



TOWN OF  
VICTORIA PARK



## Agenda Briefing Forum Agenda – 5 October 2021

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**WE'RE OPEN**  
**VIC PARK**

Please be advised that an **Agenda Briefing Forum** will be held at **6:30pm** on **Tuesday 5 October 2021** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mr Anthony Vuleta – Chief Executive Officer**  
30 September 2021

## Table of contents

Item	Page no
1 About the Agenda Briefing Forum .....	3
2 Opening .....	4
3 Acknowledgement of country .....	4
4 Announcements from the Presiding Member .....	4
5 Attendance.....	6
5.1 Apologies .....	6
5.2 Approved leave of absence .....	6
6 Declarations of interest.....	7
7 Public participation time.....	8
8 Presentations.....	8
9 Deputations .....	8
10 Method of dealing with agenda business .....	8
11 Chief Executive Officer reports.....	9
11.1 Quarterly reporting - October 2021 .....	9
11.2 Council Resolutions Status Report .....	22
12 Chief Community Planner reports .....	25
12.1 Burswood South Streetscape Improvement Plan - draft for advertising .....	25
12.2 Local Development Plan - 384 Berwick Street, East Victoria Park.....	33
13 Chief Operations Officer reports.....	43
13.1 TVP-21-04 Fletcher Park Grounds Maintenance Services .....	43
14 Chief Financial Officer reports.....	48
14.1 Schedule of Accounts for August 2021 .....	48
14.2 Financial Statements for August 2021 .....	52
14.3 Proposed Timetable for 2021-2022 Annual Budget.....	56
15 Committee reports .....	61
16 Motion of which previous notice has been given .....	61
17 Questions from members without notice on general matters.....	61
18 Confidential matters .....	61
19 Closure .....	61

# 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](mailto:GovernanceVicPark@vicpark.wa.gov.au).

## Disclaimer

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

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

## **2 Opening**

## **3 Acknowledgement of country**

### **Acknowledgement of the traditional owners**

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

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

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

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

*Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.*

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

## **4 Announcements from the Presiding Member**

### **4.1 Purpose of the Agenda Briefing Forum**

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

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

### **4.2 Notice of recording and live-streaming**

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

### **4.3 Conduct of meeting**

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

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

#### **4.4 Public participation time**

There is an opportunity to ask questions and make statements at the beginning of the 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

<b>Mayor</b>	Ms Karen Vernon
<b>Banksia Ward</b>	Cr Claire Anderson Cr Ronhhda Potter Cr Wilfred Hendriks Cr Luana Lisandro
<b>Jarrah Ward</b>	Deputy Mayor Bronwyn Ife Cr Vicki Potter Cr Brian Oliver Cr Jesvin Karimi
<b>Chief Executive Officer</b>	Mr Anthony Vuleta
<b>Chief Operations Officer</b>	Ms Natalie Adams
<b>Chief Financial Officer</b>	Mr Michael Cole
<b>Chief Community Planner</b>	Ms Natalie Martin Goode
<b>Manager Governance and Strategy</b>	Ms Bana Brajanovic
<b>Manager Business Services</b>	Mr Luke Ellis
<b>Manager Infrastructure Operations</b>	Mr Gregor Wilson
<b>Planning Officer</b>	Mr Sturt McDonald
<b>Governance Officer</b>	Ms Mikayla Phillips
<b>Secretary</b>	Ms Natasha Horner
<b>Public liaison</b>	Ms Jasmine Bray

### 5.1 Apologies

### 5.2 Approved leave of absence

Nil.

## **6 Declarations of interest**

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

### **Declaration of financial interests**

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

### **Declaration of proximity interest**

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

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

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

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

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



# 11 Chief Executive Officer reports

## 11.1 Quarterly reporting - October 2021

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Corporate Strategy and Risk Advisor
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Quarterly Report - Corporate Business Plan Progress Report - September 2021 [<b>11.1.1</b> - 14 pages]</li><li>2. Quarterly Report - Corporate Business Plan Report - Completed Last Quarter - September 2021 [<b>11.1.2</b> - 4 pages]</li><li>3. Quarterly Report - Five Year Capital Works Project Listing - September 2021 [<b>11.1.3</b> - 6 pages]</li><li>4. Quarterly Report - Five-year Capital Projects Year One - September 2021 [<b>11.1.4</b> - 5 pages]</li><li>5. Quarterly Report - Strategic Projects - September 2021 [<b>11.1.5</b> - 2 pages]</li><li>6. Quarterly Report - Community Benefits Strategy - September 2021 [<b>11.1.6</b> - 16 pages]</li><li>7. Quarterly Report - Disability Access and Inclusion Plan - September 2021 [<b>11.1.7</b> - 5 pages]</li><li>8. Quarterly Report - Economic Development Strategy - September 2021 [<b>11.1.8</b> - 8 pages]</li><li>9. Quarterly Report - Reconciliation Action Plan - September 2021 [<b>11.1.9</b> - 6 pages]</li><li>10. Quarterly Report - Urban Forest Strategy - September 2021 [<b>11.1.10</b> - 8 pages]</li></ol>

