



TOWN OF
VICTORIA PARK



Agenda Briefing Forum Notes – 4 April 2023



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** was held at **6:30 PM** on **Tuesday 4 April 2023** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Deputy Mayor Claire Anderson
12 April 2023

Table of contents

Item	Page no
1 About the Agenda Briefing Forum.....	4
2 Opening.....	5
3 Acknowledgement of country.....	5
4 Announcements from the Presiding Member	5
5 Attendance.....	7
5.1 Apologies	7
5.2 Approved leave of absence.....	7
6 Declarations of interest.....	8
7 Public participation time	10
8 Presentations.....	11
9 Deputations.....	11
10 Method of dealing with agenda business	12
11 Chief Executive Officer reports	13
11.1 Council Resolutions Status Report - March 2023.....	13
11.2 Quarterly Progress Report Q3 January 2023 - March 2023	16
12 Chief Community Planner reports.....	27
12.1 Development application for Cafe/Restaurant and Serviced Apartments at No. 998 (Lot 4) Albany Highway, East Victoria Park.....	27
12.2 Vic Park Funding Program - Sport, Sport Equipment and Urban Forest Grants	46
12.3 Development Application - Demolition of Hill View Clinic Building	58
13 Chief Operations Officer reports.....	68
13.1 Multi-Use Court Facility Alternate Locations within Town.....	68
13.2 Koolbardi Park - Multi Court Facility	72
13.3 Environment Plan 2023-2028	77
13.4 Kent St Sand Pit Detailed Design.....	89
13.5 Carlisle Traffic Management Review 2023	101
13.6 Leasing of the residential property 14 Kent Street	109
13.7 Disposal of the cafe space at Leisurelife by way of lease	114
13.8 Burswood Peninsula Review of Deed Maintenance Requirements.....	120
14 Chief Financial Officer reports.....	125
14.1 Schedule of Accounts - February 2023	125
14.2 Financial Statements - February 2023	129
15 Committee reports.....	133
15.1 Review of Policy 007 Long Service Leave	133
15.2 Sustainable Timber - Use In Town Construction.....	137

15.3 Policy evaluation - Policy 305 – Loan borrowing limitations.....	141
15.4 Policy Evaluation - Policy 011 - Elections	143
15.5 Record Keeping Policy.....	147
16 Motion of which previous notice has been given	151
17 Public participation time	151
18 Questions from members without notice on general matters	151
19 Confidential matters.....	151
19.1 Tender Award – Oats Street Precinct Structure Plan and Planning Scheme Amendment TVP/22/20	151
19.2 Provision of Plumbing Services TVP/22/19	151
19.3 Proposed Maintenance Agreement for Deed Area, Burswood Peninsula	151
20 Closure	151

1 About the Agenda Briefing Forum

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

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

Members of the public that are directly impacted by an item on the agenda may participate in the meeting through a deputation. A deputation is a presentation made by one individual or a group up to five people affected (adversely or favourably) by a matter on the agenda. Deputations may not exceed 10 minutes. A [Deputation Form](#) must be submitted to the Town no later than 24 hours prior to the meeting and is to be approved by the Chief Executive Officer.

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

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

Disclaimer

Any plans or documents in agendas, minutes and notes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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

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

2 Opening

Deputy Mayor Claire Anderson opened the meeting at 6:30pm.

3 Acknowledgement of country

Cr Peter Devereux read the Acknowledgement of Country.

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

There is an opportunity to ask questions and make statements at the beginning and end of the meeting. The opportunity to ask questions and make statements at the end of the meeting is limited to the following:

- Those items on the agenda and
- Those members of the public who did not participate in the first public participation time at this meeting.

Public participation time will be held for 30 minutes. Any additional time must be by agreement from the meeting and will be in five-minute increments.

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

4.5 Questions taken on notice

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

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

5 Attendance

Banksia Ward

Deputy Mayor Claire Anderson (Presiding Member)
Cr Peter Devereux
Cr Wilfred Hendriks
Cr Luana Lisandro

Jarrah Ward

Cr Jesse Hamer
Cr Bronwyn Ife
Cr Jesvin Karimi
Cr Vicki Potter

Chief Executive Officer

Mr Anthony Vuleta

Chief Operations Officer

Ms Natalie Adams

Chief Financial Officer

Mr Duncan Olde

Chief Community Planner

Ms Natalie Martin Goode

Manager Governance and Strategy

Mr Brad Sillence

Strategic Projects Manager

Mr Nick Churchill

Environment Officer

Mr Brendan Nock

Secretary

Ms Felicity Higham

Public liaison

Ms Alison Podmore

5.1 Apologies

Manager Development Services

Mr Robert Cruickshank

5.2 Approved leave of absence

Mayor

Ms Karen Vernon

6 Declarations of interest

6.1 Declarations of financial interest

Name/Position	Cr Jesvin Karimi
Item No/Subject	13.7 - Disposal of the cafe space at Leisurelife by way of lease
Nature of interest	Financial
Extent of interest	I am a financial sponsor of an NBL1 player who plays for the Perth Basketball Association – Perth Redbacks. I also have ongoing relationships with Perth Basketball Association being: <ul style="list-style-type: none">• My children all play for the Club;• My husband coaches several teams with the Club; I manage several teams with the Club.

6.2 Declarations of proximity interest

Nil.

6.3 Declarations of interest affecting impartiality

Name/Position	Cr Jesvin Karimi
Item No/Subject	12.2 - Vic Park Funding Program - Sport, Sport Equipment and Urban Forest Grants
Nature of interest	Impartiality
Extent of interest	The owners of Bread Espresso Bar are known to me.

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	12.2 -Vic Park Funding Program - Sport, Sport Equipment and Urban Forest Grants
Nature of interest	Impartiality
Extent of interest	I have an impartiality interest for Two of the endorsed grant recipients for Urban Forrest Grants being: Perth Montessori School as my daughter attended the primary school and Harold Hawthorn Senior Centre which I have attended events at the centre.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	12.2 -Vic Park Funding Program - Sport, Sport Equipment and Urban Forest Grants
Nature of interest	Impartiality
Extent of interest	I am a committee member of the Harold Hawthorne Community Centre.

Name/Position	Cr Luana Lisandro
Item No/Subject	12.2 - Vic Park Funding Program - Sport, Sport Equipment and Urban Forest Grants
Nature of interest	Impartiality
Extent of interest	I have attending events and functions run by Harold Hawthorne Centre and a family member receives services from them.

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	13.4 - Kent St Sand Pit Detailed Design
Nature of interest	Impartiality
Extent of interest	I have been in contact with the Friends of Jirdarup Bushland who have been a stakeholder in the consultation process.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	13.4 - Kent St Sand Pit Detailed Design
Nature of interest	Impartiality
Extent of interest	I have been involved with and attended events run by the Friends of Jirdarup.

Name/Position	Cr Peter Devereux
Item No/Subject	13.4 - Kent St Sand Pit Detailed Design
Nature of interest	Impartiality
Extent of interest	I have had discussions with Friends of Jirdarup about the Sandpit banksia woodland restoration.

Name/Position	Cr Luana Lisandro
Item No/Subject	13.4 - Kent St Sand Pit Detailed Design
Nature of interest	Impartiality
Extent of interest	I have attending events and functions run by the Friends of Jirdarup and have had discussions with the group in the past in relation to the Kent Street Sand Pit.

Name/Position	Cr Jesvin Karimi
Item No/Subject	13.4 - Kent St Sand Pit Detailed Design
Nature of interest	Impartiality
Extent of interest	I have attended events hosted by the Friends of Jirdarup. I have also held numerous discussions with Community members about the Kent St Sand Pit designs.

Name/Position	Cr Peter Devereux
Item No/Subject	13.5 - Carlisle Traffic Management Review 2023
Nature of interest	Impartiality
Extent of interest	I live on Star St and was part of a petition expressing concern and calling for action because of the crashes and speed and volume of traffic in Star St Carlisle 20 years ago.

Name/Position	Cr Jesvin Karimi
Item No/Subject	13.7 - Disposal of the cafe space at Leisurelife by way of lease
Nature of interest	Impartiality
Extent of interest	<p>I am a financial sponsor of an NBL1 player who plays for the Perth Basketball Association – Perth Redbacks.</p> <p>I also have ongoing relationships with Perth Basketball Association being:</p> <ul style="list-style-type: none"> • My children all play for the Club; • My husband coaches several teams with the Club; <p>I manage several teams with the Club.</p>

7 Public participation time

Vince Maxwell

1. Item 13.8 on the Burswood Peninsula, the report states the developer ceased maintenance on the public open space outside the prescribed area in the deed from 1 August 2022. The attachment infers the small purple area and the yellow verge is the entirety of the public open space covered by the deed of agreement. Are you sure the deed of agreement only applies to these two small areas?

The Chief Operations Officer advised that the area shown in purple was the area prescribed in the deed and that is the area outside of which the developer has ceased maintenance.

2. Are you saying the original deed that has not been varied, was only written to cover the lake park, lot 1 of the structure plan and the verges of lots 6b?

The Chief Operations Officer advised that there is a difference between the deed and the structure plan, the purple area of the lakes is what is covered in the deed.

3. So the deed was only ever written to cover those two areas?

The Chief Operations Officer advised that it does cover the purple area definitely, and there is an agreement with regards to the yellow area that is covered separately.

4. In November the Council was told the CEO had agreed with Mirvac to take over some maintenance items and the Town had been doing maintenance for 2 years. This report states it commenced in August 2022. Which is correct August 2022 or two years ago?.

The Chief Operations Officer advised that since August 2022 the areas shown in the plan outside of the deed area have been taken over by the Town, in November 2022 those were also some of the items the Town had taken over which was alluded to.

5. What's the difference between the maintenance which was done for more than 2 years to what was started a few months ago?

The Chief Operations Officer advised that the items taken over and maintained throughout the past 2 years included BBQ cleaning, parks maintenance and other works throughout the Burswood Peninsula that have been undertaken.

6. Made a statement that the deed area seems to keep changing and is different to the structure plan, yet the Council hasn't changed anything, this will incur significant cost to ratepayers for something Mirvac are responsible for. Why are you doing this in secret and why are you opposed to an independent audit?

John Gleeson, Carlisle

1. Made a statement that he has been coming to meetings for a long time, we have people living on the streets and in the past with the Salvation Army he had assisted with blankets for people living under the Causeway and is concerned that as one of the older residents he is seeing the old Victoria Park disappear. He noted the flag represents everyone and he blessed Australia and all those who live here.

Sam Zammit, St James

1. I made a request of the CEO for a lamp to be placed on this table, has this been forgotten?

The Presiding member made a note of the request that additional light is required.

2. At the last ABF I requested information on the publishing of a petition which included personal details, the Mayor advised a full explanation on how this happened would be provided?

The A/Manager Governance and Strategy advised that the Mayor apologised unreservedly at that meeting and an inadvertent error had resulted in the publication of personal details.

3. That was not an appropriate response, where is the explanation of how it occurred?

The A/Manager Governance and Strategy advised the reason had been given, and it was an inadvertent error.

4. I have contacted the Town to request the drain near my home be cleaned as it is frightening during a heavy downpour and tree leaf litter compounds this. Do we have a program to clean the drains?

The Chief Operations Officer advised that the Town has a program that cleans pits and conducts sweeping to remove and reduce debris. The Urban Forest Strategy does contribute leaf litter which is taken account of.

5. I live on the low side of the road and the drains overflowing are a concern as water comes into my property. There is one gully and two catchment areas plus the hill. I have contacted the Town to get it cleaned and was told the request had been included with other drains to be cleaned by the contractor. Can we do something positive?

The Chief Operations Officer took the question on notice.

8 Presentations

Nil.

9 Deputations

Nil.

10 Method of dealing with agenda business

Questions were received from elected members on the following items:

- a) 12.1 Development application for Cafe/Restaurant and Serviced Apartments at No. 998 (Lot 4) Albany Highway, East Victoria Park
- b) 12.2 Vic Park Funding Program - Sport, Sport Equipment and Urban Forest Grants
- c) 13.1 Multi-Use Court Facility Alternate Locations within Town
- d) 13.2 Koolbardi Park - Multi Court Facility
- e) 13.3 Environment Plan 2023-2028
- f) 13.4 Kent St Sand Pit Detailed Design
- g) 13.5 Carlisle Traffic Management Review 2023
- h) 13.6 Leasing of the residential property 14 Kent Street
- i) 13.8 Burswood Peninsula Review of Deed Maintenance Requirements

11 Chief Executive Officer reports

11.1 Council Resolutions Status Report - March 2023

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> Outstanding Council Resolutions Report March 2023 [11.1.1 - 45 pages] Completed Council Resolutions Report March 2023 [11.1.2 - 11 pages]

Recommendation

That Council:

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

Purpose

To present Council with the Council resolutions status reports.

In brief

- On 17 August 2021, Council endorsed status reporting on the implementation of Council resolutions.
- The status reports are provided for Council's information.

Background

- On 17 August 2021, Council resolved as follows:
- That Council:*
- 1. Endorse the inclusion of Council Resolutions Status Reports as follows:*
- a) Outstanding Items – all items outstanding; and*
- b) Completed Items – items completed since the previous months' report to be presented to each Ordinary Council Meeting, commencing October 2021.*
- 2. Endorse the format of the Council Resolutions Status Reports as shown in Attachment 1.*

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	.

Civic Leadership	
Community priority	Intended public value outcome or impact

CL3 - Accountability and good governance.	The reports provide elected members and the community with implementation/progress updates on Council resolutions.
---	--

Engagement

Internal engagement	
Stakeholder	Comments
All service areas	Relevant officers have provided comments on the progress of implementing Council resolutions.

Legal compliance

Not applicable.

Risk management consideration

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

Financial implications

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

Analysis

6. The Outstanding Council Resolutions Report details all outstanding items. A status update has been included by the relevant officer/s.
7. The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 1 March 2023 to 29 March 2023. A status update has been included by the relevant officer/s.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

11.2 Quarterly Progress Report Q3 January 2023 - March 2023

Location	Town-wide
Reporting officer	Acting Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Community Benefits Strategy Q 1 Report Jan - Mar 2023 - with cover [11.2.1 - 4 pages]2. 2022 2023 - Q 3 - Quarterly Reports - Five-year capital works program including the Annual Strategic [11.2.2 - 6 pages]3. CBP Quarterly progress report January- March 2023 [11.2.3 - 57 pages]

Recommendation

That Council receives the quarterly written progress reports, for the third quarter period [January 2023 – March 2023], relating to the:

1. Corporate Business Plan;
2. Five-year capital works program, including the 2022/2023 Annual Strategic Project Plan;
3. Economic Development Strategy 2018-2023;
4. Urban Forest Strategy;
5. Reconciliation Action Plan;
6. Disability Access and Inclusion Plan;
7. Climate Emergency Plan;
8. Community Benefits Strategy.

Purpose

To present the quarter 3 (January 2023 – March 2023) progress updates to Council on the actions, projects and outcomes listed within the plans and strategies included in the recommendation.

In brief

- At the Ordinary Council Meeting on 16 July 2019, Council resolved that quarterly written progress reports be presented to Council on the Corporate Business Plan, Annual Strategic Project Summary, five-year capital works program and a selection of strategies and plans. A resolution in July 2021 requested that a progress report on the Climate Emergency Plan also be included. A resolution in October 2021 requested that a progress report also be included for the Community Benefits Strategy 2019-2024.
- The progress reports were requested to enable Council to confidently oversee the Town's performance, allocation of finances and allocation of resources, as well as improve transparency and accountability to the Council and community.
- All progress reports for this quarter are attached to this report to be received by Council.

Background

1. At the Ordinary Council Meeting on 16 July 2019, Council resolved:

That Council requests that the Chief Executive Officer:

1. *Develops an Annual Strategic Project Summary for 2019/2020, containing a summary of the projects that are aligned to strategic outcomes in the Strategic Community Plan 2017-2027.*
 2. *Presents the 2019/2020 Annual Strategic Project Summary for adoption at the September Ordinary Council Meeting.*
 3. *Presents to Council, commencing from the October Ordinary Council Meeting, quarterly written progress reports on the actions, projects and outcomes within the Town's following plans and strategies:*
 - a. *Corporate Business Plan*
 - b. *2019/2020 Annual Strategic Project Summary*
 - c. *5 Year Capital Works Program*
 - d. *Economic Development Strategy 2018 – 2023*
 - e. *Urban Forest Strategy*
 - f. *Reconciliation Action Plan*
 - g. *Disability Access and Inclusion Plan*
2. The quarterly written progress reports were requested to enable Council to assess performance against strategies and plans, identify risks and significant variations in project performance and budgeting, receive information needed to be able to make informed decisions, and be able to take action to address any issues that arise. They were also requested to give Council and the community a higher level of transparency and accountability relating to strategic actions, plans and projects.
 3. At the Ordinary Council Meeting on 20 July 2021, Council resolved:

That Council:

 1. *Receives the community consultation results for the draft Climate Emergency Plan.*
 2. *Endorses the Climate Emergency Plan 2021 – 2031.*
 3. *Instructs the Chief Executive Officer to include the Climate Emergency Plan in the Quarterly written progress Reports to Council, commencing in the next quarter for 2021.*
 4. At the Ordinary Council Meeting on 12 October 2021, Council resolved to request quarterly progress reports on the programs within the Community Benefits Strategy 2019-2024.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	Council is provided with the information that they have requested in the way they determined is best for them.
CL02 - A community that is authentically engaged and informed in a timely manner.	The community are regularly informed of progress on projects, plans and strategies undertaken by the Town.

Engagement

Internal engagement	
Stakeholder	Comments
Operations	Operations coordinate the progress reports for the 2021/2022 Annual Strategic Project Summary, Climate Emergency Plan and Five-Year Capital Works Program
Governance and Strategy	Governance and Strategy coordinate the progress reports for the Corporate Business Plan.
Place Planning	Place Planning coordinate the progress reports for the Economic Development Strategy 2018 – 2023 and Urban Forest Strategy.
Community Development	Community Development coordinate the progress reports for the Community Benefits Strategy, Reconciliation Action Plan and Disability Access and Inclusion Plan.
C-Suite	C-Suite review and approve all content related to their areas.

Legal compliance

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not fulfilling Corporate Business Plan requirements	Minor	Unlikely	Low	Low	Allocating resources and managing workload to ensure legislative compliance is met.
Reputation	Negative public perception towards	Minor	Possible	Moderate	Low	Treat risk by providing

	the Town if progress expectations are not being met.					commentary and reasoning within progress reports where expectations are not being met. Avoid risk by frequently reporting to Council, allowing Council and community to be informed of progress in a timely manner and potentially mitigate further progress delays.
Service delivery	Not delivering services and programs expected by the community	Moderate	Possible	Medium	Medium	Treat risk by ensuring resources are allocated to perform desired works and activities.

Financial implications

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

Analysis

- Written progress reports will enable the Council to oversee the Town's performance and allocation of the Town's finances and resources. They will also help to inform the community about the Town's progress in relation to the plans and strategies.
- These reports on the actions, projects and outcomes, for the plans and strategies listed in the Council resolution, have been attached to this report. Further commentary for each report has also been included below.

Corporate Business Plan

- The status of actions from the CBP are as follows.

Strategic outcome	Total actions	No. of actions completed	No. of actions in progress	No. of actions overdue
-------------------	---------------	--------------------------	----------------------------	------------------------

Social	43	2	41	0
Economic	20	2	18	0
Environment	81	2	79	0
Civic Leadership	58	5	53	0

8. Actions completed within the reporting quarter are as follows.

Completed actions
Review the Safer Neighbourhoods Plan
Administer the sponsorship program
Deliver the Destination Marketing sub-program
Deliver the sponsorship program
Evaluate Policy 251 – Rainforest Timbers – Use in Town Construction
Deliver the Disability Access and Inclusion Plan
Evaluate Policy 305 – Loan Borrowing Limitations
Review the ICT Security Plan
Review the Disaster Recovery Plan
Conduct a review of Place Planning’s operations
Introduce annual engagement calendar process

2022/2023 Annual Strategic Project Summary

9. The status of projects from the Annual Strategic Project summary contained within the combined report attachment titled “Quarterly Reports - Five-year capital works program including the 2021 2022 Annual Strategic Projects Plan” are as follows.

Total projects	No. of projects on track	No. of projects potentially delayed	No. of projects delayed	Complete
16	10	0	5	1

Five-Year Capital Works Program

10. The status of projects from the Five-Year Capital Works Program contained within the combined report attachment titled "Quarterly Reports - Five-year capital works program including the 2022 2023 Annual Strategic Projects Plan" are as follows.

2022-2023

Total projects	Works in progress	Not yet started	Complete	Project Deleted
75	48	17	7	3

11. Subsequent years in the Five-Year Capital Works Program will be reported on after the finalisation of the budget and LTFP.

Economic Development Strategy 2018 – 2023

12. The Economic Development Strategy 2018- 2023 (EDS) outlines 50 actions required to achieve the seven pathways for sustainable economic growth over the next five years. The EDS was adopted by council in March 2019.
13. The summary table below represents the number of actions progressed and completed since the adoption of the EDS.

Outcome	Total actions	No. of actions completed	No. of actions in progress	No. of actions not started
Pathway 1: Leadership	4	2	2	0
Pathway 2: Identity	2	0	2	0
Pathway 3: Local to Global Connections	5	1	2	2
Pathway 4: Smart Town- Digital Innovation	7	0	5	2
Pathway 5: Creating an Enabling Business Environment	8	1	6	1
Pathway 6: High Value Precincts	6	5	1	0

Pathway 7: High Value Sectors	18	1	14	3
Total	50	10	32	8

Urban Forest Strategy

- The Urban Forest Strategy (UFS) Implementation Action Plan (IAP) outlines 41 actions required to achieve the six strategic outcomes defined in the UFS over a 5-year period. The UFS was adopted by council in September 2018 and the IAP in September 2019.
- The summary table below represents the number of actions progressed and completed since the adoption of the IAP.

Outcome	No. of actions completed	No. of actions in progress	No. of actions not started
Strategic Outcome 1 Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by Council.	0	3	0
Strategic Outcome 2 Maximize community involvement and collaboration in its implementation.	0	5	0
Strategic Outcome 3 Increase tree diversity, whilst favoring local endemic and West Australian species that also support wildlife.	0	4	0
Strategic Outcome 4 Maintain high standard of vegetation health.	0	3	0
Strategic Outcome 5 Improve soil and water quality.	0	0	0
Strategic Outcome 6 Improve urban ecosystems.	0	3	0

- A summary of the progress for each of the action from the UFS Implementation Action Plan is attached in a separate schedule.

Reconciliation Action Plan

- The Town's Reflect Reconciliation Action Plan (RAP) was adopted by Council in November 2018.

18. The document outlines strategies and actions to support opportunities to strengthen the community, build strong relationships and foster greater awareness and understanding of Aboriginal culture and history.
19. The status of actions from the Reconciliation Action Plan are as follows.

Category	No. of actions completed	No. of actions in progress/ongoing	No. of actions not started
Relationships	14	3	1
Respect	32	3	1
Opportunities	14	3	3
Tracking and Progress	2	2	0

20. This quarter, the key progress highlights of the Reconciliation Action Plan included:
- Progression in the development of the Innovate RAP
 - Engagement with the Mindeera Advisory Group regarding a number of key projects occurring within the Town.

Access and Inclusion Plan

21. The Town's Access and Inclusion Plan was adopted by Council in December 2022 and is a legislative requirement for all local governments.
22. The status of actions from the Access and Inclusion Plan are as follows.

Category	No. of actions completed /ongoing	No. of actions in progress	No. of actions not started
Goal 1: Customer Experience - Services and Events	0	2	4
Goal 1: Customer Experience - Information	0	2	5
Goal 1: Customer Experience - Quality Customer Service	0	2	3
Goal 2: Physical Access - Building and Facilities	0	3	5
Goal 3: Active Citizenship - Complaints	0	0	4

Goal 3: Active Citizenship - Public Consultation	0	2	3
Goal 4: Employment	0	1	4
Goal 5: Governance and Impact	0	4	1
Total	0	16	29

23. This quarter, the key progress highlights of the Access and Inclusion Plan included:

- Developing the Implementation Plan for the approved Access and Inclusion Plan

Community Benefits Strategy

24. The Community Benefits Strategy (CBS) was launched on 2 December 2019.

25. The CBS aims to deliver life-long learning opportunities, empower local community members, improve local amenities, and foster leadership and collaboration.

26. The strategy delivery partners have committed to deliver on the agreed benefits collectively and will each bring their strengths to the partnership.

27. The Town of Victoria Park, West Coast Eagles, Wirrpanda Foundation, and the Perth Football Club partnered in the design process of the CBS to collectively bring their own strengths to the partnership. The design process resulted in the creation of four programs, each program has a main delivery partner to ensure its success. Four programs as follows:

- Program 1: Youth Engagement, delivered by Wirrpanda Foundation to focus on engaging young people in constructive local activities and support parents with older children and adolescence.
- Program 2: Healthy Relationship Awareness, delivered by West Coast Eagles and focuses on domestic violence awareness and prevention.
- Program 3: Supporting Local Community Organisations, delivered by West Coast Eagles the program function is to support four not-for-profit groups or community groups over the first five years of the CBS.
- Program 4: Recreational Groups and Sports Club Development, delivered by West Coast Eagles who aid with strategic planning, governance, structures, constitutions, long term planning and other club related management issues.

