666.44
1872.3452-01	30-Jun-21	Basketball Ringleader	Equipment Supply and Repair	2,293.50
1863.960-01	17-Jun-21	Batteries Plus Technologies	Equipment Supply and Repair	3,630.00
1869.960-01	24-Jun-21	Batteries Plus Technologies	Equipment Supply and Repair	3,630.00
1859.4665-01	10-Jun-21	Baxters Pty Ltd	Machinery Servicing and Parts	119.08
1872.4665-01	30-Jun-21	Baxters Pty Ltd	Machinery Servicing and Parts	978.89
1859.278-01	10-Jun-21	BBC Entertainment	Event Performance and Activity	495.00
1859.280-01	10-Jun-21	Beaver Tree Services	Landscaping Materials and Services	77,439.91
1869.280-01	24-Jun-21	Beaver Tree Services	Landscaping Materials and Services	16,924.42
1872.280-01	30-Jun-21	Beaver Tree Services	Landscaping Materials and Services	195,369.68
1872.6363-01	30-Jun-21	Bespoke Kitchen By Barista HQ Perth	Catering and Refreshments	50.00
1869.7374-01	24-Jun-21	Beyond All Bounds	Training Services	3,760.00
1872.6669-01	30-Jun-21	BH Pub Holdings Pty Ltd	Catering and Refreshments	100.00
1872.409-01	30-Jun-21	Bidfood WA Pty Ltd	Resale Inventory	1,809.49
1859.5155-01	10-Jun-21	Bin Bath Corporation Pty Ltd	Waste Management Services	165.11
1869.5155-01	24-Jun-21	Bin Bath Corporation Pty Ltd	Waste Management Services	399.74
1863.7452-01	17-Jun-21	Bing Technologies Pty Ltd	Postage Services	568.47
1872.6118-01	30-Jun-21	Biologic Environmental Survey Pty L	Environmental Services	3,876.40
1869.7367-01	24-Jun-21	Biota in Harmony	Community Service	770.00
1869.283-01	24-Jun-21	Blackwell & Associates Pty Ltd	Planning and Building Services	2,818.75
1869.4992-01	24-Jun-21	Bloomin Box Company	Flowers	184.00
1872.4992-01	30-Jun-21	Bloomin Box Company	Flowers	65.00
1869.6925-01	24-Jun-21	Blue Tang (WA) P/L t/a The Reef Uni	Landscaping Materials and Services	37,400.00
1872.6925-01	30-Jun-21	Blue Tang (WA) P/L t/a The Reef Uni	Landscaping Materials and Services	19,800.00
1856.7377-01	3-Jun-21	Bob Waddell & Associates Pty Ltd	Consultancy	2,607.00
1856.287-01	3-Jun-21	BOC Limited	Equipment Supply and Repair	902.35
1856.2233-01	3-Jun-21	Bolinda	Printing Services	3,879.08
1859.2233-01	10-Jun-21	Bolinda	Printing Services	42.03
1863.2233-01	17-Jun-21	Bolinda	Printing Services	1,087.42
1872.2233-01	30-Jun-21	Bolinda	Printing Services	146.75
1856.333-01	3-Jun-21	Boral Construction Materials Group	Road Construction Materials and Services	170.01
1863.333-01	17-Jun-21	Boral Construction Materials Group	Road Construction Materials and Services	46.37
1869.333-01	24-Jun-21	Boral Construction Materials Group	Road Construction Materials and Services	463.65
1872.333-01	30-Jun-21	Boral Construction Materials Group	Road Construction Materials and Services	231.83
1872.7523-01	30-Jun-21	Botany On Oats	Flowers	679.00
1867.2093-01	22-Jun-21	BP Australia Pty Ltd	Fuel and Oils	2,562.66
1859.7323-01	10-Jun-21	Bridgehouse Projects	Project Management Services	2,466.20
1872.7323-01	30-Jun-21	Bridgehouse Projects	Project Management Services	1,282.75
1872.7301-01	30-Jun-21	Brightmark Group Pty Ltd	Cleaning Services and Equipment	2,026.29
1858.7497-01	10-Jun-21	Britsum Contracting Pty Ltd	Grant - CCTV Partnership Program	750.00
1856.290-01	3-Jun-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	240.17
1859.290-01	10-Jun-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	261.85
1863.290-01	17-Jun-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	160.74
1869.290-01	24-Jun-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	184.57
1872.290-01	30-Jun-21	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	1,803.37
1869.293-01	24-Jun-21	Burswood Trophies	Equipment Supply and Repair	994.95
1869.4821-01	24-Jun-21	Buzz Enterprises P/L T/A Sifting Sa	Equipment Supply and Repair	585.20
1858.7499-01	10-Jun-21	C D Oak	Grant - CCTV Partnership Program	750.00
1856.785-01	3-Jun-21	CA Technology Pty Ltd (CAMMS Group)	Software and IT Solutions	19,800.00
1871.5380-01	30-Jun-21	Cafe Bella Rosa	Catering and Refreshments	1,000.00

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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1858.7352-01	10-Jun-21	Cahill and Bailey P/L T/As Counsel	Event Performance and Activity	1,320.00
1869.345-01	24-Jun-21	Captivate Global	Software and IT Solutions	934.43
1856.300-01	3-Jun-21	Carlisle Events Hire Pty Ltd	Equipment Hire	1,112.10
1863.300-01	17-Jun-21	Carlisle Events Hire Pty Ltd	Equipment Hire	781.00
1869.300-01	24-Jun-21	Carlisle Events Hire Pty Ltd	Equipment Hire	369.60
1872.5871-01	30-Jun-21	Catalyse Pty Ltd	Professional Services	27,500.00
1863.1503-01	17-Jun-21	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	23,402.41
1868.7526-01	24-Jun-21	Celebrate WA	Refund - Bond	2,000.00
1863.6797-01	17-Jun-21	CelloPark Australia Pty Ltd	Parking Management Services	550.00
1872.6797-01	30-Jun-21	CelloPark Australia Pty Ltd	Parking Management Services	550.00
1862.7518-01	17-Jun-21	Celsius Property Group	Refund - Rates	366.79
1869.4080-01	24-Jun-21	Central Regional Tafe	Training Services	2,096.16
1872.7307-01	30-Jun-21	Centre for Stories	Event Performance and Activity	2,200.00
1872.985-01	30-Jun-21	Children's Book Council of Australi	Library Equipment and Stock	305.80
1856.1044-01	3-Jun-21	City of Armadale	Printing Services	110.00
1859.1044-01	10-Jun-21	City of Armadale	Printing Services	780.28
1863.1044-01	17-Jun-21	City of Armadale	Printing Services	313.86
1872.1044-01	30-Jun-21	City of Armadale	Printing Services	521.49
1863.369-01	17-Jun-21	City of Perth	Local Government Services	301.70
1869.369-01	24-Jun-21	City of Perth	Local Government Services	184.67
1872.369-01	30-Jun-21	City of Perth	Local Government Services	506.76
1866.57-01	22-Jun-21	City of Perth Superannuation Plan	Superannuation	1,052.23
1863.466-01	17-Jun-21	Civica Pty Ltd	Software and IT Solutions	2,370.50
1863.7176-01	17-Jun-21	Clarity Corporate Communications Pt	Conference and Workshop Enrolment	8,140.00
1859.2342-01	10-Jun-21	Clark Rubber Cannington	Facility Maintenance Services	352.00
1863.483-01	17-Jun-21	Cleanaway	Waste Management Services	340,440.82
1869.483-01	24-Jun-21	Cleanaway	Waste Management Services	209,191.11
1872.483-01	30-Jun-21	Cleanaway	Waste Management Services	34,287.43
1869.3762-01	24-Jun-21	CleanFlow Environmental Solutions	Equipment Supply and Repair	8,221.40
1872.3555-01	30-Jun-21	Climate Change Response Institute	Environmental Services	8,145.50
1869.5959-01	24-Jun-21	Cockburn GP Super Clinic t/a Cockbu	Medical Equipment and Services	383.70
1856.2588-01	3-Jun-21	Coles Supermarket Australia Pty Ltd	Groceries	180.40
1863.2588-01	17-Jun-21	Coles Supermarket Australia Pty Ltd	Groceries	170.60
1863.7269-01	17-Jun-21	Colf Pty Ltd T/As Bio Soil Solution	Landscaping Materials and Services	495.00
1872.1199-01	30-Jun-21	ColleaguesNagels	Printing Services	4,776.78
1869.1890-01	24-Jun-21	Committee for Perth	Training Services	6,600.00
1869.6834-01	24-Jun-21	Concept Audio Visual	Software and IT Solutions	2,751.10
1863.413-01	17-Jun-21	Construction Training Fund	Levy Payments	12,147.17
1856.4394-01	3-Jun-21	Contraflow Pty Ltd	Traffic Control Services	686.68
1856.689-01	3-Jun-21	Copley Contracting	Road Construction Materials and Services	4,785.00
1859.689-01	10-Jun-21	Copley Contracting	Road Construction Materials and Services	7,854.00
1863.689-01	17-Jun-21	Copley Contracting	Road Construction Materials and Services	4,053.50
1869.689-01	24-Jun-21	Copley Contracting	Road Construction Materials and Services	26,270.20
1872.2232-01	30-Jun-21	Core Business Australia Pty Ltd	Professional Services	10,599.60
1859.209-01	10-Jun-21	Coretex Australia Pty Ltd	Software and IT Solutions	435.60
1859.2186-01	10-Jun-21	Cornerstone Legal Pty Ltd	Legal Services	352.00
1863.2186-01	17-Jun-21	Cornerstone Legal Pty Ltd	Legal Services	994.40
1872.2186-01	30-Jun-21	Cornerstone Legal Pty Ltd	Legal Services	990.00
1856.1807-01	3-Jun-21	Crow Books	Library Equipment and Stock	839.36
1857.55-01	10-Jun-21	CSA Employer Services	Superannuation	648.51
1865.55-01	22-Jun-21	CSA Employer Services	Superannuation	648.51
1856.478-01	3-Jun-21	CSP Industries Pty Ltd	Machinery Servicing and Parts	134.10
1869.478-01	24-Jun-21	CSP Industries Pty Ltd	Machinery Servicing and Parts	2,113.40
1872.953-01	30-Jun-21	Curtin University of Technology	Sponsorship	3,850.00
1863.5881-01	17-Jun-21	D.B.Cunningham Pty Ltd T/As	Construction Services	7,129.93
1869.5881-01	24-Jun-21	D.B.Cunningham Pty Ltd T/As	Construction Services	34,949.82
1869.5699-01	24-Jun-21	Darryl Bellotti	Design and Drafting Services	3,069.01
1856.723-01	3-Jun-21	Data#3 Limited	Software and IT Solutions	48,155.58
1869.723-01	24-Jun-21	Data#3 Limited	Software and IT Solutions	24,485.65
1872.723-01	30-Jun-21	Data#3 Limited	Software and IT Solutions	4,218.50
1863.4769-01	17-Jun-21	Datacom Systems (AU) Pty Ltd	Software and IT Solutions	10,232.84
1872.4112-01	30-Jun-21	Dave Lanfear Consulting - The Trust	Professional Services	26,818.00
1859.919-01	10-Jun-21	David Gray & Co Pty Ltd	Waste Management Services	1,280.40
1859.426-01	10-Jun-21	Daytone Printing Pty Ltd	Printing Services	323.40
1869.426-01	24-Jun-21	Daytone Printing Pty Ltd	Printing Services	271.70
1872.426-01	30-Jun-21	Daytone Printing Pty Ltd	Printing Services	506.00

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Creditors, Non Creditors, EFTs and Payroll

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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1859.4369-01	10-Jun-21	Delissimo	Catering and Refreshments	299.55
1872.4369-01	30-Jun-21	Delissimo	Catering and Refreshments	95.00
1856.6571-01	3-Jun-21	Department of Finance	Professional Services	1,044.73
1856.263-01	3-Jun-21	Department of Fire and Emergency	Levy Payments	661,290.42
1863.5435-01	17-Jun-21	Department of Mines, Industry	Levy Payments	22,843.90
1872.2143-01	30-Jun-21	Department of Planning - Developmen	Town Planning Services	10,486.00
1859.3609-01	10-Jun-21	Dial-a-chef	Event Performance and Activity	671.00
1863.6533-01	17-Jun-21	Disc Profiles Australia Pty Ltd	Training Services	990.00
1872.5873-01	30-Jun-21	Dominos Pizza	Catering and Refreshments	165.00
1869.756-01	24-Jun-21	Dormakaba Australia Pty Ltd	Machinery Servicing and Parts	539.00
1872.756-01	30-Jun-21	Dormakaba Australia Pty Ltd	Machinery Servicing and Parts	990.00
1856.4697-01	3-Jun-21	Downer EDI Engineering Power Pty Lt	Fire Alarm and Security Services	4,943.40
1859.4697-01	10-Jun-21	Downer EDI Engineering Power Pty Lt	Fire Alarm and Security Services	280.50
1872.849-01	30-Jun-21	DS Agencies Pty Ltd	Equipment Supply and Repair	7,535.00
1872.7528-01	30-Jun-21	DTM Tourism	Grant Fund Return	995.00
1869.2375-01	24-Jun-21	Dynasty Embroidery (Australia) Pty	Uniforms and Protective Equipment	609.95
1872.2375-01	30-Jun-21	Dynasty Embroidery (Australia) Pty	Uniforms and Protective Equipment	6,795.80
1869.7472-01	24-Jun-21	Early Settler	Furniture Supply and Repair	249.25
1872.7336-01	30-Jun-21	EarthWhile Australia Pty Ltd	Professional Services	239.00
1857.3243-01	10-Jun-21	EasiSalary Pty Ltd trading as Expre	Superannuation & Employee Deductions	14,709.13
1865.3243-01	22-Jun-21	EasiSalary Pty Ltd trading as Expre	Superannuation & Employee Deductions	13,709.13
1862.7516-01	17-Jun-21	Eco-Seal WA	Grant - CCTV Partnership Program	750.00
1863.778-01	17-Jun-21	Ellenby Tree Farm Pty Ltd	Landscaping Materials and Services	7,931.00
1869.6440-01	24-Jun-21	Emerge Environmental Services Pty L	Environmental Services	569.25
1869.1795-01	24-Jun-21	Environmental Health Australia WA I	Environmental Services	1,620.00
1872.1795-01	30-Jun-21	Environmental Health Australia WA I	Environmental Services	550.00
1872.2732-01	30-Jun-21	Exteria	Furniture Supply and Repair	7,337.00
1872.4733-01	30-Jun-21	Extreme Marquees	Equipment Supply and Repair	5,020.00
1872.7192-01	30-Jun-21	Fair Play Sports & Outdoor	Equipment Supply and Repair	714.00
1856.6561-01	3-Jun-21	FE Technologies Pty Ltd	Library Services	781.00
1869.2197-01	24-Jun-21	Find Wise Location Services	Road Construction Materials and Services	2,666.40
1860.672-01	11-Jun-21	Fines Enforcement Registry	Financial Services	231.00
1864.672-01	17-Jun-21	Fines Enforcement Registry	Financial Services	4,543.00
1869.1196-01	24-Jun-21	Fleet Commercial Gymnasiums	Equipment Supply and Repair	7,517.40
1863.621-01	17-Jun-21	Fleet Fitness	Equipment Supply and Repair	570.35
1856.4259-01	3-Jun-21	Flexi Staff Pty Ltd	Agency and Contract Staff	5,107.08
1863.4259-01	17-Jun-21	Flexi Staff Pty Ltd	Agency and Contract Staff	3,777.84
1869.4259-01	24-Jun-21	Flexi Staff Pty Ltd	Agency and Contract Staff	3,171.52
1872.4259-01	30-Jun-21	Flexi Staff Pty Ltd	Agency and Contract Staff	1,585.76
1869.3191-01	24-Jun-21	Flick Anticimex Pty Ltd	Waste Management Services	1,489.38
1855.7395-01	3-Jun-21	Foreshore Investments (WA) Pty Ltd	Crossover Contribution	3,990.00
1856.4417-01	3-Jun-21	Forum Group Pty Ltd	Printing Services	1,933.77
1872.4417-01	30-Jun-21	Forum Group Pty Ltd	Printing Services	2,299.81
1859.7216-01	10-Jun-21	FOS Electrical Pty Ltd	Electrical Services and Maintenance	250.00
1869.7216-01	24-Jun-21	FOS Electrical Pty Ltd	Electrical Services and Maintenance	26,711.91
1869.371-01	24-Jun-21	Frazzcon Enterprises	Sign Installation and Supply	4,552.88
1872.371-01	30-Jun-21	Frazzcon Enterprises	Sign Installation and Supply	1,226.66
1859.7354-01	10-Jun-21	Freiberg Office Solutions Pty Ltd	Furniture Supply and Repair	1,129.00
1872.7354-01	30-Jun-21	Freiberg Office Solutions Pty Ltd	Furniture Supply and Repair	1,318.77
1856.2701-01	3-Jun-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	102.32
1859.2701-01	10-Jun-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	89.40
1863.2701-01	17-Jun-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	182.72
1872.2701-01	30-Jun-21	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	363.79
1869.6107-01	24-Jun-21	Games World	Library Equipment and Stock	420.80
1872.3777-01	30-Jun-21	Games World	Library Equipment and Stock	490.41
1859.7266-01	10-Jun-21	Ginga Creative Art and Movement	Art and Event	65.00
1872.5905-01	30-Jun-21	Governance Institute of Australia L	Training Services	1,190.00
1868.7450-01	24-Jun-21	Grand Century Construction Pty Ltd	Crossover Contribution	500.00
1863.5677-01	17-Jun-21	Green Bunch	Flowers	1,535.00
1872.3842-01	30-Jun-21	Griffon Alpha Group Pty Ltd	Fire Alarm and Security Services	1,355.20
1856.453-01	3-Jun-21	Gronbek Security	Fire Alarm and Security Services	143.02
1863.453-01	17-Jun-21	Gronbek Security	Fire Alarm and Security Services	1,263.22
1869.453-01	24-Jun-21	Gronbek Security	Fire Alarm and Security Services	1,770.14
1872.453-01	30-Jun-21	Gronbek Security	Fire Alarm and Security Services	254.66
1859.4013-01	10-Jun-21	GTA Consultants (WA) Pty Ltd	Transport Services	1,292.50
1856.313-01	3-Jun-21	Hames Sharley (WA) Pty Ltd	Town Planning Services	4,262.50

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1859.7290-01	10-Jun-21	Hammond Woodhouse Advisory		1,925.00
1872.5623-01	30-Jun-21	Hancock Creative Pty Ltd	Training Services	8,800.00
1863.1301-01	17-Jun-21	Harold Hawthorne Senior Citizens Ce	Qtrly Operational Subsidy	2,900.00
1869.5683-01	24-Jun-21	Hassell Ltd	Design and Drafting Services	5,225.00
1869.7271-01	24-Jun-21	Hatch Pty Ltd	Professional Services	9,020.00
1856.6328-01	3-Jun-21	Hatch Roberts Day Group Pty Ltd	Planning and Building Services	3,698.75
1859.6328-01	10-Jun-21	Hatch Roberts Day Group Pty Ltd	Planning and Building Services	7,064.75
1872.6328-01	30-Jun-21	Hatch Roberts Day Group Pty Ltd	Planning and Building Services	1,168.75
1872.7539-01	30-Jun-21	Healthcare Innovations Australia Pt	Library Equipment and Stock	91.75
1869.4996-01	24-Jun-21	Hi Tech Sports Pty Ltd	Equipment Supply and Repair	5,802.50
1869.314-01	24-Jun-21	Hiway Cycles	Plant Supply and Servicing	125.00
1872.364-01	30-Jun-21	Holcim (Australia) Pty Ltd	Road Construction Materials and Services	508.64
1859.5006-01	10-Jun-21	Hoskins Investments Pty Ltd	Construction Services	308.00
1872.110-01	30-Jun-21	Hydroquip Pumps	Irrigation Supply and Repair	30,157.72
1863.3796-01	17-Jun-21	Iconic Property Services	Cleaning Services and Equipment	17,971.71
1863.1759-01	17-Jun-21	ID Consulting Pty Ltd (.id Informed	Membership and Subscription	43,340.00
1869.2017-01	24-Jun-21	Imagesource Digital Solutions	Printing Services	238.70
1872.2017-01	30-Jun-21	Imagesource Digital Solutions	Printing Services	2,107.60
1869.5151-01	24-Jun-21	Inclusion Solutions Limited	Training Services	5,709.58
1863.210-01	17-Jun-21	Indoor Gardens Pty Ltd	Landscaping Materials and Services	1,100.00
1859.7449-01	10-Jun-21	Institute of Building Technology	Training Services	221.20
1872.7449-01	30-Jun-21	Institute of Building Technology	Training Services	1,076.70
1859.217-01	10-Jun-21	Interconnect It Solutions	Software and IT Solutions	281.50
1863.217-01	17-Jun-21	Interconnect It Solutions	Software and IT Solutions	1,448.00
1869.217-01	24-Jun-21	Interconnect It Solutions	Software and IT Solutions	149.00
1872.217-01	30-Jun-21	Interconnect It Solutions	Software and IT Solutions	3,415.00
1863.3874-01	17-Jun-21	Interia Systems	Office Supplies	2,026.20
1863.5903-01	17-Jun-21	InterStream Pty Ltd	Media Services	1,386.00
1872.2212-01	30-Jun-21	IPFX Ltd	Communication Services	13,457.99
1863.4837-01	17-Jun-21	Iron Mountain Australia Group Pty L	Record Management Services	1,215.13
1872.4837-01	30-Jun-21	Iron Mountain Australia Group Pty L	Record Management Services	904.45
1856.284-01	3-Jun-21	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	1,402.94
1854.6198-01	3-Jun-21	J K Karimi	Member Payment	2,250.68
1870.6198-01	30-Jun-21	J K Karimi	Member Payment	2,178.08
1856.4932-01	3-Jun-21	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	312.40
1859.4932-01	10-Jun-21	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	350.00
1872.4932-01	30-Jun-21	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	2,266.00
1856.7443-01	3-Jun-21	Jani Murphy Pty Ltd	Training Services	216.15
1872.1846-01	30-Jun-21	JB HI FI	Library Equipment and Stock	255.00
1859.3553-01	10-Jun-21	Jim's Fencing (North Perth)	Fencing	6,292.00
1856.2432-01	3-Jun-21	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	52.00
1869.2432-01	24-Jun-21	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	130.00
1869.230-01	24-Jun-21	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	1,136.60
1863.3574-01	17-Jun-21	Joondalup Windscreens	Equipment Supply and Repair	280.00
1859.2351-01	10-Jun-21	JP Promotions	Uniforms and Protective Equipment	816.20
1863.2351-01	17-Jun-21	JP Promotions	Uniforms and Protective Equipment	2,540.56
1869.2351-01	24-Jun-21	JP Promotions	Uniforms and Protective Equipment	1,045.00
1863.7349-01	17-Jun-21	JWA Oilfield Supplies Pty Ltd	Equipment Supply and Repair	5,016.00
1869.7349-01	24-Jun-21	JWA Oilfield Supplies Pty Ltd	Equipment Supply and Repair	1,055.00
1872.7535-01	30-Jun-21	Kai Thyme Pie Stop	Catering and Refreshments	200.00
1863.6591-01	17-Jun-21	Kalon Create + Capture	Design and Drafting Services	6,400.00
1869.37-01	24-Jun-21	Kandiah Family Trust No2 t/a Water2	Amenities	927.52
1859.485-01	10-Jun-21	Kelyn Training Services	Training Services	1,650.00
1871.6583-01	30-Jun-21	Kent Street Senior High School P&C	Community Grant	9,107.00
1869.1765-01	24-Jun-21	Kirby Swim Equip Pty Ltd	Equipment Supply and Repair	3,605.80
1863.4731-01	17-Jun-21	Kitchen Warehouse	Equipment Supply and Repair	349.95
1869.241-01	24-Jun-21	Kool-Line Electrical & Refrigeratio	Electrical Services and Maintenance	16,190.00
1872.241-01	30-Jun-21	Kool-Line Electrical & Refrigeratio	Electrical Services and Maintenance	13,101.00
1869.7405-01	24-Jun-21	KZ Speech	Art and Event	388.97
1853.2814-01	2-Jun-21	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	32,293.90
1856.501-01	3-Jun-21	Landgate	Local Government Services	200.12
1859.501-01	10-Jun-21	Landgate	Local Government Services	427.20
1872.501-01	30-Jun-21	Landgate	Local Government Services	246.38
1872.6626-01	30-Jun-21	Landsave Organics	Environmental Services	1,925.00
1872.3670-01	30-Jun-21	LD Total	Landscaping Materials and Services	41,800.00
1869.252-01	24-Jun-21	Les Mills Asia Pacific	Licencing and Subscriptions	1,462.07