### Recommendation

That Council:

1. Requests the Chief Executive Officer to present to Council quarterly progress reports on the actions, projects and outcomes within the 2021/2022 Annual Strategic Project Plan.
2. Requests the Chief Executive Officer to present to Council quarterly progress reports on the programs within the Community Benefits Strategy 2019-2024.
3. Receives the quarterly written progress reports, for October 2021, relating to the:
  - a) Corporate Business Plan
  - b) 2021/2022 Annual Strategic Project Plan
  - c) Five-year capital works program
  - d) Economic Development Strategy

- e) Urban Forest Program
- f) Reconciliation Action Plan
- g) Disability Access and Inclusion Plan
- h) Community Benefits Strategy
- i) Climate Emergency Plan

## Purpose

To present quarterly 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.
- 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.
- Progress reports do not include any changes as a result of the Corporate Business Plan minor review, resolved by Council on 21 September 2021.

## 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. The original Council resolution was for the 2019/2020 Annual Strategic Project Plan. This was updated in April 2021 to request updates on the 2020/2021 Annual Strategic Project Plan. Council needs to resolve to request updates on the 2021/2022 Annual Strategic Project Plan going forward.

## 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 are 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.

## Legal compliance

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

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Negative public perception towards the Town if progress expectations are not being met.	Minor	Possible	Moderate	Low	<p>Risk to be treated by providing commentary and reasoning within progress reports where expectations are not being met.</p> <p>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.</p>
Service delivery	Not applicable.				Medium	

## Financial implications

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

## Analysis

5. 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.
6. 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

7. This status update does not include any changes as a result of the Corporate Business Plan minor review, resolved by Council on 21 September 2021. This is due to not having the time needed to update the corporate reporting system between the September Ordinary Council Meeting and the due date for October reports. The quarterly report presented to Council in February 2022 will include updates on any amended or added actions.
8. The status of actions from the Corporate Business Plan are as follows. Due dates for actions showing as overdue were updated as part of the Corporate Business Plan minor review. These figures will be updated in the next quarterly reporting period.

Strategic outcome	Total actions	No. of actions completed	No. of actions in progress	No. of actions overdue
Social	24	17	8	1
Environment	56	38	22	6
Economic	16	13	4	3
Civic Leadership	97	69	32	13

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

Completed actions
CL1.1.6 - Deliver the Library Radio Frequency Identification Project
CL2.1.1 - Create an implementation plan to embed the Town's Communication and Engagement Policy
CL9.1.1 - Conduct a pilot for participatory budgeting
CL10.1.3 - Review the Health Local Law
EC2.3.6 - Facilitate 'demand-based parking'
EN2.2.1 - Review the Asset Management Plan - Transport
EN4.2.1 - Consider alternative landfill options in discussion with Mindarie Regional Council

EN4.2.3 - Investigate the introduction of a multi-bin system
EN5.1.1 - Review the Asset Management Plan - Property
EN5.1.7 - Implement upgrades to the Higgins Park Tennis Courts
EN6.1.1 - Review the Asset Management Plan - Parks & Recreation
EN7.1.3 - Investigate the development of a plan for the Kent Street Sand Pit consistent with its zoning

### 2021/2022 Annual Strategic Project Summary

10. The status of projects from the Annual Strategic Project summary are as follows.

Total projects	No. of projects on track	No. of projects for monitoring	No. of projects off track
11	11	0	0

### Five-year Capital Works Program

11. The status of actions from the Five-year Capital Works Program are as follows.

Total projects	No. of projects on track	No. of projects for monitoring	No. of projects off track
11	11	0	0

### Economic Development Program

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.

<b>Outcome</b>	<b>Total actions</b>	<b>No. of actions completed</b>	<b>No. of actions in progress</b>	<b>No. of actions not started</b>
Pathway 1: Leadership	4	2	2	0
Pathway 2: Identity	2	0	2	0
Pathway 3: Local to Global Connections	5	0	3	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	16	1
<b>Total</b>	<b>50</b>	<b>9</b>	<b>35</b>	<b>6</b>

### Urban Forest Program

- 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.