28. The status of actions from the CBS are as follows:

Category	No. of actions completed/ongoing	No. of actions in progress	No. of actions not started
Youth engagement program	3	0	0
Healthy relationship awareness	2	3	3

Supporting local community organisations	4	3	0
Recreational groups and sports club development	2	4	0

29. This quarter, the key progress highlights of the CBS are included in the attached CBS Progress Report.

Climate Emergency Plan

30. The Town's Climate Emergency Plan (CEP) was adopted by Council on 20 July 2021.

31. The Climate Emergency Plan aims to:

- Achieve a zero-carbon target for emissions generated by the Town of Victoria Park by 2030. The timeframe of 2030 has been chosen because it is the timeframe needed to curb emissions and limit the seriousness of climate change impacts.
- Achieve at least 40% emissions reduction through direct action (i.e. not through carbon offsets).
- Support the community and businesses in working towards their own zero carbon target.
- Improve the resilience of the Town in responding to immediate climate change impacts.

32. The status of actions from the CEP are as follows.

Category	No. of actions completed	No. of actions in progress/ongoing	No. of actions not started
1 Embed a low carbon culture	3	2	2
2 Reduce emissions of facilities and assets	3	7	0
3 Reduce waste emissions	0	1	0
4 Switch to low carbon and renewables	0	3	0
5 Respond to immediate climate change impacts	0	7	2
6 Support and educate our community	0	11	1

7 Support and educate our businesses	0	10	0
8 Offset residual emissions	1	0	0

33. This quarter, the key progress highlights of the CEP are:

- Home composting workshop and trial program commenced February 2023.
- Reusable Nappy workshops held February and March 2023. Further workshop to be held in April 2023.
- Climate Impact Reporting developed, presented in Council March 2023.
- Sustainability Workshop series developed in partnership with Switch Your Thinking:
 - o Developing Healthy Soils for a Changing Climate – March 4
 - o Wonderful World of Worms – April 12
 - o How Much Does It Really Cost? An Introduction to Product Life Cycle Assessment – 10 May
 - o Planning Your Electrification Transformation – 21 June.
- The Low Carbon Schools Program has been established. This will commence in April and consist of four webinars and a session for the engaged schools to share successes.

34. As per the Council resolution, progress reports will be presented to Council on a quarterly basis, in October, February, April and July.

Relevant documents

[Corporate Business Plan](#)

[Economic Development Strategy 2018 – 2023](#)

[Urban Forest Strategy](#)

[Reconciliation Action Plan](#)

[Disability Access and Inclusion Plan](#)

[Climate Emergency Plan](#)

[Community Benefits Strategy](#)

There were no questions asked or presentations made in relation to this item.

12 Chief Community Planner reports

12.1 Development application for Cafe/Restaurant and Serviced Apartments at No. 998 (Lot 4) Albany Highway, East Victoria Park

Location	East Victoria Park
Reporting officer	Manager Development Services
Responsible officer	Chief Community Planner
Voting requirement	Absolute majority
Attachments	<ol style="list-style-type: none"> 1. Aerial photo [12.1.1 - 1 page] 2. Revised Landscape Concept 28.2.23 [12.1.2 - 5 pages] 3. Applicant's Planning Report [12.1.3 - 42 pages] 4. Revised DA Drawings 24.3.23 [12.1.4 - 9 pages] 5. Waste Management Plan [12.1.5 - 16 pages] 6. Preliminary Management Plan [12.1.6 - 4 pages] 7. DRP Recommendation Final [12.1.7 - 3 pages] 8. Updated Traffic Impact Statement [12.1.8 - 36 pages] 9. SP P 5.4 Noise Management Plan [12.1.9 - 20 pages] 10. Applicant response for 998 Albany Highway [12.1.10 - 3 pages]

Landowner	Mahesh Amritlal Ramchand Pty Ltd
Applicant	Space Collective Architects
Application date	19 October 2022
DA/BA or WAPC reference	DA 5.2022.314.1
MRS zoning	Urban
TPS zoning	Residential/Commercial
R-Code density	R80
TPS precinct	Precinct P11 'Albany Highway'
Use class	Restaurant/Cafe; Serviced Apartments
Use permissibility	Restaurant/Cafe - 'AA' (discretionary) use Serviced Apartments - 'AA' (discretionary) use
Lot area	686m ²
Right-of-way (ROW)	ROW 125 adjoins the property at the rear – 5.0m wide ROW

Local heritage survey	N/A
Residential character study area/weatherboard precinct	N/A
Surrounding development	Adjoining three storey mixed use development to the north-west; adjoining single storey dwelling to the south-east; commercial development further to the south-east; Edward Millen site on opposite side of Albany Highway; apartments/flats on opposite side of ROW.

Recommendation

That Council:

- A. Approve, by Absolute Majority, the application submitted by Space Collective Architects (DA Ref: 5.2022.314.1) for Restaurant/Cafe and Serviced Apartments at No. 998 (Lot 4) Albany Highway, East Victoria Park as indicated on the amended plans dated received 24 March 2023 in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme subject to the following conditions:
1. Prior to submission of an application for a building permit, amended plans are to be submitted to the Town's satisfaction, incorporating the following amendments to the design:
 - a. Waste bin storage area roller doors to reflect actual installation requirements; and
 - b. Minimum 2.7m ceiling height for living areas.
 2. Prior to lodging an application for a building permit, plans showing compliance with the relevant Quiet House Design Package, or alternatively a detailed Noise Management Plan is to be submitted and approved by the Town, which demonstrates that the development has been designed to meet the relevant requirements of State Planning Policy 5.4 'Road and Rail Transport Noise' (SPP5.4). Any recommended mitigation or design measures are to be incorporated into the drawings submitted for a building permit and the development shall be constructed and maintained thereafter in accordance with the approved details.
 3. A notification in the following terms shall be registered on the Certificate of Title for the strata lots under section 70A of the Transfer of Land Act 1893 at the expense of the developer.

Notice – This lot is situated in the vicinity of a transport corridor and is currently affected by transport noise.
 4. Prior to the submission of a building permit application, the applicant is to submit a report prepared by a suitably qualified independent consultant, demonstrating to the satisfaction of the Town that each upper floor unit has been designed to exceed the minimum NatHERS energy rating requirements by at least 0.5 star.
 5. Prior to occupancy, the applicant submitting a report prepared by a suitably qualified independent consultant, providing as-built certification to the satisfaction of the Town that each upper floor unit exceeds the minimum NatHERS energy rating by at least 0.5 star.

6. Prior to lodging an application for a building permit, the applicant/owner is to contribute a sum of 1% of the value of the total construction value towards public art. (Refer related Advice Note)
7. Prior to the submission of an application for a building permit, a final 'Colour and Materials Schedule', is to be submitted for approval by the Town.
8. A zero lot gutter to be provided for the boundary wall adjoining the common boundaries with Nos. 996 and 1000 Albany Highway, unless otherwise approved in writing by the Town.
9. Prior to the submission of an application for a building permit, full details of finishes and treatment of boundary walls to be provided to the satisfaction of the Town. Any exposed portions of boundary wall which will be visible from adjoining properties or public places shall be decoratively treated to the satisfaction of the Town.
10. The surface of the boundary walls on the common boundary with Nos. 996 and 1000 Albany Highway to be of a matching colour to the remainder of the development, unless otherwise approved in writing by the Town. All exposed surfaces of the boundary wall(s) are to be finished to a clean and tidy state of repair prior to the commencement or occupation of the development.
11. A suitable security system being installed to the satisfaction of the Town that enables vehicular access to all on-site car parking bays by occupants, staff or visitors to the building.
12. Prior to the first occupation of the development hereby approved, all approved car parking spaces together with their access aisles shall be clearly paved, sealed, marked, drained in accordance with Australian Standards AS2890.1 and arranged within the car park so that all vehicles may at all times leave or enter the street in a forward gear. All parking bays and access aisles shall thereafter be maintained to the satisfaction of the Town.
13. Car parking bays shall be provided on site in accordance with the approved plans prior to occupation of the development, inclusive of the marking and allocation of bays as follows:
 - (a) A minimum of 8 bays for the exclusive use of the Serviced Apartments at all times;
 - (b) A minimum of 3 commercial bays.
14. All development is to be setback 0.5 metres from the right-of-way for the length of the common boundary with the right-of-way to allow for the future widening of the right-of-way.
15. The 0.5 metre wide portion of land adjacent to the right-of-way which is subject to future right-of-way widening shall be constructed, sealed and drained to the Council's specifications by the owner(s) at their expense, prior to commencement of the development.
16. Prior to the submission of an application for a building permit a Construction Management Plan shall be submitted to and approved in writing by the Town which includes the route that construction vehicles will take to and from the site, the temporary realignment of pedestrian access ways (including crossing points and lighting), vehicular access to the site during construction, unloading and loading areas, waste disposal, the location on site of building materials to be stored, safety and security fencing, sanitary facilities, cranes and any other details. Construction works shall take place in accordance with the approved details at all times.

17. The development shall be constructed and operated in accordance with the approved Waste Management Plan.
18. All plant, equipment and external fixtures, including but not restricted to air-conditioning units, satellite dishes and non-standard television aerials, but excluding solar collectors, are to be located such that they are not visible from the primary street or secondary street.
19. External clothes drying facilities shall be provided for each dwelling and shall be screened from view from the street or any other public place.
20. Prior to submission of an application for building permit a final landscaping plan detailing size, location and type of planting to be provided to the satisfaction of the Town. This is to include written confirmation from a landscape architect (or equivalent) that the proposed areas of deep soil planting and on-structure planting within the development have sufficient area and volume to sustain healthy plant and tree growth for the selected species.
21. Landscaping is to be completed prior to the occupation or strata titling of the building(s), whichever occurs first, and thereafter maintained to the satisfaction of the Town.
22. All building works to be carried out under this development approval are required to be contained within the boundaries of the subject lot with the exception of the awning/canopy over the footpath.
23. Prior to occupation lighting to illuminate that portion of the right-of-way adjacent to the subject land is to be provided at vehicle and pedestrian entry points to the satisfaction of the Town.
24. To address the conditions of this development approval, a covering letter detailing compliance with each condition, copy of the final working drawings and relevant associated reports and information are to be submitted by the owner/applicant and be cleared in writing by the Town (refer to related advice note).
25. This approval is valid for a period of twenty four months only. If development has not commenced within this period, a fresh approval must be obtained before commencing or continuing the development.

Advice Notes

- AN1 With regards to a public art contribution, the contribution being either:
- a. payment directly to the Town which will be placed in the Town's Community Art Reserve with the funds being used by the Town to provide public art within the same Town Planning Scheme Precinct; or
 - b. the owner/applicant is to provide public art on the development site in accordance with the procedures outlined in the Town's Developers Public Art Handbook, which includes the submission of details for approval by Council. The public art is to be completed and installed to the satisfaction of the Town prior to the occupation of the development. The public art is to be maintained thereafter by the owner/occupiers.

- AN2 A detailed Noise Management Plan is to be prepared, in accordance with the [State Planning Policy 5.4 Road and Rail Noise Implementation Guidelines](#), by a suitably qualified acoustic consultant.
- AN3 This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of the Council.
- AN4 A building permit is required to be obtained from the Town prior to commencement of any work in relation to this development approval.
- AN5 With respect to clearing the conditions of this development approval, a building permit cannot be issued until those conditions of the development approval requiring clearance 'prior to the submission of an application for the relevant building permit' are given written planning clearance by the Town. It is recommended that the relevant information be submitted prior to the submission of an application for a building permit in order to avoid delays in the processing of a building permit application. Should a building permit application be submitted without written planning clearance, then the building permit application will be put on hold until written planning clearance is obtained, or the application may be refused.
- AN6 The applicant/owner should refer to the Requirements of Other Council Business Units, enclosed with this development approval, which are relevant to the submission of a building permit and/or the carrying out of the development for which this approval is granted. This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of the Council.
- AN7 A Drainage Management plan including details of the on-site stormwater disposal including soakwell sizes and locations to be submitted prior to the issue of a building permit.
- AN8 All stormwater drainage for commercial/industrial and multi residential developments (5 or more units) shall be designed and signed by a practicing Hydraulic Consultant. An overland flow path is to be included in the design to ensure diversion of stormwater from the developments during storm events.
- AN9 This approval is for the use of the upper floor units as Serviced Apartments. Any alternative use or occupation of the units will require further Development Approval to be obtained from the Town.
- AN10 This approval does not include the approval of any signage. Any signage for the development to be the subject of a separate sign licence application.
- AN11 Plans are to be assessed by a suitably qualified person to confirm compliance with the Disability (Access to Premises – Building) Standards, Building Code of Australia and relevant Australian Standards. A Copy of the certified plans is to be provided as part of the building permit application.
- AN12 In addition to the disabled access and facility requirements of the Building Code of Australia, it is the responsibility of the building owner/developer to ensure the development complies with the Disability Discrimination Act 1992. Further information may be obtained from the Disability Services Commission.

AN13 Existing crossovers that are not used as part of the development or redevelopment shall be removed and the verge, kerbing and footpath (where relevant) shall be reinstated prior to occupation of the new development, to the satisfaction of the Town.

AN14 The owner or occupier is required to display the street number allocated to the property in a prominent location clearly visible from the street that the building faces.

AN15 Any modifications to the approved drawings, other than those authorised by this approval, may require the submission of an application for an Amendment to Development Approval and reassessment of the proposal.

AN16 Should the applicant be aggrieved by this decision a right of appeal may exist under the provisions of the Town Planning Scheme or the Metropolitan Region Scheme and the applicant may apply for a review of the determination by the State Administrative Tribunal within 28 days of the date of this decision.

B. Request the CEO to advise submitters of Council's decision.

Purpose

The application proposes variations to development requirements prescribed by the Town's Town Planning Scheme No. 1 (TPS 1), which in accordance with clause 29 of TPS 1, requires Council determination.

In brief

- The application proposes the construction of a three storey building comprising of two Restaurant/Cafe tenancies, car parking, amenities and services on the ground floor, with there being four Serviced Apartments on each of the two upper levels (ie. total of 8 Serviced Apartments).
- The application proposes variations to the standards of TPS 1 in relation to the proposed plot ratio and front setback, and a variation to Local Planning Policy 23 'Parking' in relation to a shortfall of on-site car parking.
- The application has been the subject of review by the Town's Design Review Panel, who support the proposal subject to conditions.
- The application is recommended for approval by Absolute Majority.

Background

Nil.

Application summary

1. An application has been received for a three storey mixed use development comprising the following:

Ground floor

- Two Restaurant/Cafe tenancies;
- The use of the front setback area for outdoor dining for the Restaurant/Cafes.
- A lobby providing a reception area and lift access to the Serviced Apartments.

- Car parking bays accessed from the right-of-way at the rear, with there being eight bays for the Serviced Apartments, two bays for staff of the Restaurant/Cafe Tenancies, and one universal access bay for commercial visitors.
- Bin storage space with collection to be from the right-of-way.
- Bike storage space and service areas.
- Limited landscaped spaces.
- Development set back 0.5m from the right-of-way to make provision for future widening of the right-of-way.

First floor

- Four Serviced Apartments (2 bed, 2 bath), inclusive of one unit to be designed to the Platinum standard for Liveable Housing (the remaining dwellings are designed to the Silver standard).
- Landscaped internal courtyards.

Second floor

- Four Serviced Apartments (2 bed, 2 bath).

Applicants submission

2. The application is accompanied by supporting information inclusive of the following:
 - Development application drawings (see Attachment 2);
 - Landscaping plan (see Attachment 3);
 - Planning Report (see Attachment 4);
 - Traffic Impact Statement (see Attachment 5);
 - Waste Management Plan (see Attachment 6).
 - Noise Management Plan (see Attachment 7).
 - Preliminary Management Plan for the Serviced Apartments (see Attachment 8).
3. In supporting of delivering high quality design outcomes, the following design features are highlighted by the applicant:
 - The building recognises an Art Deco influence along Albany Highway.
 - There is a strong visual connection with Edward Millen park.
 - 50% of apartments with a northern aspect, and 50% of apartments with a park view.
 - 100% of apartments with cross ventilation.
 - Natural light to main corridors.
 - Ground floor alfresco dining activates the street.
 - Apartments facing the street provide passive surveillance.
 - Provision is made on the roof for solar PV panels.

4. With respect to management of the proposed Serviced Apartments, the Preliminary Management Plan outlines how the apartments will be managed, complaint management and contact details for the manager.
5. The Traffic Impact Statement concludes that the development will have no material impact upon the traffic operations and safety of the surrounding road network.
6. The Noise Management Plan concludes that noise received at the development from future traffic travelling on Albany Highway will exceed the external noise criteria of State Planning Policy 5.4 and therefore noise mitigation measures will need to be implemented as well as a notification on the title.

Relevant planning framework

Legislation	Town of Victoria Park Town Planning Scheme No. 1 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
State Government policies, bulletins or guidelines	State Planning Policy 7.0 'Design of the Built Environment' State Planning Policy 7.3 'Residential Design Codes'
Local planning policies	Local Planning Policy 23 'Parking' Local Planning Policy 7 'Vehicle Access to Properties Via a Right-of-Way' Local Planning Policy 16 'Albany Highway Residential/Commercial Design Guidelines' Local Planning Policy 29 'Public Art Private Developer Contribution' Local Planning Policy 31 'Serviced Apartments and Residential Buildings including Short-Term Accommodation' Local Planning Policy 33 'Guide to Concessions on Planning Requirements for Mixed Use, Multiple Dwelling and Non-Residential Developments'
Other	Nil

General matters to be considered

TPS precinct plan statements	<p>The following statements of intent contained within the precinct plan are relevant to consideration of the application.</p> <p><i>"This area shall be redeveloped as a mixed use area combining both residential and commercial uses. Future development shall be of medium to high density residential together with compatible, small scale commercial uses. Where commercial uses are developed these are to be orientated to Albany Highway, while residential is to be above or behind the commercial floorspace. Commercial uses are not permitted unless combined with residential uses and must not comprise more than one third of the overall Development.</i></p> <p><i>Careful control will be exercised over the nature of commercial uses and their site layout and design in order to minimise potential conflict with residential uses. In particular a high level of visual amenity, security and privacy is to be ensured while noise disturbance will be minimised.</i></p>
-------------------------------------	---

	<p><i>Adequate car parking must be provided on-site to ensure that both commercial and residential needs are satisfied. Some of the car parking bays may be shared between the two uses."</i></p>
<p>Local planning policy objectives</p>	<p>The following objectives of Local Planning Policy 7 are relevant in determining the application.</p> <ul style="list-style-type: none"> • To encourage development abutting rights-of-way that provides an appropriate building interface, increases activation and safety, and promotes surveillance. <p>The following objectives of Local Planning Policy 16 are relevant in determining the application.</p> <ul style="list-style-type: none"> • Protect the amenity of existing and future residential areas. • Encourage development consistent with the style and character of adjacent commercial areas along Albany Highway, and complementary to adjacent residential development. <p>The following objectives of Local Planning Policy 23 are relevant in determining the application.</p> <ul style="list-style-type: none"> • To ensure the adequate provision of parking for various services, facilities and residential development and to efficiently manage parking supply and demand. <p>The following objectives of Local Planning Policy 31 are relevant in determining the application.</p> <ul style="list-style-type: none"> • To facilitate the development of appropriately located and high quality accommodation other than permanent residential dwellings within the Town. • To protect the residential amenity of permanent and long term residents and minimise the perceived negative impacts that may be caused by the transient nature of alternative forms of accommodation. • To recognise the positive contribution that Serviced Apartments and Residential Buildings including Short Term Accommodation may have on the local economy.
<p>Deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015</p>	<p>The following are relevant matters to be considered in determining the application :</p> <p>(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving;</p> <p>(c) any approved State Planning Policy;</p>

	<p>(g) any local planning policy for the Scheme area;</p> <p>(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</p> <p>(n) the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;</p> <p>(s) the adequacy of - (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading manoeuvring and parking of vehicles.</p> <p>(y) any submissions received on the application.</p>
Urban forest strategy	<p>This application has the following impacts, in regards to the Town’s Urban Forest Strategy.</p> <ul style="list-style-type: none"> Proposes new on-site trees and landscaping – the site is currently vacant.

Compliance assessment

- The table below summarises the planning assessment of the proposal against the key provisions of the Town of Victoria Park Town Planning Scheme No.1, the Towns local planning policies, the Residential Design Codes and other relevant documents, as applicable.
- With respect to the assessment of this application, Local Planning Policy 31 outlines that applications for Serviced Apartments will be subject to assessment against the R-Codes requirements for Multiple Dwellings.

Planning element	Applicable development standard	Proposed
Land use	Restaurant/Cafe and Serviced Apartments are both discretionary land uses.	Requires Council’s discretion
Plot ratio	Maximum total plot ratio of 1.0 (686m ²) with the non-residential component not exceeding 0.33 (226m ²)	Total plot ratio of 1.26 (864m ²) with the non-residential component being 0.15
Building height	Maximum 3 storeys (11.5m)	3 storeys (11.49m)

Street setback	3m minimum	2.2m minimum
Side setback	Nil setbacks permitted, with maximum two storeys to one boundary	Three storeys to both side boundaries
Car parking	Minimum 16 bays for Restaurant/Cafe; Minimum 16 bays for Serviced Apartments.	3 bays for Restaurant/Cafe; 8 bays for Serviced Apartments.
Vehicle access	Vehicle access from right-of-way	Vehicle access from right-of-way
Deep soil area and tree planting	Minimum 10% of site area to be deep soil planting (ie. minimum 68.6m ²). The shortfall in deep soil area can be provided by on-structure planting at twice the shortfall (ie. 114m ² required). Minimum 22.8m ² new tree canopy cover	11m ² deep soil area. 26m ² of on-structure planting 48.8m ² tree canopy cover
Energy Efficiency	Development to incorporate at least one energy efficiency initiative that exceeds minimum practice, or all dwellings exceed the minimum NATHERS rating for apartments by at least 0.5 stars.	Applicant indicates that it is anticipated that the development will exceed the minimum NATHERS rating by at least 0.5 stars. This can be a condition of approval. It is noted that the drawings make provision for solar PV panels on the roof.
Universal design dwellings	Minimum 20% dwellings meet Silver standard	7 dwellings meet Silver standard and 1 dwelling meets Platinum standard

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	The development is generally of a high standard, provides an alternative form of accommodation and activates the street.

Engagement

Internal engagement	
Stakeholder	Comments
Building	No objection subject to appropriate conditions
Engineering	No objection subject to appropriate conditions
Environmental Health	No objection subject to appropriate conditions
Parks	No objection subject to appropriate conditions

External engagement	
Stakeholders	Owners and occupiers of properties within a 200m radius
Period of engagement	28 days – 17 February 2023 to 17 March 2023
Level of engagement	2. Consult
Methods of engagement	Written submissions
Advertising	Letters to affected owners and occupiers.
Submission summary	Five submissions - two in support; one objecting; two stating they neither support or object.
Key findings	<p>Supporting submissions – development will add value to the community; sensible infill close to good public transport.</p> <p>Objecting submission – lack of car parking</p> <p>Other submissions – inadequate parking; should be 16 bays for the apartments; footpaths and street lighting in the area need attention.</p>

Other engagement	
Stakeholder	Comments
Town's Design Review Panel	The design has been the subject of review by the Town's Design Review Panel (DRP) on three occasions, being once prior to the application lodgement and then on two further occasions post-

lodgement. The applicant has been receptive to making design improvements in response to the DRP's feedback.

The DRP had a final meeting on 8 March, with Panel resolving to support the proposal. Attachment 8 details the DRP's views on the strengths and weaknesses of the design and those matters they consider should be further addressed through conditions of approval, inclusive of the following:

- *Provide privacy screening to selected Level 2 bedroom windows, ensuring that access to natural light and cross ventilation is not unduly impacted.*
- Resolve staircase design to address fire protection and fire escape requirements and minimise impact on amenity.
- Ensure the universally accessible apartment satisfies the Liveable Home Standards or equivalent to ensure ease of use, with particular regard to impact of room layout on furniture placement.
- Screen any roof top mechanical plant. Details of the screen to be designed and in keeping with the rest of the building.
- *Suitable roof access in keeping with the NCC to be provided.*
- Waste bin storage area roller doors reflect actual installation requirements and allow unrestricted access to remove waste bins for pickup.
- Provide a bin standing area external to the car park to allow bin pickup without compromising car park security.
- Public art to be developed and be readily understood as an artwork in full public view.
- *Recommend additional natural light and ventilation be provided to Level 2 apartments through the introduction of openable skylights, particularly to apartments with a narrow frontage to the balcony.*
- *Consider swapping the location of bath and store in the south-eastern apartments that address the lane. Scope to rearrange layout to improve amenity and increase the floor area of the abutting northern apartments at their entry/dining area and better resolve the laundry arrangement.*
- Use of structural soils or root cell system to provide additional root zone under the vehicular access for the car park trees.

It should be noted that following the above DRP meeting, the applicant has submitted further revised drawings (at Attachment 2) which satisfactorily address the above items in italicised font and has provided a written response addressing the other matters (see Attachment 10).