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1872.252-01	30-Jun-21	Les Mills Asia Pacific	Licencing and Subscriptions	748.66
1863.7324-01	17-Jun-21	LG Best Practices	Business Systems Development	1,518.00
1869.7542-01	24-Jun-21	Life Apparel Co Pty Ltd	Event Performance and Activity	1,334.68
1859.5366-01	10-Jun-21	Lifeskills Australia	Human Resource Services	880.00
1863.5366-01	17-Jun-21	Lifeskills Australia	Human Resource Services	880.00
1869.5366-01	24-Jun-21	Lifeskills Australia	Human Resource Services	2,200.00
1872.5366-01	30-Jun-21	Lifeskills Australia	Human Resource Services	704.00
1863.4984-01	17-Jun-21	Links Modular Solutions Pty Ltd	Software and IT Solutions	1,342.00
1859.3774-01	10-Jun-21	Liquor Barons Carlisle	Catering and Refreshments	138.00
1856.547-01	3-Jun-21	LO GO Appointments	Agency and Contract Staff	4,211.36
1859.547-01	10-Jun-21	LO GO Appointments	Agency and Contract Staff	5,352.95
1863.547-01	17-Jun-21	LO GO Appointments	Agency and Contract Staff	5,107.44
1869.547-01	24-Jun-21	LO GO Appointments	Agency and Contract Staff	9,716.10
1872.547-01	30-Jun-21	LO GO Appointments	Agency and Contract Staff	2,663.91
1869.3967-01	24-Jun-21	Local Government Professionals	Membership and Subscription	1,600.00
1857.60-01	10-Jun-21	Local Government Racing and Cemeter	Superannuation	123.00
1865.60-01	22-Jun-21	Local Government Racing and Cemeter	Superannuation	143.50
1856.457-01	3-Jun-21	Lochness Pty Ltd	Landscaping Materials and Services	1,694.00
1859.457-01	10-Jun-21	Lochness Pty Ltd	Landscaping Materials and Services	15,673.00
1869.457-01	24-Jun-21	Lochness Pty Ltd	Landscaping Materials and Services	23,296.00
1872.1340-01	30-Jun-21	Lock Stock & Farrell Locksmith	Facility Maintenance Services	96.00
1872.7184-01	30-Jun-21	Lucy Commander	Environmental Services	4,875.00
1856.2515-01	3-Jun-21	Maia Financial Pty Ltd	Equipment Hire	22,589.57
1869.2515-01	24-Jun-21	Maia Financial Pty Ltd	Equipment Hire	474.18
1856.856-01	3-Jun-21	Main Roads Western Australia	Road Construction Materials and Services	2,002.04
1869.930-01	24-Jun-21	Malcolm & Caril Barker	Landscaping Materials and Services	2,970.00
1869.3209-01	24-Jun-21	Manheim Auctions Australia Pty Ltd	Plant Supply and Servicing	55.00
1859.1693-01	10-Jun-21	Marketforce Pty Ltd	Advertising Services	2,373.28
1863.1693-01	17-Jun-21	Marketforce Pty Ltd	Advertising Services	10,267.46
1872.1693-01	30-Jun-21	Marketforce Pty Ltd	Advertising Services	824.32
1863.6384-01	17-Jun-21	Matthew Mark McGuire	Event Performance and Activity	195.00
1856.3749-01	3-Jun-21	Max & Claire Pty Ltd trading as Erg	Equipment Supply and Repair	387.99
1856.319-01	3-Jun-21	McLeods	Legal Services	4,753.31
1863.319-01	17-Jun-21	McLeods	Legal Services	2,503.85
1869.319-01	24-Jun-21	McLeods	Legal Services	3,917.24
1859.1087-01	10-Jun-21	McMullen Nolan Group Pty Ltd	Asset Management Services	1,210.00
1859.6370-01	10-Jun-21	MDM Entertainment Pty Ltd	Event Performance and Activity	419.98
1863.6370-01	17-Jun-21	MDM Entertainment Pty Ltd	Event Performance and Activity	24.54
1869.6370-01	24-Jun-21	MDM Entertainment Pty Ltd	Event Performance and Activity	330.34
1872.6370-01	30-Jun-21	MDM Entertainment Pty Ltd	Event Performance and Activity	808.30
1863.600-01	17-Jun-21	Message4U Pty Ltd	Communication Services	276.32
1856.3408-01	3-Jun-21	Michael Page International	Agency and Contract Staff	653.66
1859.3408-01	10-Jun-21	Michael Page International	Agency and Contract Staff	653.66
1869.3408-01	24-Jun-21	Michael Page International	Agency and Contract Staff	326.83
1872.3408-01	30-Jun-21	Michael Page International	Agency and Contract Staff	326.83
1859.1568-01	10-Jun-21	Milford Framers	Printing Services	1,452.99
1863.1021-01	17-Jun-21	Millen Primary School	Donation-Individual	3,886.00
1869.5475-01	24-Jun-21	Millennium Kids Inc	Community Grant	9,107.00
1872.7096-01	30-Jun-21	Mills Recruitment	Agency and Contract Staff	7,396.48
1856.189-01	3-Jun-21	Mindarie Regional Council	Waste Management Services	49,540.12
1859.189-01	10-Jun-21	Mindarie Regional Council	Waste Management Services	17,401.84
1863.189-01	17-Jun-21	Mindarie Regional Council	Waste Management Services	78,656.67
1859.5861-01	10-Jun-21	Mobile Upholsterers	Equipment Supply and Repair	655.00
1863.3280-01	17-Jun-21	Moore Stephens (WA) Perth Pty Ltd	Financial Services	990.00
1855.7436-01	3-Jun-21	Mr A J Dobosz	Grant - CCTV Partnership Program	567.20
1862.7513-01	17-Jun-21	Mr A M Hill	Grant - CCTV Partnership Program	750.00
1856.1506-01	3-Jun-21	Mr A Vuleta	Staff Payments and Reimbursement	2,445.95
1855.7437-01	3-Jun-21	Mr B J Coach	Grant - CCTV Partnership Program	750.00
1854.2475-01	3-Jun-21	Mr B Oliver	Member Payment	2,250.68
1870.2475-01	30-Jun-21	Mr B Oliver	Member Payment	2,178.08
1862.7511-01	17-Jun-21	Mr C B Hunt	Grant - CCTV Partnership Program	750.00
1855.7471-01	3-Jun-21	Mr C J Buckley	Crossover Contribution	400.00
1855.7479-01	3-Jun-21	Mr C J Inch	Refund - Rates	111.12
1855.7432-01	3-Jun-21	Mr C W George	Grant - CCTV Partnership Program	750.00
1868.7488-01	24-Jun-21	Mr C W Tarrant	Security Incentive Scheme	70.00
1863.7458-01	17-Jun-21	Mr D Bau	Event Performance and Activity	400.00

Payment Summary

Creditors, Non Creditors, EFTs and Payroll

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1859.3386-01	10-Jun-21	Mr D E Tomlinson	Security Incentive Scheme	630.00
1859.2169-01	10-Jun-21	Mr D J Aitken	Staff Payments and Reimbursement	100.00
1871.4706-01	30-Jun-21	Mr D M O'Neill	Refund - Rates	4,000.00
1855.7434-01	3-Jun-21	Mr D R Stewart	Grant - CCTV Partnership Program	750.00
1858.5029-01	10-Jun-21	Mr D S Callanan	Grant - CCTV Partnership Program	605.00
1862.7510-01	17-Jun-21	Mr E Hosseini	Grant - CCTV Partnership Program	745.00
1855.7440-01	3-Jun-21	Mr E Z Martin	Grant - CCTV Partnership Program	750.00
1869.4533-01	24-Jun-21	Mr F Squadrito	Staff Payments and Reimbursement	195.30
1858.7474-01	10-Jun-21	Mr G D Manning	Grant - CCTV Partnership Program	750.00
1858.6874-01	10-Jun-21	Mr G M Webb	Security Incentive Scheme 2020 Waitlist	400.00
1855.7478-01	3-Jun-21	Mr J A Veron	Refund - Rates	170.41
1858.7500-01	10-Jun-21	Mr J J D'Cruz	Grant - CCTV Partnership Program	750.00
1862.7520-01	17-Jun-21	Mr J S Lyons	Grant - CCTV Partnership Program	750.00
1855.7438-01	3-Jun-21	Mr J T Hislop	Grant - CCTV Partnership Program	750.00
1858.7485-01	10-Jun-21	Mr J T Rust	Security Incentive Scheme	750.00
1858.7483-01	10-Jun-21	Mr K A Hammond	Security Incentive Scheme	451.00
1862.7517-01	17-Jun-21	Mr L H Fraser	Refund - Rates	1,035.65
1858.7493-01	10-Jun-21	Mr L Ucich	Refund - Rates	1,562.80
1868.7533-01	24-Jun-21	Mr M J Carey	Refund - Rates	109.68
1859.4450-01	10-Jun-21	Mr M J Van Der Wiele	Staff Payments and Reimbursement	103.24
1862.7512-01	17-Jun-21	Mr M Marini	Grant - CCTV Partnership Program	750.00
1855.7473-01	3-Jun-21	Mr M Nong	Health Services	52.50
1859.1877-01	10-Jun-21	Mr M S Reed	Staff Payments and Reimbursement	135.50
1872.7295-01	30-Jun-21	Mr M Tinney	Donation-Individual	800.00
1855.7442-01	3-Jun-21	Mr N J Olds	Grant - CCTV Partnership Program	642.00
1862.7522-01	17-Jun-21	Mr P R Rowsell	Refund - Rates	100.00
1858.7501-01	10-Jun-21	Mr R Adeney	Street Meet n Greet	200.00
1858.7300-01	10-Jun-21	Mr R D Lamborn	Grant - CCTV Partnership Program	750.00
1862.7515-01	17-Jun-21	Mr R E Grogan	Grant - CCTV Partnership Program	750.00
1858.7487-01	10-Jun-21	Mr R M Jacobs	Security Incentive Scheme	1,000.00
1855.7441-01	3-Jun-21	Mr S Barry	Grant - CCTV Partnership Program	750.00
1859.5736-01	10-Jun-21	Mr S Byford	Painting Services	425.00
1858.4522-01	10-Jun-21	Mr S F Blenkinsop	Refund - Rates	750.00
1862.7521-01	17-Jun-21	Mr S I Hemingway	Refund - Rates	912.24
1858.7482-01	10-Jun-21	Mr S J Biskup	Security Incentive Scheme	750.00
1858.7502-01	10-Jun-21	Mr S M Donnelly	Grant - CCTV Partnership Program	750.00
1872.5306-01	30-Jun-21	Mr S W Shwe	Donation-Individual	200.00
1854.4004-01	3-Jun-21	Mr W J Hendriks	Member Payment	2,250.68
1870.4004-01	30-Jun-21	Mr W J Hendriks	Member Payment	2,178.08
1858.7489-01	10-Jun-21	Mrs A Berardis	Security Incentive Scheme	220.00
1862.7514-01	17-Jun-21	Mrs A J Woolley	Grant - CCTV Partnership Program	750.00
1863.1899-01	17-Jun-21	Mrs D B Singh	Staff Payments and Reimbursement	40.00
1858.7496-01	10-Jun-21	Mrs E E Hamilton	Grant - CCTV Partnership Program	750.00
1862.7390-01	17-Jun-21	Mrs K L Horvath	Security Incentive Scheme	200.00
1858.7490-01	10-Jun-21	Mrs K Robeson	Grant - CCTV Partnership Program	750.00
1858.3927-01	10-Jun-21	Mrs P Pearson	Security Incentive Scheme	750.00
1863.5912-01	17-Jun-21	Mrs P V Pothiwala	Training Services	129.00
1858.6223-01	10-Jun-21	Mrs S L Newman	Security Incentive Scheme	409.29
1856.6974-01	3-Jun-21	Ms A Louise	Staff Payments and Reimbursement	108.96
1869.6974-01	24-Jun-21	Ms A Louise	Staff Payments and Reimbursement	350.86
1872.5995-01	30-Jun-21	Ms B I	Staff Payments and Reimbursement	175.00
1854.4601-01	3-Jun-21	Ms B L Ife	Member Payment	3,582.58
1870.4601-01	30-Jun-21	Ms B L Ife	Member Payment	3,467.01
1858.5457-01	10-Jun-21	Ms C Hunt	Refund - Rates	750.00
1854.398-01	3-Jun-21	Ms C N Anderson	Member Payment	2,250.68
1870.398-01	30-Jun-21	Ms C N Anderson	Member Payment	2,178.08
1869.6844-01	24-Jun-21	Ms D Zuks	Photography and Imaging Services	1,080.00
1872.6844-01	30-Jun-21	Ms D Zuks	Photography and Imaging Services	4,500.00
1858.7491-01	10-Jun-21	Ms E H Usher	Security Incentive Scheme	250.00
1855.7470-01	3-Jun-21	Ms E Mitchell	Refund - Memberships	61.84
1862.5259-01	17-Jun-21	Ms E Serena	Refund - Registration	750.00
1858.7481-01	10-Jun-21	Ms J K Taylor	Street Meet n Greet	743.00
1859.7267-01	10-Jun-21	Ms J M Sprigg	Event Performance and Activity	360.00
1858.7486-01	10-Jun-21	Ms J Mason	Security Incentive Scheme	750.00
1869.5420-01	24-Jun-21	Ms J Wiscombe	Event Performance and Activity	765.00
1872.5420-01	30-Jun-21	Ms J Wiscombe	Event Performance and Activity	350.00

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1854.4603-01	3-Jun-21	Ms K A Vernon	Member Payment	8,244.13
1870.4603-01	30-Jun-21	Ms K A Vernon	Member Payment	7,978.19
1858.7164-01	10-Jun-21	Ms K J Bizzaca	Grant - CCTV Partnership Program	165.00
1855.7433-01	3-Jun-21	Ms K M Emonson	Grant - CCTV Partnership Program	750.00
1858.7505-01	10-Jun-21	Ms L G Ivery	Refund - Rates	98.94
1854.6494-01	3-Jun-21	Ms L Lisandro	Member Payment	2,250.68
1870.6494-01	30-Jun-21	Ms L Lisandro	Member Payment	2,178.08
1862.6351-01	17-Jun-21	Ms M A Clark	Grant - CCTV Partnership Program	750.00
1871.6662-01	30-Jun-21	Ms P B Akhirat	Refund - Bond	1,000.00
1859.7108-01	10-Jun-21	Ms P Featherston	Health Instructors	175.44
1872.7108-01	30-Jun-21	Ms P Featherston	Health Instructors	233.92
1869.5472-01	24-Jun-21	Ms P Vanessie	Communication Services	3,630.00
1854.4602-01	3-Jun-21	Ms R A Potter	Member Payment	2,250.68
1870.4602-01	30-Jun-21	Ms R A Potter	Member Payment	2,178.08
1858.7494-01	10-Jun-21	Ms R Boyland	Refund - Registration	77.50
1858.5558-01	10-Jun-21	Ms R E Guilfoyle	Staff Payments and Reimbursement	44.99
1872.5558-01	30-Jun-21	Ms R E Guilfoyle	Staff Payments and Reimbursement	68.00
1862.7506-01	17-Jun-21	Ms R Moore	Refund - Memberships	59.20
1855.7439-01	3-Jun-21	Ms S G Byrne	Security Incentive Scheme	250.00
1868.7534-01	24-Jun-21	Ms S G Harben	Refund - Rates	489.63
1858.7475-01	10-Jun-21	Ms S J Miles	Grant - CCTV Partnership Program	750.00
1858.7457-01	10-Jun-21	Ms S Renshaw	Refund - Application Fee	166.65
1862.7507-01	17-Jun-21	Ms T Foster	Refund - Memberships	177.60
1858.7151-01	10-Jun-21	Ms T L Walker	Security Incentive Scheme	750.00
1858.7498-01	10-Jun-21	Ms T P Hughes	Security Incentive Scheme	200.00
1859.3268-01	10-Jun-21	Ms T R Stewart	Security Incentive Scheme	200.00
1858.7435-01	10-Jun-21	Ms T Spasic	Grant - CCTV Partnership Program	750.00
1868.7532-01	24-Jun-21	Ms V J Fuller	Refund - Rates	98.93
1854.1601-01	3-Jun-21	Ms V Potter	Member Payment	2,250.68
1870.1601-01	30-Jun-21	Ms V Potter	Member Payment	2,178.08
1863.5760-01	17-Jun-21	My Media	Media Services	4,006.40
1856.5843-01	3-Jun-21	Nature Calls 1 Pty Ltd	Rental Charge	685.00
1859.5843-01	10-Jun-21	Nature Calls 1 Pty Ltd	Rental Charge	415.00
1859.3970-01	10-Jun-21	Netstar Australia Pty Ltd t/a Pinpo	Fleet Management Services	275.00
1863.3970-01	17-Jun-21	Netstar Australia Pty Ltd t/a Pinpo	Fleet Management Services	275.00
1859.1607-01	10-Jun-21	Nosh Gourmet Foods & Gifts	Catering and Refreshments	200.00
1869.7400-01	24-Jun-21	NRP Electrical Services	Electrical Services and Maintenance	10,439.00
1869.5849-01	24-Jun-21	Objective Corporation Limited	Software and IT Solutions	3,899.14
1869.657-01	24-Jun-21	Octagon-BKG Lifts	Machinery Servicing and Parts	982.03
1856.202-01	3-Jun-21	Officeworks Superstores Pty Ltd	Office Supplies	1,126.90
1859.202-01	10-Jun-21	Officeworks Superstores Pty Ltd	Office Supplies	237.00
1863.202-01	17-Jun-21	Officeworks Superstores Pty Ltd	Office Supplies	157.90
1869.202-01	24-Jun-21	Officeworks Superstores Pty Ltd	Office Supplies	1,999.00
1872.202-01	30-Jun-21	Officeworks Superstores Pty Ltd	Office Supplies	1,321.28
1856.7308-01	3-Jun-21	Oh Hey WA	Art and Event	1,427.82
1856.2462-01	3-Jun-21	Old MacDonald's Travelling Farm's -	Event Performance and Activity	660.00
1853.2188-01	2-Jun-21	Optus Billing Services Pty Ltd	Telephone Usage Charges	4,132.37
1869.6701-01	24-Jun-21	Oracle Customer Management Solution	Equipment Supply and Repair	1,119.75
1872.6701-01	30-Jun-21	Oracle Customer Management Solution	Equipment Supply and Repair	1,407.22
1856.6832-01	3-Jun-21	OTOTGo Group Pty Ltd	Communication Services	150.00
1872.207-01	30-Jun-21	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	1,320.00
1863.4584-01	17-Jun-21	Owen's Painting Services Pty Ltd	Painting Services	5,049.00
1869.4584-01	24-Jun-21	Owen's Painting Services Pty Ltd	Painting Services	2,915.00
1872.4584-01	30-Jun-21	Owen's Painting Services Pty Ltd	Painting Services	4,950.00
1856.2554-01	3-Jun-21	Paperbark Technologies Pty Ltd	Professional Services	440.00
1863.2554-01	17-Jun-21	Paperbark Technologies Pty Ltd	Professional Services	440.00
1869.2554-01	24-Jun-21	Paperbark Technologies Pty Ltd	Professional Services	505.00
1872.2554-01	30-Jun-21	Paperbark Technologies Pty Ltd	Professional Services	18,132.70
1856.1385-01	3-Jun-21	Parks & Leisure Australia	Conference and Workshop Enrolment	423.50
1859.1385-01	10-Jun-21	Parks & Leisure Australia	Conference and Workshop Enrolment	495.00
1872.1385-01	30-Jun-21	Parks & Leisure Australia	Conference and Workshop Enrolment	192.50
1863.1967-01	17-Jun-21	Pember Wilson Eftos	Valuation Services	880.00
1872.1967-01	30-Jun-21	Pember Wilson Eftos	Valuation Services	1,925.00
1859.7148-01	10-Jun-21	Penterpaper	Communication Services	1,500.00
1872.2725-01	30-Jun-21	Perth Basketball Association Inc	Kidsport Program	4,660.94
1869.401-01	24-Jun-21	Perth Cricket Club Inc	Facility Maintenance Services	34,320.00

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1872.401-01	30-Jun-21	Perth Cricket Club Inc	Facility Maintenance Services	17,160.00
1869.906-01	24-Jun-21	Perth Individual Montessori College	Donation-Community	4,600.00
1856.6209-01	3-Jun-21	Perth Materials Blowing Pty Ltd	Plant Supply and Servicing	21,895.50
1871.7551-01	30-Jun-21	Perth Mountain Bike Club	Refund - Bond	600.00
1872.5607-01	30-Jun-21	Phase3 Landscape Construction Pty L	Landscaping Materials and Services	52,487.03
1859.472-01	10-Jun-21	Photo Henriks	Photography and Imaging Services	380.00
1872.7025-01	30-Jun-21	Pipeco WA	Irrigation Supply and Repair	599.00
1859.2481-01	10-Jun-21	Plantrite	Landscaping Materials and Services	3,069.47
1869.2481-01	24-Jun-21	Plantrite	Landscaping Materials and Services	385.00
1859.7465-01	10-Jun-21	Plastic Free Foundation Limited	Equipment Supply and Repair	2,200.00
1869.7430-01	24-Jun-21	Play Check	Consultancy	8,360.00
1863.1189-01	17-Jun-21	Porter Consulting Engineers	Engineering & Surveying Services	1,320.00
1869.2603-01	24-Jun-21	Poster Passion	Printing Services	107.25
1863.3905-01	17-Jun-21	Powerlux WA	Electrical Services and Maintenance	194,028.02
1869.3905-01	24-Jun-21	Powerlux WA	Electrical Services and Maintenance	11,429.01
1872.677-01	30-Jun-21	Premier Glass & Mirrors	Facility Maintenance Services	342.00
1863.5966-01	17-Jun-21	Prina Shah Consulting	Organisational Development Services	3,500.00
1856.4326-01	3-Jun-21	Printezy.com	Printing Services	176.00
1872.4326-01	30-Jun-21	Printezy.com	Printing Services	1,000.00
1859.7398-01	10-Jun-21	Product Recovery Industries Pty Ltd	Waste Management Services	41,672.40
1869.7398-01	24-Jun-21	Product Recovery Industries Pty Ltd	Waste Management Services	1,010.24
1863.2241-01	17-Jun-21	Proglity Pty Ltd	Software and IT Solutions	2,346.30
1856.4949-01	3-Jun-21	QESS Electrical & Security Pty Ltd	Equipment Supply and Repair	99.00
1872.7343-01	30-Jun-21	Queens Hall Music	Community Engagement Services	1,200.00
1856.746-01	3-Jun-21	Quick Corporate Australia	Office Supplies	254.33
1859.746-01	10-Jun-21	Quick Corporate Australia	Office Supplies	286.55
1863.746-01	17-Jun-21	Quick Corporate Australia	Office Supplies	459.31
1869.746-01	24-Jun-21	Quick Corporate Australia	Office Supplies	543.47
1872.746-01	30-Jun-21	Quick Corporate Australia	Office Supplies	1,149.94
1863.2267-01	17-Jun-21	Quickmail	Postage Services	1,815.00
1872.630-01	30-Jun-21	Raeco	Office Supplies	1,375.00
1872.6437-01	30-Jun-21	RCA Civil Group Pty Ltd	Engineering & Surveying Services	76,574.00
1869.7039-01	24-Jun-21	Realisations Consultancy Pty Ltd	Training Services	704.00
1856.3856-01	3-Jun-21	Rebel Sport Limited	Equipment Supply and Repair	119.96
1859.2457-01	10-Jun-21	Reino International Pty Ltd	Parking Equipment and Supplies	1,617.00
1863.2457-01	17-Jun-21	Reino International Pty Ltd	Parking Equipment and Supplies	39,759.39
1872.2457-01	30-Jun-21	Reino International Pty Ltd	Parking Equipment and Supplies	22,082.50
1859.7397-01	10-Jun-21	Reinvention Consulting Pty Ltd	Consultancy	5,500.00
1863.7051-01	17-Jun-21	Respoke	Design and Drafting Services	11,000.00
1869.7051-01	24-Jun-21	Respoke	Design and Drafting Services	1,500.00
1862.7385-01	17-Jun-21	Riaan Groenewald	Refund - Memberships	49.30
1859.5422-01	10-Jun-21	Robert Half	Human Resource Services	10,707.79
1856.2940-01	3-Jun-21	ROL-WA Pty Ltd trading as Allpest W	Pest Control Services	690.06
1872.2940-01	30-Jun-21	ROL-WA Pty Ltd trading as Allpest W	Pest Control Services	198.00
1859.1041-01	10-Jun-21	Rome Energy & Environment Pty Ltd	Planning and Building Services	1,787.50
1869.6581-01	24-Jun-21	Rooforce Facility Services	Sanitation Services	25,000.00
1859.3146-01	10-Jun-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	589.00
1863.3146-01	17-Jun-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	12,224.30
1869.3146-01	24-Jun-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	510.00
1872.3146-01	30-Jun-21	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	4,084.00
1856.5505-01	3-Jun-21	Rosmech Sales & Services Pty Ltd	Plant Supply and Servicing	3,474.20
1869.950-01	24-Jun-21	RSEA Pty Ltd	Uniforms and Protective Equipment	1,678.46
1863.2738-01	17-Jun-21	Safer Sands WA	Landscaping Materials and Services	2,621.92
1859.7219-01	10-Jun-21	Sage Consulting Engineers	Electrical Services and Maintenance	12,245.75
1872.7219-01	30-Jun-21	Sage Consulting Engineers	Electrical Services and Maintenance	2,205.50
1872.114-01	30-Jun-21	SAI Global Australia Pty Ltd	Membership and Subscription	929.94
1863.7422-01	17-Jun-21	San Terra Sealing	Cleaning Services and Equipment	1,430.00
1863.2455-01	17-Jun-21	Scott Print	Printing Services	82.50
1863.3763-01	17-Jun-21	SeamlessCMS Pty Ltd	Communication Services	272.80
1872.3763-01	30-Jun-21	SeamlessCMS Pty Ltd	Communication Services	179.30
1859.1816-01	10-Jun-21	Secure Cash trading as Cash in Tran	Financial Services	587.40
1863.1816-01	17-Jun-21	Secure Cash trading as Cash in Tran	Financial Services	985.60
1872.1820-01	30-Jun-21	Secure Cash trading as Cash in Tran	Financial Services	666.80
1872.1809-01	30-Jun-21	Secure Pay	Financial Services	880.00
1869.2367-01	24-Jun-21	SEM Distribution	Equipment Supply and Repair	12.40
1863.4940-01	17-Jun-21	Shade Experience	Equipment Supply and Repair	5,434.00