<b>Outcome</b>	<b>No. of actions completed</b>	<b>No. of actions in progress</b>	<b>No. of actions not started</b>
<b>Strategic Outcome 1</b> Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by Council.	5	6	4
<b>Strategic Outcome 2</b> Maximize community involvement and collaboration in its	1	8	0

implementation.			
<b>Strategic Outcome 3</b> Increase tree diversity, whilst favoring local endemic and West Australian species that also support wildlife.	1	1	1
<b>Strategic Outcome 4</b> Maintain high standard of vegetation health.	3	2	1
<b>Strategic Outcome 5</b> Improve soil and water quality.	1	1	1
<b>Strategic Outcome 6</b> Improve urban ecosystems.	0	2	3
<b>Total</b>	<b>11</b>	<b>20</b>	<b>10</b>

16. A summary of the progress for each of the action from the UFS IAP is attached in a separate schedule.

### Reconciliation Action Plan

17. 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 RAP are as follows:

Category	No. of actions completed/ongoing	No. of actions in progress	No. of actions not started
Relationships	7	0	0
Respect	8	1	0
Opportunities	4	2	0
Tracking and Progress	1	1	0
<b>Total</b>	<b>20</b>	<b>4</b>	<b>0</b>

20. This quarter, the key progress highlights of the RAP included:

- a. NAIDOC week (4-11 July) celebrations included:
- i. The creation of two community canvases at the Town's Library under the guidance of Noongar artist Julianne Wade. These canvases have recently been completed and framed and will be hung in the Town facilities.



- ii. A Welcome to Country was given by Elder Shaun Nannup and live streamed on the Town's Facebook page for the wider community that may have not been able to attend.
  - iii. In partnership with the Vic Park Community Centre, Noongar language sessions were delivered to over 21 people by Noongar teacher Sharon Gregory.
  - iv. Bush-tucker cooking class took place under the instruction of chef Dale Tilbrook.
  - v. The NAIDOC Community Planting Day on Kent Street verge took place on 25 July after being postponed due to COVID restrictions and weather conditions.
- b. Long term advisory group member Roni Forrest was awarded the NAIDOC Female Elder of the Year Award, which was recognised and celebrated on the Town's website and social media channels.
  - c. The Town supported a NAIDOC week promotional event in Jirdarup bushland, where Elder Simon Forrest and West Coast Eagles footballer Jeremy McGovern were filmed in conversation, discussing the importance of culture, country and learning. This film was subsequently circulated widely on social media and through other media channels.
  - d. Processes for the renaming of Row 52 and Lathlain 2x to Bidi Walk and Koolbardi Park have been finalised with plans underway for a small launch to recognise and celebrate the renaming.
  - e. At the August Ordinary Council Meeting, a revocation motion was carried to rescind the 2017 Council decision:
    1. *That the Council reaffirm that the Town of Victoria Park continue to celebrate Australia Day each and every year on the date designated by the Federal Government and continue to host its Australia Day Citizenship ceremony as authorised by the Federal government and citizen of the year awards on that day.*
    2. *The Council acknowledges that the Town's Aboriginal Engagement Strategy Group be given the opportunity to commence respectful conversations relating to the meaning of January 26, with Elected Members and the Town's Administration.*
  - f. The Town completed reporting on Reconciliation Australia's annual RAP impact measurement questionnaire.

### Disability Access and Inclusion Plan

- 21. The Town's Disability Access and Inclusion Plan (DAIP) was adopted by Council in September 2017 and is a legislative requirement for all local governments.
- 22. The status of actions from the DAIP are as follows.

Category	No. of actions completed / ongoing	No. of actions in progress	No. of actions not started
Services and Events	4	2	0
Building and Facilities	4	0	0
Information	4	2	0
Quality Customer Service	4	1	0
Complaints	2	0	0
Public Consultation	3	0	0
Employment	3	2	0
<b>Total</b>	<b>24</b>	<b>6</b>	<b>0</b>

23. This quarter, the key progress highlights of the DAIP included:
- The Department of Communities – Disability Services Annual Progress report 2020/2021 completed and sent to the Department 15 July 2021.
  - The Town applied for the Most Accessible Community in WA Awards in July 2021.
  - All staff Disability Awareness Training was delivered throughout July 2021 over five sessions.
  - Access and Inclusion Advisory Group quarterly meeting occurred on Wednesday 1 September 2021.
  - Town staff are working with the Business Advisory Group to explore resources to share with local businesses to have more accessible and inclusive premises for people with disabilities. Town officers attended the August 2021 Business Advisory Group to get initial thoughts from the businesses.

### Community Benefits Strategy

- The Community Benefits Strategy (CBS) was launched on 2 December 2019.
- The CBS aims to deliver life-long learning opportunities, empower local community members, improve local amenities, and foster leadership and collaboration.
- The strategy delivery partners have committed to deliver on the agreed benefits collectively and will each bring their strengths to the partnership
- 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.