Risk management considerations

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable					
Environmental	Not applicable					
Health and safety	Not applicable					
Infrastructure/ ICT systems/ utilities	Not applicable					
Legislative compliance	The proponent has a right of review to the State Administrative Tribunal against Council's decision, including any conditions.	Moderate	Likely	High	Low	Accept – provide Council with all relevant information to make an informed decision
Reputation	Negative public perception towards the Town	Moderate	Possible	Medium	Low	Accept - provide Council with all relevant information to make an informed decision
Service delivery	Not applicable					

Financial implications

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

Analysis

9. The assessment of the application has given consideration to the relevant provisions of the Scheme, and applicable State and local planning policies. The following matters have been identified as the key matters requiring consideration:

- Proposed land uses
- Building bulk/plot ratio
- Setback to Albany Highway
- Side setbacks to boundaries
- Deep soil area and landscaping
- Car parking
- Public art
- Design quality
- Other Scheme considerations

Proposed land uses

10. The application proposes two distinct land uses, being two tenancies to be used as 'Restaurant/Cafe' and the eight upper floor units to be used as 'Serviced Apartments'. Both land uses are 'AA' (discretionary) uses under TPS 1.
11. The upper floor units are to be used as 'Serviced Apartments' rather than conventional residential units for permanent accommodation (classified as 'Multiple Dwellings'). Serviced Apartments are defined under TPS 1 as "a group of units or apartments providing - (a) self-contained short stay accommodation for guests; and (b) any associated reception or recreational facilities".
12. For the proposed Serviced Apartments, the plans depict provisions on the ground floor including a reception area, luggage storeroom and bike store, as well as eight parking bays, being one bay for each unit.
13. The Town's Local Planning Policy 31 applies to applications proposing Serviced Apartments. A review of the application against LPP31 has concluded that the development is acceptable principally in terms of satisfying the locational criteria of the policy for this type of accommodation, and measures being in place to appropriately manage the property. In this respect, the applicant has submitted a Preliminary Management Plan (see Attachment 7) outlining how the owner intends to manage bookings, complaints and the property more generally.
14. Both of the proposed land uses are considered appropriate to the site location and can be managed to minimise any impact upon adjoining properties, and accordingly the proposed land uses are supported.

Building bulk/plot ratio

15. The development proposes a plot ratio of 1.26 (864m²) in lieu of a maximum of 1.0 (686m²). Having regard to Council's Local Planning Policy 33, approval has been granted in a number of other instances for a plot ratio variation where the resulting building scale is considered appropriate, and the additional plot ratio is not manifesting itself in poor design outcomes. In this instance the building scale and form is consistent with the emerging context of developments along Albany Highway and does not result in unreasonable amenity impacts upon adjacent properties. Furthermore, the Town's Design Review Panel are generally satisfied that the development is of a high standard and warrants support.

Setback to Albany Highway

16. The TPS1 Precinct Plan provides for a 3.0 metre minimum setback from Albany Highway. In other instances, a nil setback to Albany Highway has been supported, so as to result in an activated frontage at the street boundary. In the instance of the adjoining development at No. 996 Albany Highway (approved in 2014) a minimum 2.2m setback was considered acceptable given the interface to the Edward Millen Park opposite. The current application for No. 998 Albany Highway proposes a varied street setback, with the minimum setback being 2.2m. This is considered to be acceptable, noting that the front setback area is to be utilised for outdoor dining which provides a street activation benefit.

Boundary Walls

17. The development proposes three storey boundary walls to both the north-west and south-east boundaries. The Acceptable Outcomes standard under the R-Codes is for boundary walls to be a

maximum of two storeys, and to one boundary only. It is noted that the proposed boundary wall to the north-west boundary is a comparable length, height and location to the boundary wall of the building to the north-west in which case the wall has no impact upon this property. In the case of the boundary walls to the south-eastern boundary, while the walls will be imposing upon the adjoining property given its current use as a single storey dwelling, it is reasonably expected that this property will be redeveloped at some future time in a similar manner. As per the Town's Local Planning Policy 16, development within this area is encouraged to be built boundary-to-boundary with side setbacks being minimised. In this context, the building of three storey boundary walls to both boundaries is considered to meet the Element Objective of the R-Codes for side setbacks to "be consistent with the desired streetscape character."

Deep soil area and landscaping

18. The Acceptable Outcomes standard under the R-Codes is for development to have deep soil planting at a rate of 10% of the site area, therefore requiring a minimum of 68.6m² deep soil planting in this instance. The R-Codes then allow for any shortfall in deep soil planting to be made up through on-structure planting at a rate of twice the shortfall. In this instance, with a deep soil area of 15.8m² and a shortfall of 52.8m², then a minimum of 105.6m² on-structure planting should be provided, whereas 31.6m² on-structure planting is provided.
19. The intent of the deep soil area provision is to have space available for planting of trees to increase canopy coverage. The R-Codes standards separately require the development to have a minimum of 1 medium tree and small trees to suit the area. In this regard the landscape concept plan (see Attachment 3) indicates the intent to provide 7 trees on-site. While this is a positive, none of the areas where the trees are to be planted satisfy the recommended minimum area/widths for planting ie. the largest area, being the landscaped courtyard to the south-east on Level 1 is approximately 27m² in lieu of a recommended minimum of 36m².
20. The R-Codes acknowledge that in some instances, there may be constraints that restrict the ability to provide deep soil areas and planting. In this case the site is 686m². While a reduction in the dwelling density and building footprint would free up opportunity for additional landscaping and planting zones, Officers have regularly supported a quality over quantity argument. In this respect, the Town's Design Review Panel, including its landscape architect member, have commented that the "*landscape approach is well considered in terms of the materiality and plant selection.*"
21. Having regard to these considerations, the proposed deep soil area and landscaping provision is supported on the basis of a condition being imposed requiring the applicant to provide advice from a landscape architect (or similar) that the proposed areas of deep soil planting and on-structure planting within the development have sufficient area and volume to sustain healthy plant and tree growth for the selected species.

Car Parking

22. Under the applicable parking ratios of the Town's Local Planning Policy 23, a minimum of 16 car bays are required for the Serviced Apartments, and a minimum of 16 car bays are required for the Restaurant/Cafe.
23. Earlier plans for the development included 16 car bays for the Serviced Apartments in the form of car stackers. However, in consideration of the practicality that short-term users of the Serviced Apartments would be unfamiliar with the operation of the car stackers and therefore not use them, the car stacker bays were removed at the Town's recommendation.
24. The submitted Traffic Impact Statement addresses the car parking shortfall as follows:
 - *There are currently 9 on-street bays along Albany Highway with 2-hour parking allowed and on-street parking permitted along Baillie Avenue as illustrated in the diagram below which would be able to accommodate the subject site's parking shortfall for the commercial tenancy.*



- *The development proposes to provide 1 parking bay per service apartment. To minimise parking impacts, it is proposed that a booking system be implemented, whereby apartment rooms and parking bays are booked simultaneously to manage the on-site parking supply. This approach would allow guests to determine the availability of parking spaces upon making a booking, which would have an influence on the decision to drive a vehicle or not. As a result of this booking system, it is anticipated that no parking shortage should arise in the proposed car park for the proposed service apartment development.*
 - *The site is included within Zone 1 as per Transperth zone Map and there are 4 bus routes serving this site: Route 220, 930, 282, and 283; and the Armadale & Thornlie train lines. The site has good access to public transport facilities, with four bus routes that connect the Perth CBD with Armadale, Thornlie, and Kalamunda and two train lines that connect the CBD with Thornlie and Armadale.*
25. In considering variations to the applicable car parking requirements, *Clause 77D (2) of the Planning and Development (Local Planning Schemes) Regulations 2015* outlines that the local government must be satisfied that:
- (a) Reasonable efforts have been made to comply with the minimum on-site parking requirement without adversely affecting access arrangements, the safety of pedestrians or persons in vehicles, open space, street trees or service infrastructure; and
 - (b) The lower number of parking spaces is adequate for the demands of the development, having regard to the likely use of the car parking spaces, the availability of off-site parking facilities and the likely use of alternative means of transport.
26. With respect to the car parking shortfall for the Serviced Apartments, while LPP23 calls for two car bays per Serviced Apartment, it is considered that groups of people, families etc occupying the units on a holiday or other short-term basis, are more likely to only have one vehicle. Furthermore, the measures proposed by the applicant to restrict parking to 1 bay per unit at the time of booking is accepted. Accordingly, the parking provision for the Serviced Apartments is considered to be adequate for the demands of the use and is supported.
27. In relation to the parking provision for the Restaurant/Cafe spaces, it has been assumed that 1/3 of the floor area will be kitchen/storage and other back-of-house spaces, and the sit down dining area will be 2/3 of the overall floor area. The parking requirement for the Restaurant/Cafe spaces has been calculated based upon this, resulting in a 16 bay parking requirement. 3 on-site bays are provided and allocated for the Restaurant/Cafe, with two being nominated as staff bays and one being a universal access bay for visitors.

28. Access to the on-site parking is via the rear right-of-way, with the Restaurant/Cafe tenancies being located fronting Albany Highway. Even if the development were to provide the required number of on-site car bays for the Restaurant/Cafe tenancies, the Officers view is that as matter of convenience and easy access to the tenancies, as well as safety and security, patrons would instead park in the on-street bays along Albany Highway.
29. Furthermore, Officers consider that the actual parking demand generated by the development would be less noting the likelihood that some patrons would live or work in the area (or be residing in the Serviced Apartments) and would instead walk to the premises, and depending upon the nature of the actual tenant, there would be short-term use and frequent turnover of the available on-street bays.
30. It is also commented that there is little in the way of night-time activity in this section of Albany Highway, and therefore there would be a greater number of on-street parking bays available at this time than the nine bays referred to in the Traffic Impact Statement.
31. Data provided by the Town's Parking team is that there is a low rate of occupancy of nearby on-street parking bays.
32. Taking into consideration these factors, Officers are satisfied that the parking provision is adequate for the Restaurant/Cafe uses.

Public art

33. Under Local Planning Policy 29, the development is required to make a contribution of 1% of the value of the development towards public art ie. a minimum contribution of \$28,000 in this instance.
34. The applicant originally proposed to satisfy this requirement through the provision of 'feature art deco tiles' in the outdoor dining area, front entrance and lobby. However, this does not satisfy the criteria for public art, principally to be within a place viewable by the public.
35. The applicant has confirmed their intent to further develop a new public art concept post approval of the development.
36. The matter is intended to be addressed by way of a condition of approval.

Design quality

37. In reviewing the application, the Officers assessment has included consideration of the Town's Local Planning Policy 33 and State Planning Policy 7.0 (SPP7.0), both which seek to ensure a high standard of development is delivered. This has included feedback from the Town's Design Review Panel.
38. Overall, Officers and the Town's Design Review Panel are satisfied that the development satisfies the ten Design Principles of SPP7.0 and relevant design considerations under LPP33, and that development delivers a high quality outcome for the site.

Other Scheme considerations

39. Having regard to the range of matters required to be considered under Clause 67 of TPS 1, Officers have concluded that the relevant matters are satisfied in order for the development to be supported.
40. Having regard to Clause 29 of TPS 1, Officers are satisfied that approval of the development would be consistent with orderly and proper planning and the amenity of the locality and would not have an adverse effect upon the users of the development, surrounding properties or the future development of the locality.

Relevant documents

Nil.

Questions and responses

Cr Bronwyn Ife

1. Do we know why the proponent has chosen serviced apartments rather than normal residential apartments for this development?

The Chief Community Planner advised that the applicant had submitted information citing a lack of good quality short term accommodation in a vibrant area and location to the CBD and airport. The model provides flexibility for long and short term, arrangements, that could be limited by the traditional build to sell product.

2. Is the type of accommodation being proposed for a development like this a planning reason to consider when making our decision?

The Chief Community Planner advised that yes it is a planning consideration, because short term accommodation has different amenity impacts to long term.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

12.2 Vic Park Funding Program - Sport, Sport Equipment and Urban Forest Grants

Location	Town-wide
Reporting officer	Community Development Officer – Grants, Donations and Administration
Responsible officer	Chief Community Planner
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. Attachment One Sport Grants Round Two 2022-23 2. Attachment Two Sport Equipment Grants Round Two 2022-23 3. Attachment Three Urban Forest Grants Round One

Recommendation

That Council:

1. Endorse the following recommended Sport and Sport Equipment and Urban Forest grant applications:
 - a. Sports grants:
 - i. Curtin Panthers Netball Club Incorporated - \$4,265.00;
 - ii. Curtin Trinity Pirates Hockey Club Incorporated - \$2,616.00;
 - b. Sport equipment grants:
 - i. Curtin Panthers Netball Club Incorporated - \$733.52;
 - ii. Curtin Trinity Pirates Hockey Club Incorporated - \$1,123.75;
 - c. Urban Forest grants:
 - i. Montessori Children’s Centre Foundation Inc- \$7,500.00;
 - ii. Bread Espresso Bar- \$7,500.00;
 - iii. Harold Hawthorne Community Centre- \$10,000.00;
2. In accordance with section 9.49A(4) of the *Local Government Act 1995*, authorise the following officers to sign the corresponding documents in alignment with Category 2 documents in *Policy 009 - Execution of Documents*;
 - a. Sport and Sport Equipment Letter of Agreements - Manager Community;
 - b. Urban Forest Letter of Agreements - Manager Place Planning.

Purpose

To provide Council with oversight of the Town’s Sport, Sport Equipment and Urban Forest grants applications and assessments for Council endorsement.

In brief

- The Town’s Vic Park Funding Program increases opportunities for local collaboration and partnership between the Town and community to enhance the Town’s strategic objectives.
- Due to funds remaining for both Sport and Sport Equipment Grant it was recommended that a second round be opened in early 2023.
- The Vic Park Funding – Sport and Sport Equipment program opened 23 January 2023 and closed 17 February 2023.

- The Urban Forest Grants funding program round opened 28 October 2022 and closed 24 February 2023.
- The Town received the following applications with a total funding requested of \$55,610.09
 - Two Sport grants - \$6,881.00
 - Two Sport Equipment grants - \$7,429.09
 - Urban Forest grants - \$41,300.00
- A review of applications by the Town's Community Funding Panel concluded the following number of grants sufficiently met the criteria and are recommended for Council endorsement with a total funding request of \$33,738.27
 - Two Sport Grants – totaling \$6,881.00
 - Two Sport Equipment Grants totaling \$1,857.27 (25% of \$7,429.09)
 - Urban Forest Grants totaling \$25,000.00

Background

1. The Town acknowledges the significant role it plays in supporting the community through the provision of funding opportunities and the impact these opportunities can have within the community.
2. The Town aims to enhance the success and prosperity of the local community while ensuring transparency of funding decisions and accountability of those parties receiving community grant funding.
3. At the December 2019 Ordinary Council Meeting, item 14.5 Policy 114 Community Funding was adopted by Council (with subsequent amendments).
4. To improve efficiency and transparency in December 2019, Town officers reviewed all funding around practices and procedures delivered by the Town. This review initiated a project to procure a funding platform to manage the Town's funding.
5. In March 2020, the Town procured the online grant funding platform Smartygrants. The implementation of this platform aims to improve the Town's governance, increase transparency, and improve efficiency within Town processes in relation to funding.
6. Further to the adoption of Policy 114 Community Funding at the December 2019 Ordinary Council Meeting, Council resolved that the Chief Executive Officer investigate:
 - a. The establishment of a panel for the assessment of applications for community funding to commence in July 2020; and
 - b. Future decision on community funding being reported to Council.
7. At the July 2020 Ordinary Council Meeting, Council endorsed the CEO to establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and present a report to Council for endorsement.
8. In making a recommendation to Council the CFAP will provide the following information to ensure Council can make accurate timely and transparent decisions:
 - a. Details of all applications include title, project scope amount of assistance applied for (ex GST), evaluation and score.
 - b. The information provided will be inclusive of successful, unsuccessful, and ineligible applications.
9. To ensure that the CFAP continues to be fit-for-purpose and remains meaningfully engaged, membership for the panel positions were recruited via direct approach to ensure the appropriate skills, knowledge and experience could be applied to the assessment process.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 – Accountability and good governance	Funds are managed with full, accurate and timely disclosure of financial information relating to the Council. Town Grant funds are maximised by seeking the greatest possible benefit to the community within the available monetary resources.

Economic	
Community priority	Intended public value outcome or impact
EC2 – Connecting businesses and people to our local activity centres through place planning and activation.	To connect businesses, community groups, residents to gain a strong sense of place by activating public spaces and local activity centres to gain an inclusive, engaged and empowered community.

Environment	
Community priority	Intended public value outcome or impact
EN1- Protecting and enhancing the natural environment.	Protect and enhance the natural environment by environmental sustainability, conserve and support the creation of more green space and shaded areas in the Town.

Social	
Community priority	Intended public value outcome or impact
S3 – Facilitating and inclusive community that celebrates diversity.	Funds used for organisations to facilitate an inclusive community through local celebrations including food markets, local performances from culturally diverse artists, multicultural art exhibitions, sporting events and storytelling.
S4 – Improving access to arts, history, culture, and education.	To support local organisations and individuals to deliver services and initiatives that encourage awareness of arts, history, culture and education.

Engagement

Internal engagement	
Stakeholder – Assessment Panels	Sports and Sports Equipment Funding Assessment Panel Urban Forest Funding Assessment Panel
Engagement	Consultation and management of grant administration Consultation and Panel evaluation

External engagement	
Stakeholders	All community
Period of engagement	4 January to 17 February 2023 (Sport and Sport Equipment Grants) 28 October 2022 to 24 February 2023 (Urban Forest Grants)
Level of engagement	1. Inform
Methods of engagement	Town's website Town's social media platforms – Facebook and Town's e-newsletters Direct email Grants workshop
Advertising	Town's website Town's social media platforms – Facebook and Town's e-newsletters Digital Marketing Direct email
Submission summary	Two Sport grant submissions were received Two Sport equipment grant submissions were received Five Urban Forest grant submissions were received
Key findings	<u>Sport grant program:</u> Two submissions are recommended for Council endorsement Nil submissions are not recommended for Council endorsement <u>Sport Equipment grant program:</u> Two submissions are recommended for Council endorsement Nil submissions are not recommended for Council endorsement <u>Urban Forest grant program:</u> Three submissions are recommended for Council endorsement Two submissions are not recommended for Council endorsement

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Loss of funds if successful programs/events are cancelled or do not deliver on	Moderate	Likely	High	Low	TREAT – Acquittal process to be well organised and communicated to all successful participants.

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

Financial implications

Current budget impact	<p>The budget allocations for 2022/23 were:</p> <p>Sport and Sport Equipment grants - \$40,000</p> <ul style="list-style-type: none"> \$17,839.28 was expended in Round One 2022/23 (Sport Equipment \$7,839.28 and Sport Grant of \$10,000) \$22,160.72 is available to be expended in the second-round of 2022/23 funding. Sport and Sport equipment budget remaining if recommendations in this report are adopted by Council = \$13,422.45 <p>Urban Forest grants - \$25,000</p> <ul style="list-style-type: none"> This funding will be fully expended if recommendations in this report are adopted by Council.
Future budget impact	Not applicable – allocated funds will be expended this financial year.

Analysis

10. The Sport and Sport Equipment and Urban Forest Grants were promoted across various platforms to reach target audiences.

11. The Sport and Sport Equipment and Urban Forest Grants were accessible to the community via SmartyGrants application platform on the Town’s website.
12. The Town delivered a free grant writing workshop to the community on 8 February 2023. The workshop provided the community with information on the following:
 - a. An introduction to grants, including what they are, information on where to find them and an explanation of eligibility and assessment criteria
 - b. The process of best-practice project planning to prepare for grant success
 - c. Information on how to address grant criteria
 - d. An explanation of the grant writing approach; what are assessors looking for and how do you give them what they need?
 - e. Answers to specific grant writing questions the attendees may have.

Sport Grants

13. The Town’s internal Sports Grant Funding Assessment Panel consisted of Town officers:
 - a. Club Development Officer – Clubs, Events and Bookings
 - b. Manager, Infrastructure Operations
 - c. Customer Relations Officer – Customer Relations
 - d. Coordinator, Health and Fitness – Aqualife
14. Applications were assessed individually and then received with a formal panel meeting by the Town’s Sport Grants panel members in line with Policy 114 Community Funding and the criteria outline for the Vic Park Funding program.
15. The Town’s initial assessment questions are as follows:
 - a. Eligibility
 - b. Applicant details (organization, auspice arrangements etc.)
 - c. Project details (brief description, risks, locations, dates etc.)
 - d. Assessment criteria questions
16. The Town’s assessment criteria questions are as follows:

Assessment criteria questions	Weighting per question per panel member
Question 1: How does the project/initiative align with the Town’s Strategic Community Plan 2022-32 objectives?	(Weighting 40%) <ul style="list-style-type: none"> • Five points per panel member • Total of 20 points available
Question 2: What measures have you taken to ensure this initiative is suitable and inclusive of all members?	(Weighting 20%) <ul style="list-style-type: none"> • Five points per panel member • Total of 20 points available
Question 3: How do you know the project is needed by the community (research, survey, time to upgrade)? How many people will benefit?	(Weighting 30%) <ul style="list-style-type: none"> • Five points per panel member • Total of 20 points available
Question 4:	(Weighting 10%) <ul style="list-style-type: none"> • Five points per panel member

Demonstrate the applicant's ability to deliver proposed initiative within a time period	<ul style="list-style-type: none"> Total of 20 points available
	<p>Total weighting for four questions = 100%</p> <p>Total score available = 80 points</p>

17. The Sports funding attracted two applications, with a total requested of \$6,881.00

18. It is recommended that Council endorse two applications for a requested funding total of \$6,881.00.

19. Evaluation summaries related to all Sport grant applications, recommended are provided in Attachment One.

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

Sport Funding Recommendations

Applicants:	Project	Amount
Sport Panthers Netball Club Incorporated	Club Coaching Squad and Umpiring Squad development	\$4,265.00
Curtin Trinity Pirates Hockey Club Incorporated	CUHC Summer Schools Program	\$2,616.00
Total		\$6,881.00

21. All Sport Grant applications are recommended for endorsement.

Sport Equipment Grants

22. The Sports Equipment grants application form was aligned with the Town's Strategic Community Plan outcomes.

23. The Town's internal Sports Equipment Grants Funding Assessment Panel consisted of Town officers:

- a. Manager Infrastructure Operations
- b. Community Development Officer, Clubs, Events and Bookings
- c. Coordinator Health and Fitness – Aqualife
- d. Customer Relations Officer

24. Applications were assessed individually and then reviewed at a formal panel meeting by the Town's Sport Equipment Grants panel members in line with Policy 114 Community Funding and the criteria outline for the Vic Park Funding Program.

25. The Town's initial assessment questions are as follows:

- a. Eligibility
- b. Applicant details (organisation, auspice arrangements etc.)
- c. Project details (brief description, risk, locations, dates etc.)
- d. Assessment criteria questions.

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

Assessment criteria questions	Weighting per question per panel member
Question 1: What are you planning to purchase from the grant funding?	Weighting 20% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 2: Why is the uniforms and equipment necessary? Please explain the needs for the items.	Weighting 30% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 3: How does the purchasing of uniforms or equipment align with the Town's Strategic Community Plan? (2022-32 objectives)	Weighting 40% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 4 Is the sporting club located in the Town? If not, does the sports club service the Town of Victoria Park community?	Weighting 10% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
	Total weighting for four questions = 100% Total score available = 80 points

27. The Sports Equipment funding attracted two applications, with total requested of \$7,429.09

28. It is recommended Council endorse two applications for a requested funding of \$1,857.27 (25% of cost).

29. Evaluation summaries related to all Sport equipment grant applications, recommended, and not recommended, are provided in Attachment Two.

30. The Town recommends the following table applications for endorsement by Council:

Sport Equipment Funding Recommendations

Applicants	Project	Amount
Curtin Panthers Netball Club Incorporated	Sports Equipment, Coaching Polos, and Training Polos.	\$733.52 (25% of cost)
Curtin Trinity Pirates Hockey Club Incorporated	CUHC Summer Schools Program - (Junior Equipment Packs)	\$1,123.75 (25% of cost)
Total		\$1,857.27

31. All Sports Equipment applications are recommended for endorsement.

Urban Forest Grants

32. The Urban Forest grants application form was aligned with the Town’s Strategic Community Plan and the following six key Urban Forest Implementation Action Plan outcomes:
- Plant and protect sufficient trees by 2020 to ultimately achieve a 20% canopy target.
 - Maximise community involvement and collaboration.
 - Increase tree diversity whilst favouring local endemic and West Australian species (where appropriate) that also support wildlife.
 - Maintain high standard of tree health.
 - Improve soil and water quality.
 - Improve the urban ecosystem.
33. The Town’s internal Urban Forest Grants Funding Assessment Panel consisted of Town officers:
- a. Manager Place Planning
 - b. Youth Programs Officer – Community Development
 - c. Place Leader - Strategic Planning
 - d. Place Leader - Strategic Planning
34. Applications were assessed individually and then reviewed at a formal panel meeting by the Town’s Urban Forest Grants panel members in line with Policy 114 Community Funding and the criteria outline for the Vic Park Funding Program.
35. The Town’s initial assessment questions are as follows:
- a. Eligibility
 - b. Applicant details (organisation, auspice arrangements etc.)
 - c. Project details (brief description, risks, locations, dates etc.
 - d. Assessment criteria question
36. The Town’s assessment criteria questions are as follows:

Assessment criteria questions	Weighting per question per panel member
Question 1: Urban Forest Targets Which actions from the Urban Forest Strategy Implementation Action Plan does the project progress and how?	Weighting 25 % <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 2: Place Impact How does the project positively influence the experience of the place?	Weighting 15 % <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 3: Environmental services Provide details on how the project will positively contribute to environmental services (e.g., improvements in water management, soil health, biodiversity, and ecology).	Weighting 15 % <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 4: Project costs	Weighting 15 %

How does the project represent " good value for money "? (e.g., projects costs incurred in both implementation and ongoing maintenance).	<ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 5: Community Support Explain how the project is supported by community and encourages community member involvement to achieve social outcomes whilst communicating the benefits of the Urban Forest. (i.e., Consider volunteers that will assist with organising the activity, the extent of which your event will be providing opportunities for local organisations and businesses to be involved and the extent to which you will be purchasing goods and services from local businesses)	<p>Weighting 15 %</p> <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 6: Health Outcomes How does the project contribute to positive health outcomes? (e.g., Mental health, physical activity, air and water quality are positively affected by the urban forest).	<p>Weighting 15 %</p> <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
	<p>Total weighting for six questions = 100% Total score available = 120</p>

37. The Urban Forest funding attracted five applications, with a total requested of \$41,300.00.

38. It is recommended Council endorse three out of five submitted applications for a requested funding of \$25,000.00 (which is the budget for Urban Forest Grants).