Payment Summary

Creditors, Non Creditors, EFTs and Payroll

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1872.812-01	30-Jun-21	Shenton Enterprises Pty Ltd	Facility Maintenance Services	16.50
1869.7519-01	24-Jun-21	Shifting Paradigms Pty Ltd	Library Equipment and Stock	216.40
1859.7480-01	10-Jun-21	Shire of Morawa	Donation-Community	5,000.00
1863.354-01	17-Jun-21	Sigma Chemicals	Equipment Supply and Repair	561.00
1869.354-01	24-Jun-21	Sigma Chemicals	Equipment Supply and Repair	1,642.28
1859.6623-01	10-Jun-21	Signarama Burswood	Advertising Services	522.50
1869.6623-01	24-Jun-21	Signarama Burswood	Advertising Services	1,265.00
1872.7549-01	30-Jun-21	Silent Name	Refund - Rates	634.22
1871.6523-01	30-Jun-21	Social Manna	Grant - CCTV Partnership Program	75.00
1869.2493-01	24-Jun-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	2,051.50
1872.2493-01	30-Jun-21	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	1,785.30
1869.6926-01	24-Jun-21	South East Regional Centre for Urba	Community Grant	5,500.00
1859.6049-01	10-Jun-21	SpacetoCo Pty Ltd	Internet Hosting Services	330.00
1869.7455-01	24-Jun-21	Spectur Limited	Equipment Supply and Repair	2,464.00
1863.134-01	17-Jun-21	Speedo Australia Pty Ltd	Resale Inventory	66.00
1856.1953-01	3-Jun-21	Spider Waste Collection Services Pt	Waste Management Services	6,560.40
1859.1953-01	10-Jun-21	Spider Waste Collection Services Pt	Waste Management Services	6,006.00
1872.2051-01	30-Jun-21	Sports Turf Technology Pty Ltd	Environmental Services	104.50
1863.5981-01	17-Jun-21	Spun Spydus Users Network	Library Services	200.00
1859.138-01	10-Jun-21	St John Ambulance Australia (WA) In	Training Services	160.00
1872.138-01	30-Jun-21	St John Ambulance Australia (WA) In	Training Services	111.50
1856.473-01	3-Jun-21	State Law Publisher	Advertising Services	2,500.10
1869.5684-01	24-Jun-21	Stopping Family Violence Inc.	Conference and Workshop Enrolment	5,500.00
1872.3996-01	30-Jun-21	StrataGreen	Landscaping Materials and Services	707.85
1856.7446-01	3-Jun-21	Street Hassle Events	Event Performance and Activity	33,550.00
1863.7446-01	17-Jun-21	Street Hassle Events	Event Performance and Activity	11,000.00
1869.7446-01	24-Jun-21	Street Hassle Events	Event Performance and Activity	24,750.00
1866.4916-01	22-Jun-21	SuperChoice Services	Superannuation	232,719.75
1869.5769-01	24-Jun-21	Swan Smash Repairs	Plant Supply and Servicing	692.45
1859.3780-01	10-Jun-21	Swansea Street Markets	Amenities	140.80
1863.3780-01	17-Jun-21	Swansea Street Markets	Amenities	130.75
1869.3780-01	24-Jun-21	Swansea Street Markets	Amenities	141.50
1872.3780-01	30-Jun-21	Swansea Street Markets	Amenities	85.00
1853.144-01	2-Jun-21	Synergy	Electricity Usage Charges	17,586.78
1861.144-01	16-Jun-21	Synergy	Electricity Usage Charges	88,560.98
1859.145-01	10-Jun-21	Taborda Contracting Pty Ltd	Traffic Control Services	583.00
1863.145-01	17-Jun-21	Taborda Contracting Pty Ltd	Traffic Control Services	578.16
1869.145-01	24-Jun-21	Taborda Contracting Pty Ltd	Traffic Control Services	2,581.21
1872.145-01	30-Jun-21	Taborda Contracting Pty Ltd	Traffic Control Services	3,133.85
1856.2156-01	3-Jun-21	Tamala Park Regional Council	Environmental Services	16,818.11
1872.3513-01	30-Jun-21	Technology One Limited	Software and IT Solutions	4,312.00
1853.152-01	2-Jun-21	Telstra Corporation Ltd	Telephone Usage Charges	420.14
1856.4480-01	3-Jun-21	Termico Pest Management Pty Ltd	Pest Control Services	849.75
1869.4480-01	24-Jun-21	Termico Pest Management Pty Ltd	Pest Control Services	3,592.00
1872.1988-01	30-Jun-21	Testo Pty Ltd	Equipment Supply and Repair	998.80
1859.7247-01	10-Jun-21	The Basketball Man	Equipment Supply and Repair	3,003.00
1872.7247-01	30-Jun-21	The Basketball Man	Equipment Supply and Repair	3,146.00
1863.1869-01	17-Jun-21	The BBQ Man	Cleaning Services and Equipment	1,465.20
1872.1869-01	30-Jun-21	The BBQ Man	Cleaning Services and Equipment	1,740.20
1859.7401-01	10-Jun-21	The Big Picture Factory	Printing Services	200.20
1863.7401-01	17-Jun-21	The Big Picture Factory	Printing Services	96.80
1869.7100-01	24-Jun-21	The Department of the Premier and	Advertising Services	173.04
1869.6942-01	24-Jun-21	The Haven Centre Inc	Community Service	8,247.05
1869.7135-01	24-Jun-21	The Hybrid Minds	Event Performance and Activity	2,508.00
1863.2764-01	17-Jun-21	The Integralis Holdings Unit Trust	Software and IT Solutions	1,718.20
1863.1907-01	17-Jun-21	The Literature Centre	Library Services	1,040.00
1869.6056-01	24-Jun-21	The Metropolitan Hospitality Group	Event Performance and Activity	5,011.00
1859.156-01	10-Jun-21	The Pressure King	Cleaning Services and Equipment	2,006.40
1863.156-01	17-Jun-21	The Pressure King	Cleaning Services and Equipment	261.25
1856.312-01	3-Jun-21	The Royal Life Saving Society WA In	Medical Equipment and Services	39.60
1856.734-01	3-Jun-21	The Royal Life Saving Society WA In	Training Services	59.40
1859.312-01	10-Jun-21	The Royal Life Saving Society WA In	Medical Equipment and Services	299.00
1859.734-01	10-Jun-21	The Royal Life Saving Society WA In	Training Services	415.80
1856.6047-01	3-Jun-21	The Trustee for Deluca Family Trust	Vehicle Operating Expenses	40.00
1859.6047-01	10-Jun-21	The Trustee for Deluca Family Trust	Vehicle Operating Expenses	875.00
1859.6742-01	10-Jun-21	The Trustee for S & F Pawley Family	Landscaping Materials and Services	35,244.00

Payment Summary

Creditors, Non Creditors, EFTs and Payroll

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1863.6742-01	17-Jun-21	The Trustee for S & F Pawley Family	Landscaping Materials and Services	19,235.15
1872.6742-01	30-Jun-21	The Trustee for S & F Pawley Family	Landscaping Materials and Services	56,486.54
1872.7495-01	30-Jun-21	The Turkish Oven	Catering and Refreshments	310.00
1868.5272-01	24-Jun-21	Think Pink Realty	Contributions	456.00
1872.6008-01	30-Jun-21	Thomson Geer	Legal Services	1,168.75
1856.3724-01	3-Jun-21	Threat Protect	Fire Alarm and Security Services	394.19
1859.3724-01	10-Jun-21	Threat Protect	Fire Alarm and Security Services	78.69
1863.3724-01	17-Jun-21	Threat Protect	Fire Alarm and Security Services	88.37
1869.3724-01	24-Jun-21	Threat Protect	Fire Alarm and Security Services	492.67
1869.3863-01	24-Jun-21	Tiger Batteries	Equipment Supply and Repair	572.00
1869.7448-01	24-Jun-21	Tim Davies Landscaping Pty Ltd	Landscaping Materials and Services	31,824.51
1863.4464-01	17-Jun-21	Time and People Pty Ltd	Software and IT Solutions	4,629.90
1859.3682-01	10-Jun-21	Tocojopa Pty Ltd T/as T-Quip	Plant Supply and Servicing	202.80
1863.3682-01	17-Jun-21	Tocojopa Pty Ltd T/as T-Quip	Plant Supply and Servicing	2,534.40
1859.725-01	10-Jun-21	Toolmart Australia Pty Ltd	Equipment Supply and Repair	21.90
1863.725-01	17-Jun-21	Toolmart Australia Pty Ltd	Equipment Supply and Repair	4,118.00
1872.725-01	30-Jun-21	Toolmart Australia Pty Ltd	Equipment Supply and Repair	612.95
1869.931-01	24-Jun-21	Total Eden Pty Ltd	Irrigation Supply and Repair	601.91
1872.931-01	30-Jun-21	Total Eden Pty Ltd	Irrigation Supply and Repair	335.45
1859.163-01	10-Jun-21	Total Packaging (WA) Pty Ltd	Equipment Supply and Repair	6,040.32
1872.163-01	30-Jun-21	Total Packaging (WA) Pty Ltd	Equipment Supply and Repair	6,040.32
1856.6281-01	3-Jun-21	Totally Workwear Belmont	Uniforms and Protective Equipment	193.56
1859.6281-01	10-Jun-21	Totally Workwear Belmont	Uniforms and Protective Equipment	1,024.19
1863.6281-01	17-Jun-21	Totally Workwear Belmont	Uniforms and Protective Equipment	791.35
1872.6281-01	30-Jun-21	Totally Workwear Belmont	Uniforms and Protective Equipment	439.47
1857.59-01	10-Jun-21	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	33.48
1865.59-01	22-Jun-21	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	104.00
1869.4239-01	24-Jun-21	TPG Network Pty Ltd	Software and IT Solutions	4,401.55
1872.168-01	30-Jun-21	Tranen Pty Ltd	Environmental Services	14,264.24
1863.6906-01	17-Jun-21	Tree Planting and Watering	Landscaping Materials and Services	18,142.08
1856.423-01	3-Jun-21	Trillion Trees (formerly Men of the	Landscaping Materials and Services	572.00
1859.173-01	10-Jun-21	Tudor House	Printing Services	660.00
1869.173-01	24-Jun-21	Tudor House	Printing Services	210.00
1869.5383-01	24-Jun-21	UDLA Pty Ltd	Design and Drafting Services	1,650.00
1869.4718-01	24-Jun-21	Ulverscroft Large Print Books	Library Equipment and Stock	2,215.44
1856.529-01	3-Jun-21	UN Plumbing	Facility Maintenance Services	2,799.50
1859.529-01	10-Jun-21	UN Plumbing	Facility Maintenance Services	731.50
1863.529-01	17-Jun-21	UN Plumbing	Facility Maintenance Services	1,232.00
1869.529-01	24-Jun-21	UN Plumbing	Facility Maintenance Services	187.00
1872.529-01	30-Jun-21	UN Plumbing	Facility Maintenance Services	1,749.00
1863.2651-01	17-Jun-21	UniCard Systems Pty Ltd	Equipment Supply and Repair	109.78
1859.7447-01	10-Jun-21	University of WA	Training Services	2,200.00
1859.7268-01	10-Jun-21	Up Close and Local Tours Pty Ltd	Grant Fund Return	196.00
1869.7054-01	24-Jun-21	Urban Revolution Australia	Equipment Supply and Repair	1,000.00
1856.858-01	3-Jun-21	Valvoline (Australia) Pty Limited	Fuel and Oils	74.28
1863.858-01	17-Jun-21	Valvoline (Australia) Pty Limited	Fuel and Oils	160.37
1872.5307-01	30-Jun-21	VenuesLive Management Services (WA)	Hire Charges	28,416.68
1872.4117-01	30-Jun-21	Veris Australia Pty Ltd	Engineering & Surveying Services	7,502.00
1859.6795-01	10-Jun-21	Vic Park Towing	Towing Services	143.00
1869.6795-01	24-Jun-21	Vic Park Towing	Towing Services	143.00
1872.6795-01	30-Jun-21	Vic Park Towing	Towing Services	143.00
1859.1617-01	10-Jun-21	Victoria Park Carlisle Bowling Club	Hire Charges	320.00
1859.182-01	10-Jun-21	Victoria Park Centre For The Arts I	Subsidy	3,030.00
1863.182-01	17-Jun-21	Victoria Park Centre For The Arts I	Subsidy	500.00
1863.2009-01	17-Jun-21	Vorgee Pty Ltd	Resale Inventory	937.20
1869.2009-01	24-Jun-21	Vorgee Pty Ltd	Resale Inventory	845.90
1872.24-01	30-Jun-21	WA Hino Sales & Service	Machinery Servicing and Parts	435.54
1863.924-01	17-Jun-21	WA Library Supplies	Library Equipment and Stock	3,014.00
1863.29-01	17-Jun-21	WA Local Government Association (WA)	Local Government Services	4,550.00
1869.618-01	24-Jun-21	WA Rangers Association	Membership and Subscription	300.00
1872.3136-01	30-Jun-21	Walcott Industries Pty Ltd	Carpentry Services	40,917.80
1856.5459-01	3-Jun-21	Wanjoo Pty Ltd	Event Performance and Activity	2,180.00
1863.31-01	17-Jun-21	Warnes Assemblies	Equipment Supply and Repair	225.50
1856.7310-01	3-Jun-21	Warrang-Bridil	Event Performance and Activity	2,210.72
1853.36-01	2-Jun-21	Water Corporation	Water Usage Charges	8,035.05
1861.36-01	16-Jun-21	Water Corporation	Water Usage Charges	13,378.43

All Payments Made From 1-Jun-21 To 30-Jun-21

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1863.5864-01	17-Jun-21	WCP Civil Pty Ltd	Construction Services	37,592.72
1869.5864-01	24-Jun-21	WCP Civil Pty Ltd	Construction Services	2,805.49
1859.39-01	10-Jun-21	Website Weed & Pest (WA) Pty Ltd	Pest Control Services	3,432.00
1872.1153-01	30-Jun-21	West Coast Shade	Shade Sails Supply and Installation	1,221.00
1856.46-01	3-Jun-21	Westbooks	Library Equipment and Stock	5,640.96
1859.46-01	10-Jun-21	Westbooks	Library Equipment and Stock	3,503.19
1863.46-01	17-Jun-21	Westbooks	Library Equipment and Stock	59.61
1869.46-01	24-Jun-21	Westbooks	Library Equipment and Stock	7,487.85
1872.46-01	30-Jun-21	Westbooks	Library Equipment and Stock	4,967.74
1859.7337-01	10-Jun-21	Western Australian Land Authority T	Art and Event	385.00
1856.667-01	3-Jun-21	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	38,652.75
1859.667-01	10-Jun-21	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	50,272.58
1869.667-01	24-Jun-21	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	21,265.55
1872.667-01	30-Jun-21	Western Maze Pty Ltd T/A WA Recycli	Cleaning Services and Equipment	20,235.67
1856.6678-01	3-Jun-21	Western Metalworx	Design and Drafting Services	4,603.50
1863.731-01	17-Jun-21	Western Power	Electrical Services and Maintenance	7,167.86
1869.731-01	24-Jun-21	Western Power	Electrical Services and Maintenance	45,704.00
1859.41-01	10-Jun-21	Weston Road Systems	Engineering & Surveying Services	649.00
1863.41-01	17-Jun-21	Weston Road Systems	Engineering & Surveying Services	27,705.70
1869.41-01	24-Jun-21	Weston Road Systems	Engineering & Surveying Services	3,287.90
1872.41-01	30-Jun-21	Weston Road Systems	Engineering & Surveying Services	21,373.00
1863.376-01	17-Jun-21	WINC Australia Pty Limited	Office Supplies	197.09
1872.376-01	30-Jun-21	WINC Australia Pty Limited	Office Supplies	52.15
1869.7508-01	24-Jun-21	Wisdom Activities	Library Services	300.00
1869.2521-01	24-Jun-21	Woolworths Group Ltd	Equipment Supply and Repair	42.00
1872.99-01	30-Jun-21	Work Clobber	Uniforms and Protective Equipment	404.50
1856.2383-01	3-Jun-21	Wright Express Australia Pty Ld	Groceries	555.51
1859.2383-01	10-Jun-21	Wright Express Australia Pty Ld	Groceries	456.82
1863.2383-01	17-Jun-21	Wright Express Australia Pty Ld	Groceries	43.03
1869.2383-01	24-Jun-21	Wright Express Australia Pty Ld	Groceries	1,101.68
1872.2383-01	30-Jun-21	Wright Express Australia Pty Ld	Groceries	428.87
1859.2071-01	10-Jun-21	WSP Parsons Brinckerhoff	Design and Drafting Services	38,570.54
1859.7469-01	10-Jun-21	WTP Australia Pty Ltd	Consultancy	2,750.00
1859.101-01	10-Jun-21	Wurth Australia Pty Ltd	Machinery Servicing and Parts	230.63
1859.104-01	10-Jun-21	Youngs Holden	Plant Supply and Servicing	976.78
1869.104-01	24-Jun-21	Youngs Holden	Plant Supply and Servicing	1,775.09
1863.5375-01	17-Jun-21	Youth Affairs Council of WA Inc	Conference and Workshop Enrolment	11,000.00
1869.6629-01	24-Jun-21	Z-CARD PocketMedia Solutions	Printing Services	3,074.50
Total Creditors EFT Payments				5,891,479.79

Non Creditors Cheques

00608858	30-Jun-21	B G Wood 120 Victoria Street	Refund - Rates	647.09
00608856	23-Jun-21	Estate of D M Davies	Refund - Rates	813.65
00608855	23-Jun-21	Mr J R Kenyon	Refund - Rates	844.07
00608857	23-Jun-21	Mrs A Alcock	Refund - Rates	183.92
Total Non Creditors Cheques				2,488.73

Payroll

PY01-25	6-Jun-21	Municipal Fund Bank Account		599,931.92
PY01-26	20-Jun-21	Municipal Fund Bank Account		603,381.73
Total Payroll				1,203,313.65

Total Payments From Municipal Fund Bank Account 7,099,283.17

7,099,283.17

Cheques Cancelled between 1-Jun-21 and 30-Jun-21 that were raised in a prior period

<u>Cheque</u>	<u>Payee</u>	<u>Raised</u>	<u>Value</u>	<u>Cancelled</u>
Municipal Fund Bank Account				
00608842	Department of Local Government Spor	10-May-21	(143.28)	10-Jun-21
			(143.28)	
			(143.28)	

Policy 117 Business Grants

Policy number	Policy 117
Policy title	Business Grants
Strategic outcomes supported	CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community. EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. S3 – An empowered community with a sense of pride, safety and belonging.

Policy objective:

To establish transparent and effective guidelines for the administration of grants to local businesses and business groups that support vibrancy, innovation and economic development.

Policy scope:

This policy applies to any party seeking funding from the Town of Victoria Park for a Business Grant.

Policy definitions:

advertised closing date is the date by which the Town of Victoria Park requires complete applications to be received for an advertised funding round.

auspice organisation means a legal entity which must take responsibility for applying, receiving, holding, administering and acquitting against a grant or funding on behalf of an unincorporated organisation or individual.

incorporated association means an association, as defined by the Associations Incorporation Act 2015 [WA], inclusive of any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the association must be used to benefit the association or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

match-funding is a requirement for the applicant to provide a specified percentage of the total amount needed to deliver the project, activity or program.

medium business is an Australian legal entity with an Australian Business Number, which has between 20 and 199 full-time equivalent employees and maximum annual turnover of \$10 million (excl. GST).

regulatory approval means an approval, licence or permit required by a government body, statutory authority or similar for the carrying out of works or activities, including but not limited to Development Approvals, Building Licences, Liquor Licences, Food Business Registration and Free Trade Area Permits.

small business is an Australian legal entity or individual with an Australian Business Number, which has 19 or fewer full-time equivalent employees and maximum annual turnover of \$10 million (excl. GST).

standard operating expenses are expenses that are core to the basic operation of a business and not directly related to delivering a unique project, activity or program.

Policy statement:

Administration of Business Grants

1. The Town of Victoria Park may administer Business Grants to support economic development objectives provided in the Economic Development Strategy.
2. Business Grants are subject to a regular budget review process and availability of funding. The Town of Victoria Park reserves the right to suspend the administration or availability of Business Grants at any time.
3. The Town of Victoria Park will advertise when it is accepting applications for Business Grants on its website and such other appropriate mediums. Applications may be accepted during set funding rounds or on an ongoing basis.
4. The Chief Executive Officer will be responsible for the operational management of Business Grants.
5. All funding provided under this policy is to be reported on in the Annual Report.
6. The Town must ensure that all documentation relating to the Business Grants, including executed agreements, is recorded, as required under the *State Records Act 2000*.

Conflicts of Interest

7. In the administration and awarding of Business Grants any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct and the Town's values.
8. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995*, *Local Government (Rules of Conduct) Regulations 2007* and *Local Government (Administration) Regulations 1996* employees and elected members with any involvement in Business Grants shall declare:
 - a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a Business Grant; and
 - b. any impartiality interests they have with any applicant for a Business Grant.
9. As is required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift related interest they must not be involved in that particular Business Grants application. If:
 - a. this is as a member of a panel, they must not participate in the panel and the CEO should appoint another person as a member of the panel;
 - b. as an employee who awards or assesses applications for a grant, the application must be referred to another appropriate employee who can award or undertake the assessment for the grant; and
 - c. the application is referred to a committee or Council, in accordance with the requirements of the Act.
10. Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

Eligibility

11. Any party wishing to apply for a Business Grant must:
 - a. hold Public Liability insurance of \$10 million; and
 - b. own or hold the appropriate permission to use any intellectual property associated with the proposed project, activity or program; and
 - c. meet any additional eligibility criteria for the Business Grant category being applied for.
12. The following ineligibility criteria apply to all Business Grants administered under this Policy:
 - a. The applicant has an outstanding debt to the Town of Victoria Park;
 - b. The applicant has failed to submit a satisfactory acquittal for a previous Business Grant (including COVID-19 Business Grants) or Community Grants Program;
 - c. The applicant has failed to comply with the operational Terms and Conditions of the Business Grant being applied for;
 - d. The applicant has previously received any type of grant from the Town of Victoria for the same project; or
 - e. The applicant is a Town employee or Elected Member.

Business Grants Categories and Assessment Criteria

13. The Business Grants program will be subject to annual review. At each review, it will be determined:
 - a. The category or categories of Business Grants that will operate for that financial year, having regard for the objectives of the Economic Development Strategy or economic development objectives of any other adopted strategic plan; and
 - b. For each category of Business Grants:
 - i. The category objective;
 - ii. Assessment criteria;
 - iii. Any additional eligibility or ineligibility criteria;
 - iv. Maximum value;
 - v. Whether match-funding will be required; and
 - vi. Whether applications will be accepted on an ongoing basis or in set funding rounds.
14. The parameters in clause 13 will be published on the Town's website and within an information pack for applicants prior to the opening of any Business Grant round.
15. In addition to the specific assessment criteria for each Business Grant category determined in accordance with clause 13, the following assessment criteria will apply to all Business Grants:
 - a. The proposed project, activity or program occurs within, or substantially benefits economic development outcomes within, the Town of Victoria Park local government area;
 - b. The applicant can demonstrate the feasibility of the proposed project, activity or program and their capability to successfully deliver the proposed project, activity or program; and
 - c. The proposed project, activity or program is a discrete piece of work and is not, in the opinion of the Town of the Victoria Park, a standard operational expense.

Approval Process

16. The Town of Victoria Park will only assess applications that are:
 - a. Received from applicants meeting the eligibility requirements laid out in this policy; and
 - b. Received by any advertised closing date.
17. The Town of Victoria Park will convene a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and Assessment Criteria laid out in this policy.

18. It is the applicant's responsibility to demonstrate in their application how the proposed project, activity or program meets the Assessment Criteria for the category of Business Grant being applied for.
19. The Town of Victoria Park reserves the right to:
 - a. Refuse a grant application, having regard for availability of funds and/or which applications best satisfy the Assessment Criteria;
 - b. Offer partial-funding of a grant application, having regard for availability of funds, match-funding, which applications best satisfy the Assessment Criteria, and ability of the applicant to deliver the proposal with partial-funding; and
 - c. Not award any Business Grants where no applications received are considered to adequately satisfy the Assessment Criteria.
20. The Town of Victoria Park reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town of Victoria Park's Vision, Mission or Values, or bring the Town of Victoria Park's brand or reputation into disrepute, at its discretion.
21. Where a proposed project, activity or program requires a regulatory approval to commence, the Town of Victoria Park may, at its discretion, award a Business Grant subject to the required regulatory approvals being obtained prior to the commencement of the proposed project, activity or program, and within a timeframe to be specified by the Town of Victoria Park.
22. The Town of Victoria Park will notify applicants of its decision within 30 business days of the advertised closing date or receipt of a complete application, whichever is the later.
23. The Chief Executive Officer may approve an application for a Business Grant for \$15,000 or less. Applications which exceed \$15,000 will be referred to Council for determination where deemed appropriate by the Chief Executive Officer, and dependent upon available funding.

Acquittal Terms

24. Recipients will be required to acquit the funds within six weeks of the completion of the project, activity or program.
25. Recipients may be required to provide photographs and/or written testimonials for use by the Town of Victoria Park to promote the Business Grants program and local economy.

Related documents

Practice 117.1 Business Grants (UNDER PREPARATION)

Responsible officers	Place Leader – Economic Development
Policy manager	Manager Place Planning
Approval authority	Council
Next evaluation date	TBC

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1					



City of Perth

Small Business Grants Program

2019-2020



The City of Perth Strategic Community Plan 2029

Whilst Perth has a rich history as an older civilisation, it is a young city in comparison to other capital cities throughout the world. The feedback received from the City's community indicated that it wants to be a part of a city that is a great place for people to live, work and visit. The community want the city to be seen as a beautiful and connected place that provides vibrant, diverse and friendly experiences. Perth should be seen not only as a city that is bold and progressive in its way of life but also have the sense of distinctiveness that people can confidently promote. A community that knows itself and one that delivers a unique experience that is Perth.



THE VISION FOR PERTH IS:

Vibrant, connected, progressive.



Social – A vibrant, liveable and inclusive city

Aspiration: Liveable, vibrant city where people want to work, live and visit. A safe and activated city that celebrates its diversity, sense of community and unique cultural, sporting and lifestyle choices.



Economic – A prosperous city

Aspiration: A city with a diverse and resilient economy capitalising upon its unique competitive advantages and innovative reputation, attracting sustainable investment in tourism, entertainment, commerce, technology and trade.



Built Environment – A well planned and attractive city

Aspiration: A well planned and functional built form, promoting world class architecture, appreciation of heritage, diversity of land use and a sustainable, affordable and accessible integrated transport system.



Natural Environment – an environmentally sustainable city

Aspiration: We protect and enhance the environment and the connection between the built and natural environment. A city that respects, protects and fosters its natural environment, embraces the principles of sustainability, and acknowledges the causes and impacts of our changing climate.



Leadership – a competent and aligned city

Aspiration: A City committed to good governance, excellence in customer service and effective and sincere engagement with all stakeholders. A City that embraces the objects of the City of Perth Act 2016 and acknowledges the social, economic, cultural and civic role it plays as the Capital City of WA.

Introduction

The City of Perth has undergone significant transformation in recent years in positioning itself as a thriving centre of business, continued employment and economic growth.

The City of Perth recognises that small business makes a huge contribution to the vibrancy and energy of the City, and therefore looks to encourage our small businesses to thrive by seeking out new opportunities and developing initiatives to grow.

The City of Perth aims to engage and work with businesses in the City of Perth local government area who are contributing to Perth's vibrancy, sustainability, growth and employment prospects.

The vision is underpinned by a series of strategic priorities in order to deliver our community's goals.

The Economic strategic priority is supported by

Grant Categories

1

SMALL BUSINESS GRANT

Up to \$5,000

2

MOBILE TRADING
SUPPORT GRANT

Up to \$2,000

the community's goal to achieve 'a prosperous city', with a vibrant and diverse economy. This goal aims to position the city as a leader for diversity and excellence in business, tourism, education, technology and trade.

Applications should be aligned to and clearly meet the community goals and outcomes of the Strategic Community Plan.



04

1 SMALL BUSINESS GRANT

Image: Caption here

Eat Drink Raw



Types of Projects Supported

The Small Business Grant program has been developed to encourage businesses within the City boundaries to develop capacity, invest in their premises, encourage community visitation and ultimately build sustainability. The City of Perth encourages applicants who have a sound business idea and who can demonstrate the capability to implement it.

The City welcomes proposals that:

- encourage the establishment, growth and retention of sustainable businesses;
- create employment opportunities and increase business investment in the city;
- encourages the night time economy;
- build resilience in a small business and improve ability to respond to market conditions; and
- support innovative businesses that demonstrate solid market potential and a sound business model, including financial viability.

Examples of the types of initiatives the City may consider are:

- shop/office fit-outs or refurbishments;
- establishment or improvement of outdoor dining areas;

- activation of underutilised spaces;
- building façade improvements where there is interface with the public realm;
- improvement of safety and security including CCTV and passive security measures;
- new offerings or experiences to the city;
- extension of retail hours activity to leverage the night economy; and
- staff training and skills development.

The City is unable to provide funding for:

- staff wages;
- rent;
- utilities;
- consumables;
- relocatable equipment;
- standard operational equipment; and
- advertising/marketing campaigns.

If your initiative is not listed above, please contact a City of Perth Business Support Officer to discuss your project prior to applying to ensure eligibility.

Eligibility

Before you continue, please check the criteria below to determine if your business is eligible for a Small Business Grant. Applicants who do not meet the requirements or do not provide the relevant documentation will not be considered.

To be eligible to receive a Small Business Grant from the City of Perth, applicants must:

- be an Australian legal entity or an individual with an Australian Business Number (ABN);
- have submitted the application not less than six weeks from the project commencement date;
- have a commercial lease agreement within the City of Perth local government area, with a minimum of two years remaining or own the property;
- have 20 or fewer employees or maximum turnover of \$2 million excl. GST (as per the Australian Tax Office and Australian Bureau of Statistics definitions of a small business);
- hold the rights to the intellectual property for your product and/or service;
- have all appropriate insurances and licenses;
- apply through the City's approved online management portal, SmartyGrants (perth.smartygrants.com.au).

The City will not consider applications from:

- the Commonwealth, State or any Government Agency;
- an employee of the City of Perth;
- an individual without an Australian Business Number (ABN);
- an applicant that has outstanding debts to the City of Perth;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- an applicant that has already applied for City of Perth funding for the same activity within the same financial year and been declined;
- An applicant that has already received City of Perth funding for the same activity within the same financial year
- unincorporated associations, branches, franchisees or subsidiaries of larger companies;
- online businesses or businesses operating from home or virtual/serviced offices;
- businesses that have an adverse effect on public health, safety, the environment, or heritage;
- businesses proposing one-off events, temporary or short-term projects;
- businesses proposing to purchase basic operational equipment, consumables and/or standard office equipment;
- an applicant that has received a City of Perth Small Business Grant in the current or previous financial year; or
- an applicant that has received a Business Improvement Grant in the current or previous financial year.

Note: Businesses receiving funding from the State and/or Federal Government remain eligible to apply for a Small Business Grant.



Application and Assessment Process

Applicants should receive notification of the outcome of an application within six weeks of receipt of application.

The City reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the criteria.

The City receives more funding applications than it can support. Therefore, successful applications are those that best satisfy the assessment criteria.

ASSESSMENT CRITERIA

All applications will be assessed against the below criteria. It is essential that the application addresses a minimum of two criteria. Businesses are required to explain how their project will meet the criteria.

1. Community benefit

- Does the project provide improvements to the amenity of the public realm?
- Does the project provide activation of underutilised or vacant spaces?
- Does the project contribute to improvements to public safety and security?
- Does the project provide a unique retail experience?

Does the project encourage visitation to the City?

Does the project diversify the night-time economy?

2. Business sustainability and economic development

- Does the project create employment opportunity?
- Does the project build business resilience and/or enable the business to become more responsive to market conditions?
- Does the project increase business investment in the city?

3. Point of difference

- Does the project reflect new or innovative practices or involve new collaborations?

Businesses should also demonstrate the feasibility of the project with a realistic budget and ability to deliver the project within the specified timeline.

A business and marketing plan may benefit your application however may not be necessary for all projects.

Funding Limits and Grant Terms

Grants of up to \$5,000 (excluding GST) are available.

- A minimum of two quotations will be required to accompany your application for any suppliers you will need to engage for the project. Any staff training/development must be sourced from an accredited registered training provider (RTO)..
- Approved projects must be completed and acquitted in the current financial year.

Closing Dates and How to Apply

The application period will commence on 1 July 2019 and will be open year-round until all funding has been allocated for the financial year.

All applications must be submitted electronically via the City's online grant management system SmartyGrants. Applications not received through SmartyGrants will not be considered.

Go to perth.smartygrants.com.au to register an account and complete your application.

② MOBILE TRADING SUPPORT GRANTS



Types of Projects Supported

These one-off grants are intended to support the City's bricks and mortar businesses to engage with independently operated events taking place throughout the city. The purpose of this grant is for businesses to build further sustainability by getting involved in mobile trading at city events, it is not intended for the business to undertake its own events.

Examples of the types of projects the City may consider are:

- portable bar equipment;
- portable kitchen equipment;
- food carts/trucks;
- signage; and
- staff uniforms.

The City is unable to provide funding for:

- staff wages;
- event fees/licences;
- utilities;
- rental equipment;
- consumables; and
- promotional material.

If your initiative is not listed above, please contact a City of Perth Business Support Officer to discuss your project prior to applying to ensure eligibility.

Eligibility

Before you continue, please check the criteria below to determine whether your business is eligible for a grant. Applicants who do not meet the requirements or do not provide the relevant documentation will not be considered.

To be eligible applicants must:

- be an Australian legal entity or an individual with an Australian Business Number; and
- have submitted the application not less than six weeks from the event commencement date;
- be located within the City of Perth local government area with a minimum of two years remaining on their commercial lease or own the property;
- have 20 or fewer employees or maximum turnover of \$2 million excl. GST (as per the Australian Tax Office and Australian Bureau of Statistics definitions of a small business);
- be participating in an event taking place within the City of Perth Local Government Area;
- have all appropriate insurances and licenses;
- apply through the City's approved online management portal, SmartyGrants (perth.smartygrants.com.au).

The City will not consider applications from:

- the Commonwealth, State or any Government Agency;
- an employee of the City of Perth;
- an applicant that has outstanding debts to the City of Perth;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- an applicant that has previously received a City of Perth Mobile Trading Support Grant;
- unincorporated associations, branches, franchisees or subsidiaries of larger companies;
- online businesses or businesses operating from home or virtual/serviced offices;
- businesses that have an adverse effect on public health, safety, the environment, or heritage;
- businesses proposing to purchase basic operational equipment, consumables and/or standard office equipment;
- an applicant that has already applied for City of Perth funding for the same activity within the same financial year and been declined.

Image: Caption here



Assessment process and timing

Applicants should receive notification of the outcome of an application within six weeks of receipt of application.

The City reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the criteria.

The City receives more funding applications than it can support. Therefore, successful applications are those that best satisfy the assessment criteria.

ASSESSMENT CRITERIA

All applications will be assessed against the below criteria. It is essential that the application addresses a minimum of two criteria.

Community benefit

- Does the project contribute towards increased hospitality and activation in the city?

Business sustainability and economic development

- Does the project increase opportunities for the business to promote its City of Perth premises?
- Does the project increase employment opportunity?
- Does the project build business resilience and/or enable the business to become more responsive to market conditions?

Businesses should also:

- provide details of engagement with event organisers to demonstrate participation in an upcoming event to be held in the City of Perth local government area; and
- demonstrate how the grant will benefit your businesses (intention to use equipment on an ongoing basis).

Funding Limits and Grant Terms

Grants of up to \$2,000 (excluding GST) are available.

A minimum of two quotations will be required to accompany your application for any suppliers you will need to engage for the project. Equipment purchased using grant funding must be clearly branded with the business name/logo for promotional purposes.

Applicants must obtain all the relevant licences, insurances or permits related to the project when applying for a Small Business Grant before the funding can be provided.

Closing Dates and How to Apply

The application period will commence on 1 July 2019 and will remain open year-round until all funding has been allocated for the financial year.

All applications must be submitted electronically via the City's online grant management system SmartyGrants. Applications not received through SmartyGrants will not be considered.

Go to perth.smartygrants.com.au to register an account and complete your application.



Other Important Information

Information for successful applicants

If you are successful with your application, you will be notified in writing and will be asked to sign a letter of agreement which will include but is not limited to:

Payment terms

All funded projects (excluding training) must be completed within four months of the date of the grant approval, or by the end of the financial year, whichever is first.

Recipients must complete and submit a Claim Form (to be provided to the recipient on grant approval) before the end of the financial year (30 June 2019). Invoices and receipts evidencing that the grant money was spent on approved items and was spent after the grant was approved (not before) must be submitted with the Claim Form.

Recipients are required to engage with the City of Perth to provide updates on the use of the grant money (when/if required).

Variations

Changes to the project being funded must be by agreement with the City in writing only. Supporting documentation may be requested by the City before a variation is considered.

Permits and approvals

Funding is subject to the applicant obtaining all relevant permits and approvals.

Acquittal Terms

Acquitting a grant means accurately reporting on the funded activities and the expenditure of City of Perth funding. Recipients must provide before and after photographs of the project undertaken using the grant funding, along with a short testimonial that will be used for promotional purposes.

Business recipients must acknowledge and promote the City of Perth's funding support on promotional material and/or agree to a publicity opportunity arranged by the City of Perth.

Business recipients must allow the City of Perth to publicise information about their business in promotion of the City's Business Support, Grants and Sponsorships Program.

Other funding

GrantFinder.gov.au

Image: Caption here



Frequently Asked Questions

1

How will I know if my application has been successful?

A Business Support Officer will contact you within six weeks after the application is submitted to inform you of the outcome.

2

How long does it take to receive the funding once my grant is approved?

Payments are made 30 days from the end of the month in which an invoice is received by the City. For example, if the invoice is received in August, the payment will be scheduled for the end of September.

3

Can I claim GST?

Yes. GST should be included on your invoice to the City when claiming your grant.

4

Can I claim retrospectively for projects already completed?

No. Grants will not be paid retrospectively for projects that have already started or completed. Applications must be submitted before the project commences.

The Local Context

The City of Perth is progressing a city neighbourhood planning approach, in which six distinct city neighbourhoods are defined. The city's neighbourhoods are Central Perth, Northbridge, West Perth, East Perth, Claisebrook and Crawley-Nedlands. Each of these neighbourhoods have distinct identities, opportunities and challenges, which this neighbourhood approach will work towards addressing.

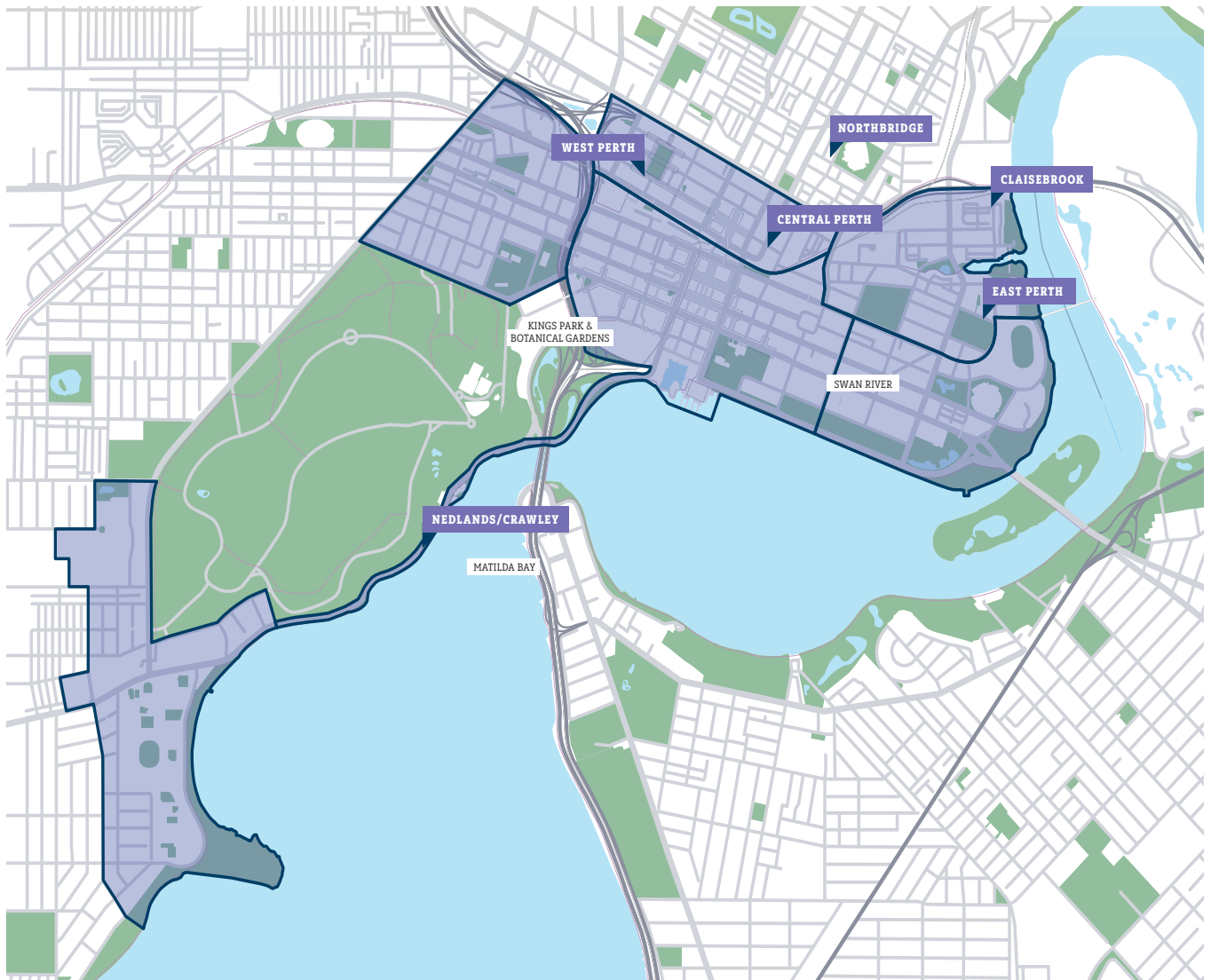
Disability Access and Inclusion

Access and inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

To the extent that it is practicable, the applicant is required to provide universal access to sponsored events, as outlined in the City of Perth's Disability Access and Inclusion Plan. The applicant will need to be able to provide a copy of their Disability Access and Inclusion Plan for the sponsored project if requested.

You will be required to report on accessibility of your project on the conclusion of your project as part of the acquittal report.

A copy the Disability Services Commission's Guide to Disability Access and Inclusion Plans for Local Government Contractors is available for download at: www.disability.wa.gov.au/business-and-government/business-and-government/disability-access-and-inclusion-plans/



Canvassing of Elected Members

If prior to the determination of funding by the Council or Committee, an applicant (or any agent) canvasses any Elected Member of the City of Perth, or attempts to provide additional information, either directly or indirectly, on any matter relating to the sponsorship or grant to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.

In the event supplementary information is requested to be provided to Elected Members, please contact your Business Support Officer to disseminate this.

Contact Us

BUSINESS SUPPORT OFFICER Business Support and Sponsorship

@ business@cityofperth.wa.gov.au

(08) 9461 1518

Information on other sponsorship and grant programs offered by the City of Perth can be accessed here: perth.wa.gov.au/council/grants-and-sponsorships



City of Perth

COVID-19 REBOUND

Grants and Sponsorship Program

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Introduction

COVID-19 has had a profound impact on the Perth community. The City's COVID-19 Grants and Sponsorship Program has been developed to ensure Perth is positioned to rebound quickly and to support the future wellbeing and prosperity of our city.

As outlined in the City of Perth's COVID-19 Rebound Strategy, the City is committed to supporting initiatives that assist our business and residential communities to rebound from the COVID-19 pandemic.

The objectives of the COVID-19 Grants and Sponsorship Program are to:

- support local businesses to recover, rebound and prosper;
- drive local visitation and tourism into the city in ways that are safe;
- enhance vibrancy and activation in the city, ensuring there is 'always something on in the city'; and
- support community wellbeing, safety and security and increase community connection and social cohesion.

A comprehensive business support program will assist local businesses to survive rebound. The Quick Response Small Business Grants funding is to support built form improvement projects, lane-way activation and upgrades and precinct improvements, ensuring local businesses can respond to immediate needs and opportunities.

The City's economy will be assisted through strategic investment in key industry sectors which have

been significantly affected by the pandemic including tourism, retail and hospitality, health, property and education.