39. Evaluation summaries related to all Urban Forest grant applications, recommended, and not recommended, are provided in Attachment 3.

40. The Town recommends the following table applications for endorsement by Council:

Urban Forest Funding Recommendations

Applicants	Project	Amount
Montessori Children's Centre Foundation Inc	Growing Our Love for Trees- Part A	\$7,500.00
Bread Espresso Bar	Café Garden Retreat	\$7,500.00
Harold Hawthorne Community Centre	Seasons in Sight Project	\$10,000.00
Total		\$25,000.00

41. Three Urban Forest applications are recommended for endorsement.

Urban Forest Funding Not Recommended

Applicants	Project	Amount
Montessori Children's Centre Foundation Inc	Growing Our Love for Trees- Part B	\$10,000.00
Liminal Place	Re-wild and Re-connect Workshop.	\$1,300.00
Total		\$11,300.00

42. Two Urban Forest applications are not recommended for endorsement.

43. Subject to Council endorsement, successful Sport, Sport Equipment and Urban Forest grant applications will be notified of the decision within five business days of Council resolution.

44. If an applicant is not satisfied with the endorsed outcome, a complaint can be formally lodged via the Town's Customer Service Delivery Management Practice and complaints guidelines within 14 days of notification of successful and unsuccessful applications. Information on how to lodge a complaint will be contained within the letter and outlined in the Vic Park Funding section on the Town's website.

45. The Town encourages previous unsuccessful applicants to contact the Town for feedback to support future applications.

46. Successful Sport, Sport Equipment and Urban Forest grant applicants are required to complete the Town's acquittal reporting documentation within three months of completion of the program or event.

47. As the community funding program is administered by an internal panel, the letter of agreement is a standard template, and the recommendations are endorsed by Council, officers are seeking authorisation under 9.49A(4) of the *Local Government Act 1995*, (in line with Category 2 within *Policy 009 Execution of Documents*), for the Manager Community, and Manager Place Planning to sign off respective agreements, rather than the CEO.

Relevant documents

[Policy 009 Execution of Documents](#)

[Policy 114 Community Funding](#)

Questions and responses

Cr Peter Devereux

1. What is the cost difference of installing mature trees for these grants compared to small or medium aged trees? What is the survival rate for the mature trees compared to smaller trees?

The Chief Community Planner advised that a 500 litre (medium size) tree is around \$2,000 compared to approximately \$6,600 for a mature tree. Survival depends on the care provided for the size and species, and irrigation is included in the proposal. If adequate care is provided the success rate is comparable to a smaller tree.

2. What lessons learned for the Harold Hawthorne grant proposal from the Connect Vic Park grant in 2020?

The Chief Community Planner advised there were three lessons learned, the cost of lawn removal was underestimated, tree delivery was delayed, and delays due to underground power works.

3. Have there been any discussions between Harold Hawthorne and Connect Vic Park in preparation for the grant?

The Chief Community Planner advised she was not sure so took this question on notice.

4. What is the cost for the Noongar seasons signage?

The Chief Community Planner advised the quote was \$3,200.

5. Are there other sources of funding for the verge and signage mentioned in the proposal?

The Chief Community Planner advised these grants are about increasing canopy coverage and these elements don't meet the objective.

Further consideration to be added to the Ordinary Council Meeting agenda

6. At the Agenda Briefing Forum held on 4 April 2023, the following information was requested:

7. Provide information on any discussions between Harold Hawthorne and Connect Vic Park in preparation for the grant.

12.3 Development Application - Demolition of Hill View Clinic Building

Location	East Victoria Park
Reporting officer	Planning Officer
Responsible officer	Manager Development Services
Voting requirement	Simple Majority
Attachments	<ol style="list-style-type: none"> 1. Attachment 2 - Demolition Plan - 15 Hillview Terrace, EAST VICTORIA PARK - 5.2022.487.1 [12.3.1 - 1 page] 2. Attachment 3 - Site Feature Survey - 15 Hillview Terrace EAST VICTORIA PARK - 5.2022.487.1 [12.3.2 - 1 page] 3. Attachment 4 - ID Plan - Edward M Illen Buildings - Hillview Terrace EAST VICTORIA PARK - 5.2022.487 [12.3.3 - 1 page] 4. Attachment 5 - Certificate of Title- 15 Hillview Terrace, EAST VICTORIA PARK - 5.2022.487.1 [12.3.4 - 1 page] 5. Attachment 7 - Letter DR P 2176-50253 Demolition of Hillview Clinic - Edward Millen Home (fmr) [12.3.5 - 3 pages] 6. Attachment 8 - Current Edward Millen Master Plan Final [12.3.6 - 1 page] 7. Attachment 6 - Applicant Response to Submissions - 15 Hillview Terrace, EAST VICTORIA PARK [12.3.7 - 2 pages] 8. Attachment 1 - Heritage Impact Statement - 15 Hillview Terrace EAST VICTORIA PARK - 5.2022.487.1 [12.3.8 - 19 pages]

Landowner	Town of Victoria Park
Applicant	Town of Victoria Park
Application date	19/12/2022
DA/BA or WAPC reference	5.2022.487.1
MRS zoning	Urban
TPS zoning	Parks and Recreation Reserve Public Purpose (Civic Use & Community Purpose)
R-Code density	None
TPS precinct	East Victoria Park (P12)
Use class	N/A
Use permissibility	N/A
Lot area	47220 m ²

Right-of-way (ROW)	N/A
Local heritage list	Yes - Edward Millen House (fmr) - Category 1 place 'Place of Exceptional Significance'
State Heritage List	Yes - Edward Millen House (fmr) - Place Number: 02176
Residential character study area/weatherboard precinct	N/A
Surrounding development	Predominantly public open space and the unoccupied Edward Millen House, with Single Dwellings, Grouped Dwellings, and Mixed-Use Development and commercial in close proximity.

Recommendation

1. That Council:
 - A. Approve the application and plans dated 22/02/2023 submitted by the Town of Victoria Park (DA Ref: 5.2022.495.1) for proposed demolition of the former Hillview Clinic building at No. 15 (Lot 900) Hillview Terrace, East Victoria Park in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme, subject to the following conditions:
 1. No trees are to be removed as part of the proposed demolition works.
 2. Prior to demolition, a photographic archival record of the former Hillview Clinic (Block C) shall be prepared in accordance with the Heritage Council's Guide to Preparing an Archival Record. A copy shall be provided to the Heritage Council for its records.
 3. A program of monitoring any structural movement and potential vibration impacts on adjacent buildings (Rotunda/Edward Millen House and Former Ward Block) shall be implemented at the commencement of works. The Heritage Council is to be notified immediately if any impact occurs and advised on a recommended course of action by a suitably qualified structural engineer.
 4. A demolition permit is required to be applied for and obtained from the Town prior to demolition of the existing building(s) and/or structure(s) on the site.
 5. Prior to lodging an application for a building permit, the applicant must submit and have approved by the Town, and thereafter implemented to the satisfaction of the Town, a Demolition Management Plan addressing the following matters:
 - a. How materials and equipment will be delivered and removed from the site;
 - b. Parking arrangements for contractors;
 - c. Demolition waste disposal strategy and location of waste disposal bins;
 - d. Details of large trucks or similar equipment which may block public thoroughfares during demolition;
 - e. Demolition traffic and pedestrian management; and
 - f. Managing noise, odour and dust emissions; and
 - g. Other matters likely to impact on the surrounding properties.

6. If the development subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.

Advice Notes

- AN1 Rat baiting is to be provided and set in the proposed building to be demolished, for a minimum of 14 days prior to an application for a demolition permit being submitted to the Town. It is recommended that certification from a licensed pest management technician/registered pest management business be provided as part of the demolition permit application to confirm that the required rat baiting has occurred.
- AN2 Any work involving the handling and removal of asbestos must be undertaken in accordance with the Health (Asbestos) Regulations 1992.
- AN3 Unauthorised verge tree pruning or removal is subject to a penalty under the Activities on Thoroughfares and Public Places Local Law 2000, Division 1 – General, 2.1 General Prohibitions.
- AN4 The Town's street tree(s) are to be protected from damage during all phases of development. Pruning of any street tree affected by the development on the subject site is to be undertaken by the Town, at the owner/applicant's cost.

Purpose

For Council to consider an application to demolish the Hillview Clinic building located on the site of Edward Millen House (fmr), as the property is listed on the State Register of Heritage Places and the Town's Heritage List, and Officers do not have the delegation to determine the application.

In brief

- The application seeks approval for the demolition of the former Hillview Clinic building at No. 15 Hillview Terrace. The single storey brick and tile building constructed in the 1960s, is located on the Edward Millen House (Site) accessible from Hillview Terrace.
- The Edward Millen House (fmr) site is listed on the State Register of Heritage Places and the Town of Victoria Park's Heritage List, which comprises of a complex of hospital buildings including the Hillview Clinic building.
- A 14 day community consultation period concluded on Thursday 9 March 2023. 5 submissions were received, with none of the submissions objecting to the proposed development, and 5 being in support.
- The demolition of the Hillview Clinic building is to allow for the future redevelopment of the parkland within the Edward Millen Precinct.
- In accordance with the current Town of Victoria Park Register of Delegations and Sub-Delegations, applications for development approval which propose demolition of an existing building listed in the State Register of Heritage Places or the Town's Heritage List requires approval from the Council.
- It is recommended that the application be approved subject to conditions.

Background

1. Edward Millen House (fmr) was formally registered as a State Heritage Listed place on 29 June 1999.

2. The Edward Millen Precinct has long been identified by the Town as an area for enhancement and revival. This has involved the project now known as the Edward Millen Adaptive Heritage and Landscape Redevelopment, which includes the redevelopment of the landscape portion of the Edward Millen Precinct.
3. In 2019, the Town commissioned Hassell to undertake an extensive and community collaborative process to establish a Masterplan for the Edward Millen Park, excluding the heritage structure/buildings.
4. At the 18 February 2020 Ordinary Council Meeting, Council adopted the Edward Millen Park Masterplan to provide a vision for the Precinct. The future of the landscape portion has been outlined within the Landscape Masterplan, which proposes the removal of the Hillview Clinic building. A copy of the Landscape Masterplan appears at Attachment 8.
5. At the 16 June 2022 Ordinary Council Meeting, Council Awarded the contract associated with the Edward Millen Reserve Landscape Master Plan Tender to Hassell Ltd.
6. Since the contract has been awarded by Council, the Town has proceeded into the Edward Millen Park detailed design phase.

Application summary

7. The application seeks approval to demolish the former Hillview Clinic building, located on Edward Millen House (fmr) site.
8. The proposed demolition will include the full removal of the single storey, white painted brick, and terracotta tiled roofed former Hillview Clinic building. In addition to the main Hillview Clinic building, the proposal will seek the removal of the remaining covered walkway structure between the Hillview Clinic and former Ward Block.
9. The application proposes the retention of all trees located on the Edward Millen Park site and all other buildings on-site.
10. The demolition of the Hillview Clinic building is intended to make way for the future redevelopment of Edward Millen Park as per the approved Landscape Masterplan.

Applicants submission

11. In support of the development application, a Heritage Impact Statement has been submitted, prepared by Hocking Heritage + Architecture (see Attachment 1). Supporting documents also include a Demolition Plan (see Attachment 2) detailing the extent of the proposed demolition of the former Hillview Clinic building.
12. The Heritage Impact Statement provides information describing the proposal in more detail including the following:

“Town of Victoria Park are seeking to demolish the former Hillview Clinic located on the Edward Millen Home (fmr) site. The place is entered on the State Register of Heritage Places (PN. 2176) as Edward Millen Home (fmr) and whilst the entry refers predominantly to the original hospital buildings constructed between 1912 and 1936, mention is made that the Hillview Clinic building constructed in 1968 was constructed to care for autistic children and contributes to the understanding of the development of the place as a health care site. The Statement of Significance attributed to the place does not refer to the Hillview Clinic building being of specific heritage significance.”

"A conservation plan was prepared in 2001 by Considine Griffiths Architects with Robin Chinnery, Historian and is attached to a Heritage Agreement entered into by Heritage Council and the owner of the place dated 2005. The requirements of the conservation plan and Heritage Agreement are that Edward Millen Home (fmr) should be retained and conserved. The conservation plan designates the Hillview Clinic building as being of little significance with corresponding policy stating that "fabric of spaces or elements of little significance may be retained or removed depending on the future use requirements". The 2001 conservation plan concludes that the Hillview Clinic is unlikely to demonstrate cultural heritage significance."

13. The Heritage Impact Statement provides the following assessment of the impact on the heritage value of Edward Millen Home (fmr) from the proposed demolition of the former Hillview Clinic building:

"The proposed demolition of the former Hillview Clinic building will not impact on the documented heritage values of Edward Millen Home (fmr).

The statement of significance is used as part of the benchmark for assessing the impact of change to a place and in the instance of Edward Millen Home (fmr), the statement of significance is related to the Rotunda Hospital building, the former ward block and the fumatory building. The Hillview Clinic building is not mentioned in the main statements.

Demolition of the former Hillview Clinic building will not:

- Harm the aesthetic values of the Rotunda Hospital building and the former ward block with their formal landscaped setting or tree lined approach.
- Harm the understanding of the healthcare system between 1912 and 1997 – the extant buildings and landscape elements retains the potential to illustrate elements of health care services during this period. The changes undertaken in 2012 to the former Hillview Clinic building have eroded all evidence of the former hospital use of the place.
- Harm the community's sense of place. The original Rotunda Hospital building and the former ward block with their formal landscaped setting remain extant and are the primary place of connection for the community sense of place. The Hillview Clinic was constructed as a centre for the treatment of individuals with autism. This function ceased with the conversion to an administration offices in 2012. Any contribution to the community's sense of place for this earlier function has already been lost.
- Harm the quality of the architectural detailing of the former Rotunda Hospital building or the ward block.
- Harm the aesthetic value of the Rotunda Hospital building as a fine example of Federation Queen Anne architecture or its landmark qualities on the site.
- Erase the connection of Elizabeth Baillie to the place or the fact that the place was established in 1912 as an alternative to home birth.
- Harm the amenity of the parkland setting for the community.
- Harm the rarity value of the Rotunda Hospital being constructed as an example of a hospital in a residential style, close to the city on a large site which has largely retained its original building and landscape qualities.
- Harm the connection between the rehabilitation of ex-servicemen or the care for patients with tuberculosis.

The demolition of the former Hillview Clinic building will result in the loss of part of the story related to the care and treatment of autistic children. This is an important aspect of the place's history but was a use that functioned for only a relatively short period of time. This aspect of the health care provision on the site could be told through interpretation rather than through retention of built fabric."

14. The Heritage Impact Statement concluded that the demolition of the former Hillview Clinic building is in keeping with the following recommendations, outlined within conservation policy established in the 2001 conservation Plan:

“Policy nos. 13-21 on pages 158-159 of the conservation plan set out the general actions arising out of the statement of significance. The actions recommend retention of the key buildings and the associated landscape setting. Demolition of the former Hillview clinic building is not contra to these recommendations.

Section 7.2.4 relates to policies arising from the graded zones of significance. Policy no. 28 on page 162 states that fabric of spaces or elements of little significance may be retained or removed depending on the future use requirements. Demolition of the former Hillview Clinic building is in accordance with this policy.

The demolition of the place does not affect the site and landscape recommendations established in policy numbers 30-36.

Section 7.3.5 deals with policies relating to areas of little significance and intrusive elements. Policy no. 99 relates solely to Hillview Clinic and states:

Hillview Clinic is a typical example of a utilitarian building constructed in the 1960s. Whilst the fabric of the building is not of heritage significance, it is competently designed hospital building and is well and inconspicuously located on the site. The retention of the building is encouraged if a useful purpose can be found for it. Original elements should be retained if possible. The building may be extended or adapted and if this option is considered, any new works should be carried out with respect for the existing design of the building and without attempting to alter the aesthetics of the building to reflect earlier heritage structures on the site.

Demolition of the former Hillview Clinic building is excluded under this policy recommendation. Whilst the external shell of the building remains extant and not altered following the 2012 works, all evidence of former hospital/clinical occupation of the space was erased following the internal demolition. The building is no longer used and is beginning to show signs of deterioration externally. The current owners also no longer have a use for the place. Demolition will allow further opportunities on the site to be realised in line with the policy requirements of the conservation plan.

Therefore, it is concluded that demolition of the former Hillview Clinic building will not adversely harm the heritage values of Edward Millen Home (fmr) and the works should be permitted. It is recommended that interpretation of the original functions of the Hillview Clinic building be undertaken as part of any future redevelopment/landscaping of the site.”

15. The Towns Project Team has confirmed that within the final design phase of the Edward Millen Park redevelopment project guided by the Landscape Master Plan, integration of heritage has been addressed through the interpretation strategy:

“A heritage interpretation strategy was developed by heritage consultants Element during the design development phase of the park redevelopment project. This aspect of the site's heritage is proposed to be represented in interpretive signage and other design elements.”

Relevant planning framework

Legislation

- Town Planning Scheme No. 1
- Planning and Development (Local Planning Schemes) Regulations 2015 - herein also referred to as 'the Regulations'.
- Heritage Act 2018
- Heritage Regulations 2019

State Government policies, bulletins or guidelines	<ul style="list-style-type: none"> • State Planning Policy 3.5 - Historic Heritage Conservation
Local planning policies	<ul style="list-style-type: none"> • Local Planning Policy 43 - Heritage List
Other	<ul style="list-style-type: none"> • Heritage Agreement - Hillview/Edward Millen Home 15 Hillview Terrace, East Victoria Park • Register of Heritage Places – Assessment Documentation

General matters to be considered

TPS precinct plan statements	<ul style="list-style-type: none"> • The following statements of intent contained within the Precinct Plan are relevant to consideration of the application. • Public spaces such as parks, reserves and streets will be used, maintained and enhanced so that they contribute to the pleasant environment of the precinct. Safe and accessible movement for pedestrians, cyclists, public transport and vehicles will continue to be an important aim for the precinct.
Local planning policy objectives	<ul style="list-style-type: none"> • The following objective of Local Planning Policy No.32 - Heritage list is relevant in determining the application. • ensure that the heritage list is maintained in a manner and form that is consistent with the local planning scheme.
Deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015	<ul style="list-style-type: none"> • The following are relevant matters to be considered in determining the application. • (k) the built heritage conservation of any place that is of cultural significance; • (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located; • (w) the history of the site where the development is to be located;
Heritage	<ul style="list-style-type: none"> • Heritage Agreement - Hillview/Edward Millen Home, 15 Hillview Terrace, East Victoria Park • Register of Heritage Places – Assessment Documentation
Urban forest strategy	<ul style="list-style-type: none"> • This application has the following impacts, in regards to the Town's Urban Forest Strategy. • The proposed demolition of the Hillview Clinic building does not propose removing any trees on the Edward Millen House Site.

Compliance assessment

16. Due to the nature of the proposed works (demolition of a building), there are no relevant development standards to assess the application against (i.e. maximum heights: setbacks etc.). Instead, the application is to be assessed having regard to general planning principles, policies and orderly and proper planning.

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The proposal will retain trees and vegetation on the site.
EN4 - Increasing and improving public open spaces.	The proposal will facilitate the vision for enhancements of the public open space located within Edward Millen Park, while leading to increased gathering spaces.

Engagement

Internal engagement	
Stakeholder	Comments
Building Services	No objection. Request that appropriate conditions be imposed.
Parks Operations	No objection. Request that appropriate conditions be imposed.

External engagement	
Stakeholders	Owners and occupiers of surrounding properties within a 100m radius
Period of engagement	23 February to 9 March 2023
Level of engagement	Consult
Methods of engagement	Written Submissions and Your Thoughts (the Town's online engagement tool)
Advertising	Advertising of the proposal comprised of 450 letters being sent to owners and occupiers of surrounding properties (within a 100m radius), a PerthNow (Southern Edition) Newspaper Advertisement published once a week during the consultation period and 2 consultation signs being displayed on site.
Submission summary	Five (5) submissions received, all in support of the proposal
Key findings	<p>Attachment 6 contains the public submissions and the applicant's response to submissions.</p> <p>The main reasons for support of the proposal include:</p> <ul style="list-style-type: none"> • The community support for the redevelopment of Edward Millen Park. • The minor significance of the Hillview Clinic building to the heritage value of Edward Millen House (fmr) site.

Other engagement

Heritage Council

The Town referred the proposal and submitted documentation to the State Heritage Council for its advice, as required under Section 73 (1) of the *Heritage Act*. The State Heritage Council referral advice letter supports the proposal in accordance with the plans submitted, subject to recommended conditions. See Attachment 7 for the State Heritage Council advice.

Risk management considerations

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not Applicable					
Environmental	Moderate damage to the environment and heritage listed asset, which is repairable.	Moderate	Unlikely	Medium	Medium	Accept risk and ensure that Demolition is to be in accordance with the plans submitted.
Health and safety	Asbestos related illnesses caused from improper handling of asbestos during demolition.	Major	Possible	High	Low	Accept risk and ensure that demolition and handling of asbestos is to be in accordance with relevant asbestos disposal standards.
Infrastructure/ ICT systems/ utilities	Not Applicable					
Legislative compliance	Not Applicable					
Reputation	Negative public perception towards the Town.	Minor	Unlikely	Low	Low	Accept risk and ensure rationale for Council's decision is documented.

Service delivery	Not Applicable
------------------	----------------

Financial implications

Current budget impact	Nil
Future budget impact	A future separate report will come to Council to consider proceeding with the demolition contract following a tender process. If endorsed this is estimated to utilise \$125,000 from the Edward Millen Park capital budget.

Analysis

17. As noted above, the Hillview Clinic Building is located within the Edward Millen House (fmr) site which is State Heritage Listed and a Category 1 place under the Town's Heritage List. The demolition of a building on a place listed in the Town's Heritage List requires Council determination in accordance with the current Town of Victoria Park Register of Delegations and Sub-Delegations.
18. Through the assessment of the proposal, the Town has referred the Heritage Impact Statement (HIS) to the State Heritage Council for advice. The State Heritage Council has reviewed the proposal and support the proposal, subject to conditions.
19. The five public submissions received during the community consultation period support the proposal.
20. The Town agrees with the conclusion provided by Hocking Heritage + Architecture within the Heritage Impact Statement and agrees with advice provided by the Heritage Council, including their recommended conditions.
21. It is recommended that Council support the proposed development on the grounds that:
 - a. The Hillview Clinic Building is of minor significance to the Edward Millen House (fmr) State heritage listing.
 - b. Demolition of the former Hillview Clinic building will not adversely harm the heritage values of Edward Millen Home (fmr).
 - c. Existing trees surrounding the Hill View Clinic Building are to be retained.
 - d. The demolition of the Hillview Clinic building is to facilitate the park portion of the Edward Millen Precinct being redeveloped to provide better public open space that will benefit the wider community of the Town of Victoria Park.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

13 Chief Operations Officer reports

13.1 Multi-Use Court Facility Alternate Locations within Town

Location	Town-wide
Reporting officer	Coordinator Project Support
Responsible officer	Strategic Projects Manager
Voting requirement	Simple majority
Attachments	1. Multi Use Court Alternative Location Analysis [13.1.1 - 18 pages]

Recommendation

That Council notes the potential locations for a multi-use court within the Town, but due to the proposal by Metronet to construct a 'Youth Zone' under the Oats Street railway crossing, no further action be taken at this time.

Purpose

The purpose of this report is to advise Council of the results into investigations for a new multi-use court facility within the Town, following the removal of the basketball facilities at Koolbardi Park.

In brief

- At the Ordinary Council Meeting on 13 December 2022, the Council resolved:
 - *Notes the recommended options for the multi-use courts at Koolbardi Park and for further investigations into a final preferred multi-use at Koolbardi Park.*
 - *Requests the CEO to carry out a further investigation of Options 2, 3, 5 and 7 in the Officer's report and bring a report back to Council by April 2023.*

Background

1. Investigations and advice was sought from staff and consultants on options available and is outlined in the analysis report attached.

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces.	To improve the function and nature of the Town's parks and reserves.
EN5 - Providing facilities that are well-built and well-maintained.	A new multi-use facility will provide the community with additional sporting options which promotes a healthy lifestyle.

Engagement

Internal engagement	
Place Leader Strategic Planning	Assistance with site assessment and alignment with the implementation of the Social Infrastructure Strategy and Local Planning Strategy.
Place Leader – Urban Design	Assistance with site assessment and alignment with the implementation of the Public Open Space Strategy through the Public Places Program.
Manager Infrastructure Operations	Workshopping of possible locations.
Reserves & Capital Works Supervisor	Workshopping of possible locations.

External engagement	
Other local authorities	Project advice
Consultants	Estimates for construction of multi-use courts

Legal compliance

[*Environmental Protection \(Noise\) Regulations 1997*](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Unplanned project not previously identified in the LTFP	Major	Possible	High	Low	TREAT risk by ensuring that the project is identified and re-prioritised where possible.
Environmental	Potential breach of DWER noise guidelines	Minor	Unlikely	Low	Medium	TREAT risk by undertaking noise modelling of the various options prior to constructing
Health and safety					Low	

Infrastructure/ ICT systems/ utilities						Medium	
Legislative compliance	Potential breach of DWER noise guidelines	Minor	Unlikely	Low	Low		TREAT risk by undertaking noise modelling of the various options prior to constructing
Reputation	Establishment of multi-use without proper consultation	Moderate	Unlikely	Medium	Low		TREAT risk by developing a consultation strategy if the decision is to proceed with any currently unidentified options
Service delivery	Increased requirements due to unplanned asset/service	Minor	Unlikely	Low	Medium		TREAT risk by updating the LTFP and service requirements if not in an approved Strategy or Masterplan

Financial implications

Current budget impact	Sufficient funds are not required within the annual budget.
Future budget impact	Not applicable

Analysis

- Officers have undertaken investigations into potential sites that could accommodate a multi-use court facility and the full report is attached.
- There are several benefits in Metronet constructing a basketball half court as part of the Oats Street upgrade rather than Council allocating funds on a new multipurpose court facility elsewhere.
- Alternative locations within the Town are identified in the Report, but require additional Town funding and are medium to longer term prospects.

Relevant documents

Nil.

Questions and responses

Cr Jesvin Karimi

1. The Koolbardi Park facility provided 4 half courts for basketball use. What size is the proposed basketball court to be delivered in the Metronet project 'youth zone'?

The Strategic Projects Manager advised the proposed Metronet facility is a single half court. The Koolbardi facility was designed as 2 full courts but had operated as 4 half courts as the tennis nets were never taken down.

2. If the youth zone project will not deliver a like for like replacement, or one full court at the least, is there potential to provide an outdoor basketball facility within the Town or in close proximity to Koolbardi Park?

The Strategic Projects Manager advised a number of sites were investigated, but the likely location for half courts is John Bisset Reserve which is the closest park. It is currently being used for Metronet construction and is not contained with any master plan. There are potential noise implications with units in the vicinity.

3. Is the PCYC Kensington facility within the Town of Victoria Park?

The Strategic Projects Manager advised that it is within the Town and under a 99 year lease and PCYC subsequent to that, so there is an opportunity. It is on the boundary of Victoria Park so catchment is somewhat reduced.

4. It is under sub lease, with 4 existing courts that are disused, is it something the Town can do something with or does the lease limit use?

The Strategic Projects Manager advised the existing courts are in disrepair, works would be masterplan although it is an opportunity it is not without cost.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.2 Koolbardi Park - Multi Court Facility

Location	Carlisle
Reporting officer	Project Support Coordinator
Responsible officer	Strategic Projects Manager
Voting requirement	Simple majority
Attachments	1. Koolbardi Park Multi Court Facility - analysis table [13.2.1 - 1 page]

Recommendation

That Council endorses Option 5, Recreational Space, in addition to the current tennis use, as the preferred multi-use option at Koolbardi Park.

Purpose

This report aims to investigate potential alternative sports options for Koolbardi Park. Its purpose is to provide information for the Council to decide on the future purpose of the multi-use courts. The investigation will explore various sport options that can be added to the existing facilities at the park. The findings of this report will inform the Council's decision on how best to use the multi-use courts to meet the demands of the local population.

In brief

At the Ordinary Council Meeting on 13 December 2022, the Council resolved:

That Council:

- Notes the recommended options for the multi-use courts at Koolbardi Park and for further investigations into a final preferred multi-use at Koolbardi Park.
- Requests the Chief Executive Officer to carry out a further investigation of options 2, 3, 5 and 7, in the officer's report and bring a report back to Council by April 2023.

Background

1. At the December 2022 Ordinary Council Meeting, the Council were presented with seven multi-use options for Koolbardi Park following the removal of the basketball infrastructure. Four were deemed suitable, and further information was to be presented to Council on these options. They were Volleyball, Pickleball, Recreational Space and Tennis only.
2. This report includes information gathered from relevant sporting bodies, consultants and staff regarding the four potential options for the multi-use courts at Koolbardi Park.

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces.	To improve the function and nature of Koolbardi Park multi-use recreational facilities.
EN5 - Providing facilities that are well-built and well-maintained.	The review of the multi-use courts will provide the community with additional sporting options which promotes a healthy lifestyle.

Engagement

Internal engagement	
Place Planning	Alignment with the implementation of the Social Infrastructure Strategy and the Public Open Space Strategy.
Leisure Life	Advice on Pickle Ball sport being introduced at Leisure Life

Other engagement	
West Coast Synthetic Surfaces	Advice and quotation on multi-use court recreational space
Volleyball WA	Advice on sport

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Implementing a change to the multi-use courts will incur unbudgeted expenses	Moderate	Likely	High	Low	TREAT risk by allocating funds for changes
Environmental	Complaints are ongoing due to the noise created by the multi-use sporting activity	Minor	Possible	Low	Low	TREAT by making an informed decision on multi-use sport with minimal noise
Health and safety	Park users can continue to use the facilities to the betterment of their health	Minor	Likely	Medium	Low	TREAT by promoting the benefits of the facility
Infrastructure/ ICT systems/ utilities	Equipment required for new multi-use purpose	Minor	Likely	Medium	Medium	TREAT by allocating funding to provide appropriate

						equipment/changes
Legislative compliance	Breach of noise regulations is raised again by the public	Minor	Possible	Low	Low	TREAT by making an informed decision on best use taking into consideration noise concerns
Reputation	Negative media	Major	Likely	High	Low	TREAT by making an informed decision on best use of multi-use area and undertaking ingoing communications strategy
Service delivery	Not applicable.					

Financial implications

Current budget impact	Not applicable.
Future budget impact	A future budget allocation of \$25,000 will be required to create the recreational space play area at Koolbardi Park.

Analysis

3. At the December 2022 Ordinary Council Meeting seven options were presented as potential multi-use sports for Koolbardi Courts, these were:
 - Netball
 - Volleyball
 - Pickleball
 - Outdoor Badminton
 - Recreational Space
 - Hockey, and
 - Single Use Tennis Courts
4. The Koolbardi Park Multi Court Facility - analysis table attachment provides details on the four potential options for the multi-use courts at Koolbardi Park.
5. Option 2 (Volleyball) and Option 3 (Pickleball)
 - a. After considering the information on Options 2 (Volleyball) and Option 3 (Pickleball), it seems that neither sport may be suitable to introduce at the multi-use courts in Koolbardi Park. Therefore, it is not recommended to include them as options for the park. It is advisable to focus on other sports that can be comfortably accommodated in the multi-use courts. By doing

so, the community can enjoy a more versatile and practical facility that can cater to a wider range of sporting activities.

6. Option 5 (Recreation Use)

- a. Option 5 is a recommended choice for the multi-use court. This is because it will allow tennis to continue while also providing a space for community youth to enjoy a range of recreational activities.

7. By choosing option 5, the multi-use court can serve as an extension of the existing play space for youth, which can promote physical activity and health lifestyles among children and adolescents. Additionally, this option allows for a more versatile and practical use of the space, which can benefit a wider range of users in the community.

8. Overall, Option 5 is a practical and beneficial choice for the multi-use court, as it can provide both recreation and sports opportunities for the community while making the most of the available space.

9. Option 7 (Tennis)

- a. Based on the information provided, Option 7 (Tennis Only) is not recommended as it is preferred to maintain some multi-use functionality on the courts.

10. While the court may currently have basketball lines, these do not necessarily need to be removed for tennis to be played. If required, the surface could be repainted and line-marked specifically for tennis to ensure the court is optimised for this sport.

11. By considering Option 7, the Town can maximise the use of the existing infrastructure while also providing a high-quality and dedicated space for tennis players in the community. Overall, this option seems like a practical and beneficial choice for the court.

Relevant documents

Not applicable.

Questions and responses

Cr Jesse Hamer

1. *The sketch by the Town of the options, does it include an athletics track around the perimeter?*

The Strategic Projects Manager advised that it is just an illustrative example, there can be a number of options, the design would need to be worked through.

2. *Will the line markings be replaced?*

The Strategic Projects Manager advised that the intent is both uses will be there, and tennis will remain.

Cr Luana Lisandro

1. *Will the proposed design go the committee for consultation?*

The Strategic Projects Manager advised that given the interest in the project there would be another round of community engagement.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.3 Environment Plan 2023-2028

Location	Town-wide
Reporting officer	Environment Officer
Responsible officer	Manager Technical Services
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. Environment Plan Community Elected Member and Staff Feedback (1) [13.3.1 - 22 pages] 2. DRAFT Town of Victoria Park Environment Plan 2023 2028 (1) [13.3.2 - 71 pages]

Recommendation
That Council approves releasing the draft Environment Plan 2023-2028 for community consultation.

Purpose

To present to Council the draft Environment Plan 2023-2028 and seek approval to release for community consultation.

In brief

- The Town is committed to protecting and enhancing its environment, showing leadership through best-practice environmental management and promoting growth and development within defined environmental parameters.
- Given that the Environmental Plan 2013-2018 has reached the end of its life and that the Town has a dedicated Environment mission under the Strategic Community Plan 2022 – 2032, a new guiding document is required.
- The new Environment Plan 2023-2028 will be the main informing document directing environmental management by the Town. The purpose of this plan is to identify environmental focus areas and associated actions the Town aims to implement over the next five years.
- The priority focus areas are Climate Change; Water Management, Land Use and Built Environment; Natural Areas and Biodiversity; and Waste Management.
- The Town seeks approval to release the draft Environment Plan 2023-2028 for community consultation.

Background

1. A diverse range of community and land use considerations can impact upon and therefore need to be considered within the management of the environment. These considerations include a growing population, expected to increase to 75,000 people by 2050 from the current 35,000 (Strategic Community Plan 2017 – 2032), a rapidly expanding food industry, residential, industrial, retail and technology/university precincts, Lathlain precinct development, Crown Entertainment Complex, Optus Stadium and the Belmont Park Precinct Development. The Town is also home to numerous parks and recreation reserves.
2. The Town is committed to protecting and enhancing its environment, showing leadership through best-practice environmental management and promoting growth and development within defined environmental parameters.

3. Initially, the Town of Victoria Park identified within the Town’s Plan for the Future 2011 – 2026 and the Strategic Community Plan 2013 – 2028 a need to document the environmental management activities being undertaken by the Town, identify any gaps and guide future environmental management activities.
4. The Town of Victoria Park Environmental Plan 2013 – 2018 was subsequently developed and was the main strategic document directing environmental management by the Town.
5. Given that the Environmental Plan 2013-2018 had reached the end of its life and that the Town has a dedicated Environment mission under the Strategic Community Plan 2022 – 2032, a new guiding document is required.
6. The new Environment Plan 2023-2028 will be the main informing document directing environmental management by the Town. The purpose of this plan is to identify environmental focus areas and associated actions the Town aims to implement over the next five years.
7. There have been a series of stages that the Town has been through leading to the development of the draft Environment Plan 2023-2028. These stages include:
 - (a) Environment Plan review – community feedback – Farmers Market and Your Thoughts engagement - December 2018 – February 2019
 - (b) Development of working draft Environment Plan – October 2019
 - (c) Staff consultation round 1 and review of the draft – June 2020
 - (d) Staff consultation round 2 – April 2021
 - (e) C-Suite – May 2021
 - (f) Environment Plan Review – June-October 2021
 - (g) Concept Forum – November 2021
 - (h) Elected Member feedback period – Jan-Feb 2022
 - (i) Review of the Environment Plan based on feedback from Elected Members, as well as the development of the new Strategic Community Plan 2022-2032 and the
 - (j) Staff review – January-February 2023
 - (k) Draft Environment Plan 2023-2028 developed – March 2023
8. NOTE: The Town acknowledges that significant time has passed since the close of the Environmental Plan 2013-2018 and the development of the Environment Plan 2023-2028. Reasons for the delay include: There has been significant work undertaken between the close of the Environmental Plan 2013-2018 and the development of the Environment Plan 2023-2028. This includes:
 - (a) A key informing document – the Strategic Community Plan – was under review, and a new iteration was developed. The Community Priorities of this needed to inform the focus areas of the Environment Plan 2023-2028;
 - (b) It took time for the wealth of relevant feedback from stakeholders on the previous iteration of the initial draft to be digested and integrated.
 - (c) Similarly, relevant frameworks such as the Sustainable Development Goals, the recent Global Biodiversity Framework, and the Nature-Positive approach also needed to be integrated.
 - (d) Priority projects, such as developing and implementing the Climate Emergency Plan.

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The Natural Areas and Biodiversity focus area of the Environment Plan 2023-2028 aims to adopt a nature-positive approach to protect, restore and

	renew nature; and develop and implement biodiversity strategies and plans.
EN2 - Facilitating the reduction of waste.	The Waste Management focus area aims to encourage and implement projects and initiatives that reduce waste production and greenhouse gas emissions. Facilitation and implementation of projects and initiatives that aim to divert waste from landfill through repair, repurposing, reuse or recycling is also a focus.
EN3 - Enhancing and enabling livability through planning, urban design and development.	Land Use and Built Environment focus area has the following aims: <ul style="list-style-type: none"> • To ensure planning decisions consider environmental impacts and outcomes. • To encourage ecologically sustainable development, reduce greenhouse gas emissions, energy and water consumption, and increase local biodiversity. • Provide integrated and sustainable transport options.
EN4 Increasing and improving public open spaces.	As above.
EN5 - Providing facilities that are well-built and well-maintained.	As above.
EN6 - Improving how people get around the Town.	The Environment Plan has a focus on sustainable transportation initiatives.

Engagement

Internal engagement	
Stakeholder	Comments
Staff	<p>Question re: air quality not being explicitly included in the document.</p> <p>Include reference to the Property Asset Management Plan, Parks & Recreation Asset Management Plan and Fleet Asset Management Plan</p> <p>Include the Local Planning Strategy (LPS) environmental objectives.</p> <p>Pool cars and parking cars should be electric or hybrid, at least.</p> <p>Money should be spent on consolidating the Kent St Tip/Kensington Bushland/George St Reserves.</p>

	<p>All plantings done by the Council should be eco-sourced endemic species. Street trees and park trees should focus on food trees for the Red Tail/Carnaby Cockatoo.</p> <p>Full details of the commentary and Town response can be found attached to this report.</p>
Elected Members	<p>The document has a lot of information in it. The document seems to be a mix of some quite old information that could be considered outdated and some up-to-date info (e.g. some old waste discussion and other parts with new government strategy or PV system goals for 2027 that have already been done. It would be good to be clear on how the different elements link together and avoid as much as possible generic information and include only recent and specific information and put older examples in an appendix.</p> <p>Links to relevant frameworks and partnerships are very helpful and relevant to demonstrate benchmarking and learning/demonstrating with others also...e.g. Agenda 2030 which for example the Victorian next state of the environment report is using as a specific framework. EMRCs use of the SDGs in their regional environment strategy is another good example that shows the relevance of what is done locally against global frameworks/benchmarks.</p> <p>It would be great to see more explicit priorities and targets.</p> <p>Aboriginal acknowledgement at the beginning of the document.</p> <p>The content is good but I feel the document is a bit disjointed. I would like to see the action plans for each focus area to be incorporated where the focus area is first explained. Even on the proforma water management is mentioned twice, energy management is mentioned twice etc. to bring home my point. Also consider combining 'Continuing future actions' and 'new actions' for each focus area to make the document less disjointed. Perhaps just call them actions.</p> <p>Full details of the commentary and Town response can be found attached to this report.</p>

External engagement	
Stakeholders	<i>Community.</i>
Period of engagement	<i>December 2018 – February 2019.</i>
Level of engagement	2. Consult
Methods of engagement	<i>Farmers market pop-up engagement hub Your Thoughts engagement</i>
Advertising	<i>Newspaper advertisement</i>

	<p><i>Town website</i></p> <p><i>Posters</i></p> <p><i>Social media</i></p>
<p>Key findings</p>	<p>With the closure of the Environment Plan 2013-2018, the community was asked what they would like to see addressed within a new Environment Plan. The commentary received covered a suite of themes, including climate change and energy, biodiversity, waste and water.</p> <p>Some of the comments included:</p> <p>Climate Change</p> <ul style="list-style-type: none"> • More education and help around building and renovating sustainably or in an eco-friendly manner. • Encourage bike riding and walking in the Town • Creating pedestrian and cycling infrastructure that people want to use (solar lighting, shade, safe and connected paths etc). <p>Biodiversity</p> <ul style="list-style-type: none"> • Strong linkages with the Urban Forest Strategy. With an emphasis on increasing tree canopy and biodiversity. • Native vegetation, Verge Gardens, Sustainable Gardens • Investigate mechanisms to preserve existing trees on private land, such as incentive schemes. <p>Waste</p> <ul style="list-style-type: none"> • Address and incentivise waste reduction - including composting. • Waste management education • Three bin waste system with organic bin <p>Water</p> <ul style="list-style-type: none"> • More education and incentives around grey water solutions. • Implement WSUD into all planning policy. • Assisting all local schools to be Waterwise Schools (Water Corp) and Waste Wise Schools (Waste Authority WA). <p>Full details of the commentary and Town response can be found attached to this report.</p>

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	The impact that the proposed commitments will have on the Town's future budgets.	Moderate	Likely	High	Low	<p>Treat: It is anticipated that many of the actions within the Environment Plan simply involve Officer time to implement.</p> <p>The major unbudgeted expense area is the implementation of the Kent St Sand Pit restoration project. This project is complementary to the Urban Forest Strategy, so may be part funded from this budget, as well as potential grant funding.</p> <p>The Town will ensure that future budget impacts are accommodated within the Long-Term Financial Plan (LTFP).</p>
Environmental	If the Town does not suitably manage our environment, then we are at risk of not meeting our obligation to contribute to the maintenance and protection of the environment for the benefit of current and future generations.	Moderate	Likely	High	Medium	<p>Treat: Development of the Environment Plan will be the main informing directing environmental management by the Town over the next five years.</p>
Health and safety	Not applicable.				Low	

Infrastructure/ ICT systems/ utilities	Not applicable.					Medium
Legislative compliance	Not applicable.					Low
Reputation	Risk amongst some community members that the Town may be operating outside of its remit, that some of the focus areas or actions are not the role of Local Government.	Moderate	Likely	High	Low	The Town will attempt to bring our community along on the Town's journey through dedicated education programs and engagement.
Service delivery	The breadth of actions within the Environment Plan will require commitment from a suite of organisational Service Areas to deliver those actions.	Moderate	Almost Certain	High	Medium	Undertake targeted engagement with Town Service areas to establish: <ul style="list-style-type: none"> • Lead responsibility • Support responsibility • Staged actions (e.g. staged actions to meet longer term targets) <p>This will be captured in an Implementation Plan.</p>

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	<p>The indicative cost to implement the new (unbudgeted) actions under the Environment Plan 2023-2028 is estimated at \$1.957M.</p> <p>NOTE: The largest component of this is the implementation of the Kent St Sand Pit restoration project. This project is complementary to the Urban Forest Strategy, so may be part-funded from this budget, as well as potential grant funding.</p>

Analysis

9. The Community Priorities identified under the Town's *Strategic Community Plan 2022 – 2032* have informed the focus areas of the Environment Plan 2023-2028. These focus areas, together with the Community Priorities with which they align, are:
 - (a) Climate Change (EN1, EN2, EN3, EN5, EN6).
 - (b) Water Management (EN1, EN3, EN4, EN5).
 - (c) Land Use and Built Environment (EN1, EN3, EN4).
 - (d) Natural Areas and Biodiversity (EN1, EN3, EN4).
 - (e) Waste Management (EN2).
10. Each focus area is broken into:
 - (a) Pressures
 - (b) What have we done? (Previous activity and achievements)
 - (c) Objectives and future actions
11. The objectives of the Environment Plan 2023-2028 include:

Focus Area	Climate Change	Water Management	Land Use and Built Environment	Natural Areas and Biodiversity	Waste Management
Objectives	<p>Reduce greenhouse gas emissions by achieving zero carbon emissions by 2030.</p> <p>Enable our community to take action on climate change action.</p>	<p>Protect and enhance surface and groundwater resources to achieve a high quality of natural water resources, thereby creating a healthier environment for our plants, animals and humans.</p> <p>Utilise water resources in a sustainable manner.</p> <p>Promote water management and water conservation.</p>	<p>To ensure planning decisions consider environmental impacts and outcomes.</p> <p>To encourage ecologically sustainable development to reduce greenhouse gas emissions, energy and water consumption, and increase local biodiversity.</p>	<p>Adopt a nature-positive approach, so that nature is protected, restored and renewed.</p> <p>Develop and implement biodiversity strategies and plans.</p>	<p>To encourage and implement projects and initiatives that reduce waste production, and hence of greenhouse gas emissions.</p> <p>To facilitate and implement projects and initiatives that aim to divert waste from landfill through repair, repurposing, reuse or recycling.</p>

12. The objectives of the Environment Plan 2023 – 2028 give due regard to how the Town can contribute to the United Nations Sustainable Development Goals (SDGs) (as drawn from the Integrating Sustainable Development Goals into Local Government Strategic Planning Processes - A How to Guide (State of NSW and Department of Planning, Industry and Environment, 2020)) and align to these where possible or relevant. The SDGs are being applied at a Federal, State and local government level across the country and internationally.
13. To support the implementation of the objectives are a suite of associated actions that aim to affect greater management of natural areas, reduce our emissions, improve surface and ground water quality, conserve water use, manage land sustainably and reduce solid waste entering landfill. Each action under these respective focus areas has been assigned a responsible officer, an estimated cost and a timeframe, key performance indicator and the SDG(s) that the action relates to.
14. Some of the actions include:

- (a) Promote alternative forms of passive transport such walking, cycling and the use of public transport to our community.
 - (b) Install voltage optimiser systems at both Aqualife and Leisurelife facilities.
 - (c) Install photovoltaic system at Depot, Library and Leisurelife.
 - (d) Undertake Climate Impact Reporting.
 - (e) Implement the Waterwise Council Action Plan.
 - (f) Provide education (and possible incentivisation) to residents on grey water systems and rainwater tank installation.
 - (g) Develop a new Stormwater Management Strategy to determine the best strategies for improving flood management, stormwater reuse and recharge to improve water quality of the receiving waters of the Swan River and aquifers.
 - (h) Develop a catchment water quality program that monitors the health of the receiving water bodies and provides education to our community and business on the importance of reducing pollution and keeping contaminants out of stormwater.
 - (i) Integrate environmental considerations into statutory development approvals processes, as well as the Town's own construction. This needs to be inclusive of the impact of development on flora and fauna.
 - (j) Advocate for, and provide education to the community on, sustainable development options.
 - (k) Undertake Banksia Woodland restoration of Kent St Sand Pit.
 - (l) Review the Kensington Bushland Management Plan.
 - (m) Develop a Restoration Plan for Hillview Bushland and Kent St Sand Pit.
 - (n) Partner with other Councils within the South East Corridor Council Alliance Catchment to establish biodiversity corridors within the region (namely be through the 'Restore our Rivers' program).
 - (o) Develop an organisational Biodiversity Policy to gain organisational commitment to a nature-positive approach.
 - (p) Develop a Biodiversity Strategy for the Town to recreate and accelerate the recovery of Town ecosystems.
 - (q) Investigate suitable international tools for the Town to benchmark, monitor and report on the progress of our biodiversity conservation efforts.
 - (r) Optimise community involvement in local small-scale recycling solutions and initiatives.
 - (s) Using implementation tools forthcoming from the Waste Avoidance and Resource Recovery Strategy 2030, identify local, fit-for purpose solutions that support a move towards becoming a circular economy.
 - (t) Investigate the feasibility of a reuse shop in partnership with other Councils.
 - (u) Investigate the feasibility of installing filtered water bottle refill stations at major public places.
 - (v) Investigate the feasibility of the Town installing container collection points in our facilities and in public spaces for community use, as well as points for use at events. If container points are used at events, there could be an opportunity for these points to be made available to community groups at events (e.g. through an Expression of Interest process).
15. The Environment Plan will be reviewed annually. Major reasons for this include:
- (a) Some of the projects included in this Plan will require more detailed costing. An annual review will ensure it reflects current funding and expenditure requirements.
 - (b) Consideration must be given to the evolving nature of environmental systems.
 - (c) Consideration must be given to any new strategic directions from State and Federal Governments that require effective implementation at a Local Government level.
16. Implementation and monitoring of progress of the Environment Plan 2023-2028 will be assisted by the development of an implementation plan. This will breakdown the actions into steps or milestones and will expand on the timeframe and identify potential partners.

17. Should Council approve the release of the draft Environment Plan for community consultation, it is anticipated that the subsequent timelines will be as follows:
- (a) Community consultation – May 2023
 - (b) Review of Plan based on community feedback – June/July 2023
 - (c) Final Environment Plan to Council – August 2023

Relevant documents

Questions and responses

Cr Bronwyn Ife

1. The Urban Forest Strategy Implementation Plan has an action to "In collaboration with relevant research agencies and local stakeholders, review the town's environment plan and incorporate utilising ecosystem services of trees to address environmental problems such as Urban Heat Island effect. Urban ecology and biodiversity outcomes will be considered in conjunction with addressing environmental problems". Was this action incorporated in this review of the environment plan?