Community wellbeing is a core focus of the program as the City recognises that community-led programs build strong and resilient communities and can address key issues at a local level to make our city a better place in which to live, work and visit. The City aims to support programs which build strong, connected and inclusive communities and deliver practical and sustainable outcomes.

Investment in events and other arts and cultural activities are critical to ensure Perth is recognised as a vibrant and dynamic Capital City and to foster an events calendar with widespread appeal that creates a feeling of safety and vibrancy within the city, encourages people to support local businesses, and enhances the city's reputation as a great place to be.

The City of Perth aims to innovate and collaborate with our cultural sector community and stakeholders to position Perth as a destination of choice. Quick Response Grants to support the events & activations and the arts & cultural industries will help to build sector capacity and drive visitation into the City's retail and hospitality precincts.

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First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Strategic 2019-2029 Community Plan

VISION: VIBRANT, CONNECTED, PROGRESSIVE



1 People

A safe, activated and welcoming city that celebrates its diversity and sense of community, providing unique educational, cultural, sporting and lifestyle offerings.



2 Place

A well-planned and functional built form environment, promoting world class architecture, appreciation of heritage, diversity of land use and a sustainable, affordable and accessible integrated transport system.



3 Planet

A city that respects, protects and fosters its natural environment, embraces the principles of sustainability and acknowledges the impacts of our changing climate.



4 Prosperity

A city with a diverse and resilient economy capitalising upon its unique competitive advantages and creative reputation, attracting sustainable investment in education, tourism, entertainment, commerce, technology and trade.



5 Performance

A city led by a Council and supported by an administration that is committed to sound strategy and governance, excellence in customer service and effective and sincere engagement with all stakeholders.



6 Partnership

A City that has earned the respect and support of the local industry through strong partnerships with state bodies, industry and community groups and other key stakeholders.

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Eligibility Criteria

All applications for Grants and Sponsorships with the City of Perth must meet the following eligibility criteria. Additional criteria may apply for individual programs and these are listed under the relevant section.

To be eligible to receive sponsorship or grants funding from the City, the applicant must:

1. be a legally constituted entity with an Australian Business Number (ABN) or an applicant that is under the auspice of an Australian legal entity;
2. have all appropriate insurances and licenses;
3. offer a project or initiative within the City of Perth local government area; or
4. if not within the City of Perth local government area, the project or initiative demonstrates a direct impact on the City of Perth meeting its goals under the Strategic Community Plan; and
5. be able to demonstrate financial viability without the City's funding (an individual event or project may not be viable without the City's support, however the organisation must be).

The City will not consider applications from:

- the Commonwealth, State or any Government Agency;
- an employee of the City of Perth;
- an individual without an Australian Business Number;

- an applicant that has outstanding debts to the City of Perth;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- an applicant that has already received City of Perth funding (including in-kind) for the same project within the same financial year;
- an applicant that has already applied for City of Perth funding (including in-kind) for the same project within the same financial year and been refused; and
- an applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the City of Perth.

The City of Perth will not support:

- events or projects where the primary purpose is political;
- events or projects that denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage; and
- reimbursement of funds already spent.

The City of Perth will support project funding only and will not support recurrent funding or wages and salaries or administrative overheads.

Further details on eligibility and requirements can be found in the City's Sponsorship Policy at <https://www.perth.wa.gov.au/council/reports-and-important-documents/local-laws>

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www.perth.wa.gov.au/live-and-work/grants-and-sponsorship



How to Apply

All applications must be submitted through the City's approved online management portal, SmartyGrants (<http://perth.smartygrants.com.au>).

More information about grants and sponsorship opportunities offered by the City of Perth is available at <https://www.perth.wa.gov.au/live-and-work/grants-and-sponsorship>.

You are required to discuss your application with a City Sponsorship Officer prior to submission to ensure you are applying in the most suitable program.

Assessment Process

Your application will be assessed against the assessment criteria outlined. Applications are assessed in a competitive environment against other applications received in the relevant category.

The City of Perth regularly receives more funding applications than the available budget allows. Therefore, successful applications are those that best satisfy the assessment criteria.

The City of Perth reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the eligibility criteria.

Applications are assessed by a minimum two-person assessment panel which may recommend full, part or no funding. This decision is carefully considered with the view

of maintaining the integrity of the proposal.

The City of Perth must comply with the Local Government Act in regards to making information available to the general public. An assessment of your application will form part of the Council Report which is made publicly available on the City of Perth website and subject to potential Freedom of Information (FOI) requests. Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive so as to protect trade secrets, information that has commercial value, or information about the business, professional, commercial or financial affairs of a person, so this information can be treated as Commercial-in-Confidence.

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Contact a City of Perth Sponsorship Officer to discuss your application

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Program Overview

Summary	May be suitable for you if you are a
Business Support and Economic Development	
Small Business Quick Response Grants Grants of up to \$5,000 to assist small businesses develop, adapt and grow.	<ul style="list-style-type: none"> Small business in the City of Perth with fewer than 20 employees or maximum annual turnover of up to \$10 million.
Business Improvement Grants Grants to businesses to support capital works, improvements or enhancements that would benefit the broader Perth community.	<ul style="list-style-type: none"> Property owner or business operator in the City of Perth local government area.
Economic Development Sponsorship Funding to support projects which drive growth in a key economic sector through investment attraction, international business development, sector collaboration or capacity building.	<ul style="list-style-type: none"> Proposing a project or initiative which would promote the economic development of a key sector in the City of Perth.
Arts & Culture	
Arts and Cultural Quick Response Grants Grants of up to \$5,000 to support grassroots arts and cultural activity.	<ul style="list-style-type: none"> Small to medium arts organisation or individual arts practitioner.
COVID-19 Rebound Arts and Cultural Sponsorship As per advertised 2020/21 Arts Grants & Sponsorship and Major Events & Festivals programs, within a COVID-19 Rebound context.	<ul style="list-style-type: none"> Organisation that identify the arts as their primary purpose
Events & Activation	
Events and Activation Quick Response Grants Grants of up to \$5,000 to support small scale events and activations in the city.	<ul style="list-style-type: none"> Community group or event organiser.
Event Sponsorship Sponsorship to encourage a vibrant and diverse annual calendar of events in Perth.	<ul style="list-style-type: none"> Community group or event organiser.
Community Wellbeing	
Community Wellbeing Grants Grants of up to \$20,000 (or higher by exceptional circumstances) to support community programs and services that build strong, connected and inclusive communities.	<ul style="list-style-type: none"> Not for profit, community group, neighbourhood group or social enterprise running a service or program in the City of Perth.
Precinct Improvement	
Precinct Improvement Matched Funding Grants Matched Funding to support projects that involve significant improvements to the public realm (or private realm that is accessible and visible to the public).	<ul style="list-style-type: none"> Incorporated, not-for-profit association established for the purpose of promoting the interests of a local community.

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Small Business Quick Response Grants

Introduction

The City is committed to helping the local business community recover and rebound from the effects of COVID-19.

The City of Perth recognises that small business makes an enormous contribution to the vibrancy and energy of the city, and therefore looks to encourage our small businesses to thrive by seeking out new opportunities and developing initiatives to grow. This program will fund measures that will assist businesses to reopen and adapt following the COVID-19 pandemic.

The Small Business Quick Response Grant program has been developed to encourage businesses within the City boundaries to develop capacity, invest in their premises, encourage community visitation, attract new customers, build exposure and ultimately be a financially sustainable business.

The City of Perth aims to engage and work with businesses in the City of Perth local government area who are contributing to Perth's vibrancy, sustainability, growth and employment prospects.

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Types of Projects Supported

The City of Perth encourages applicants who have a sound business idea and who can demonstrate the capability to implement it.

The City welcomes proposals that:

- encourage the establishment, growth and retention of financially sustainable businesses;
- create employment opportunities and increase business investment in the city;
- encourage the ongoing development of the night time economy and shoulder activity periods (6am-8am & 6pm -8pm);
- build resilience in a small business and improve ability to respond to market conditions; and
- support innovative businesses that demonstrate solid market potential and a sound business model, including financial viability.

Examples of the types of initiatives the City may consider are:

- improvement of safety and security including CCTV and passive security measures such as enhanced lighting;
- new offerings or experiences to the city;
- projects that have an impact on the surrounding precinct;
- extension of retail hours activity to leverage the night economy;
- staff training/skills development;
- business marketing & professional service support;
- minor capital works such as fit-outs, façade improvements and access improvements; and
- establishment or improvement of outdoor dining areas; activation of underutilised spaces.

To assist with COVID-19 Rebound, the following items will also be considered on a temporary basis:

General safety and hygiene supplies

- safety screens, barriers, railings;
- cleaning supplies;
- safe distancing decals for internal or external use;
- external thermometers, hand sanitisers, masks; and
- security guard services to assist with shopfront management.

Contracting services

- cleaning services;
- visual merchandising services;
- social media services and social analytics;
- store counters / pedestrian counters;
- rebranding, purchase of new packaging, setting up e-commerce platform; and
- marketing & promotion (professional services).

Additional basic infrastructure

- outdoor dining expansion (extra furniture);
- internal furniture; and
- approved signage.

The City is unable to provide funding for:

- staff wages;
- rent;
- utilities;
- consumables;
- relocatable equipment;
- standard operational equipment; and
- advertising.

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Eligibility

To be eligible to receive a Small Business Quick Response Grant from the City of Perth, applicants must meet all of the Eligibility Criteria listed on page 6 of these Guidelines.

In addition to the above, to be eligible the applicant must either:

- 1.1. own the property; or
- 1.2. have a commercial lease agreement within the City of Perth local government area and be able to demonstrate commercial tenure of at least three months; or
- 1.3. demonstrate commitment to signing a lease within the City of Perth local government area, noting a Small Business Quick Response Grant will not be paid out until the lease is signed.

Applications from businesses operating within the City of Perth that do not meet the above conditions can be considered in exceptional circumstances where an ongoing economic benefit to the city can be demonstrated.

An applicant must:

- 1.4. have 20 or fewer employees or maximum annual turnover of up to \$10 million excl. GST (as per the Australian Tax Office and Australian Bureau of Statistics definitions of a small business);
- 1.5. hold the rights to the intellectual property for your product and/or service; and
- 1.6. have all appropriate insurances and licenses.

The City will not consider applications from:

- unincorporated associations, branches, franchisees (with more than four West Australian outlets) or subsidiaries of larger companies;
- online businesses or businesses operating from home or virtual/ serviced offices;
- businesses that have an adverse effect on public health, safety, the environment, or heritage;
- businesses proposing one-off events, temporary or short-term projects;
- businesses proposing to purchase basic operational equipment, consumables and/ or standard office equipment;
- an applicant that has received a City of Perth Small Business Grant in the current or previous financial year; or
- an applicant that has received a Business Improvement Grant in the current or previous financial year.

Grants will not be paid retrospectively for projects that have already started or been completed. Applications must be submitted before the project has commenced.

Note: Businesses receiving funding from the State and/or Federal Government remain eligible to apply for a Small Business Quick Response Grant.

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Application Process

The City of Perth will accept an application for a Small Business Quick Response Grant at any time, however decisions will be made on a case by case basis in line with budget and strategic priorities.

The City of Perth reserves the right to close the program once the available budget has been exhausted.

A minimum of two quotations will be required to accompany your application for any suppliers you will need to engage for the project. Any staff training/development must be sourced from an accredited registered training provider (RTO).

Approved projects must be completed and acquitted in the current financial year.

Funding Limits

Grants of up to \$5,000 (excluding GST) are available.

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Assessment Criteria

All applications will be assessed against the below criteria. It is essential that the application addresses a minimum of two criteria.



Community Benefit

- Does the project provide improvements to the amenity of the public realm?
- Does the project provide activation of underutilised or vacant spaces?
- Does the project contribute to improvements to public safety and security?
- Does the project provide a unique experience?



Business Sustainability & Economic Development

- Does the project create or retain present employment opportunities in the city?
- Does the project build business resilience and/or enable the business to become more responsive to market conditions?
- Does the project increase business investment in the city?
- Does the project encourage visitation to the city?
- Does the project diversify the economy?
- Does the project impact the night-time economy or shoulder activity periods (6am-8am & 6pm -8pm)?



Point of Difference

- Does the project reflect new or innovative practices or involve new collaborations?

Businesses should also demonstrate the feasibility of the project with a realistic budget and ability to deliver the project within the specified timeline. A business and marketing plan may benefit your application however may not be necessary for all projects.

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Notification

Applicants will be notified within six weeks of the outcome of their application.

Letter of Agreement

All successful applicants will be required to sign a Letter of Agreement outlining the funding terms.

Payment Terms

Reimbursement of an approved grant will only occur upon the submission of official tax invoices and receipts demonstrating that the business has expended the funds and the project has been completed.

All funded projects (excluding training) must be completed within four months of the date of the grant approval, or by the end of the financial year, whichever is first.

Recipients must complete and submit a Claim Form (to be provided to the recipient on grant approval) before the end of the Financial Year (30 June 2021). Invoices and receipts providing evidence that the grant money was spent on approved items and was spent after the grant was approved (not before) must be submitted with the Claim Form. Recipients are required to engage with the City of Perth to provide updates on the use of the grant money (when/if required).

Payments are made 15 days from the end of the month in which an invoice is received by the City.

Variations

Changes to the project being funded must be by prior agreement with the City in writing only. Supporting documentation may be requested by the City before a variation is considered.

Permits and Approvals

Funding is subject to the applicant obtaining all relevant permits and approvals. The provision of the grant does not replace the requirements and processes for development and planning approvals.

Acquittal

Acquitting a grant means accurately reporting on the funded activities and the expenditure of City of Perth funding.

Recipients must provide before and after photographs of the project undertaken using the grant funding, along with a short testimonial that will be used for promotional purposes.

Recipients must acknowledge and promote the City of Perth's funding support on promotional material and/or agree to a publicity opportunity arranged by the City of Perth.

Recipients must allow the City of Perth to publicise information about their business in promotion of the City's Grants and Sponsorships Programs.

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Business Improvement Grants

Introduction

The City of Perth recognises that businesses and business activity contribute to the vibrancy and energy of the city. The ability to generate new ideas and turn those ideas in to profitable business ventures is critical to drive Perth's COVID-19 rebound, competitive advantage and economic growth.

The Business Improvement Grants Program aims to stimulate and encourage diverse inner-city commerce by supporting new and established local businesses to improve precinct amenity, stimulate business activity and provide direct benefits to the City of Perth community.

"Business Improvement" for the purposes of this Grant, involves improving the economic capacity of a business and/or a property to attract business activity and provide strategic community benefit and an enhanced end-user experience with a focus on the private-public realm interface.

Funding Categories

Grants will be considered in one competitive funding round in the 2020/21 Financial Year, for business improvement projects or initiatives within the City of Perth local government area.

There are two funding categories

1. Up to \$10,000 (ex GST) - Non-matched funding
2. Up to \$20,000 (ex GST) - Matched funding

Types of Projects Supported

The following types of projects or initiatives are eligible for Business Improvement Grants:

- Capital works, such as:
 - façade and/or awning (shop front) repairs and upgrades;

- retail/office fit-outs or refurbishments;
- works providing amenity to, and/or improvements interfacing the public and private realm;
- works required for fire, service and access upgrades to comply with Building Code of Australia requirements;
- lighting projects that achieve aesthetic and amenity outcomes;
- professional fees (payable only after granting of occupancy certificate, or that demonstrate significant progress or enhancement towards achieving occupancy with public benefit opportunities);
- improvements to safety and amenity of a locality or property, including installation of approved security devices and/or alarm systems, CCTV, security lighting and anti-graffiti treatment;
- activation of underutilised space and/or adaptive re-use of a property e.g., vacant upper floors, basements, rooftops and laneways; and
- accredited acoustic audits for eligible venues seeking to offer live music and performance programs.

Items not Supported:

- business operating costs (e.g., staff wages, rent and utilities);
- consumables (e.g., food and office stationery);
- relocatable equipment (e.g., coffee machines and computers);
- standard operating equipment (e.g., cash registers and EFTPOS facilities); or
- advertising and/or marketing campaigns.

If your project is not listed above, please contact the City of Perth to discuss your project prior to applying in this program.

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More information:

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Eligibility

To be eligible to receive a Business Improvement Grant from the City of Perth, applicants must meet all of the Eligibility Criteria listed on page 11 of these Guidelines.

In addition, a business must:

- 1.7. be one of the following:
 - a legally constituted entity;
 - be an individual or business with an Australian Business Number (ABN);
- 1.8. have a demonstrated investment in the city such as:
 - an unconditional lease arrangement for a space within the City of Perth local government area, extending at least two years from the time the application is submitted; or
 - an owner of a property located within the City of Perth local government area, who is undertaking development to attract business tenants and employment outcomes for the city;
- 1.9. offer a project or initiative within the City of Perth local government area;
- 1.10. have all appropriate insurances, permits and licenses or can demonstrate that all relevant paperwork for these processes have been lodged with the relevant authorities.

The following applicants or applications are ineligible:

- an individual without an Australian Business Number (except for a property owner undertaking development to attract business tenants and employment outcomes for the City);
- applications for unincorporated associations, branches, large and/or established franchisees or subsidiaries of larger companies (exceptions can be considered in instances where the applicant can demonstrate there is a strong alignment to the objectives of the City of Perth Strategic Community Plan);
- if there is more than one application relating to the same business or property, unless there is a strata lease arrangement in place;
- applications for online businesses or businesses operating from home or virtual/ serviced offices/co-working spaces;
- applications for businesses that have an adverse effect on public health, safety, the environment and/or heritage;
- applications for one-off events, temporary or short-term projects; and
- an applicant with prior record of non-compliance with City of Perth Environmental Health requirements.

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Key Dates

ROUND 1

Applications open

29 July 2020

Application deadline

31 August 2020, 4pm AWST

Notification of decision

After 27 October 2020

Assessment Criteria

Applications should clearly outline the extent to which the project or initiative:

- assists in job retention or creation;
- improves the streetscape and/or the overall desirability of the locality in which its located;
- improves Perth's competitive advantage or provides strong point of difference allowing positive publicity & promotion of Perth;
- improves the built form outcomes relating to one or more of the City of Perth's sectors such as:
 - retail;
 - food and beverage;
 - tourism;
 - commercial property;
 - placemaking;
 - education;
 - student accommodation;
 - medical research;
 - resources and energy; or
 - innovation.
- provides community benefit;
- demonstrates strong market potential through realistic planning and budgeting; and
- will be completed within the timeframe required to acquit grant funding (this can be assessed by including evidence of engagement with statutory planning and building approval processes within the overall schedule of works).

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Documentation

Your application must include the following documentation to assist with the assessment of your application:

- project scope (including description, design plans and schedule of works);
- business plan (demonstrating financial viability of business undertaking project or initiative);
- documentation supporting demonstrated investment in the city such as:
 - an unconditional lease arrangement for a space within the City of Perth local government area, extending at least two years from the time the application; or
 - evidence of a property owner's intention to develop their property located within the City of Perth local government area, to attract business tenants and employment outcomes for the city; and
- budget and forecasting evidence.

All applicants must also disclose the following:

- any known established relationship between the property owner (or owner representative) and the managing agent or lessee and all quote providers;
- any other funding sought or received from the City of Perth or any other funding body for this project; and
- any development-based incentives received for the property and/or business.

Note: An ABN Lookup search is undertaken on all supplied invoices and receipts.

Permits and Approvals

Funding is subject to the applicant obtaining all relevant permits and approvals. The provision of the grant does not replace the requirements and processes for development and planning approvals. All relevant necessary planning approvals and building permits must be gained outside of the grant process and will require engagement with the relevant City departments.

Funding Agreement

Successful applicants will need to sign the Business Improvement Grants Funding Agreement which details the funded project or initiative, approved items and conditions.

Payment Terms and Grant Acquittal

- All grant funding must be fully acquitted and claimed before 30 June 2021;
- grant funding will be paid as reimbursement of expenditure. Invoices for approved grants will not be processed until the project is complete;
- requests for extension on claiming grant funding should be made before the expiry date (30 June 2021) and may be referred back to Council for determination;
- successful applicants must:
 - provide proof that their own expenditure at least matches the grant funding provided by the City of Perth (for Grants greater than \$10,000);
 - provide proof that money was spent after the application submission date (not before) through invoices and tax receipts;
 - promote the City of Perth's support of their project or initiative e.g., on websites, social media and media releases;
 - provide before and after photographs (or other determined appropriate) of the project or initiative to be used for promotional purposes;
 - provide a detailed testimonial of their experience with the City of Perth in assisting with the project or initiative, to be used for promotional purposes (the City may invite the applicant to record a testimonial to camera); and
 - be available to meet and/or provide updates on the project or initiative as required.

Business Improvement Grants are reimbursements, meaning they are paid after the work on the project or initiative is complete and once acquittal requirements have been satisfied.

Once the project or initiative is complete, you must contact the City and organise a site visit to confirm that the works have been undertaken as agreed, prior to a claim being processed.

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Economic Development Sponsorship

Introduction

The City of Perth's economic landscape has been significantly affected by COVID-19.

Economic Development Sponsorship aims to strategically support the City of Perth's businesses to ensure a strong return to economic performance and assist the City of Perth in its goals to position the city as a thriving centre for business and support commerce, employment, ongoing investment and economic growth.

The City is committed to supporting the rebound, growth and development of established or emerging key sectors that represent strategic importance to the City of Perth's economy.

Through its Economic Development Sponsorship program, the City provides funding toward projects which:

- support skills and training development, including business incubation programs;
- facilitate networking, thought leadership exchanges and linkages between key sectors and stakeholders;
- support the City of Perth to develop competitive advantage through the creation of sector based industry clusters or cooperative programs;
- assist in building long term relationships that provide business and community members with the opportunity to share best practice or promote Perth's expertise with visiting local, interstate & international industry thought leaders;
- attract investment or exposure to new and emerging opportunities or export markets; and
- have the potential to generate long term economic outcomes, such as start-ups, office space occupation, business expansion, employment, increased output, intellectual property and patent generation or research commercialisation, in a key sector.

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Key Sectors

As part of the City of Perth's Economic Development activities, the City seeks to strategically engage with key industry sectors to assist in nurturing a thriving, diverse and competitive business environment.

Applications that can demonstrate support of the development of one, or more, of the City's key sectors will receive priority in the Economic Development Sponsorship program, including:

MINING, RESOURCES AND ENERGY



- promote Perth as an international energy and resources city (including emerging renewable energy technologies);
- promote and showcase local expertise in resource and energy, particularly with regards to technological innovation; and
- foster and strengthen exports, international networks and collaboration in resources and energy, including knowledge-exchange opportunities.

TOURISM AND HOSPITALITY



- provide business development support for new and/or existing tourism businesses;
- improve the visitor experience within the City and develop workforce skills within the industry;
- assist in tourism product development opportunities; and
- promote a more collaborative approach to tourism industry development in Perth by private and public sectors, to create continuous year-round programs of activity and to position Perth as WA's key gateway destination.

INNOVATION AND TECHNOLOGY



- facilitate the development of the local innovation eco-system;
- provide business development support, assisting businesses in gaining access to capital for business start-up or growth, exposure to investment venture capital networks, encourage training, knowledge-exchange opportunities and exposure to leading experts for entrepreneurs and start-ups;
- increase the number of knowledge based businesses within the city which diversify and strengthen the city's long-term economic development; and
- encourage wider and stronger professional networks within and between knowledge-based industries.

RETAIL AND PROPERTY DEVELOPMENT



- activation of underutilised space and/or adaptive re-use of vacant upper floors, basements, rooftops and laneways to achieve CBD revitalisation;
- strategies to improve vacancy rate occupancy;
- support for the property needs of emerging industries; and
- preparation of business cases and feasibility studies that result in occupation of underutilised strategic sites or properties within the City of Perth that can result in public benefit outcomes.

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EDUCATION AND INTERNATIONAL STUDENT SERVICES



- improve or promote the student experience within the City and promote Perth as a premier education destination; and
- support the international education industry to increase inbound international students to Perth, increase amount of student expenditure and increase WA's market share of international students.