*If so what relevant research agencies and stakeholders were involved?
And what part of the plan covers these outcomes?*

The Environment Officer advised that while action is not specifically referred to in the current draft, the focus is on aligning to the Urban Forest Strategy, urban heat island effects and undertaking a nature positive approach to reduce future negative impacts. It aligns to internationally recognised global biodiversity framework and is addressed in section 5.4.8 and the formulation of actions 5.4.9. The plan recognises the Town cannot affect environmental action in isolation but works collaboratively with the stakeholders to implement change.

The development of a plan was based on feedback from the community, staff and elected members, and recognise specific research agencies and other groups will need to be approached as part of the broader community consultations stage.

Cr Peter Devereux

1. The EMRC produced a sustainability plan integrating the Sustainable Development Goals (SDGs). Could a sustainability plan be developed instead of an environment plan to integrate the environmental priorities with related plans and strategies like the climate emergency plan, integrated transport strategy and the Healthy Vic Park plan?

The Environment Officer advised the environment plan is a deliverable under the Corporate Business Plan. The Town has attempted to integrate sustainability into the environment plan but would revise it to a sustainability plan if that is what Council wants.

2. Given reference to the SDG's framework, has consideration been given to measuring the impacts of our actions, as the City of Melbourne did last year in its SDG's voluntary local review?

The Environment Officer advised that consideration has been given to how the Town can more directly measure the impacts of our actions against the sustainable development goals (SDG's) as the City of Melbourne did. The Town is considering SDG's more broadly and can include these in a subsequent iteration of the plan.

3. *Should agenda 2030 and SDGs be mentioned in 7.1 the appendix 1 under international treaties and agreements given the reference to the SDGs in the document?*

The Environment Officer advised that yes it should be included.

4. *How will it be clear which are the strategic priority areas? And how can we measure when these provide multiples benefits to the quadruple bottom line of the Strategic Community Plan or a number of SDG's?*

The Environment Officer advised that the current draft of the environment plan has 5 focus areas align to the Town of Victoria Park Strategic Community Plan, 7 of the United Nations SDG's and the international union for the conservation of nature positive approach. The 5 focus areas under section 5 of the draft include climate change, water management, land use and the built environment, natural areas and biodiversity and waste management. The intent is to acknowledge implementation is a priority, but it does align to the environment plan. Each focus area has its own section outlining objectives and has a table with actions that align to the objectives with KPI's and reference to related SDG's. Opportunities for review and continuous improvement have been built into the plan.

5. *There are five different and large strategic areas, how are we going to measure the joint benefits of synergy to get similar results and their actions together?*

The Environment Officer advised that the Town would try to capture where the synergies are and ensure they are reflected in actions and KPIs that align to these.

6. *Page 22 of the Environment Plan indicates there is confusion among staff about recycling, what is being done to address this?*

The Environment Officer advised that the Town provides dedicated bins for recycling, waste education on proper use of the three-bin system for community education and the Town works with contractors to increase the materials that can be recycled.

7. *Can you provide clarification on what is available in Council buildings not those open to the general public?*

The Environment Officer advised that there are recycling and general waste bins and posters in the administration building and many outcentres and the administration building has removed bins from staff desks. With regard to the public facing areas the question was taken on notice.

Cr Luana Lisandro

1. *Does the Town have a Green Building policy?*

The Chief Community Planner advised that the Town does have a Green Building policy but it is old and is not prescriptive, the Town is working on a new sustainability policy, but at the moment are looking at the sustainability provisions of the r-codes and medium density codes to determine if they go above and beyond what is wanted and if we still need to have a policy.

2. *What is the name and number of the policy?*

The Chief Community Planner provided these details in response to the next question.

2. In responses to comments on green development infill refers to it being considered under the Urban Forrest Strategy, tree retention policy and the development of a green building policy. If this plan was to change to a sustainability plan, could it incorporate a green building policy or reference to the built environment in relation to sustainability?

The Chief Community Planner advised that it is Local Planning Policy 36, Climate Control Energy Efficiency.

Cr Peter Devereux

1. What actions are proposed to tackle the impact of domestic cats on wildlife (page 69)?

The Environment Officer advised that currently trapping of cats is undertaken in the bushland and that is the main way of approaching this issue.

Further consideration to be added to the Ordinary Council Meeting agenda

At the Agenda Briefing Forum held on 4 April 2023, the following information was requested:

Ensure Agenda 2030 and SDGs are mentioned in 7.1, appendix 1 under international treaties and agreements.

Provide information on the recycling facilities and education available at the Town's buildings which are used by the public.

13.4 Kent St Sand Pit Detailed Design

Location	Town-wide
Reporting officer	Environmental Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Kent Street Sand Pit Detailed Design Community Consultation Feedback and Response [13.4.1]2. Kent Street Sand Pit Detailed Design [13.4.2 - 14 pages]3. Kent St Sand Pit Detailed Design Preliminary Opinion of Probable Cost [13.4.3 - 1 page]

Recommendation

That Council:

1. Endorse the Kent Street Sand Pit Detailed Design as referenced in attachment two ("Kent St Sand Pit Detailed Design") of this report;
2. Approve the development of Tender documentation for future works.

Purpose

To present Council with the Kent Street Sand Pit Detailed Design for endorsement.

In brief

- At the Ordinary Council meeting held on 17 May 2022, the Council resolved to endorse the Kent St Sand Pit Concept Plan (Council resolution 112/2022: *That Council receives and endorses the Kent Street Sand Pit Concept Design*).
- Further to Council resolution, the Town has been progressing to the next stage of planning for the Kent St Sand Pit, which is Detailed Design.
- A working draft of the detailed design was initially developed, with feedback sought from a range of stakeholders to date, including Town staff, Friends of Jirdarup Bushland, Simon and Roni Forrest, Kingsley Dixon, Urban Forest Strategy Working Group, and Mindeera Advisory Group. Specialist advice regarding bushfire design considerations was also sought.
- In January 2023, the Town released an updated detailed design for community consultation.
- The outcome of this consultation has informed the current draft design.
- The Town is now seeking Council endorsement of the Kent St Sand Pit Detailed Design and approves the development of Tender documentation for future works.

Background

1. At the Ordinary Council meeting held on 17 May 2022, the Council resolved to endorse the Kent St Sand Pit Concept Plan (Council resolution 112/2022: *That Council receives and endorses the Kent Street Sand Pit Concept Design*).
2. Further to the Council resolution, the Town has been progressing to the next stage of planning for the Kent St Sand Pit, which is Detailed Design.

3. An initial working draft of the detailed design was developed, with feedback sought from a range of stakeholders to date, including Town staff, Friends of Jirdarup Bushland, Simon and Roni Forrest, Professor Kingsley Dixon, Urban Forest Strategy Working Group, and Mindeera Advisory Group. Specialist advice regarding bushfire design considerations was also sought.
4. Elected Members were also presented with the draft design at the 25 October 2022 Concept Forum, as well as a formal comment period that closed on 9 November 2022.
5. A project group meeting with members of Friends of Jirdarup Bushland, Michael Just (Curtin University), and Town staff was held on 17 November 2022, with further meetings held with the Urban Forest Strategy Working Group and Mindeera Advisory Group (see Engagement section).
6. The draft design was then amended based on the collective stakeholder commentary received (see 13 December 2022 Ordinary Council Meeting report).
7. At the 13 December 2022 Ordinary Council Meeting, the following resolution was passed:
That Council approve the draft Kent St Sand Pit Detailed Design be released for community consultation in January 2023.
8. In January 2023 the Town released an updated detailed design for community consultation.
9. The outcome of this consultation has informed the current draft design. The details of this commentary, the consideration from the Town and the impact of said commentary on the reviewed design can be found in the Analysis section of this report.

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The conversion of the site to public open space for recreational and cultural purposes, with restoration being the prime focus, would not only protect and enhance the adjacent precious remnant Kensington Bushland but also potentially create an excellent amenity for the Town's community and visitors from the wider community.
EN4 - Increasing and improving public open spaces.	The conversion of the site to public open space for recreational and cultural purposes, with restoration being the prime focus, would not only protect and enhance the adjacent precious remnant Kensington Bushland but also potentially create an excellent amenity for the Town's community and visitors from the wider community. Given the site's size, the Kent St Sand Pit restoration would contribute significantly to the Town's canopy cover.

Engagement

10. The Town has engaged with a broad range of stakeholders (community, Elected Members, project working group (Friends of Jirdarup Bushland, Curtin University, Town staff), Urban Forest Strategy Working Group, Mindeera Advisory Group), since the commencement of the detailed design phase. These stakeholders and their comments prior to the community consultation phase can be found in the respective 15 November and 13 December OCM reports.

11. Below is an extract of some of the community and other stakeholder comments, and associated Town response, from the 16 January – 6 February 2023 round of consultation.
12. The full consultation results can be found in the Kent Street Sand Pit Detailed Design Community Consultation Feedback and Response, attached to this report.

	Comments	Response
Community	<p>The designs look great, representing a significant improvement to the site without being over the top in terms of development. For example, the hard packed pathways and benches mean a low impact (economically and environmentally) but provide great amenability. Where the car park is, could there be a water bottle drink station/bubbler? Just to fill up with water before going for a walk through the site.</p>	<p>Noted. The Town is happy to consider a drink fountain for the site.</p>
	<p>Can the park information signs have information on the reserve (flora, fauna, historic use, bush forever details etc), similar to the signs in the balance of the reserve?</p>	<p>Noted. The detail of the interpretive signage will be determined as part of the broader site artwork. It is anticipated that this will be aesthetically similar to the signage found in Kensington Bushland.</p>
	<p>Not an environmental expert but more hollows for birds? bat boxes? on ground watering stations for lizards?</p> <p>A drink fountain at the Baron-Hay entrance.</p>	<p>The public art will be an integral part of the cultural restoration of the site. Nesting hollows and bat boxes are established within Kensington Bushland and the Town is happy to consider these for Kent St Sand Pit.</p> <p>Drink fountain at Baron-Hay entrance can be considered.</p>

	<p>In general it appears to be a good, accessible design. What is missing:</p> <ul style="list-style-type: none"> • Wheelchair tyre washing facilities (there are boot cleaning facilities) • Details of the accessible wheelchair points • Tactile ground surface indicators proposed for each ramp • Shared space beside ACROD bay: need to check compliance • Details of what backrests and seat arms are available on the seating at each of the resting points 	<p>Noted. These will be considered in an amended design.</p>
	<p>I have some concern about the use of so much timber decking in an area classified as bushfire prone. I assume a Bushfire Assessment is going to be undertaken or has already been undertaken. Pending the BAL report outcomes it may require that the deck is enclosed (possible safety issue with entrapment spaces and use by people in anti social ways. I'm not sure of the different between FFL and NGL so this might not be an issue). Given we have actually had bushfire in this general area I think it would be more appropriate to consider an alternative to the timber deck for a non combustible or bushfire resistant product. Metal grating that is accessibility friendly can give a very beautiful finish and is more robust, requiring less maintenance in the long term. It also allows the plants to grow underneath so wont disrupt the growth of plants. Overall I think it is a better choice for the long term health of the park and councils maintenance budgets.</p>	<p>Noted. The material to be selected for the decking will be revised to a non-combustible option, such as Traxion, Gripmesh or anodised aluminium.</p>
	<p>I would be interested to know if this space will be secured at night to stop anti social behaviour, we already have the park across the road where drug deals etc go down. I am not against it, but feel the security of locals needs to be taken into consideration.</p>	<p>Noted. The Town appreciates the need to ensure community safety and will consider security requirements going forward as part of site operation. This may include securing the site at night.</p>
	<p>Should include opportunities for kids to engage with the bushland - nature play or nature walkway</p>	<p>Noted. Some nature play elements may be incorporated into the precinct (e.g.</p>

		Harold Rossiter Reserve).
	<p>The Council deliberately constructed the review and consultation process to enable it to propose and approve one single use consideration without any due respect to the broader community wishes. Yes of course the Council will consider they did - but the process never gave any consideration for use of the site as a community open access area/sporting groups. The single focus on the bushland proposal satisfies a handful of birdwatchers.</p>	<p>The Town has responded to the wishes expressed by the majority of our community during the previous Concept Design stage. Further, given that it is classed as a contaminated site, the Department of Water and Environmental Regulation limited the scope of use of the site to passive recreation and revegetation. Active recreation could not be pursued.</p>
	<p>I'd prefer to see the incorporation of a fenced off part of the space for people to exercise dogs so that this activity is not limited to Harold Rossiter Park.</p>	<p>Whilst your point re: a dog exercise area is noted, the use potentially conflicts with the intended restoration of flora and fauna on the site.</p>
	<p>The paths have been designed to be 2mtr wide, with no reference to emergency services being able to access. Consideration should be given to making these 3mtrs wide with an access ramp for 4wd ambulance or fire appliances being able to access the entire site or at the least the basin areas.</p>	<p>Noted. Advice from bushfire consultants informed the design of the site, including pathway width consideration. It is likely that in the event of a bushfire within the site, firefighters may</p>

		<p>(are likely to) operate from the road reserve. Primary paths can provide access point and can be limited to 3m. Ambulance width is 2.5m. Given the reasonably small size of the site, the 3m perimeter path will be sufficient for mobilisation around the sand pit.</p>
	<p>Place major importance on re-vegetating the land for the benefit of black cockatoos.</p>	<p>The Town is working with the Curtin University restoration team. As part of this, provision of faunal habitat, inclusive of Black Cockatoos, is a key focus.</p>
	<p>(Missing) Attraction for young families. Possibly a nature play area for kids to play, sit and have a picnic as well as going for a walk.</p>	<p>Some nature play elements may be incorporated into the precinct. There are some seating areas. Picnic areas were explored previously, however were removed because of the potential rubbish and food waste risk.</p>
	<p>Concerned about the possible anti-social environment this will encourage. Would be interested to know if this space will be secured at night to stop anti-social behaviour. Not against it, but feel the security of locals needs to be taken into consideration.</p>	<p>Noted. The Town appreciates the need to ensure community safety and will consider security</p>

		<p>requirements operationally going forward. This may include securing the site at night.</p>
	<p>Public toilet facilities would make it more accessible for families as well as shaded picnic tables.</p>	<p>Regarding toilet facilities, unfortunately the contaminated site status of the site means that the Town can't construct buildings such as public toilets.</p>
<p>Department of Planning Lands and Heritage</p>	<p>It is noted that in the Landscape Design, a number of paths are proposed to be formalised within Bush Forever area 48. There is the potential for the path locations to impact on relatively intact native vegetation.</p> <p>Proper planning and construction of the path layout is required to ensure that fragmentation of remnant bushland and habitat is avoided. Internal fencing may be required to restrict pedestrian traffic into the bushland.</p> <p>Any clearing of native vegetation within Bush Forever area 48 will require relevant environmental approvals.</p>	<p>Noted. The only disturbance to Bush Forever will be the pathway to the Etwell St side of the site. That said, the Town will ensure that fragmentation of remnant bushland is minimised. We may explore a boardwalk approach for that path instead that will allow the plants to grow underneath.</p>
<p>Water Corporation</p>	<p>No comments received.</p>	
<p>Department of Water and Environmental Regulation</p>	<p>It is noted that the online resources that are provided for reference for the community consultation process, makes sufficient cross-reference to the approved 'Site Management Plan' (SERS, 2017) for guiding the proposed development for recreational use.</p>	<p>Noted.</p>

	The site was classified 'remediation for restricted use' by the department on 18/7/2017 and was found to be suitable for passive recreational use, subject to implementation of the site management plan developed for the site. The department recommends that the Town of Victoria Park ensure that the final version of the SMP (ie. SERS, 3 July 2017) report is being referenced, as approved via this department and DoH at that time.	
Department of Biodiversity, Conservation and Attractions	No further comments received.	
Disability Access and Inclusion Working Group	Met with group on the 8 March 2023. The group was supportive of the design and intent.	
Urban Forest Strategy Working Group	No further comments received from the group. The group were supportive of the iteration that was released for community consultation.	
Mindeera Advisory Group	The Town met with the group on 22 February 2023. The group was supportive of the design and intent.	
Simon Forrest	Simon was supportive of the design.	

Legal compliance

Not applicable.

Risk management consideration

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

	loss of alternative revenue and other social benefits as a result of not exploring options outside of the current Parks and Recreation Zoning.					opportunities to offset a portion of the rates revenue.
Financial	Precedent for the State Government to take back endowment land as they required.	Major	Possible	High	Medium	Liaison with the State Government regarding the design of the site. Department of Planning, Lands and Heritage; Department of Water and Environmental Regulation supportive of design.
Environmental	Should the Kent St Sand Pit Detailed Design not be adopted, then the opportunity to undertake a best-practice restoration effort – with key stakeholders – may be missed.	Major	Rare	Medium	Medium	Adopt the Kent St Sand Pit Detailed Design.
Health and Safety	Not applicable.					
Infrastructure/CT Systems/Utilities	Not applicable.					
Legislative Compliance	Not applicable.					
Reputation	Given the community support and the key stakeholders that have been involved, should the Kent St Sand Pit Detailed Design not be adopted, then there may be a reputational risk to the Town.	Major	Rare	Medium	Medium	Adopt the Kent St Sand Pit Detailed Design.

Financial implications

Current budget impact	There is no budget impact to the 2022/23 budget with the endorsement of the detailed design.
Future budget impact	<p>Pending Council endorsement of the design, funding for construction works will be required.</p> <p>Preliminary estimates are that the works will cost \$1,650,625 over a six-year period (see Kent St Sand Pit Detailed Design Preliminary Opinion of Probable Cost attached to this report). This cost is broken down as follows:</p> <ul style="list-style-type: none">(a) Preliminary (e.g. site surveys, certification) and site works - \$455,550(b) Hard Surfaces (e.g. paths, ramps, car park, yarning spaces) - \$508,125(c) Feature Locations Items (e.g. shelter, seats, bike rack, bin) - \$184,100(d) Softworks (e.g. plants) - \$502,850. <p>The works may be able to be supplemented through grant funding (e.g. Lotterywest).</p> <p>An initial sum of \$300,000 has been requested as part of the 2023/24 budget.</p> <p>Seed collection in 2023/24 is anticipated to be funded by the Natural Areas Maintenance budget. This will also encompass annual propagation research and development, estimated at \$5,000/year.</p>

Analysis

13. 1,500 people engaged with the Your Thoughts consultation page; 68 submissions were received.
14. Of those who made submissions, 88% were supportive of the design.
15. Following the community consultation feedback, together with the input of Traditional Owners, the following amendments were made to the final draft design:
 - a. Wheelchair tyre washing facilities (there are boot cleaning facilities).
 - b. Details of the accessible wheelchair points.
 - c. Tactile ground surface indicators proposed for each ramp.
 - d. Drink fountains placed at Baron-Hay entrance and at main car park.
 - e. Materiality of the access ramp decking has been revised from timber to a non-combustible composite material, such as Traxion, anodised aluminium or Gripmesh material.
16. Some of the other commentary received relates to the future operationalisation of the site, such as site security and installation of nesting boxes. These are important and will be considered during the implementation of the design itself.
17. The design itself can be found in the *Kent Street Sand Pit Detailed Design* document attached to this report (see Design Responses: Detail Plan 1, 2 and 3).
18. Given the support from the community and stakeholders, the Administration requests that Council endorse the Kent St Sand Pit Detailed Design.
19. With the endorsement of the Kent St Sand Pit Detailed Design, the Town will initiate development of Tender documentation and release to market.

20. It is anticipated that the strategic staging of major works for the project is as follows:
- a. Restoration Plan development (FY 2022/23).
 - b. Tender documentation for works for construction (FY 2022/23).
 - c. Preliminary (e.g. site surveys, certification) and site works (2023/24).
 - d. Construct parking area, paths and features (FY 2024/25-2025/26).
 - e. Coordinate progressive works for planting of restoration areas (from FY 2024/25).
 - f. Complete progressive works within restoration areas (FY 2028/29).
 - g. Ongoing maintenance of infrastructure and restoration areas (FY 2028/29 onwards).

Relevant documents

Questions and responses

Cr Jesse Hamer

1. *The estimated cost is \$1.65m, what was the previous expected cost?*

The Environment Officer advised that the initial concept design cost in May 2022 was \$1.58m.

2. *What was the previous price when this project began, not just the most recent one?*

The Environment Officer advised that when the design process first commenced there were 3 concept options, bronze, silver and gold based on the level of infrastructure proposed. The initial design was very simple at \$1.2m through to the highest level of infrastructure including an amphitheatre which was \$1.6m.

3. *Is there a point where the project becomes unviable?*

The Environment Officer advised that the project would depend on funding being available through the budget without that it becomes unviable, it is a priority project under the Towns advocacy program so could attain external funding. As it addresses environmental and cultural issues and provides a community asset.

Cr Peter Devereux

1. *A response to a query about securing the area at night says this will be considered but thought culturally the advised was not to fence the site?*

The Environment Officer advised that traditional owners indicate perimeter low level fencing was acceptable in recognition there is some level of security required, but no internal fencing.

2. *Have all possible extra inclusions mentioned in the report from community suggestions been budgeted eg water bottle filling stations, wheelchair wheel cleaner, nonflammable entry ramps etc?*

The Environment Officer advised that yes those things were taken into consideration.

3. *Given the tight budgetary situation is it still essential to have three entry points to the area and what would be the potential cost savings of having two entry points instead of three?*

The Environment Officer advised that the originally endorsed detailed design concept included three entry points, if one was removed it would reduce the cost by approximately \$160,000.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.5 Carlisle Traffic Management Review 2023

Location	Carlisle
Reporting officer	Traffic and Transport Engineer
Responsible officer	Manager Technical Services
Voting requirement	Simple majority
Attachments	1. Carlisle Area Crash Map [13.5.1 - 1 page]

Recommendation

That Council

1. Receives a report update on the progress of the notice of motion resolved at the OCM meeting held 13 December 2022 to conduct a review of traffic management in Carlisle.
2. Instructs the CEO to present a finalised report in July 2023

Purpose

Given the number of road network changes proposed, both temporary and permanent due to the Metronet project and other led Council initiatives the safety of local roads and how traffic volumes and speeds are being managed needs to be examined in greater detail.

The main purpose of this traffic study is to analyse and evaluate the existing and future traffic conditions in the area of Carlisle to identify any problems and propose recommendations for improvements to the road network.

In brief

- At the 13 December 2022 Ordinary Council Meeting (OCM), Council requested the Chief Executive Officer to review traffic management in Carlisle and report on the outcome to Council by April 2023.
That Council requests the Chief Executive Officer to:
 1. *conduct a review of traffic management in Carlisle within the streets bounded by Roberts Rd, Orrong Road, Briggs St and Rutland Avenue, including but not limited to:*
 - (a) *the relevant traffic accident data within this area;*
 - (b) *the speed limits and any proposals to reduce speed;*
 - (c) *the extent of existing traffic interventions and calming treatments and their effectiveness;*
 - (d) *whether further traffic interventions and calming treatments are required on streets and intersections including Star/Lion, Bishopsgate/Lion and Planet/Mercury;*
 - (e) *if further traffic interventions and calming treatments are required, the locations, types, indicative costs and timing of implementation of such further interventions and calming treatments;*
 - (f) *how consultation with the community can be achieved.*
 2. *report on the outcome of the review to Council by April 2023.*

- At this stage, this report provides a high level review with limited detail, as staff are in the process of gathering more information. Additional time is required to compile the necessary data for a detailed assessment. This was advised in the report by staff to address the notice of motion put forward at the 13 December 2022 OCM.
- Increased traffic volumes on Roberts, Road, Archer Street and Oats Street over the last five years, and anticipated increases in traffic, diversion of traffic during railway crossing removals and railway line upgrades is likely an impact that will need to be addressed in coming years with a future works plan to be developed.

Background

1. The scope of the study will focus on existing traffic data, field surveys, and an evaluation of the impact of forecast developments on traffic. This will include:
 - (a) Current Traffic Conditions, traffic Volumes and Speed
 - (b) Risk Priority Intersections based on the latest crash data
 - (c) Future Interventions
2. The study area encompasses the locality of Carlisle bounded by Roberts Road, Orrong Road, Briggs Street and Rutland Avenue.
3. A preliminary analysis of historical traffic conditions has been conducted and staff are in the process comparing data from 2014-2015 and 2022-2023. It is important to note that the data used in this study will exclude COVID-19 lockdown periods as may have significantly altered normal traffic patterns. Careful consideration of this factor has been given to ensure the accuracy of the results and avoid any potential biases.
4. At this stage, this report only provides a high level review, with limited detail as staff are in the process of gathering more information and there was inadequate time provided by Council staff to compile the necessary data for a detailed assessment. This was the advice provided by Technical staff in the notice of motion response put forward at the 13 December 2022.
 - (a) The findings indicate a significant increase in traffic on Roberts Rd and Orrong Rd, while the rest of the network experienced a minor increase of less than 5%. This analysis provides an overview of traffic trends over 8 years.
 - (b) Throughout this period, the traffic speed on the network has remained essentially constant. However, it is worth noting that on the following roads, the average speed has exceeded the speed limit by approximately 5km/hr:
 - (i) Roberts Rd
 - (ii) Oats St
 - (iii) Archer St (from Star St to Orrong Rd)
 - (iv) Rutland Ave
 - (v) Star St
5. Based on the previously gathered data, technical officers have conducted an analysis and have identified a list of intersections that require further attention and prioritisation.
 - (a) Following the analysis of all 67 intersections, it was determined that a total of 25 intersections are in need of some form of intervention to address the safety issues. Presently, various ongoing projects are being implemented to improve safety at these particular intersections.
 - (b) Excluding the intersections along Orrong Rd, only six intersections have not yet undergone any traffic calming treatment implemented.
 - (c) A crash map has been developed as a reference document, delineating the prevailing incident statistics within the region and identifying the intersections that lack any planned treatment.

- (d) Interventions chosen to improve safety should be aligned with objectives in the Integrated Transport Strategy that not only address crashes but also induces amenities that promote pedestrian and cycling activity where appropriate

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	Safely and efficiently transporting users to their destinations.

Social	
Community priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Developing traffic management strategies that prioritise the safety of both drivers and residents.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	Place Planning have reviewed the report and the motion. Place Planning note that the motion refers to an analysis focusing on speed and crashes rather than traffic volume. Place Planning is supportive of this intent. Place Planning are supportive of focusing on identified local streets and intersections where speeds are high and crash data indicates a danger to safety (high crash incidents at low speeds is not necessarily an indicator for a need to intervene). Place Planning support future interventions in local streets being undertaken via a comprehensive design process resulting in a range of integrated transport themes being addressed over and above (but still including) driver safety. These interventions will occur in the Integrated Transport Programs Skinny Street Sub-Program and Place Planning is supportive of locations identified in this report and a future study being targeted.

Other engagement	
Stakeholder	Comments
Main Roads WA	Main Roads has been approached on multiple occasions to solicit their support and approval for several of the projects outlined in this report. Our primary focus at present is centred on the rejection by the authorities of the proposed Lion Street and Star Street intersection as a Blackspot project, where we suggested the installation of a single-lane roundabout. Despite requesting additional information, a satisfactory explanation has not yet been provided. We are awaiting clarification regarding the decision and are prepared to lodge an appeal if deemed necessary.

Legal compliance

[Local Government Act 1996 - Section 6.2](#)

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	Since the costs of future treatments are not entirely certain, any initiatives that receive support from the Council may require the use of municipal funds to carry out necessary civil works. In addition, other potential sources of funding will also need to be explored.	<i>Moderate</i>	<i>Possible</i>	<i>Medium</i>	<i>Low</i>	Treat risk - Conducting this study demonstrates our proactive approach towards addressing potential issues and positions us to be better equipped to secure external sources of funding.
Environmental	Nil	Nil	Nil	Nil	Medium	Nil
Health and safety	Nil	Nil	Nil	Nil	Low	Nil
Infrastructure/ ICT systems/ utilities	Upcoming projects will need to be carefully evaluated against other initiatives that are being presented to the Council for approval. As a result, certain projects may experience delays or be postponed.	<i>Moderate</i>	<i>Possible</i>	<i>Medium</i>	Medium	Treat risk - The Traffic Conditions Review will aid in prioritising future interventions. Any new initiatives will undergo evaluation by the Strategic Assets Advisory Group (SAAG) to ensure their suitability and alignment with the objectives of the Strategic Community Plan.

Legislative compliance	Nil	Nil	Nil	Nil	Low	Nil
Reputation	The absence of communication with Carlisle residents regarding road safety could be interpreted as a lack of proactive measures and disregard for their safety. As the Metronet project commences, there is a likelihood of an increase in complaints.	<i>Minor</i>	<i>Possible</i>	<i>Medium</i>	Low	Accept risk - Collaborate with the Communications team to create a comprehensive communication strategy, as well as a possible engagement survey, for the Carlisle Precinct.
Service delivery	Implementation of certain necessary interventions may encounter financial or practical obstacles, which could result in delays in their delivery.	<i>Moderate</i>	<i>Likely</i>	<i>High</i>	Medium	Treat risk - The prioritisation of interventions will aid in promptly delivering urgent interventions, while the development of a staged plan will help manage financial resources effectively.

Financial implications

Current budget impact	<p>Sufficient funds exist within the annual budget to address the already endorsed and approved upcoming projects.</p> <ul style="list-style-type: none"> • Right Turn – Ban Orrong Road and Roberts Road • Briggs Street and Star Street – Roundabout • Archer St Stage 2 – Cycle Lanes • Low-Cost Safety Program interventions. (fully funded treatments by Main Roads WA) <p>For the recommended roundabout on Lion Street and Star Street, sufficient funds do not exist within the annual budget. It is proposed that funding will be acquired through Main Roads WA Black Spot Funding if successful.</p>
Future budget impact	In the event that Main Roads WA does not provide support for the proposed roundabout at the intersection of Star Street and Lion Street, alternative

interventions may need to be considered by the Town, necessitating budgetary allocations in the future. If a roundabout was pursued the cost would be in the order of 400-500K. Other interventions such as speed cushions have an estimated cost of 12K to implement

As part of the 2023/2024 Draft Capital Works budget the Town intends to allocate 300K towards the "Skinny Streets Sub-Program area to supplement road improvements which is linked to ITS (Integrated Transport Strategy) solutions

Analysis

6. Based on the prioritised intersections in the Carlisle area and the data analysis presented in the background section of this report, a number of interventions are currently being designed and are nearing implementation. These interventions aim to effectively address the remaining safety concerns in the network and enhance the overall safety levels in the area to an acceptable standard.
7. The future interventions that are already being funded are listed below:
 - (a) Right Turn – Ban Orrong Rd and Roberts Rd
 - (b) Archer St Stage 2 – Cycle Lanes
 - (c) Low-Cost Safety Program interventions
 - (d) Star St and Briggs St - Roundabout
 - (e) Star St and Lion St – Speed cushions and Signage, subjected to 2023/2024 budget adoption.
8. A comprehensive analysis of these projects will be presented in an upcoming report that will outline the anticipated outcomes and estimated completion dates.
9. Taking into account the considerable number of upcoming changes and the level of uncertainties, particularly with the Metronet closures, conducting a comprehensive analysis of future traffic projections, changes in traffic conditions and network performance would not be entirely accurate. We anticipate a significant redirection of traffic along the network with new emerging patterns as users adjust to the changes. Thus, it would be advisable to postpone making predictions until we have a better understanding and definition of the forthcoming changes. Such an approach would be more prudent, sensible, and sensitive to the dynamic and evolving circumstances.
10. To ensure that we anticipate problems ahead of time, regular progress monitoring and evaluations will be conducted. Additionally, a follow-up process will be established to assess the effectiveness of the interventions and identify areas for improvement once an intervention has been constructed.
11. The initiative to review management strategies to reduce travel speeds and target safety improvements within the Carlisle precinct aligns with the objective HC.3 – Road Safety for All Users in the Town's adopted Integrated Transport Strategy (ITS). The implementation of interventions need to be cognisant of the "Skinny Streets Sub-program where potential narrowing of streets, either at intersections or midblock locations will assist encouraging lower speeds. Furthermore, pedestrian safety can also be incorporated with the treatments chosen. The intersection and vehicle safety sub-program will also focus on those key movement corridors such as Oats Street, Roberts Road and Archer Street where there are already planned changes in advance of this study.

Relevant documents

Not applicable.

Questions and responses

Cr Peter Devereux

1. Based on the data, Star Street is a standout crash street. Has consideration been given to treatments such as dense urban street planting both in the median strip and/or verges or other Integrated Transport Strategy (ITS) measures?

The Chief Operations Officer advised that yes there has been consideration based on data analysis over the last 5 years. Roundabouts have been proposed for the intersections of Lion and Star Streets and Briggs and Star Streets as it is estimated they will address about 88% of crashes. With regard to the ITS measures, the Town has implemented changes such as a painted median and further changes could be considered but we need to consider buses that traverse Star Street, so any interventions need to accommodate the turning movements.

2. Has consideration been given to stopping through traffic at Briggs Street so that trucks and larger vehicles do not continue down Star Street from the industrial area to the residential area?

The Chief Operations Officer advised that at present regulations permit semi-trailer vehicles up to 19 metres in length, and other heavy vehicles and buses travel along the street.

Cr Luana Lisandro

1. Point 7 (e) of the report indicates Star and Lion Streets will have speed cushions subject to the budget being adopted, will there be any other calming investigations and is there plans for a roundabout there?

The Chief Operations Officer advised that the Town is reviewing possible interventions can be accommodated at Star and Lion Streets, including a roundabout.

2. If a roundabout is pursued when will the next round of funding occur?

The Chief Operations Officer advised the next funding round the Town has put in for is FY 2024 but took the question on notice regarding where extra funds may come from.

Cr Wilfred Hendriks

1. I have witnessed 3 accidents at Planet and Mercury Streets in the past 5 to 6 years, do you know why it shows zero on the map?

The Chief Operations Officer advised that the map doesn't show if there has been 3 or less accidents so perhaps not all have been recorded with main roads, we will check and amend if necessary.

Further consideration to be added to the Ordinary Council Meeting agenda

At the Agenda Briefing Forum held on 4 April 2023, the following information was requested:

Provide information on where funding would come from for a roundabout at Star and Lion Streets.

Review information on the number of accidents at the Planet and Mercury Streets intersection and confirm why the current report map shows zero incidents and amend report if necessary.

13.6 Leasing of the residential property 14 Kent Street

Location	East Victoria Park
Reporting officer	Property Development and Leasing Officer
Responsible officer	Chief Operations Officer
Voting requirement	Absolute Majority
Attachments	Nil

Recommendation

That Council

1. Authorises the Chief Executive Officer to lease 14 Kent Street, East Victoria Park as a residential house in accordance with rental recommendations of a residential property management agent;
2. Pursuant to Section 5.42 of the *Local Government Act 1995*, delegates authority to the Chief Executive Officer for a period of up to 36 months to grant lease(s) of residential property of the Town to persons at a market related rent set in accordance with the advice of a real estate agent or valuer, to grant renewals of such leases and to exercise all other functions and rights of a lessor pursuant to the *Residential Tenancies Act 1987*.
3. Authorises the Chief Executive Officer to execute all documents necessary to give effect to 2 above.

Purpose

The purpose of this report is for Council to consider leasing out the residential property 14 Kent Street, East Victoria Park and granting a delegation to the Chief Executive Officer to manage residential leasing of the Town's residential property.

In brief

- Vacant residential property owned by the Town, is currently not generating any income and has not been generating any income since November 2021.
- The property needed repairs to bring it up to an appropriate residential letting standard.
- A review has identified a solution to repair the property at a reasonable cost, within the existing maintenance budget. The property is in the process of having this work done.
- Authority is sought to lease the property for income producing residential purposes as outlined in the Land Optimisation Strategy to retain the property for its current purpose with a view to any future opportunities that may arise from the recommendations of the MacMillan Precinct Masterplan and the Albany Highway Precinct Structure Plan.

Background

1. The residential house at 14 Kent Street (the Property) was acquired by the Town in 2008.
2. The Property was leased as a residential house until November 2021.
3. The Land Asset Optimisation Strategy (2022) approved by Council on 13 December 2022 included the following comment on the Property
4. "This vacant house and land, requires minor building works to refurbish and bring in line with Town standards to enable disposal."
5. The Property has been reviewed by the Property Development and Leasing team, the Strategic Projects Team, and numerous contractors. Five quotations were obtained for works required to the Property to

ensure it is suitable for residential occupancy. A contractor has been engaged to complete the work and believes the work will be completed by the end of May.

Strategic alignment

Social	
Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home.	To assist in easing the pressure of the residential crisis and adding another residential property available for lease into the market

Engagement

Internal engagement	
Stakeholder	Comments
Manager Property Development and Leasing	Comments are incorporated in the report.
Manager Development Services	The continued use of the property for residential purposes is acceptable from a planning perspective.
Strategic Projects Manager	Works have been value engineered to achieve the best outcome in the short term, allowing for the property to be leased.
Manager Community	While the preference from a Community Development perspective would be for this space to be used by a Not for Profit to facilitate community activities for social benefit, or arts and cultural purposes, it is understood that this would require a disproportionate injection of financial resources for the property to comply with building code requirements to make fit for these purposes. As the property has previously been used for residential purposes, and occupancy would also assist with providing needed housing in the Town, it is reasonable that the property once again be provided for leasing as a residential tenancy.

Legal compliance

[Section 3.58 of the Local Government Act 1995](#)

[Regulation 30\(2\)\(g\) of the Local Government \(Functions and General\) Regulations 1996](#)

[Residential Tenancies Act 1987](#)

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	Leaving the property vacant would result in revenue loss for the town and continued expenses in upkeep	Almost certain	Likely	High	Low	TREAT risk by Engaging a real estate agent to lease out the property ongoing
Environmental	Contamination from the asbestos located in the lean-to extension. Risk may be heightened in the event of unauthorised entry and occupancy.	Possible	Possible	Medium	Medium	TREAT risk by continuing with the scheduled and recommended work outlined in the asbestos management plan work to seal the asbestos and partition off the lean to from access or occupancy by the tenant.
Health and safety	Leaving the property vacant adds to the risk of unwanted entry and unauthorised occupancy.	Almost certain	Likely	High	Low	TREAT risk by having the property tenanted, it will reduce the likelihood of unwanted entry
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Failure to comply with Residential Tenancies Act 1987	Possible	Possible	Medium	Low	Treat risk by engaging a Real Estate agent that specialises in property management to ensure compliance with the RTA
Reputation	Failure to comply with the LAOS	Almost certain	Likely	High	Low	TREAT risk by renting the property and using it for its current purpose until any future opportunities arise from the recommendations of the MacMillan

		Precinct Masterplanning and the Albany Highway Precinct Structure Plan.
Service delivery	Not applicable.	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation and undertake the repairs.
Future budget impact	Once leased the property is likely to return a net revenue of around \$15,000pa based on \$500pw minus agency fees and costs of \$4,000pa and average maintenance being conducted around \$7,000pa, based on previous maintenance costs associated with the property being leased through a residential agent and maintained.

Analysis

6. The Property is currently not in use and has the potential to require resources and costs to upkeep. Leasing the Property for residential purposes will offset this cost and generate revenue for the Town.
7. It is likely that the Property will attract a substantial rental as a residential tenancy around \$500 per week based on an initial discussion with a local Real Estate Agent. A full market assessment will be completed by a specialist Residential Real Estate Agent once all the work is complete.
8. Leasing the Property for residential purposes will positively add to the housing rental stock in the area.
9. Regulation 30(2)(g) of the *Local Government (Functions and General) Regulations 1996* exempts the Town from the application of Section 3.58 of the *Local Government Act 1995* for the purposes of a lease transaction for "the leasing of residential property to a person."
10. Authority is sought to lease the Property for residential purposes.
11. A delegation (time limited to a period of up to 36 months) is also sought for the Chief Executive Officer to grant lease(s) of residential property of the Town, to grant lease renewals and to exercise all other functions and rights of a lessor pursuant to the *Residential Tenancies Act 1987*. The granting of such a delegation will facilitate: -
 - a. Expedient management (including for example, rent reviews) of the Town's residential property;
 - b. Management of the Town's residential property with due respect to the privacy of individual residential tenants.

Relevant documents

Not applicable.

Questions and responses

Cr Wilfred Hendriks

1. What is reasonable cost for repairs at the property?

The Chief Operations Officer advised that the order of cost is less than \$10,000.

2. How can you lease the property for 3 years usually residential properties would be rented for 12 months at a time?

The Chief Operations Officer advised that it is to be leased as a residential for 6 to 12 months with the option of a further 6 to 12 months. Operationally the 36 months was to ensure there was some continuity and not have to come back to Council.

3. Will it continue to be rentable for the 3 years or will it need more work and money spent on it?

The Chief Operations Officer advised the Town believes that following the works to refurbish, it will be leased for that period of time and then we can ascertain what needs to be done.

Further consideration to be added to the Ordinary Council Meeting agenda

Nil.

13.7 Disposal of the cafe space at Leisurelife by way of lease

Location	East Victoria Park
Reporting officer	Property Development and Leasing Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple Majority
Attachments	1. Draft lease – 81 pages 2. Draft Disclosure Statement – 17 Pages

Recommendation

That Council:

1. Authorises the tenant break rights to be incorporated at the end of years 2 and 4 of the proposed 5-year lease between the Town of Victoria Park and Perth Basketball Association as set out in Attachment 1.
2. Authorises the Chief Executive Officer to finalise the terms of the proposed draft lease and draft disclosure statement contained at Attachments 1 and 2, including any amendments and variations as may be considered necessary by the Chief Executive Officer;
3. Authorises the Chief Executive Officer to execute the disclosure statement referred to in 2. above.
4. Authorises the Chief Executive Officer and the Mayor to execute the lease referred to in 2. above and any other documents necessary to give effect to the proposed lease between the Town of Victoria Park and the Perth Basketball Association for the Leisurelife Café and apply the Town's Common Seal.

Purpose

- The purpose of this report is to seek Council authorisation for two tenant break rights to be incorporated at the end of years 2 and 4 of the 5-year lease to Perth Basketball Association approved by Council resolution 168/2022 dated 16 August 2022 for the Leisurelife Café located at 248 Gloucester Street East Victoria Park.

In brief

Council resolution 168/2022 dated 16 August 2022 authorised a 5-year lease to Perth Basketball Association of the Leisurelife Café located at 248 Gloucester Street East Victoria Park, consistent with specified key terms, with delegation for minor variations and amendments. Perth Basketball Association subsequently that the proposed 5-year lease incorporate tenant break rights at the end of years 2 at 4.

Background

1. At the Ordinary Council Meeting held on 12 April 2022, Council resolved to authorise the Chief Executive Officer to advertise by public notice of the intention to dispose of the Leisurelife Café by lease to the public at large pursuant to section 3.58 of the Local Government Act 1995, with criteria to include that the Town seeks a service provider, community or sporting organisation that would complement the services provided by the Town at the Leisurelife Recreation Centre
2. One submission was received from Perth Basketball Association

3. Council resolution 168/2022 dated 16 August 2022 authorised the Chief Executive Officer to negotiate with Perth Basketball Association for a lease for the Leisurelife Café located at 248 Gloucester Street East Victoria consistent with the following key terms:
 - a. Land: Portion of Lot 25 on Plan 3844 (248 Gloucester Street East Victoria Park)
 - b. Lessee: Perth Basketball Association
 - c. Term: 5 years
 - d. Further Term: Nil
 - e. Fee: \$4,200 per annum plus any GST
 - f. Commencement Date: Upon execution of the agreement by both parties.
 - g. Outgoings: The Tenant is responsible for all outgoings.
 - h. Maintenance: The Tenant is responsible for non-structural and preventative maintenance.
 - i. Permitted Use: Café
 - j. Operating hours: Proposed hours are in line with the Centre and lease requirements.
 - k. Insurance: The Tenant is responsible for \$20M Public Liability Insurance and workers compensation cover. The Landlord is responsible for Building Insurance.
 - l. Signage: With prior written consent from the Landlord.
 - m. Special Conditions: No operating subsidy either during the Term or Further Term will apply to this Lease. Town of Victoria Park Redevelopment Clause or if applicable, redevelopment clause compliant with Commercial Tenancy (Retail Shops) Agreements Act 1985. Lease terms to be compliant with Commercial Tenancy (Retail Shops) Agreements Act 1985.
 - n. Terms to be set by the Town's legal representatives and to incorporate such minor variations or amendments to key terms as may be agreed by the Mayor and CEO.

Strategic alignment

Social	
Community Priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	The cafe will provide an all-inclusive experience and hospitality offering for all members of the community.

Economic	
Community Priority	Intended public value outcome or impact

EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Café facilities will be available within a clean, safe, and accessible environment, activating spaces otherwise vacant.
---	---

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Providing facilities that are well-built and well-maintained.	The café space is in compliance with EN5, and the new tenant will be required to maintain the cafe at a high standard with an emphasis on sustainability and the environment.

Engagement

Internal engagement	
Stakeholder	Comments
Manager Property Development and Leasing	Comments are incorporated in the report.
Leisure Facilities Program Manager	Supportive of the recommendation to change the agreement terms as outlined above.

External engagement	
Stakeholder	Comments
Perth Basketball Association	Given some uncertainty regarding future facility use / developments, PBA would like to request the agreement is considered as a 2+2+1 rather than 5 as originally proposed.

Legal compliance

Section 3.58 of the *Local Government Act 1995*

Regulation 30 *Local Government (Functions and General) Regulations 1996*

Section 6A *Commercial Tenancy (Retail Shops) Agreements Act 1985*

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not proceeding with the lease	Moderate	Almost certain	High	Low	TREAT risk by

	would result in revenue loss for the town					Accepting the lease terms sought by Perth Basketball Association or advertise for further expressions of interest noting that there were no other interested parties for the space when previously advertised
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Failure to comply with s3.58 of the Local Government Act 1995.	Moderate	Unlikely	Low	Low	TREAT risk by following the disposal of the property process in accordance with s3.58 of the Local Government Act 1995.
Reputation	Leaving the Café empty may have an impact on the Leisurelife Café facility and its attractiveness to customers.	Minor	Possible	Medium	Low	TREAT risk by 1. Accepting the proposed lease terms or re-advertising to secure a suitable operator to ensure service provision for the community. 2. Granting delegation to CEO to initiate future expressions of interest should it be necessary to readvertise the leasing opportunity

Service delivery	The current hire arrangement is short term in nature and susceptible to early termination with loss of service delivery.	Moderate	Possible	Medium	Low	TREAT risk by accepting the proposed lease terms or re-advertising to secure a suitable operator to ensure service provision for the community.
------------------	--	----------	----------	--------	-----	---

Financial implications

Current budget impact	The Town currently receives approximately \$3,500 per annum in revenue from the Perth Redbacks via hire fees for the Leisurelife café.
Future budget impact	Agreeing to the terms in the lease will ensure the rent will increase the Towns income, the agreed rent being \$4,200 per annum including CPI increases yearly and with the addition of recovery of outgoings, currently estimated to be approximately \$1,100 plus GST.

Analysis

4. Council resolution 168/2022 dated 16 August 2022 included authorisation of a five-year lease, with delegation for minor variations and amendments.
5. Perth Basketball Association subsequently proposed that the five-year lease incorporate tenant break rights at the end of years 2 at 4.
6. It is arguable as to whether or not the proposed inclusion of the requested tenant break rights would be within the delegation for minor variations and amendments.
7. Council authority is therefore sought with a recommendation to authorise the requested tenant break rights.
8. Perth Basketball Association was the only submission when the space was advertised for expressions of interest in May 2022.
9. The Perth Basketball Association has occupied the Leisurelife Cafe on a hire arrangement since early 2021 after engaging with the Town from November 2020.
10. Perth Basketball Association are not happy to proceed with a 5-year lease without any tenant break right.
11. If the terms are not accepted, the space will have to be re-advertised for further expressions of interest.
12. Attachments 1 and 2 contain the draft lease (including tenant break rights at the end of years two and four) and the draft disclosure statement.

Relevant documents

13. Not applicable

There were no questions asked or presentations made in relation to this item.

13.8 Burswood Peninsula Review of Deed Maintenance Requirements

Location	Burswood
Reporting officer	Manager Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. Bwood Maint 20230119 [13.8.1 - 1 page]

Recommendation

That Council receives updated information regarding the maintenance for the Peninsula Public Open Space (POS)

Purpose

To provide a further update on the maintenance and negotiations relating to the Burswood Peninsula area within the Deed and non-Deed areas as pertaining to BL Developments Pty Ltd.

In brief

- The Developer has ceased maintenance of the POS outside the Deed area, effective August 2022
- The Town has commenced maintenance of the POS outside the Deed area, effective August 2022.
- At the February 2023 Ordinary Council Meeting, the Council authorized the Chief Executive Officer (CEO) to continue to pursue a potential negotiated outcome on maintenance requirements for the Peninsula POS to be brought back to Council for consideration.
- Further negotiations have taken place in good faith and without prejudice.
- Draft documentation has been prepared and is being reviewed by the legal representatives for the Town and for BL Developments Pty Ltd.
- An updated proposal has been prepared by McLeods on behalf of the Town and sent to BL Developments Pty Ltd for its consideration and it has responded by listing further suggestions and comments. This response has yet to be reviewed by McLeods and it is hoped that they will provide further comments in time for the OCM.

Background

1. The Developer has ceased maintaining the POS outside the prescribed area in the Deed as of 1 August 2022. This includes all the POS areas outside the purple and yellow delineated areas identified in the attachment.
2. Due to the Developer ceasing maintenance outside the Deed area, Town contractors have taken over mowing and limited garden maintenance at this location.
3. Negotiations between the Developer, the CEO and the Chief Operations Officer (COO) commenced after Council's instruction in November 2022 concerning the Deed area maintenance.
4. At the February 2023 council meeting, the CEO was instructed to continue to negotiate with the Developer.
5. As a result of continuing negotiations, an updated proposal will be presented to Council for their consideration.

6. The proposal and the accompanying report are confidential under Section 5.23 2(c) of the Local Government Act 1995.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Ensuring any agreement for maintenance is in the best interests of the Town.

Environment	
Community priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces.	Ensuring the parkland and infrastructure are maintained to their current standard.

Engagement

Internal engagement	
Stakeholder	Comments
Parks Department	Feedback and assessment of maintenance costs.

Other engagement	
Stakeholder	Comments
McLeods	Provide ongoing legal advice on requirements of the Deed and responses to Mirvac's legal team.
BL Developments	Negotiations were carried out in good faith regarding ongoing maintenance of the Deed area (The Developer).