LIFE SCIENCES



- promote Perth as an internationally significant medical research capital;
- create linkages between industry, government, private organisations and education institutions to achieve greater commercialisation and IP outcomes;
- improve the level of support available to aspiring medical entrepreneurs;
- assist with commercialisation of local research; and
- investment in med/tech start-ups.

EMERGING INDUSTRIES



- support the development of the creative industries, and help to turn creative ideas into commercial outcomes, including software development and interactive content, architecture, design, film and television, publishing and media; and
- support opportunities for the development of emerging industries in Western Australia including defence, agribusiness, advanced manufacturing, smart city and urban analytics, radio astronomy, augmented and virtual reality.

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P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Eligibility

To be eligible to receive Economic Development Sponsorship from the City of Perth, applicants must meet all of the Eligibility Criteria listed on page 11 of these Guidelines.

Project elements not supported include:

- fundraising initiatives;
- any travel for local proponents;
- political purpose events;
- events that denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage; and
- equipment or administrative funding; and employment of staff or professional fees for staff.

Application Process

The City will accept Economic Development sponsorship applications throughout the year, however decisions will be made on a case by case basis in line with budget and strategic priorities.

The City of Perth reserves the right to close the program once the available budget has been exhausted.

Please contact a City Sponsorship Officer to discuss your event or project prior to beginning an application.

Funding Terms

Applicants may apply for upwards of \$4,000.

Maximum Contribution

The maximum contribution of sponsorship provided by the City of Perth cannot exceed 50% of the total event or project budget.

Small Business Quick Response Grants

Business Improvement Grants

Economic Development Sponsorship

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HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Assessment Criteria

PART ONE: PROJECT CRITERIA

Applications will be assessed on all of the following criteria:

Alignment with a Key Sector

- Does the project support the growth and development of an established or emerging key sector, that represents strategic importance to the City of Perth's economy?
- Does the project assist the City of Perth in developing a compelling narrative on our unique selling points and raise the profile and reputation of the City of Perth as a premier Capital City to do business within the relevant sector?

Prestige and Significance

- Does the applicant demonstrate prestige and significance through the quality of proposed speakers, participants, sponsors, media or the involvement or endorsement from international federations and organisations?

Project Plan and Other Funding Sources

- Has the applicant provided evidence of a robust project plan?
- Has the applicant included a budget detailing investment through a variety of funding sources, illustrating that the project is not reliant on City of Perth funding to be delivered?
- Has the applicant demonstrated what specific elements the City of Perth funding is supporting and what extra capacity the City's funding will enable?
- Has the applicant demonstrated that the project will have a strong value add?

Sponsorship Benefits

- Does the project offer a high level of benefits and recognition to the City?
- Would the project have occurred anyway without the City's funding?
- Have venues/speakers already been booked?
- Preference will be given to projects that are held within the City of Perth's boundaries, or projects that are able to demonstrate a clear benefit to the City's business community.

Small Business Quick Response Grants

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HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Assessment Criteria

PART TWO: PROJECT OUTCOMES

Applicants must address at least two of the following six outcome areas (applicants can address as many outcome areas as are relevant to the project or initiative):

1. Investment Attraction

Does the project have the potential to attract venture capital or create investment networks or exposure to investment markets?

2. International Business Development

Does the project enhance opportunities for international business development and investment with key sector markets or stakeholders including new and emerging opportunities and export markets? e.g., attendance/high-spending delegates

3. Short Term Direct Economic Benefits

Does the project demonstrate the potential to generate significant direct economic benefit to the City's economy and local businesses?

4. Long Term Economic Development

- Does the event demonstrate the potential to generate long term economic outcomes such as start-ups, office space occupation, activation of under-utilised floor-space, business expansion, employment, increased output, intellectual property and patents, in a key industry sector?
- Does the project provide competitive/comparative advantage by linking sector/industry stakeholders to achieve clusters or cooperative programs within the City of Perth?

5. Professional Development, Training and Skill Development

- Does the project promote industry development initiatives and similar professional development, training or skill development opportunities in key economic sectors?
- Does the project or initiative support ongoing development programs for businesses within the City of Perth including business incubators and/ or accelerators?
- Does the project increase economic participation outcomes within the City of Perth?

6. Linkages and Knowledge Exchange

- Does the project provide business and community members with the opportunity to share best practice with visiting industry thought leaders?
- Does the project or initiative facilitate linkages and knowledge exchange between key sectors and stakeholders?

Small Business Quick Response Grants

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HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Other Assistance Available for Businesses

We are here to support you and your business.

If you would like to find out more about how the City of Perth can assist your business, please contact us.

The City can provide the following services:

- **Guidance**
Informing prospective operators about Perth;
- **Investment Facilitation**
Assisting investors to find suitable products in Perth;
- **A Coordinated Approach**
Assisting prospective operators to navigate their way through government and guidance for the approvals process;
- **Marketing and Promotion**
(see link on right);
- **Making cConnections**
Facilitating introductions to industry leads, programs and initiatives; and
- **Funding**
Grants and sponsorships are available.

The City may also be able to tailor individual incentive and grant packages for larger, more complex projects. Talk to the City at an early stage to identify the various ways the City of Perth may be able to help.

Contact Business Development to discuss whether you may be eligible to access these other opportunities:

Business Development

ecodev@cityofperth.wa.gov.au
(08) 9461 3333
www.perth.wa.gov.au/business

Marketing and Promotion

<https://www.perth.wa.gov.au/live-and-work/businesses/marketing-and-promotion>

Small Business Quick Response Grants

Business Improvement Grants

Economic Development Sponsorship

Other Assistance Available for Businesses

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Arts & Cultural Quick Response Grants

Introduction

The arts and cultural sector has been significantly affected by COVID-19.

The City of Perth recognises that investment in the arts is pivotal to ensuring the cultural enrichment and economic diversity of our City and the importance of nurturing thriving and sustainable cultural, artistic and heritage industries, activities and events that encourage tourism and support the vibrancy of our community.

Through the Arts & Cultural Quick Response Grants, the City will rapidly provide up to \$5,000 in funding to activities and projects that support the arts and cultural sector to emerge from COVID-19 stronger than ever.

Arts & Cultural Quick Response Grants are accessible to a wide

range of applicants and support a broad variety of art forms, creative production and cultural practice including, but not limited to; theatre, dance, film, photography, music, visual arts and multi-disciplinary initiatives realised through research outcomes, professional development, performance seasons, arts industry events, exhibitions, festivals and community arts projects.

Program Objectives

The Arts & Cultural Quick Response Grants provide funding aimed principally at supporting small to medium arts organisations and individual arts practitioners on projects which lead to opportunities for local artists and support the arts and cultural fabric of the City of Perth.

Arts & Cultural Quick Response Grants

Introduction

Program Objectives

Eligibility

Types of Projects not Supported

Types of Expenditure not Supported

Application Process

Funding Limits

Maximum Contribution

Assessment Criteria

COVID-19 Rebound Arts and Cultural Sponsorship



Create

Support creative practitioners to undertake sustained periods of intensive creative development, production, research and/or experimentation.



Diversify

Support and develop business ideas which will diversify artists' and creative organisations' income streams and lead to long term financial sustainability.



Access

Increase opportunities for the community to participate in cultural life. Connect people in the community through arts and cultural experiences.



Develop

Support development of the local arts and cultural sector through the provision of professional development opportunities such as skills development, networking, connection and/or collaboration.

Unlike other Arts and Cultural funding programs offered by the City of Perth, it is not essential for a project to result in a publicly accessible performance or exhibition outcome (although this is still welcomed). All applicants, however, must clearly articulate the outcomes and impact of the proposed project or activity on the local arts sector and creative economy within the City of Perth local government area.

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Eligibility

To be eligible to receive an Arts & Cultural Quick Response Grant from the City of Perth, applicants must meet all of the Eligibility Criteria listed on page 6 of these Guidelines.

Types of Projects Not Supported

- fundraising initiatives;
- projects occurring outside of the City of Perth boundaries; and
- projects that have safety and/or environmental hazards or risks, or are unsustainable in terms of maintenance and ongoing operation.

Types of Expenditure Not Supported

- salaries, wages or professional fees for staff not directly related to the running of the project;
- capital expenditure such as the purchase or lease of real estate, building, renovation, repair or maintenance of private buildings or purchase of major equipment or material goods such as office furniture, computers or infrastructure that could be relocated;
- debt reduction or operational deficits;
- legal expenses;
- reimbursement of funds already spent;
- interstate and overseas travel expenses; and
- administrative funding.

Application Process

The City of Perth will accept an application for an Arts & Cultural Quick Response Grant at any time, however decisions will be made on a case by case basis in line with budget and strategic priorities. Please contact a City Sponsorship Officer to discuss your event or project prior to beginning an application.

The City of Perth reserves the right to close the program once the available budget has been exhausted.

Notification

Applicants will be notified within six weeks of the outcome of their application.

Funding Limits

Grants of up to \$5,000 (excluding GST) are available.

Maximum Contribution

There is no maximum contribution budget cap for City of Perth support in the Arts & Cultural Quick Response Grant program. This means the City of Perth can provide up to 100% of your project costs (within the funding limit). However, applicants that can demonstrate investment from other public and private sources will be assessed favourably under the Assessment Criteria.

Assessment Criteria

Eligible applications for Arts & Cultural Quick Response Grants will be assessed against the following criteria:

Alignment to Arts & Cultural Recovery Objectives

- Demonstrated alignment with one of the key program objectives (CREATE, DIVERSIFY, ACCESS and DEVELOP) as listed on page 26 of this document, within the City of Perth local government area.

Capacity to Deliver

- Does the individual or organisation have a demonstrated capacity to manage all aspects of the project?
- To what extent are the project plan and budget realistic and value for money?
- To what extent does the project demonstrate financial viability through evidence of support from other government agencies, organisations or other grants or partnerships?

Cultural Impact

- Detail the outcomes and impact of the proposed project or activity on the local arts sector and creative economy within the City of Perth local government area.

Arts & Cultural Quick Response Grants

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Types of Projects not Supported

Types of Expenditure not Supported

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Maximum Contribution

Assessment Criteria

COVID-19 Rebound Arts and Cultural Sponsorship

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

COVID-19 Rebound Arts and Cultural Sponsorship

Applications submitted under the following Guidelines will continue to be accepted and processed by the City of Perth as publicly advertised:

- Arts Grants and Sponsorship Program 2020/21
- Major Events and Festivals Sponsorship 2020/21.

These Guidelines are available on the City of Perth website at <https://www.perth.wa.gov.au/live-and-work/grants-and-sponsorship>

To ensure alignment with the City's Rebound Strategy, applicants will also be asked to address the following additional criteria:

Economic Rebound and Support for Local Business

- How will your project/event(s) encourage people to support and drive traffic to local Perth businesses in the hospitality, retail and/or tourism sectors?

Support for Local Employment and Creative Sector

- How will your project/event help to support the local arts and/or cultural sectors through opportunities for employment of local practitioners and/or businesses?

COVID-19 Risk Mitigation

1. What is your contingency plan should restrictions on large gatherings be enforced at the time of your project/event?
2. How do you plan to build confidence in the public that your project/event is safe to attend?

Arts & Cultural Quick Response Grants

COVID-19 Rebound Arts and Cultural Sponsorship



Image: Black Swan State Theater Centre, The Torrens
Credit: Phillip Gostelow

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Events & Activation Quick Response Grants

The City acknowledges the significant impact that COVID-19 has had on the events industry and aims to support the recovery and rebound of the sector to be stronger and more resilient than before.

Activation and events will be critical in welcoming people back to the city as restrictions on large gatherings are relaxed.

Through the Events & Activation Quick Response Grants, the City will rapidly provide up to \$5,000 in funding to events and activations that have widespread appeal, create feelings of safety and vibrancy within the city, encourage people to support local businesses, and enhance the city's reputation as a great place to be.

Program Objectives



Support Local Business

Increase opportunities for local business engagement and drive people into the city to support businesses in the hospitality, retail and tourism sectors.



Perth #1

Support activation and events which enhance the city's reputation as a great place to be.



Vibrancy

Enliven the city with vibrant activity and connect people in the community through unique and engaging experiences.



Safety & Security

Support activation and events which create feelings of safety and security for visitors to the city.

Events & Activation Quick Response Grants

Program Objectives

Eligibility

Key Dates

Funding Levels Available

Maximum Contribution

Assessment Criteria

Event Sponsorship

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Eligibility

To be eligible to receive an Events & Activation Quick Response Grant from the City, applicants must meet all of the Eligibility Criteria outlined on page 6 of these guidelines.

Under this program, only applications for temporary activations or events will be considered. The City will not support activations which consist of permanent installations.

Key Dates

The City of Perth will accept applications for Events & Activation Quick Response Grants at any time, however decisions will be made on a case by case basis in line with budget and strategic priorities.

The City of Perth reserves the right to close the program once the available budget has been exhausted.

Applications must provide a public outcome before 30 June 2021. All acquittal reporting requirements must be submitted through SmartyGrants within three months of completion of the project.

Funding Levels Available

Grants of up to \$5,000 (excluding GST) are available.

Maximum Contribution

There is no maximum contribution budget cap for City of Perth support in the Events & Activation Quick Response Grants program. This means the City can provide up to 100% of your project costs (within the funding limit). However, applicants who can demonstrate investment from other public and private sources of will be assessed favourably under the assessment criteria.

Notification

Applicants will be notified within six weeks of the outcome of their application.

Assessment Criteria

Eligible applicants for COVID-19 Events & Activation Quick Response Grants will be assessed against the extent to which the applicant can address the following criteria:

Safety and Vibrancy

- To what extent does the event or activation enliven the city with vibrant activity, prioritising public spaces?
- To what extent does the event or activation create feelings of safety and security in the city?

Supporting Local Business

- Does the event or activation stimulate the local economy by providing opportunities for engagement with local businesses?
- Does the event or activation encourage people to support and drive traffic to local Perth businesses in the hospitality, retail and/or tourism sectors?

Perth #1

- To what extent does the event position Perth as a great place to be or raise the profile of Perth?

Event or Activation Delivery and Risk Mitigation

- Does the applicant have a demonstrated capacity to manage all aspects of the project?
- Is the project plan and budget realistic and value for money, and is there evidence of other sources of funding?
- Does the event or activation have measures in place to ensure the health and safety of attendees and staff at the event or activation?
- What is your contingency plan should restrictions on large gatherings be enforced at the time of your event?
- How do you plan to build confidence in the public that your event is safe to attend?

Events & Activation Quick Response Grants

Program Objectives

Eligibility

Key Dates

Funding Levels Available

Maximum Contribution

Assessment Criteria

Event Sponsorship

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Event Sponsorship

The City of Perth recognises the importance of a diverse event calendar that delivers social and economic benefits to support our vision to be a vibrant, connected and progressive City. The City's Strategic Community Plan includes the aspiration for a safe, activated and welcoming City that celebrates its diversity and sense of community, providing a unique educational, cultural, sporting and lifestyle offer.

To contribute to this vision, the City supports events that attract increased visitation, encourage broad community participation and create activation of city spaces for residents and visitors to enjoy. The City encourages applications from events that actively engage local businesses and promote new economic and tourism opportunities which will contribute to mutual benefits and sustainability across not only the events industry, but the City's relevant key sectors and emerging industries.

The City of Perth offers two streams of Event Sponsorship: Community Stream and Commercial Stream. Please contact a Sponsorship Officer before commencing your application to determine the appropriate stream for your event.

Eligibility

To be eligible to receive an Event Sponsorship, applicants must meet all of the Eligibility Criteria outlined on page 6 of these guidelines.

Key Dates

The City provides two opportunities to apply for Event Sponsorship each Financial Year. Applications must provide a public outcome within the specified timeframe. All acquittal reporting requirements must be submitted through SmartyGrants within three months of completion of the project.

ROUND 1

For activities between

1 August - 28 February 2021

Closed March 2020

Applications submitted under the 2020/21 Events Sponsorship Guidelines were processed by the City of Perth as publicly advertised. Applicants were subsequently required to address the COVID-19 Rebound criteria as outlined on page 34 of these Guidelines.

ROUND 2

For activities between

1 January 2021 - 31 August 2021

Applications open

18 August 2020

Applications deadline

15 September 2020, 4pm AWST

Notification of decision

25 November 2020

Events & Activation Quick Response Grants

Event Sponsorship

Eligibility

Key Dates

Assessment Criteria

Maximum Contribution

Sponsorship Term

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

COMMUNITY STREAM

Community Event Sponsorships are typically managed by not-for-profit and community based member-organisations.

The events are widely accessible to the public and maintain a core focus on free programming that enlivens and activates the city. Events provide opportunities for the community to connect and often celebrate important cultural traditions and milestones and actively engage and support Perth's diverse communities.

Community Event Sponsorships help to support events that celebrate the spirit of a community, provide opportunities for active community participation, help build opportunities to share cultural experiences with the wider public, and create vibrant and resilient communities.

Assessment Criteria

UNDER \$15,000

(Address 3 of the essential criteria)

\$15,000 - \$40,000

(Address 5 of the essential criteria)

\$40,000 +

(Address ALL of the essential criteria)

- Does the event help encourage a sense of community and strengthen social cohesion?
- To what extent does the event provide opportunities for the community to connect and actively participate in community life?
- To what extent does the event celebrate the diversity of Perth?
- To what extent does the event position Perth as a great place to be?
- To what extent does the event activate the city with vibrant activity, prioritising public spaces?
- Does the event stimulate the local economy and provide opportunities for engagement with local businesses?



Events & Activation Quick Response Grants

Event Sponsorship

Eligibility

Key Dates

Assessment Criteria

Maximum Contribution

Sponsorship Term

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

COMMERCIAL STREAM

Commercial Event Sponsorships are typically managed under a commercial structure, with revenue generated through commercial sponsorships, ticket sales and other income streams.

The program supports events which activate and enliven the city and are low cost or free to attend. These events should enhance Perth's reputation on a local and state level, encourage increased visitation and deliver increased economic benefits to the City's stakeholders, with opportunities for local businesses to leverage the event.

Sponsorship benefits provided in recognition of the City's support can include commercial leverage, promotion, activation or exposure.

Assessment Criteria

UNDER \$15,000

(Address 3 of the essential criteria)

\$15,000 - \$40,000

(Address 5 of the essential criteria)

\$40,000 +

(Address ALL of the essential criteria)

- Does the event encourage the participation of the broader community?
- To what extent does the event position Perth as a great place to be?
- To what extent does the event activate the city with vibrant activity, prioritising public spaces?
- To what extent does the event raise the profile of Perth and position it as a Capital City that is internationally recognisable, unique and inviting?
- Does the event stimulate the local economy and provide opportunities for engagement with local businesses?
- Does the event contribute to a unique tourism offering for local, national and international audiences?



Events & Activation Quick Response Grants

Event Sponsorship

Eligibility

Key Dates

Assessment Criteria

Maximum Contribution

Sponsorship Term

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

The following assessment criteria apply to both Community and Commercial Event Sponsorships

Event Delivery

- Does the applicant have a demonstrated capacity to manage all aspects of the project?
- Does the event demonstrate financial viability through evidence of support from other government agencies, business or community organisations?
- What is the level and value of sponsorship benefits provided to the City?
- Does the event or activation have measures in place to ensure the health and safety of attendees and staff at the event or activation?

Optional Criteria

The below are non-essential criteria (optional) based on goals identified in the City of Perth Strategic Community Plan. Applicants who can demonstrate that their project achieves any of these outcomes can receive additional assessment points for each of these criteria.

- To what extent does the event provide experiences that are unique to the City?
- Does the project celebrate Aboriginal culture?
- To what extent are environmental and sustainable practices integrated into the event?
- To what extent does the event demonstrate an inclusive approach?

COVID-19 Rebound Criteria

To ensure alignment with the City's Rebound Strategy, applicants will also be asked to address the following additional criteria:

Economic rebound and support for local business

- How will your project/event(s) encourage people to support and drive traffic to local Perth businesses in the hospitality, retail and/or tourism sectors?

Support for local employment and businesses

- How will your project/event(s) help to support the local events and/or cultural sectors through opportunities for employment of local practitioners and/or businesses?

COVID-19 risk mitigation

- What is your contingency plan should restrictions on large gatherings be enforced at the time of your event?
 - How do you plan to build confidence in the public that your event(s) is/are safe to attend?
-

Maximum Contribution

The maximum contribution of sponsorship provided by the City of Perth cannot exceed 30% of the total event or project budget.

Events & Activation Quick Response Grants

Event Sponsorship

Eligibility

Key Dates

Assessment Criteria

Maximum Contribution

Sponsorship Term

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Community Wellbeing Grants

The Community Wellbeing Grants are designed to assist the City to rebound and recover post COVID-19 and make our city a better place in which to live, work and visit.

The City of Perth recognises that community-led projects, programs and services build strong and resilient communities and can address key issues at a local level.

Community Wellbeing Grants offer up to \$20,000 to facilitate a diverse range of projects, programs and services that help build strong, connected and inclusive communities and deliver practical and sustainable outcomes.

Funding may be used to assist the development and facilitation of a new community program, expand on an existing program or for other innovative and creative community projects and services that demonstrate clear community benefit and align to the City's Strategic Community Plan.

Program Objectives



Connect People

- Encourage increased participation in community and civic life, embracing youth, seniors, people with a disability and people from all walks of life.
- Strengthen social cohesion and belonging.
- Encourage the development of grassroots community networks and relationships.



Enhance Health and Equality

- Enhance the health of the City's community through improvements to physical, mental and social wellbeing.
- Increase knowledge, change attitudes or modify behaviours to improve health and wellbeing outcomes.
- Facilitate inclusion and equitable access to community life, services and facilities.



Build Community Capacity and Encourage Collaboration

- Support collaboration between stakeholders who aim to work towards a common goal and share services.
- Increase community capacity to address local needs.
- Promote belonging to a shared heritage;
- Contribute to the City's neighbourhood profile.

Community Wellbeing Grants

Program Objectives

Eligibility

Types of Projects not Supported

Types of Expenditure not Supported

Key Dates

Funding Limits

Maximum Contribution

Assessment Criteria

Strategic Community Wellbeing Grants

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Eligibility

To be eligible to receive a Community Wellbeing Grant from the City of Perth, applicants must meet all of the Eligibility Criteria listed on page 6 of these Guidelines.

An applicant must also:

- 2.1. Be an Australian legally constituted not for profit or be a community group applicant that is under the auspice of an Australian legally constituted not for profit or social enterprise organisation.
- For the purpose of the City's Community Wellbeing Grants Program, a social enterprise must:*
- 2.2. Be driven by a public or community cause, be it social, environmental, cultural or economic; and
- 2.3. Use the majority (at least 50%) of their profits to work towards their social mission.

The City will not consider applications from:

- groups or organisations with the aim of making a profit;
- unincorporated organisations or an applicant without an ABN, not under the auspice of an Australian legal entity;
- political or religious organisations where the grant is intended for the principal benefit of the organisations own members or adherents, or where the grant is intended for inherently religious or political activities.

Types of Projects Not Supported

- replication of existing services or programs already available within the City of Perth, unless evidence can be demonstrated that a gap within the community remains;
- fundraising initiatives;
- projects occurring outside of the City of Perth boundaries;
- projects that are the core business and/or the responsibility of other levels of government;
- projects that are within the City of Perth's core remit to deliver as a local government (unless there is strong evidence that the applicant can deliver it for better value and ongoing sustainability); and
- projects that have safety and/or environmental hazards or risks, or are unsustainable in terms of maintenance and ongoing operation.

Types of Expenditure Not Supported

- salaries, wages or professional fees for staff not related to the running of the project;
- capital expenditure such as the purchase or lease of real estate, building, renovation, repair or maintenance of private buildings or purchase of major equipment or material goods such as office furniture, computers or infrastructure that could be relocated;
- one-off events or festivals or recurring annual events (these types of projects are covered under other City of Perth grant and sponsorship programs);
- debt reduction or operational deficits;
- legal expenses;
- reimbursement of funds already spent;
- interstate and overseas travel expenses; and
- administrative funding.