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Failing to budget appropriately for legal costs, including litigation	Moderate	Likely	High	Low	TREAT risk by Accessing funds for legal costs

Financial	Failing to budget appropriately to continue to maintain the area	Moderate	Likely	High	Low	TREAT risk by Including sufficient maintenance funds for the site
Environmental	POS becomes fire risk or weed infested	Moderate	Likely	High	Medium	TREAT risk by continuing maintenance
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Negative feedback from the public due to poor maintenance standard	Moderate	Likely	High	Low	TREAT risk by continuing maintenance
Service delivery	Service standard in high-profile area drops, resulting in poorer condition POS	moderate	Likely	High	Medium	TREAT risk by continuing maintenance

Financial implications

Current budget impact	<ul style="list-style-type: none"> The work order for Peninsula maintenance (WO1971) has a current budget of \$117,500. An additional amount of \$204,000 in FY23 for continued maintenance in the area outside the Deed has been approved in the November 2022 council resolution.
Future budget impact	The Town will need to fund ongoing maintenance within the Parks budget of the non-Deed area and potentially the Deed area within the Peninsula.

Analysis

- Should Mirvac cease to continue the maintenance within the deed area, the Town would initially extend the current Contracts to maintain the Public Open Space within the Deed area to a normal passive reserve standard at an estimated cost of \$75,000 per annum.
- The Town would need to tender the contract to meet the longer-term requirements to maintain the Public Open Space within the Deed area to a normal passive reserve standard.

9. Due to negotiations, a further proposal has been provided regarding the ongoing maintenance of the deed area as part of a confidential report for the Council's consideration.

Relevant documents

10. Not applicable.

Questions and responses

Cr Vicki Potter

1. Has there been an alteration to the deed between 2005 at its inception and today particularly with regards to the areas to be maintained by the developers?

The Chief Operations Officer advised that to the best of her knowledge there has been no alteration to the deed.

2. When the deed was written in 2005 did it only include the area marked in purple as shown in the attachment as the area to be to the item areas to be maintained by the owner of the property?

The Chief Operations Officer advised that yes the area in purple was to be maintained by the developer.

3. And that was the only area to be maintained by the developer?

The Chief Operations Officer advised that it was mentioned in the report towards the end of last year, the deed area has always been the area in purple, but the maintenance obligations have been reviewed recently and the purple area is what is currently covered by the deed.

4. When the deed was written in 2005 was the area marked in purple, was that the area that was agreed to when the deed was written, would be the area maintained by the developer? Was that the only area?

The Chief Operations Officer took the question on notice.

Cr Jesse Hamer

1. The purple area is the deed area and the answer given in question time was the yellow area was a separate agreement, that's not the deed area?

The Chief Operations Officer advised that yes that is correct.

2. What is that separate agreement for the yellow area, what does it relate to, is it a similar agreement with Mirvac for maintenance? What is that agreement?

The Chief Operations Officer advised that the yellow area is maintained by the owners of those lots.

3. So it's maintained by the owner of those lots, which is the developer, will it stay that way, or will it expire at some time?

The Chief Operations Officer took the question on notice and will find the dates.

Further consideration to be added to the Ordinary Council Meeting agenda

At the Agenda Briefing Forum held on 4 April 2023, the following information was requested:

Provide advice on the area marked in purple, was that the area that was agreed to when the deed was written, that would be maintained by the developer? Was that the only area?

Provide further information on the yellow area, and whether it will continue to be maintained by the owner of those lots or will if it will expire at some time in the future.

14 Chief Financial Officer reports

14.1 Schedule of Accounts - February 2023

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple Majority
Attachments	1. Payment Summary - February 2023 [14.1.1 - 8 pages]

Recommendation

That Council:

1. Confirms the accounts for February 2023, as included in the attachment, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
2. Confirms the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

Purpose

To present the payments made from the municipal fund and the trust fund for the month ended February 2023.

In brief

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

Background

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

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

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn	608889-608890	\$166.02
Creditors – EFT Payments		\$5,542,327.09
Payroll		\$1,182,381.08
Bank Fees		\$10,812.29
Corporate MasterCard		\$12,564.49
Cancelled EFTS		(\$142.16)
Total		\$6,748,090.81

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town.
CL3 - Accountability and good governance.	The presentation of the payment listing to Council is a requirement of Regulation 13 of <i>Local Government (Financial Management) Regulation 1996</i> .

Legal compliance

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

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

Risk management consideration

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

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

Financial implications

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

Analysis

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

Relevant documents

[Procurement Policy](#)

There were no questions asked or presentations made in relation to this item.

14.2 Financial Statements - February 2023

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Activity Statement Report - February 2023 [14.2.1 - 45 pages]

Recommendation

That Council accepts the Financial Activity Statement Report – 28 February 2023, as attached.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 28 February 2023.

In brief

- The financial activity statement report is presented for the month ending 28 February 2023.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.
- The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended 28 February 2023.

Background

1. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance. Number all paragraphs from here on, not including tables.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:

Revenue

Operating revenue and non-operating revenue – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment has been provided.

Expense

Operating expense, capital expense and non-operating expense – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and in these instances, an explanatory comment has been provided.

3. For the purposes of explaining each material variance, a three-part approach has been applied. The parts are:

Period variation

Relates specifically to the value of the variance between the budget and actual figures for the period of the report.

Primary reason(s)

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

End-of-year budget impact

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

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	To make available timely and relevant information on the financial position and performance of the Town so that Council and public can make informed decisions for the future.
CL3 - Accountability and good governance.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the <i>Local Government (Financial Management) Regulations 1996</i> .

Engagement

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

Legal compliance

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

Risk management consideration

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

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

Financial implications

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

Analysis

- The Financial Activity Statement Report – 28 February complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report February 2023 be accepted.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

15 Committee reports

15.1 Review of Policy 007 Long Service Leave

Location	Town-wide
Reporting officer	Manager People and Culture
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. 7 1 1 Policy 007 Long Service Leave 2020 [15.1.1 - 2 pages] 2. 7 1 2 Policy 007 Long Service Leave Reviewed and amended 2023 [15.1.2 - 2 pages]

Recommendation from the Policy Committee:

That Council adopts the amended Policy 007 Long Service Leave, as detailed in Attachment 7.1.2.

Purpose

For Council to evaluate Policy 007 Long Service Leave.

In brief

- Long service leave is a paid leave entitlement for Town employees who have worked continuously within local government for a specified period. Full-time, part time, casual, and seasonal employees are entitled to long service leave.
- The obligation to provide long-service leave entitlements to Town employees is outlined in the *Local Government Act 1995*. The conditions of entitlements for receiving the benefit of long service leave are detailed in the *Local Government (Long Service Leave) Regulations 1996* (the Regulations).
- In November 2022 the Regulations were amended. The policy evaluation process has identified discrepancies between the regulations and Policy 007 Long Service Leave.
- It is proposed that Policy 007 Long Service Leave be amended in response to the changes initiated by the changes to the legislation.

Background

1. In September 1999 the Council created policy "ADM2 Long Service Leave" detailing conditions for the taking of long service leave entitlements by Town employees.
2. Council at its meeting held on 20 August 2019 adopted a work plan to complete the review of several policies. Policy ADM2 Long Service Leave was one of the policies identified for review.
3. The policy was reviewed in April 2020 and a recommendation to the Policy Committee was for the policy to be revoked, on the basis that the Regulations determine the entitlements and administration of these employment conditions, and any policy provision cannot be inconsistent with legislation.
4. The Policy Committee and subsequently Council, at its 17 May 2020 meeting, decided not to change the policy but note its review.
5. Subsequently and in view of the revised policy framework, it was renumbered to Policy 007 Long Service Leave.

6. At the Council Meeting held on 12 April 2022, the policy was scheduled for future evaluation by February 2023.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The management practices dealing with employee entitlements are correct
CL3 - Accountability and good governance.	The management of employee entitlements are compliant with legislative direction.

Engagement

Not applicable.

Legal compliance

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

Section 2.7 of the LGA relates to the general power of a Council to determine policies.

[Section 5.48 of the Local Government Act 1995](#)

Section 5.48 relates to Long Service benefits for employees and employees of local government associations.

[Local Government \(Long Service Leave\) Regulations](#)

Long Service benefits for employees are to be provided in accordance with Regulations.

The legislation overrides any policy and any policy needs to be consistent with the legislation.

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	Incorrect payment of entitlements	Moderate	Unlikely	Low	Low	Development and implementation of compliant management practices
Environmental	N/A				Medium	
Health and safety	N/A				Low	
Infrastructure/ ICT systems/ utilities	N/A				Medium	

Legislative compliance	Breaches under the relevant regulations	Moderate	Low	Low	Low	Maintain compliant management practices
Reputation	N/A				Low	
Service delivery	N/A				Medium	

Financial implications

Current budget impact	Long service leave entitlements are included in the Annual Budget.
Future budget impact	Long service leave is included in the Annual Budget and Long-Term Financial Plan process.

Analysis

7. In November 2022 the *Local Government (Long Service Leave) Regulations* were amended. Key changes included:
 - a. modernisation of the types of paid and unpaid absences that count towards long service leave accrual
 - b. provision for greater flexibility in how long service leave is taken
 - c. new record-keeping requirements and stronger enforcement provisions, including penalties for contraventions.
8. The Town's Management Practice MP045 Long Service Leave procedures have been updated to accommodate the procedural changes in the Regulations.
9. Of the changes in the Regulations only one of the three policy statements has been impacted. This is in policy statement 2 that deals with how leave entitlements may be taken.
10. In view the Act and the Regulations adequately provide for long service leave provisions for Town employees, officers still contend that the policy is not required.
11. Notwithstanding and in view of Council's previous decision in May 2020 to retain the policy, it is suggested the existing policy be amended to include the following changes to policy statement 2:

Clause	Proposed	Reason
2.b. take the leave in two parts	2.b. take the leave in two or more separate periods	Sub-clause 6 (5) (d) of the regulations was amended to read (.. in 2 or more separate parts)

New 2.d.	2.d. take the leave in double the time (26 weeks) at half pay.	Clause 6B Leave at double pay has been added to the regulations.
----------	--	--

12. The Town's management practice for the administration of long service leave entitlements for employees are determined by the *Local Government (Long Service Leave) Regulations*. Amendments to the internal management practice occur as the regulations are changed and endorsed by the town's senior executive.
13. If Council determines to retain this policy, changes will need to occur in response to legislative amendments each time as relevant changes come from the Act and the Regulations.

Relevant documents

Not applicable

There were no questions asked or presentations made in relation to this item.

15.2 Sustainable Timber - Use In Town Construction

Location	Town-wide
Reporting officer	Environmental Officer
Responsible officer	Manager Strategic Waste, Environment and Asset Management
Voting requirement	Simple majority
Attachments	1. Policy 251 Sustainable Timber Use in Town Construction [15.2.1 - 2 pages] 2. Policy 251 Sustainable Timber Use in Town Construction Tracked Changes (1) [15.2.2 - 2 pages]

Recommendation from the Policy Committee:

That Council adopts the revised Policy 251 - Sustainable Timber – Use in Town Construction as detailed in Attachment 7.2.2.

Purpose

For Council to review Policy 251 – Sustainable Timber – Use in Town Construction.

In brief

- In November 2022, Town officers reviewed Policy 251 – Rainforest Timbers.
- At its meeting held on 13 December 2022, Council made the following resolution (280/2022):
 1. *Adopts the draft amended Policy 251 (Rainforest timbers – use in Town construction) as per attachment 1.*
 2. *Requests the Chief Executive Officer to amend the Town's current document for Practice 301.1 – Procurement to ensure that specific note is made in the document on the exclusion of rainforest timbers in construction or building projects undertaken wholly or jointly by the Town.*
 3. *Requests the Chief Executive Officer to amend the Town's current document for Practice 301.1 – Procurement to ensure that all timber used throughout the Town aligns with Australian standards of The Responsible Wood Certification Scheme.*
 4. *The name of the policy be changed to Sustainable Timber - use in Town construction.*
 5. *This matter return to the next Policy Committee for consideration of the wording to ensure that the wording of the policy matches the title of the policy.*
- The Town has amended the name of Policy 251 Rainforest Timbers to Sustainable Timber - Use in Town Construction.
- The Town has amended the wording of the policy in accordance with the title change.

Background

1. The last amendment to Policy 251 was made in the Council item of 20 August 2019 (Council resolution 148/2019), which amended the policy to bring it in line with the current policy template.
2. Council resolution 384/2020 of 21 April 2020 adopted a work plan to review several policies, and Policy 251 was identified to be completed in 2021/22.
3. Policy 251 was identified as one of the policies to be reviewed. This policy relates to the exclusion of the use of rainforest timbers in any construction or building projects undertaken wholly or jointly by the Town.

4. Town officers reviewed Policy 251, including clarification to the definition of rainforests and the distinction to plantation forests to clarify the intent of the policy.
5. At its meeting held on 13 December 2022, Council made the following resolution (280/2022):
 1. *Adopts the draft amended Policy 251 (Rainforest timbers – use in Town construction) as per attachment 1.*
 2. *Requests the Chief Executive Officer to amend the Town’s current document for Practice 301.1 – Procurement to ensure that specific note is made in the document on the exclusion of rainforest timbers in construction or building projects undertaken wholly or jointly by the Town.*
 3. *Requests the Chief Executive Officer to amend the Town’s current document for Practice 301.1 – Procurement to ensure that all timber used throughout the Town aligns with Australian standards of The Responsible Wood Certification Scheme.*
 4. *The name of the policy be changed to Sustainable Timber - use in Town construction.*
 5. *This matter return to the next Policy Committee for consideration of the wording to ensure that the wording of the policy matches the title of the policy.*
6. The Town has amended the name of Policy 251 Rainforest Timbers to Sustainable Timber - Use in Town Construction.
7. The Town has amended the wording of the Policy in accordance with the title change as request in part 5 of the above resolution.

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Protecting and enhancing the natural environment.	To continue to refrain from using rainforest timber or unsustainably sourced timber in the Town’s construction activities.
EN05 – Appropriate and sustainable facilities for everyone that are well built and well maintained.	To continue to deliver well built projects in a sustainable manner using timber from sustainable sources.

Engagement

Internal engagement	
Stakeholder	Comments
Technical Services	Advice on guidelines on construction and building timber materials. Analysed potential impacts to current operations. Researched product availability and affordability in the WA market.

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	The use of rainforest and other unsustainably sourced timbers contributes to the destruction of remnant forests and the habitat they provide.	Moderate	Unlikely	Low	Moderate	Treat with adoption of Policy 251 and avoid purchasing of such timbers
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Use of rainforest and other unsustainably sourced timbers in construction – against Policy 251.	Moderate	Unlikely	Low	Low	Treat risk by excluding use of rainforest and unsustainably sourced timbers in the Town procurement process and retaining Policy 251.
Service delivery	Not applicable.				Medium	

Financial implications

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

Analysis

8. Policy 251 excludes the use of unsustainably sourced timbers in construction or building projects undertaken wholly or jointly by the Town. Timbers that do not provide a chain of custody certification shall not be used in any construction or building project undertaken wholly or jointly by the Town. Further, all timber used throughout the Town must align with the Australian standards of the Programme for the Endorsement of Forest Certification (PEFC) under the Responsible Wood Certification Scheme, or the Forest Stewardship Council.
9. It is noted that the Town rarely uses timber in its construction projects. However, when timber is used, it has mainly been plantation pine. Timber used for playgrounds is mostly treated pine and some jarrah or existing dead native trees for logs or steppers. The use of plantation grown, or recycled timbers is a requirement in the Town's request for quotation and tender/contract documents.
10. The Town's Practice 301.1 – Procurement – supports the Purchasing Policy 301 which refers to the need to address sustainable procurement and certain corporate responsibilities within its purchasing decisions. This includes minimising environmental and negative social impacts and addressing aspects for having materials which are environmentally sound in manufacture, use and disposal, as well as being ethically sourced.
11. The wording of the Town's current document for Practice 301.1 – Procurement will be amended to ensure that:
 - a. specific note is made in the document on the exclusion of rainforest timbers in construction or building projects undertaken wholly or jointly by the Town
 - b. that all timber used throughout the Town aligns with Australian standards of The Responsible Wood Certification Scheme.

Relevant documents

Policy 251 – Sustainable Timber – Use in Town Construction

Policy 251 – Sustainable Timber – Use in Town Construction (Tracked Changes)

There were no questions asked or presentations made in relation to this item.

15.3 Policy evaluation - Policy 305 – Loan borrowing limitations

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Policy-305- Loan-borrowing-limitations [15.3.1 - 1 page]

Recommendation from the Policy Committee:

That the Council notes the review of the Loan Borrowing Limitations policy with no changes proposed.

Purpose

To present the results of the review of the Town’s Loan Borrowing Limitations policy.

In brief

- The Town’s Loan Borrowing Limitation policy was last reviewed and amended in April 2021. That review added a policy objective and scope in line with the current policy template.
- The current policy is considered appropriate, and no changes are proposed.

Background

1. The Town’s powers to borrow are prescribed in Section 6.20 of the Local Government Act 1995.
2. The Local Government (Financial Management) Regulations 1996 no longer require the Town to report on financial ratios.

Policy Statement

3. In any financial year the combined cost of servicing loans, excluding the servicing cost of self-supporting loans, is not to exceed 10% of the total revenue from rates.

Strategic alignment

Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Finances are managed appropriately, sustainably and transparently for the benefit of the community.
CL3 - Accountability and good governance.	Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

Engagement

Internal engagement	
Stakeholder	Comments
Financial Services	Staff have provided comments on the current policy.

Legal compliance

The powers to borrow are prescribed in Section 6.20 of the *Local Government Act 1995*.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
E.g. Financial Borrowing beyond the financially sustainable capacity of the Town	Moderate	Likely	High	Maintain overall debt levels within the targets set in the policy.

Financial implications

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

Analysis

4. The Town has reviewed the policy and no changes are proposed.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

15.4 Policy Evaluation - Policy 011 - Elections

Location	Town-wide
Reporting officer	A/Governance Coordinator
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Policy-011- Elections [15.4.1 - 6 pages]

Recommendation from the Policy Committee:

That Council defer review of *Policy 011 – Elections* until changes to the *Local Government Act 1995* and associated regulations are implemented regarding election caretaker periods.

Purpose

- That Council defer evaluation of *Policy 011 – Elections* (Policy 011) until changes to the *Local Government Act 1995* (the Act) are implemented.

In brief

- Policy 011 applies to local government elections and relevant caretaker conventions leading up to the Town's bi-ennial elections and other elections.
- An evaluation of the policy was due to be presented to the Policy Committee in February 2023, however as part of the local government reform process, the Minister has announced recommended changes to the Act and associated regulations which are likely to affect the operation of the policy.
- Changes to the Act will become law and may remove the need for some or all of the policy provisions.

Background

1. Council at its meeting held on 10 July 2021 adopted Policy 011 - Elections.
2. The policy was last reviewed by Council at its meeting held on 12 April 2022, as part of the minor review of policies. Only a minor change was made to the policy to include the *Code of Conduct for Council Members, Committee Members and Candidates*. It has remained in place as a workable arrangement since that time.
3. As part of the State Government's local government reform process, it was recommended that a statewide based caretaker period for local governments be introduced.
4. At its meeting held on 15 February 2022, Council endorsed the *Local Government Reform Summary of Proposed Reforms – Town of Victoria Submission* which was subsequently submitted to the Department of Local Government, Sport and Cultural Industries, as part of the reform consultation process.
5. Theme 5 of the Local Government Reform consultation process included the following and the Town's subsequent response:

5.6 Standardised Election Caretaker Period

Current Requirements	Proposed Reforms	Town's adopted Response
<ul style="list-style-type: none"> • There is currently no requirement for a formal caretaker period, with individual councils 	<ul style="list-style-type: none"> • A statewide caretaker period for local governments is proposed. 	<p>Position: Support</p> <p>Comment: There should be consistent election caretaker</p>

<p>operating under their own policies and procedures.</p> <ul style="list-style-type: none"> This is commonly a point of public confusion. 	<ul style="list-style-type: none"> All local governments across the State would have the same clearly defined election period, during which: <ul style="list-style-type: none"> Councils do not make major decisions with criteria to be developed defining 'major' Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. There are consistent election conduct rules for all candidates. 	<p>period and conduct rules for all local governments and candidates.</p>
---	---	---

- It is anticipated a series of reforms to the Act and other reform announcements will be made by the Minister shortly, however the timing is not yet known.
- The current policy is still adequate until legislative changes to care taker periods are implemented.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Improve governance and integrity frameworks.

Engagement

Not applicable.

Legal compliance

[Division 2 of Part 2 of the Local Government Act 1995](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	The policy could be inconsistent with the legislation.	Low	Possible	Low	Low	Amend or remove policy when legislation implemented if inconsistent or where the Local Government Act 1995 or any other legislation supersedes the policy.
Reputation	The policy could be inconsistent with the legislation in the lead up to the election.	Low	Unlikely	Low	Low	Amend or remove policy when legislation implemented if inconsistent or where the Local Government Act 1995 or any other legislation supersedes the policy.
Service delivery	Not applicable.				Medium	

Financial implications

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

Analysis

8. The scope of the policy is still relevant and considered workable until state-wide provisions are implemented.
9. Once changes to the Act occur, a further determination around the need or relevance of the policy will be made.

Relevant documents

Policy 011 – Elections

[Media Statements - Local government reforms to deliver better outcomes for WA ratepayers](#)

[Package of local government reforms finalised \(dlgsc.wa.gov.au\)](#)

[Media statements - Tougher penalties on the way for bad behaving Councillors with major local government reforms finalised](#)

There were no questions asked or presentations made in relation to this item.

15.5 Record Keeping Policy

Location	Town-wide
Reporting officer	Information Management Coordinator
Responsible officer	Manager Technology and Digital Strategy
Voting requirement	Simple majority
Attachments	1. Policy TBA Record Keeping [15.5.1 - 5 pages]

Recommendation from the Policy Committee:

That Council adopts Policy xxx Record Keeping Policy.

Purpose

To consider the adoption of the Record Keeping Policy.

In brief

- The State Records Commission requires the record keeping policies and procedures of an entity to clearly set out roles and responsibilities for staff, and to cover all aspects of an organisation's business operations.
- To ensure that the Town meets the statutory requirements of the State Records Act 2000 and associated legislation by having an endorsed Record Keeping Policy.

Background

1. Records can take many forms including letters, memos, emails, photos, videos, recordings, and social media posts. They are important because they are the corporate knowledge of an organisation. They may also form important evidence in legal proceedings or have priceless value as an historic record. Most importantly, records and good recordkeeping practice promote accountable and transparent decision making.
2. The State Records Commission was established in July 2001 in accordance with part 8 of the State Records Act 2000 to raise the standard of record keeping in government agencies, including local government.
3. The State Records Act 2000 (the Act) sets the framework for records management of state and local government entities.
4. The Act requires all government entities, including Local Governments, to develop a recordkeeping plan (RKP) outlining how they will comply with the standards and principles.
5. The State Records Principle and Standards 2002, Standard 2 states a record keeping policy, in the form of one or more identifiable policy statements, should be authorised at an appropriate senior level, promulgated throughout the organisation, and be available to all employees.
6. Record keeping policy statement should provide the framework for underlying procedures and emphasise the corporate ownership of government records; that all records are corporate assets and as such, do not belong to individual employees.
7. The policy should define the roles and responsibilities of all employees who manage or perform record keeping processes and establish the Towns position on the making and keeping of proper and adequate records of the organisation's business activities.

8. Currently the Record Keeping Policy only exists as an internal procedure however the policy should be published externally.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Ensures Council policy is compliant with legislative requirements.

Engagement

Internal engagement	
Elected Members	Elected members provided feedback on the Record Keeping Policy through the Councillor Portal.
SMT	SMT members provided feedback in relation to the proposed Record Keeping Policy.

Legal compliance

[State Records Act 2000](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	The penalties for mismanagement of records are high and range from external investigation to potential temporary or permanent closure of the Town.	High	Likely	High	Low	Treat risks by supporting the recommendation.
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					

Legislative compliance	Council not adopting the Record Keeping Policy will result in noncompliance with the Town's statutory obligations.	Moderate	Likely	Moderate	Low	Treat risks by supporting the recommendation.
Reputation	Negative public perception towards the Town if it does not meet the legislative compliance. Loss of trust from the community and employees if the mismanagement of information results in financial and other penalties from the State or Commonwealth regulatory bodies.	Moderate	Likely	Moderate	Low	Treat risks by supporting the recommendation.
Service delivery	Not applicable.					

Financial implications

Not applicable.

Analysis

9. Local government entities are required to effectively manage their records to promote accountable and transparent decision making.
10. The policy details the responsibilities of Town staff, elected members and contractors in relation to the creation and maintenance of records, whether in paper or electronic format.
11. The Record Keeping policy aids employees and Elected Members to meet their statutory record keeping requirements.
12. Following the policy adoption, provision will be made for the new policy to be disseminated to the Towns employees and Elected Members.
13. Reference to the policy adopted will be made during Record Awareness Training for new employees and during ongoing record system training and refresher training sessions to ensure employees are aware of their record-keeping responsibilities.
14. Elected Members will be given a copy of the Policy and the Elected Member Record Keeping Guidelines and included in future induction packages for new Elected Members.

Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

16 Motion of which previous notice has been given

Nil.

17 Public participation time

Nil.

18 Questions from members without notice on general matters

Nil.

19 Confidential matters

19.1 Tender Award – Oats Street Precinct Structure Plan and Planning Scheme Amendment TVP/22/20

19.2 Provision of Plumbing Services TVP/22/19

19.3 Proposed Maintenance Agreement for Deed Area, Burswood Peninsula

20 Closure

There being no further business, Deputy Mayor Claire Anderson closed the meeting at 7:53pm.

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

Signed:

Dated this: Day of: 2023