Community Wellbeing Grants

Program Objectives

Eligibility

Types of Projects not Supported

Types of Expenditure not Supported

Key Dates

Funding Limits

Maximum Contribution

Assessment Criteria

Strategic Community Wellbeing Grants

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship

Key Dates

The City provides two opportunities to apply for a Community Wellbeing Grant each Financial Year.

Applications must provide a public outcome within the specified timeframe. All acquittal reporting requirements must be submitted through SmartyGrants within three months of completion of the project.

ROUND 1

Applications open

29 July 2020

Applications deadline

31 August 2020, 4pm AWST

Notification of decision

After 27 October 2020

ROUND 2

Applications open

11 January 2021

Applications deadline

16 February 2021, 4pm AWST

Notification of decision

After 30 April 2021

Funding Limits

Applicants may apply for grants of up to \$20,000 (excluding GST).

Maximum Contribution

There is no maximum contribution budget cap for City of Perth support in the Community Wellbeing Grants program. This means the City of Perth can provide up to 100% of your project costs (within the funding limit). However, applicants that can demonstrate investment from other public and private sources will be assessed favourably under the assessment criteria.

Assessment Criteria

Eligible applications for Community Wellbeing Grants will be assessed against the following criteria:

Community Benefit and Support

- Demonstrated evidence there is community need and a gap in the current level of service delivery.
- The extent to which the project assists in the development of strong and resilient communities and increases participation in community life.
- The extent to which the proposed project has demonstrated broad support from the local community (could include residents, service providers or community groups).

Alignment to the Program Objectives

- Does the project connect people in the community?
- Does the project assist in increasing opportunity and access for all community members?
- Does the project build community capacity and encourage collaboration?

Capacity to Deliver

- Demonstrated evidence of the applicant's capacity to deliver the proposed project, including:
 - clear and realistic objectives, timeframe and budget;
 - risk management plan;
 - relevant knowledge, skills or experience and access to necessary resources;
 - ability to obtain all appropriate approvals, permits, insurances and licences.
- Financial viability through evidence of support from other government agencies, organisations or other grants or partnerships.

Community Wellbeing Grants

Program Objectives

Eligibility

Types of Projects not Supported

Types of Expenditure not Supported

Key Dates

Funding Limits

Maximum Contribution

Assessment Criteria

Strategic Community Wellbeing Grants

HOW TO APPLY?

First Step

Contact a City of Perth Sponsorship Officer to discuss your application

P: 08 9461 3333

E: sponsorship@cityofperth.wa.gov.au

More information:

www.perth.wa.gov.au/live-and-work/grants-and-sponsorship



Strategic Community Wellbeing Grants

Through Strategic Community Wellbeing Grants, the City supports programs and initiatives that align to the Wellbeing Grants Program Guidelines but fall outside of the advertised funding round and exceed the \$20,000 funding limit.

For those projects with a higher cost associated, the City's Strategic Community Wellbeing Partnerships offer up to \$80,000 to facilitate a limited number of projects, programs and services that help to build strong, connected and inclusive communities and deliver practical and sustainable outcomes.

Applicants interested in applying for a Strategic Partnership must discuss their proposal with a Sponsorship Officer. Application in this program is considered under limited circumstances and on a case-by-case basis at the discretion of the City of Perth.

The Program Objectives, Eligibility, Types of Projects, Expenditure Not Supported, and Assessment Criteria are the same as the Community Wellbeing Grants.

Funding Limits

Applicants may apply for contribution via in-kind or monetary value up to \$80,000 (excluding GST).

Maximum Contribution

There is no maximum contribution budget cap for City of Perth support in the Strategic Community Wellbeing Partnerships. This means the City of Perth can provide up to 100% of your project costs (within the funding limit). However, applicants must demonstrate that they will be committing resources to the project through in-kind support or investment from other public and private sources.

Community Wellbeing Grants

Strategic Community Wellbeing Grants

Funding Limits
Maximum Contribution

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Precinct Improvement Matched Funding Grants

As part of the City's strategy for COVID-19 rebound, the City of Perth will look to collaborate with organisations on projects which provide significant community benefit.

Council may, at its discretion, consider matched funding grants of above \$20,000 that involve significant improvements to the public realm (or private realm that is accessible and visible to the public).

Projects must demonstrate that they improve the amenity of the precinct through targeted improvements to public land, privately owned but publicly accessible land or publicly visible external areas.

Program Objectives

The purpose of the Precinct Improvement Grants program is to provide funding to groups or organisations representing the interests of a local community within a recognised area of significance ('precinct') within the City of Perth's local government area.

The City's support enables applicants to undertake localised development initiatives, place branding and identity and precinct marketing activities, for the benefit of the broader community in the defined precinct area.

Applicants must be able to demonstrate that they have undergone a process of community consultation and stakeholder engagement, with evidence of broad support for the proposed project or initiative, across individual traders and businesses, residents and landowners within the relevant precinct area.

What is a Precinct?

The City of Perth contains six neighbourhoods:

- Central Perth;
- Northbridge;
- Claisebrook;
- East Perth;
- West Perth; and
- Crawley-Nedlands.

Each neighbourhood contain a number of smaller 'precincts' for example, but not limited to, Royal Street in East Perth, William Street in Northbridge and the East End.

For the purposes of this Grant, the City defines a 'precinct' as a geographical area within the City of Perth local government area that can be considered as an area of significance and which has a unique and distinct identity in the public domain, which could benefit from specific place branding and identity, localised marketing and precinct-based development initiatives. Refer to page 5 for a visual of the City's six neighborhoods.

Precinct Improvement Matched Funding Grants

Program Objectives

What is a Precinct?

Types of Projects Supported

Types of Projects not Supported

Eligibility

The City will also Not Consider Applications From

Funding Available

Grant Term

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Acquittal Process

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Types of Projects Supported

- initiatives and activations that leverage existing City of Perth promotional activities, marketing campaigns, and activations that align with the City's Strategic Community Plan;
- localised marketing, promotional and activation or initiatives for the benefit of the defined precinct area e.g. development of precinct focused internet portals, trader programs or maps, placemaking initiatives that drive awareness and visitation to the defined precinct areas;
- activation of underutilised spaces that may be privately owned but are publicly accessible and where relevant permissions and indemnities have been obtained;
- artistic lighting upgrades;
- laneway activations (with consideration to public access areas);
- public art including murals;
- physical walking trails or interactive wayfinding trails; and
- related creative space projects.

In some instances, semi-permanent or permanent capital works/ improvements projects within the precinct may be considered for grants where such projects are considered to align with the goals detailed in the City's Strategic Community Plan.

Applicants proposing semi-permanent or permanent capital works/ improvements projects must be able to demonstrate:

- that the proposed improvements can be moved (and/or removed) if required at the City's discretion within a mutually agreed timeframe; and
- ongoing maintenance plans for the improvements or capital works and sufficient resources to meet the maintenance obligations specified in that maintenance plan (e.g., the City will not pay for, or resource, the ongoing maintenance of the works paid for under Precinct Improvement Grants).

Types of Projects not Supported

- capital expenditure for the purchase or lease of real estate, renovation, repair or maintenance of private buildings or purchase of major equipment or material goods for business operation such as office furniture, computers, or infrastructure that could be relocated;
- projects that are within the City of Perth's core remit to deliver as a local government (unless there is strong evidence that the applicant can deliver it for better value and ongoing sustainability);
- new buildings, additions or extensions;
- contributions in full or in part to sub-precinct limited advertising or marketing campaigns (the advertising or marketing must be precinct-wide);
- fundraising initiatives;
- reimbursement of funds already spent;
- interstate and overseas travel expenses;
- one-off events or festivals or recurring annual events;
- projects occurring outside of the City of Perth boundaries;
- projects that have safety and/ or environmental hazards or are unsustainable in terms of maintenance costs and ongoing operational costs;
- projects that denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- administrative funding; and
- salaries, wages or professional fees for staff.

Precinct Improvement Matched Funding Grants

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Eligibility

To be eligible to receive a Precinct Improvement Matched Funding Grant from the City of Perth, the applicant must:

- 3.1. be an Australian legal entity with an Australian Business Number (ABN);
- 3.2. be an incorporated, not-for-profit association established for the purpose of promoting the interests of a local community or section of a local community in the relevant precinct area and be open to a broad membership of individual traders and businesses, residents and landowners. Exceptions for applications from non-incorporated organisations can be considered on a case-by-case basis, in instances where broad community support and benefit can be strongly demonstrated;
- 3.3. accept legal and financial responsibility for the project or activity;
- 3.4. have undergone a process of community consultation and stakeholder engagement and provide evidence of broad support of the proposed project or initiative from individual traders, businesses, residents and landowners in the defined precinct;
- 3.5. disclose any known relationship(s) between the group or organisation, land owners, and all proposed contractors and suppliers;
- 3.6. not request funding for a project that is the core business and/or the responsibility of other levels of Government;
- 3.7. provide detailed plans and documentation (including materials and technical aspects), costings and designs of the proposed project;
- 3.8. demonstrate the ability to deliver the proposed project within the time-frame stipulated;
- 3.9. demonstrate the ability to coordinate works and timing of improvements with other development sites, City works schedules and City operations (such as waste and cleansing and other access requirements);
- 3.10. enter into a deed of indemnity for the project, indemnifying the City for all liability related to the proposed works;
- 3.11. have all appropriate insurances in place prior to commencement of the project, and be able to gain all development approvals, permits and licenses, noting all liability for the proposed project or initiative is to be borne by the applicant;
- 3.12. demonstrate an awareness of the planning development & building approvals processes that will be required, and the required engagement with the relevant departments at the City of Perth (noting that provision of a grant does not replace the requirements and process for approval);
- 3.13. demonstrate matched funding from other sources and ability to provide fully qualified tax receipts and evidence of matched funding (e.g., signed funding agreements); and
- 3.14. agree to the use of the project for promotional purposes by the City of Perth.

The City will not consider applications from:

- the Commonwealth, State or any Government Agency;
- an employee of the City of Perth;
- an applicant that has outstanding debts to the City of Perth;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- an applicant that has already received City of Perth funding (including in-kind) for the activity within the same financial year;
- an applicant that has already applied for City of Perth funding (including in-kind funding) for the activity within the same financial year and been declined;
- business that has an adverse effect on public health, safety, the environment or heritage;
- an applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the City of Perth;
- tertiary education institutions;
- political organisations; and
- religious organisations.

Funding Available

Applicants may apply for matched funding grants upwards of \$20,000.

Grant Term

The City accepts applications for Precinct Improvement Matched Funding Grants throughout the year, however decisions will be made on a case by case basis in line with budget and strategic priorities.

Precinct Improvement Matched Funding Grants

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Assessment Process

The assessment process should take no longer than 12 weeks from submission to consideration by Council however this timeframe may be extended due to complexity of some projects or due to the extent of internal and external additional stakeholder consultation required by the City of Perth.

Assessment Criteria

1. COVID-19 Economic Rebound and Support for Local Business (25%)

- The potential of the project to support the City of Perth's economic rebound from the COVID-19 pandemic and support local business, such as through employment and job creation, additional visitation and economic participation and/or skills and workforce development.

2. Community Support (25%)

- The extent to which the proposed project has demonstrated support from local traders and business, landowners and residents.

3. Activation and Enhancement of the Precinct (15%)

- The potential of the project to activate and enhance a specific precinct area in the City of Perth, through improvements, publicity or marketing, that would lead to increased awareness, media profile or visitation.
- The degree to which the project demonstrates strong alignment with existing public realm outcomes and design and fits within and complements existing and planned City of Perth designs and works.

4. Community Benefit (15%)

- The extent to which the project provides a benefit to the wider community of residents, visitors and tourists, business owners, traders and/or landowners within the precinct.
- The extent to which the project assists in the development of a strong and resilient precinct area and increases participation in community life.

5. Quality (10%)

- The quality of the proposed project, as indicated through the quality of participants (e.g artists or manufacturers), design, plans and/or creativity of idea.

6. Organisational Capacity and Project Feasibility (10%)

- The extent to which the applicant demonstrates feasibility to carry out the project including clear and realistic objectives, timeframe and budget, financial viability and funding from other public and private sources.
- The capacity of the applicant to deliver and maintain the proposed project, demonstrated by either evidence of the applicant having previously successfully delivered, or have evidence of its ability to deliver similar projects.
- Demonstrated value for money.
- Evidence of an appropriate evaluation method to measure the outcomes of the projects and benefits to the precinct area.

Supporting Documentation

Applicants must submit the following supporting documentation with their application:

- a project plan including project description, objectives, and timeline (tangible outputs, funding stages, phasing and/or milestones);
- an itemised budget with cost breakdown and grant and recipient contribution and detail of matched funding; and
- copies of documentation demonstrating the management and legal structure of the organisation.

Precinct Improvement Matched Funding Grants

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Proforma Agreement

An applicant receiving a Precinct Improvement Matched Funding Grant must sign the City of Perth's Proforma Funding Agreement, detailing relevant licensing, indemnity, insurance and make good requirements. No changes are able to be accommodated to the standard agreement. Applicants are able to view the Agreement prior to lodging the application by contacting a City Sponsorship Officer.

Payments

Grant payments will be made upon the achievement of mutually agreed milestones.

Acquittal Process

All successful applicants will be required to provide a detailed acquittal on all outcomes of the project funded by the City of Perth. A completed acquittal will be required within three months of the completion of the project.

Applicants who do not complete and return an acquittal report will be ineligible for any future funding.

Detailed tax invoices and receipts evidencing expenditure of the City's grant and the matched funding will be required as part of the acquittal process.



Precinct Improvement Matched Funding Grants

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Frequently Asked Questions

1. Can I assume my project will be funded if it has been funded in previous years?

The City of Perth is committed to ensuring the assessment process is fair and equitable. Recurring annual funding is not guaranteed; your application will be assessed in a competitive environment against all applications received in the relevant category.

The City of Perth recommends you also seek additional funding from other sources. Additional funding sources will strengthen your application.

2. How many times can I apply?

Applicants may apply for sponsorship for several projects however each project may only receive sponsorship once in each financial year.

3. I want to use a City owned venue. Is this included in my sponsorship?

Organisers are reminded that use of the City's banners, streets, malls, buildings, laneways and reserves is subject to separate application and approval.

Visit www.perth.wa.gov.au/en/live-and-work/hire-and-bookings for more information.

Organisers are responsible for securing all appropriate permits and bookings.

4. Are the details of my application confidential?

No. The City of Perth must comply with the Local Government Act in regards to making information available to the general public. An assessment of your application will form part of the Council Report which is made publicly available on the City of Perth website and subject to potential Freedom of Information (FOI) requests.

Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive so as to protect trade secrets, information that has commercial value, or information about the business, professional, commercial or financial affairs of a person, so this information can be treated as Commercial-in-Confidence.

5. How will I know if my application is successful?

For Quick Response Grants a City Officer will contact you to advise you of the outcome of your application within 21 days.

For applications in all other grants and sponsorship programs a City Officer will contact you in writing approximately 12 weeks (maximum) after the closing date to advise you on the outcome of your application.

6. How long does it take to receive funding after my project is approved?

The payment policy for the City of Perth is 30 days from the end of the month in which the invoice is received.

Payment of funding will be made on achievement of milestones linked to project deliverables.

Payments will not be made until the relevant financial year.

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Disability Access and Inclusion

Access and inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

To the extent that it is practicable, the applicant is required to provide universal access to sponsored events, as outlined in the City of Perth's Disability Access and Inclusion Plan. The applicant will need to be able to provide a copy of their Disability Access and Inclusion Plan for the sponsored project if requested.

You will be required to report on the accessibility of your project at the conclusion of your project as part of the acquittal report.

A copy of the Disability Services Commission's Guide to Disability Access and Inclusion Plans for Local Government Contractors is available for [download here](#).

Lobbying of Elected Members

Applicants may not lobby, or seek to influence the decision-making of Elected Members, in relation to their submitted funding applications. If, during the period between submitting a funding application and a determination by Council, an applicant seeks to lobby any Elected Member of the City of Perth, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.

Contact Us

Sponsorship Officer

sponsorship@cityofperth.wa.gov.au

(08) 9461 3333

perth.wa.gov.au/live-and-work/grants-and-sponsorship

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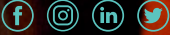


City of Perth

Council House
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GPO Box C120
Perth WA 6839

(08) 9461 3333



perth.wa.gov.au



TOWN OF
VICTORIA PARK



WE'RE OPEN
VIC PARK

Economic Development Strategy

Quarterly progress report

April 2021 – June 2021

Quarterly progress report

Economic Development Strategy EDS Pathway 1. Leadership

Action	Current quarter progress
1.1 - Confirm the role of the Economic Development Committee in guiding and driving the implementation of the Strategy	Economic Development Committee ceases to exist.
1.2 - Report annually to Council and community on the delivery of actions contained within the Strategy	Quarterly reporting to take place on the progress of the Economic Development Strategy: Pathways to Growth 2018-2023 from October 2019 onwards.
1.3 - Incorporate the priority actions into relevant plans and projects to ensure a whole-of-Council approach	<p>Actions from the Economic Development Strategy: Pathways to Growth 2018-2023 continue to be incorporated into relevant projects and plans, including:</p> <ul style="list-style-type: none"> • The Town's Place Plans; • The Town's economic development campaigns; • The Town's business events and training, including the Vic Park Business Awards; • The Town's investment presence- Invest Vic Park; • The Town's interactions with external stakeholders, including those on the Burswood Peninsula and those from the Inner City Councils.
1.4 - Develop a Partnering Framework to identify and promote all opportunities for partnering with the Town and the conditions under which the Town would support a partnership	The next Business Advisory Group meeting has been planned for August.

Economic Development Strategy EDS Pathway 2. Identity

Action	Current quarter progress
2.1 - Support actions within the Tourism Western Australia, Tourism Action Plan focusing on target audiences that have a high propensity to visit Western Australia and align with the competitive strengths of the Town	<p>Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Three videos have been filmed as part of the collaborative 'Welcome to my Neighbourhood' series, which promotes different neighbourhoods in the Town through local residents. These three videos are being rolled out via social media.</p> <p>Two blogs have been published on the Visit Perth website- one collaborative blog and one promoting beauty businesses within the Town.</p>
2.2 - Develop an understanding of the investment attraction and translate it to the high value precincts and sectors	Two additional Business News article were published and sent to all email subscribers promoting Invest Vic Park and investment opportunities in the Town.

Economic Development Strategy EDS Pathway 3. Local to Global Connections

Action	Current quarter progress
3.1 - Create a regional network and inventory of existing international expertise and relationships to help forge stronger commercial linkages outside the region and leverage new business, trade, clients and public and private investment	Not progressed this quarter.

Action	Current quarter progress
3.2 - Ensure Western Australian Government Trade Commissioners have access to up-to-date information on the strengths and competitiveness of the Town's business and cultural strengths	Not progressed this quarter.
3.3 - Strengthen the Town's image as a smart and innovative place through all relevant promotion and destination branding channels including Tourism Western Australia	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Three videos have been filmed as part of the collaborative 'Welcome to my Neighbourhood' series, which promotes different neighbourhoods in the Town through local residents. These three videos are being rolled out via social media. Two blogs have been published on the Visit Perth website- one collaborative blog and one promoting beauty businesses within the Town. A campaign to promote the Town's Localised platform has commenced, encouraging local businesses to sign up.
3.4 - Host in conjunction with Austrade and Ausindustry a coordinated schedule of export readiness workshops and seminars to local companies looking to develop their international business awareness and awareness.	Not progressed this quarter.
3.5 - Undertake a preliminary review of the economic, cultural, civic benefits associated with international Sister City or partnering relationship	Not progressed this quarter.

Economic Development Strategy

EDS Pathway 4. Smart Town - Digital Innovation

Action	Current quarter progress
4.1 - Develop partnering frameworks that create opportunities for the Town and industry stakeholders to partner effectively and efficiently across a range of smart and innovative initiatives	The Burswood Peninsula Alliance continue to meet monthly. The Inner City working groups continue to meet to discuss relevant economic development and destination marketing topics. The Town is sponsoring two local residents or businesses to attend the Curtin Ignition entrepreneurial program.
4.2 - Seed the creation of a digitally connected innovation district in the Burswood Peninsula and Causeway Precinct to attract businesses and industries working in the digital economy and creative industries	Not progressed this quarter.
4.3 - Enable strategic interaction with start-ups, entrepreneurs and innovators to leverage and promote entrepreneurial thinking within Council	The Localised platform grew its membership to 73 business listings, with businesses posting a range of articles and noticeboard posts. The Town held its annual Vic Park Business Awards ceremony, celebrating innovative businesses within the Town, on 4 June. Approximately 100 people attended the night. The Town held a Tech Park Meetup on 27 May to bring together businesses within Technology Park to network and meet Town staff. The Town is sponsoring two local residents or businesses to attend the Curtin Ignition entrepreneurial program. The Town has awarded seven Restart Vic Park Economic Development grants, with projects

Action	Current quarter progress
	<p>ongoing from local businesses. These projects Include:</p> <ul style="list-style-type: none"> • Little Love Baby Wares- Create an eye-catching mural on the building to attract visitors in the area. Mark out the mural outline and have the public assist painting of the mural. • Naja Business Consulting- Conduct research to investigate whether a chamber of commerce would benefit the Town, and if so, what would be an ideal setup and structure. • Frogponds- Provide a free trial access to the Frogponds procurement platform for local school and businesses in the Town of Victoria Park. • CA Management- Provide a free trial of the already built Engage community commerce app to the Town's business community. • Dis-content- Select and develop free websites for businesses in the Town who don't have a website and could benefit from an online presence. • Innolab- Develop a prototype for smart recycling bins and an online portal that can be purchased by local businesses. • Up Close and Local Tours- Run some food and drink tours which showcase the wide array of food and beverage available in the Town. <p>There were thirteen Small Business Resilience Grants awarded, across a range of projects, including:</p> <ul style="list-style-type: none"> • Hiway Cycles- upgrade of website to allow for online purchasing of products. • Café Bella Rosa- installation of a coffee takeaway window to practice social distancing. • Antz Cafes- use of Mobi2Go platform due to COVID. • Eclipse Designs Solutions- engaging a business consultant to assist with business structure due to COVID. • BOLT Fitness- training for staff to better engage with customers due to COVID altering customer needs. • Cocoa & Rose- new equipment to assist with social distancing. • VR-ARRIVAL- purchasing new equipment to diversify business offerings. • Hail the Kale- implementation of a click and collect system to assist in pivoting business offerings. • Urban Revolution- installation of new portable shelving to pivot business offering and accommodate workshops. • Biota In Harmony- for staff to undertake a Mental Health First Aid Course to cater for increasing demand from customers suffering from mental health issues. • DTM Tourism- training for staff to upskill inhouse capabilities. • printezy.com- acquiring of new equipment to diversify business offerings. • Botany on Oats- development of a click and collect function on website to future proof the business for future lockdowns.
<p>4.4 - Invite technology, research partners and start-ups to collaborate on prototypes, pilot and evaluate new technologies and urban infrastructure and services that address local, state and national level urban challenges and priorities</p>	<p>Not progressed this quarter.</p>

Action	Current quarter progress
4.5 - Actively develop the regional innovation ecosystem's capacity to nurture businesses, artists, creatives and innovators and generate economic growth in key industry sectors	The Town is sponsoring two local residents or businesses to attend the Curtin Ignition entrepreneurial program. The Town has awarded seven Restart Vic Park Economic Development grants and thirteen Small Business Resilience Grants. For information on individual projects, see action 4.3.
4.6 - Review and update relevant policy frameworks to support the adoption of innovative proposals and fast-track pilot technology deployments in tender and procurement processes	Not progressed this quarter.
4.7 - Prepare a Place Performance Measurement Manual to identify the key data that should be collected (including by new technologies) to improve decision making	Economic data continues to be now being collected by the Covid-19 Action Taskforce and reported to the Covid-19 Response Working Group, including transaction data, parking data and pedestrian counter data.

Economic Development Strategy

EDS Pathway 5. Creating an Enabling Business Environment

Action	Current quarter progress
5.1 - Ensure the Town's regulatory framework remains at the forefront of best practice in relation to other regions of Perth	Not progressed this quarter.
5.2 - Adopt a 'Priority Planning' program that facilitates developments which contribute significant value to the Town	Not progressed this quarter.
5.3 - Initiate an integrated place-based approach across the organisation to achieve outcomes for the Town's significant precincts	Work continues to be progressed on a number of projects across the organisation in a place focused way to deliver high quality outcomes in the Town's neighbourhoods. Projects underway include (but are not limited too): <ul style="list-style-type: none"> • Burswood Station East Scheme Amendment, supporting Local Planning Policy and Public Realm Upgrades • Local Planning Strategy and Place Specific Planning Framework Updates • Transport Strategy and Parking Management Plan
5.4 - Remove unnecessary regulatory barriers, simplify application processes and actively promote improvements to the local business community	The Town held its annual Vic Park Business Awards ceremony, celebrating innovative businesses within the Town, on 4 June. Approximately 100 people attended the night. The Town has awarded seven Restart Vic Park Economic Development grants and thirteen Small Business Resilience Grants. For information on individual projects, see action 4.3.
5.5 - Engage with the Western Australian and Federal Government agencies to leverage grants and assistance and training programs	The Town continues to promote grants and training that are available to the Town's local business community.
5.6 - Support and build networks of information and ideas sharing between public sector, research organisations and the private sector	The business events and training calendar continues to promote upcoming training and events for local businesses, as does the Localised events calendar. Where appropriate, the Vic Park Biz News e-newsletter also promotes opportunities available to local businesses. The Town held its annual Vic Park Business Awards ceremony, celebrating innovative businesses within the Town, on 4 June. Approximately 100 people attended the night. The Town held a Tech Park Meetup on 27 May to bring together businesses within Technology Park to network and meet Town staff.

Action	Current quarter progress
5.7 - Build the reputation of the Town as a great place for investment by identifying and promoting its business success stories	The Town held its annual Vic Park Business Awards ceremony, celebrating innovative businesses within the Town, on 4 June. Approximately 100 people attended the night.
5.8 - Develop an ongoing business engagement program for broader business consultations throughout the sector	The Localised platform grew its membership to 73 business listings, with businesses posting a range of articles and noticeboard posts. A campaign to promote the Town's Localised platform has commenced, encouraging local businesses to sign up. Engagement with the Business Advisory Group continues through YourThoughts, to gather feedback.

**Economic Development Strategy
EDS Pathway 6. High Value Precincts**

Action	Current quarter progress
6.1 - Lead the establishment of the Burswood Peninsula Steering Committee that will provide strategic impetus to planning and investment in the precinct areas including areas of mutual interest such as events, marketing, accessibility and the overall user experience	Steering Committee continues to meet quarterly.
6.2 - Progress a Terms of Reference for Burswood Peninsula Steering Committee	No progress this quarter.
6.3 - Prepare a Place Plan that identifies and prioritises the improvements required for the Peninsula to reach its potential. This includes, but is not limited to, short and long term ambitions, improving accessibility, profiling innovative technologies and improving the overall place experience	Completed
6.4 - Establish a leadership-based agreement with Curtin University targeting the development of a long term partnership that supports broader growth objectives of the Curtin City Centre and the managed growth of the Town community, in the context of place making, capacity building and strategic planning	Not progressed this quarter.
6.5 - Prepare a Place Plan that identifies and prioritises the improvements required for the Albany Highway Precincts to grow. This includes, but is not limited to, short and longterm ambitions, urban form, historic context, civic life and community, commercial activity, accessibility and movement	Completed
6.6 - Prepare Place Plans for Lathlain, Carlisle, Welshpool and the Causeway Precinct that identifies and prioritises the improvements required for each precinct to grow. This includes, but is not limited to, short and long-term ambitions, urban form, historic context, civic life and community, commercial activity, accessibility and movement	Completed

Economic Development Strategy

EDS Pathway 7. High Value Sectors - Knowledge Industries and Biopharmaceuticals

Action	Current quarter progress
7.6 - Develop a place-based investment facilitation strategy for each of the high-value sectors giving attention to the role of local government in providing a competitive environment, partnerships and measurable returns to the community	Completed
7.7 - Plan for the location of knowledge-based industries including appropriate land use, and identifying a city competitive advantages and incentives framework, and a coordinated business attraction strategy	Not progressed this quarter.
7.8 - Coordinate a strategic approach to the development of knowledge and innovation industries in the town	As a part of the Inner City MoU, a number of local governments have entered into an agreement to undertake a study into Maker Spaces. The study will look into best practice examples around Australia, investigate local demand and needs and identify suitable locations.
7.9 - Make it easier for the Town to appropriately engage knowledge-based firms as suppliers via procurement innovation to cut down on red tape and advocate for other organisations to do the same	Not progressed this quarter.

Economic Development Strategy

EDS Pathway 7. High Value Sectors - Retail and Hospitality

Action	Current quarter progress
7.10 - Work with Optus Stadium and Crown Perth to facilitate opportunities to leverage event patronage spend in the areas of activity throughout the Town	Not progressed this quarter.
7.11 - Explore and promote programs, including workshops and webinars, to help businesses integrate technology into the retail and hospitality offering	The business events and training calendar continues to promote upcoming training and events for local businesses, as does the Localised platform. Where appropriate, the Vic Park Biz News e-newsletter also promotes opportunities available to local businesses.
7.12 - Collaborate with businesses to introduce Wi-Fi hotspots and identify opportunities to promote specific offers through digital avenues	The Localised platform grew its membership to 73 business listings, with businesses posting a range of articles and noticeboard posts.
7.13 - Promote business development programs (Ausindustry) and engagement with the Small Business Mentoring Service through the Small Business Development Corporation	The business events and training calendar continues to promote upcoming training and events for local businesses, as does the Localised platform. Where appropriate, the Vic Park Biz News e-newsletter also promotes opportunities available to local businesses.
7.14 - Support Town marketing campaigns and business initiatives to incorporate and promote the retail and hospitality offer across all precincts	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Three videos have been filmed as part of the collaborative 'Welcome to my Neighbourhood' series, which promotes different neighbourhoods in the Town through local residents. These three videos are being rolled out via social media. Two blogs have been published on the Visit Perth website- one collaborative blog and one promoting beauty businesses within the Town.

Action	Current quarter progress
7.15 - Through Tourism Western Australia, promote the Town in key interstate and international markets as a place with a diverse range of authentic experiences including premium retail and hospitality offerings	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Three videos have been filmed as part of the collaborative 'Welcome to my Neighbourhood' series, which promotes different neighbourhoods in the Town through local residents. These three videos are being rolled out via social media. Two blogs have been published on the Visit Perth website- one collaborative blog and one promoting beauty businesses within the Town.
7.16 - Explore new and further seasonal trading opportunities for start-up businesses, pop-ups and short-term operators, enabling the testing of business models and locations and assisting the sector to constantly evolve and provide unique experiences	As a part of the Inner City MoU, a number of local governments have entered into an agreement to undertake a study into Maker Spaces. The study will look into best practice examples around Australia, investigate local demand and needs and identify suitable locations.
7.17 - Identify opportunities to activate vacant spaces within precincts, and engage with leasing agents, property owners and innovative retail and hospitality start-up businesses to promote and activate these spaces	As a part of the Inner City MoU, a number of local governments have entered into an agreement to undertake a study into Maker Spaces. The study will look into best practice examples around Australia, investigate local demand and needs and identify suitable locations.
7.18 - Implement a Shopfront Improvement Grant Scheme	The Town has awarded seven Restart Vic Park Economic Development grants and thirteen Small Business Resilience Grants. For information on individual projects, see action 4.3.

Economic Development Strategy

EDS Pathway 7. High Value Sectors - Tourism, sports, leisure and events

Action	Current quarter progress
7.1 - Promote and position the Town as Perth's and WA's sports and events capital	Work continues with the Inner Perth Marketing Collective (the collective of inner city local governments working on wider destination marketing) on the 'Visit Perth' website. Three videos have been filmed as part of the collaborative 'Welcome to my Neighbourhood' series, which promotes different neighbourhoods in the Town through local residents. These three videos are being rolled out via social media. Two blogs have been published on the Visit Perth website- one collaborative blog and one promoting beauty businesses within the Town. Events continue to be added and promoted through Visit Perth.
7.2 - Investigate an events and tourism governance model with the aim of improving coordination across the stakeholders (particularly Tourism WA) with regards to marketing, visitor servicing and product development	The Inner Perth Marketing Collective continues to meet regularly to discuss upcoming collaborative campaigns. The Operations Project Control Group as part of the Burswood Peninsula Alliance continues to meet monthly to discuss upcoming events and promotional opportunities.
7.3 - Prepare a business case framework that guides Council's approach to the selection, management and evaluation of tourism and events through to 2023	Not progressed this quarter.
7.4 - Taking into account the Tourism Western Australia, Tourism Action Plan, prepare a targeted destination marketing plan to promote the Town to priority markets, including criteria to guide the assessment of priority or premium events	Not progressed this quarter.

Action	Current quarter progress
<p>7.5 - Profile a major events calendar as a key economic and visitation stimulator highlighting the broad events program to a state and national level</p>	<p>The Town continues to support community and civic events and celebrations, with Town run events and sponsored events that have happened in the last quarter including:</p> <ul style="list-style-type: none"> - Bark in the Park markets - Art in the Park markets - May Markets - Planet Street Pop-up - Burswood Hawker's Market - Cultural Food Festival - Community Twilight Market - Vic Park Street Festival <p>Arts Season ran during April 2021 with a number of events being run throughout the month.</p>

Policy number	Policy 257
Policy title	Waste removal – residential properties
Strategic outcomes supported	EN4 – A clean place where everyone knows the value of waste, water and energy.

POLICY OBJECTIVE:

To provide guidance for the disposal of waste on residential properties.

POLICY SCOPE:

This policy applies to the disposal of waste on residential properties.

DEFINITIONS:

Nil.

POLICY STATEMENT:

1. Each ratable residential dwelling, whether single or multi-unit, is entitled to be provided with one (1) 240 litre capacity mobile garbage bin. With the approval and introduction of future garden organic (GO) or food organic/garden organic (FOGO) waste collection systems from 2022, each ratable residential dwelling will be provided with two bins (one for GO or FOGO material, the other for any residual (non-recyclable) material).
2. An additional mobile garbage bin may be supplied upon payment of an annual service fee.
3. In a multi-unit residential development where it is impractical for each dwelling unit to be provided with its own bin, the Town will require the provision of a bin compound within the development and determine the aggregate number and type of bins that will be provided.
4. In a multi-unit residential development the tenants of that development are entitled to make shared use of any or all of the bins within the bin compound.
5. Bins are currently emptied once a week. With the introduction of GO or FOGO systems, bins will be emptied either weekly (for bins containing food organic material) or fortnightly (for bins not containing food organic material).
6. The cost of an additional mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. ~~(1 July to 30 June).~~

RELATED DOCUMENTS:

Policy 257 Waste removal – residential properties

Page 1

[Waste Avoidance and Resource Recovery Act 2007](#)

[Health Local Law 2003](#)

Policy 258 Waste removal – commercial properties

Policy 259 Recycling collection – residential and commercial properties

Policy manager	Manager Technical Services – Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	12/08/1997	Council	-	Item 14.3
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 258
Policy title	Waste removal – Commercial properties
Strategic outcomes supported	EN4 – A clean place where everyone knows the value of waste, water and energy.

POLICY OBJECTIVE:

To provide guidance for the disposal of waste on commercial properties.

POLICY SCOPE:

This policy applies to the disposal of waste on commercial properties.

DEFINITIONS:

Nil.

POLICY STATEMENT:

- ~~Each commercial premises is entitled to be provided with one(1) 240 litre capacity recycling mobile garbage bin per 450 square metre of floor space, up to a maximum of the equivalent capacity of 25 bins subject to verge space or bin storage -availability to accommodate these bins on collection days.Each commercial premise is entitled to be provided with one (1) 240 litre capacity mobile garbage bin per 450 square metres of floor space.~~
- An additional mobile garbage bin may be supplied upon payment of an annual service fee, ~~in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.~~
- Excessively moist organic waste or swill must not be placed in Town bins. A premises producing waste of this type must make suitable arrangements with a private contractor for its removal.
- Bins are to be kept and contained within an enclosure that is located in an area easily accessible to the truck emptying the bins.
- Bins are emptied once a week ~~or where frequency may be determined by the Town.~~
- The cost of an additional mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. ~~(1 July to 30 June).~~

RELATED DOCUMENTS:

[Waste Avoidance and Resource Recovery Act 2007](#)

[Town of Victoria Park Health Local Law 2003](#)

Policy 257 Waste removal – Residential properties

Policy 259 Recycling collection – residential and commercial properties

Policy manager	Manager Technical Services–Infrastructure Operations
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	12/08/1997	Council	-	Item 14.3
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 259
Policy title	Recycling collection – Residential and commercial properties
Strategic outcomes supported	EN4 – A clean place where everyone knows the value of waste, water and energy.

POLICY OBJECTIVE:

To provide guidance for the disposal of recycling waste on residential and commercial properties.

POLICY SCOPE:

This policy applies to the disposal of recycling waste on residential and commercial properties.

DEFINITIONS:

Nil.

POLICY STATEMENT:

1. Each rateable residential dwelling, whether single or multi unit, is entitled to be provided with one (1) 240 litre capacity recycling mobile garbage bin (with a 360L upgrade available on request).
2. Each commercial premises is entitled to be provided with one(1) 240 litre capacity recycling mobile garbage bin per 450 square metre of floor space up to a maximum of the equivalent capacity of 25 bins subject to verge space or bin storage availability to accommodate these bins on collection days.
3. An additional recycling mobile garbage bin may be supplied upon payment of an annual service fee ~~in accordance with the amount shown in the Schedule of Fees and charges contained within the Annual Budget.~~
4. In a multi-unit residential or commercial development where it is impractical for each unit to be provided with its own bin, the Town will require the provision of a bin compound within the development and determine the aggregate number and type of bins that will be provided and collection frequency.

Residential Properties

5. In a multi-unit residential development the tenants of that development are entitled to make shared use of any or all of the recycling bins within the bin compound.
6. Recycling bins are emptied once a fortnight except for high density developments where frequency may be determined by the Town.

Commercial Properties

7. Recycling bins are to be kept and contained within an enclosure that is located in an area easily accessible to the truck emptying the bins.

8. Recycling bins are emptied once a week except for commercial developments where frequency may be determined by the Town.
9. Recycling bins shall only be provided on request.

General

10. The cost of an additional recycling mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. (1 July to 30 June). The Town may approve other bin sizes subject to operational requirements.

RELATED DOCUMENTS:

[Waste Avoidance and Resource Recovery Act 2007](#)

[Town of Victoria Park Health Local Law 2003](#)

Policy 257 Waste removal – Residential properties

Policy 258 Waste removal – Commercial properties

Policy manager	Manager <u>Technical Services – Infrastructure Operations</u>
Responsible officers	-
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	02/09/2008	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

Policy number	Policy 024
Policy title	Event attendance
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

The event attendance policy is to enable elected members and the Chief Executive Officer (CEO) to attend events as a representative of the Town without restricting their ability to participate in council meetings in accordance with section 5.90A of the *Local Government Act 1995*.

This policy is not to be used as a mechanism to avoid conflict of interest provisions.

POLICY SCOPE:

This policy applies to all elected members and the CEO.

DEFINITIONS:

closely associated person has the meaning given to it in the Act.

event has the meaning given to it in the Act and Regulations, however it does not include an event run by the Town.

gift has the meaning given to it in the Act and Regulations.

POLICY STATEMENT:

1. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of elected members and the CEO.

Event attendance register

2. The CEO shall maintain an event attendance register listing events attended by elected members and the CEO in their civic capacity, where they have been invited or received tickets, regardless of value. Declarations are to be made within ten (10) days of attending the event.

3. Declarations must include:

- a. who invited the member or provided the tickets to the event
- b. the description of the event
- c. the location of the event

- d. the date of the event
 - e. the role that the elected member or CEO fulfilled at the event (i.e. presenter, observer or participant)
 - f. the benefit of the elected member or CEO attending the event for the Town of Victoria Park
 - g. the value of the event (if any).
4. Where the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.
 5. The following events are not required to be disclosed in the event attendance register:
 - Town hosted events
 - Civic events hosted by other local governments
 - Elected member and CEO training (professional development)
 - Local sports club season openings, games and annual general meetings (with the exception of the West Coast Eagles and Perth Football Club)
 - Invitations to visit a sports club to see Town upgrades
 - Club fundraisers (quiz nights and sporting days)
 - Centenary celebrations
 - School assemblies and graduations
 - Community P&C events.
 6. The event attendance register shall be published on the Town website and updated at least once a month, provided attendance at an event is declared.

Events pre-approved by Council

7. Where the value of an event attended exceeds \$300, and the donor has a matter before Council, the attendee must disclose an interest relating to the event attendance as a 'closely associated person'. Such disclosure prevents an elected member from participating in debate or voting on that matter, or in the case of the CEO, providing advice on the matter, unless otherwise pre-approved by Council under clause 8 of this policy.
8. In accordance with the Act, Council may resolve to pre-approve attendance to a specific event. In this circumstance, the attendee will not need to disclose an interest relating to that event attended as a 'closely associated person'. Attending a pre-approved event means that an elected member can participate in debate and vote on the matter, or in the case of the CEO, can provide advice. All pre-approved events shall be recorded in Schedule A of this policy.
9. Where the value of the pre-approved event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

Event invitations or tickets addressed to the Town of Victoria Park

10. Where event invitations or tickets are addressed to the Town of Victoria Park, and not an individual, the Mayor shall determine how they are to be allocated.

11. Methods of allocation are:

- a. Providing the event invitations or tickets to elected members
- b. Providing the event invitations or tickets to a club, volunteer group or other non-for-profit organisation within the Town
- c. Holding a public competition for the event invitations or tickets to be given to the community
- d. Authorising the CEO to allocate the tickets
- e. Refusing the event invitation or tickets.

12. In allocating the event invitations or tickets, the Mayor will consider:

- a. who is providing the invitation or ticket to the event
- b. the location of the event in relation to the local government (within the district or out of the district)
- c. the role of the person when attending the event (participant, observer, presenter)
- d. whether the event is sponsored by the local government
- e. the benefit of local government representation at the event
- f. the number of event invitations or tickets received
- g. the cost to attend the event, including any associated expenses.

13. Should the recipient of an event invitation or ticket, received under clause 9, be an elected member or the CEO, and the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or the CEO must declare the event attendance a gift in accordance with sections 5.87A and 5.87B of the Act.

Purchase of event tickets by the Town of Victoria Park

14. Where it is considered significant and necessary for a representative of the Town of Victoria Park to attend an event, in line with considerations made under clause 11 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.

15. Clause 14 does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in line Policy 022 Elected Member Professional Development and the adopted annual budget.

RELATED DOCUMENTS:

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulation 1996](#)

Policy manager	Manager Governance and Strategy
Responsible officers	Coordinator Governance and Strategy
Approval authority	Council
Next Evaluation Date	

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/04/2020	Council	380/2020	Item 15.3



SCHEDULE A – PRE-APPROVED EVENTS

The Council has pre-approved the following events which are exempt from the disclosure of interest provisions of the *Local Government Act 1995*:

Event and Venue	Date of Event	Attendee/s	Cost	Date of Council resolution



Policy number	Policy 024
Policy title	Event attendance
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

The event attendance policy is to enable elected members and the Chief Executive Officer (CEO) to attend events as a representative of the Town without restricting their ability to participate in council meetings in accordance with section 5.90A of the *Local Government Act 1995*.

This policy is not to be used as a mechanism to avoid conflict of interest provisions.

POLICY SCOPE:

This policy applies to all elected members and the ~~Chief Executive Officer~~ CEO.

DEFINITIONS:

closely associated person has the meaning given to it in the Act.

event has the meaning given to it in the Act and Regulations, however it does not include an event run by the Town.

gift has the meaning given to it in the Act and Regulations.

POLICY STATEMENT:

1. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of elected members and the ~~Chief Executive Officer~~ (CEO).

Event attendance register

2. The CEO shall maintain an event attendance register listing events attended by elected members and the CEO in their civic capacity, where they have been invited or received tickets, regardless of value. ~~Elected members are required to~~ Declarations on their event attendance are to be made within ten (10) days of attending the event.
3. ~~Each elected member is required to declare the following information on the register~~ Declarations must include:
 - a. who invited the member or provided the tickets to the event

- b. the description of the event
- c. the location of the event
- d. the date of the event
- e. the role that the elected member or CEO fulfilled at the event (i.e. presenter, observer or participant)
- f. the benefit of the elected member or CEO attending the event for the Town of Victoria Park
- g. the value of the event (if any).

4. Where the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

5. The following events are not required to be disclosed in the event attendance register:

- Town hosted events
- Civic events hosted by other local governments
- Elected member and CEO training (professional development)
- Local sports club season openings, games and annual general meetings (with the exception of the West Coast Eagles and Perth Football Club)
- Invitations to visit a sports club to see Town upgrades
- Club fundraisers (quiz nights and sporting days)
- Centenary celebrations
- School assemblies and graduations
- Community P&C events.

4.6. The event attendance register shall be published on the Town website and updated at least once a month, provided attendance at an event is declared.

Events pre-approved by Council

5.7. Where the value of an event attended exceeds \$300, and the donor has a matter before Council, the attendee must disclose an interest relating to the event attendance as a 'closely associated person'. Such disclosure prevents an elected member from participating in debate or voting on that matter, or in the case of the CEO, providing advice on the matter, unless otherwise pre-approved by Council under clause 7.8 of this policy.

6.8. In accordance with the Act, Council may resolve to pre-approve attendance to a specific event. In this circumstance, the attendee will not need to disclose an interest relating to that event attended as a 'closely associated person'. Attending a pre-approved event means that an elected member can participate in debate and vote on the matter, or in the case of the CEO, can provide advice. All pre-approved events shall be recorded in Schedule A of this policy.

7.9. Where the value of the pre-approved event attended exceeds \$300, or the invitations received from a



donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

Event invitations or tickets addressed to the Town of Victoria Park

~~8-10.~~ Where event invitations or tickets are addressed to the Town of Victoria Park, and not an individual, the Mayor shall determine how they are to be allocated.

~~9-11.~~ Methods of allocation are:

- a. Providing the event invitations or tickets to elected members
- b. Providing the event invitations or tickets to a club, volunteer group or other non-for-profit organisation within the Town
- c. Holding a public competition for the event invitations or tickets to be given to the community
- d. Authorising the CEO to allocate the tickets
- e. Refusing the event invitation or tickets.

~~10-12.~~ In allocating the event invitations or tickets, the Mayor will consider:

- a. who is providing the invitation or ticket to the event
- b. the location of the event in relation to the local government (within the district or out of the district)
- c. the role of the- person when attending the event (participant, observer, presenter)
- d. whether the event is sponsored by the local government
- e. the benefit of local government representation at the event
- f. the number of event invitations or tickets received
- g. the cost to attend the event, including any associated expenses.

~~11-13.~~ Should the recipient of an event invitation or ticket, received under clause 9, be an elected member or the CEO, and the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or the CEO must declare the event attendance a gift in accordance with sections 5.87A and 5.87B of the Act.

Purchase of event tickets by the Town of Victoria Park

~~12-14.~~ Where it is considered significant and necessary for a representative of the Town of Victoria Park to attend an event, in line with considerations made under clause 11 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.

~~13-15.~~ Clause ~~13-14~~ does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in line Policy 022 Elected Member Professional Development and the adopted annual budget.

RELATED DOCUMENTS:

Policy 024 Event attendance

Page 3

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulation 1996](#)

Policy manager	Manager – Governance and Strategy
Responsible officers	Governance Advisor – Compliance <u>Coordinator Governance and Strategy</u>
Approval authority	Council
Next Evaluation Date	

Version	Approved, Amended, Rescinded	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	21/04/2020	Council	380/2020	Item 15.3



SCHEDULE A – PRE-APPROVED EVENTS

The Council has pre-approved the following events which are exempt from the disclosure of interest provisions of the *Local Government Act 1995*:

Event and Venue	Date of Event	Attendee/s	Cost	Date of Council resolution