<b>Program</b>	<b>No. of actions completed/ongoing</b>	<b>No. of actions progressing</b>	<b>No. of actions not started</b>
Youth engagement program	3	0	0
Healthy relationship awareness	7	2	0
Supporting local community organisations	4	3	0
Recreational groups and sports club development	4	2	0

29. This quarter, the key progress highlights of the Community Benefit Strategy are:

- 20 students have regularly attended the Wirra Club from a variety of schools in the Town of Victoria Park region. 18 Sessions delivered in this reporting period.
- In collaboration with Connect Vic Park, West Coast Eagles have established a weekly walking footy program for 55+ year old males in the Town of Victoria Park. This has been an ongoing program for the last few months with roughly 14 sessions occurring this quarter.
- Community Benefit Strategy Partners meeting hosted by Town of Victoria Park together Wirrpanda Foundation, Perth Demons Football Club, West Coast Eagles and the Town to celebrate completion of year one of the Strategy. The meeting was an opportunity for each organisation to provide insight into their experience over last 8 months of the Strategy to the group followed by lunch and networking.

### 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	1	3	4
2 Reduce emissions of facilities and assets	2	5	3
3 Reduce waste emissions	-	-	- (No actions for 2021)
4 Switch to low carbon and renewables		1	-
5 Respond to immediate climate change impacts	1	2	4
6 Support and educate our community		5	3
7 Support and educate our businesses		2	5
8 Offset residual emissions		1	-

33. This quarter, the key progress highlights of the Climate Emergency Plan included:
- a. undertaking targeted engagement with Town Service areas to establish:
    - i. lead responsibility
    - ii. support responsibility
    - iii. staged actions (e.g. staged actions to meet longer term targets) captured in a Service Area Implementation Plan
  - b. provision of 'Get Energy Smart at Home' community workshop at Harold Hawthorne Centre (30 September 2021)
  - c. provision of sustainability-based incentives, such as the Grow It Local 'Seed Service' campaign and forthcoming Spring festival
  - d. joining Climate Clever, an application-based platform for residents, schools and businesses with tools that encourage energy and waste reduction
  - e. Launching our Flood Aware campaign, which provides encourages awareness for at risk businesses and housing from flooding
  - f. enabling the distribution of a suite of community information through digital platforms to reduce paper and postage

- g. ensuring that the catering and materials for all community events preference minimal waste and low carbon food (e.g. use local produce, vegetarian and vegan options)
  - h. offsetting of the Town's 2020/21 fleet emissions.
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](#)

## 11.2 Council Resolutions Status Report

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Outstanding Council Resolutions Report - September 2021 [<b>11.2.1</b> - 23 pages]</li> <li>2. Completed Council Resolutions Report - September 2021 [<b>11.2.2</b> - 64 pages]</li> </ol>

### Recommendation

That Council:

1. Notes the Outstanding Council Resolutions Report as shown in attachment 1; and
2. 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

1. On 17 August 2021, Council resolved as follows:

*That Council:*

1. Endorse the inclusion of Council Resolutions Status Reports as follows:

*a) Outstanding Items – all items outstanding; and*

*b) Completed Items – items completed since the previous months' report to be presented to each Ordinary Council Meeting, commencing October 2021.*

2. Endorse the format of the Council Resolutions Status Reports as shown in Attachment 1.

### Strategic alignment

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	The reports provide elected members and the community with implementation/progress updates on Council resolutions.

## Engagement

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

## Legal compliance

Not applicable.

## Risk management consideration

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

## Financial implications

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

## Analysis

- The Outstanding Council Resolutions Report details all outstanding items. Comments on what action has been taken to date have been included by the relevant officers.

3. The Completed Council Resolutions Report details all 2021 Council resolutions that have been completed by officers, as at 23 September 2021. Comments on how these resolutions have been actioned has been included by the relevant officers.
4. These reports will be provided to each Ordinary Council Meeting. The Completed Council Resolutions Report will only provide details of those resolutions completed since the previous report to Council.

### **Relevant documents**

Not applicable.



## 12 Chief Community Planner reports

### 12.1 Burswood South Streetscape Improvement Plan - draft for advertising

<b>Location</b>	Burswood
<b>Reporting officer</b>	Place Leader (Strategic Planning)
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple Majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>Attachment 1 - Burswood South Streetscape Plan Project Area [<b>12.1.1</b> - 1 page]</li><li>Attachment 2 - Draft Burswood South Streetscape Plan ( October 2021) [<b>12.1.2</b> - 58 pages]</li></ol>

#### Recommendation

That Council endorses the draft Burswood South Streetscape Improvement Plan (October 2021) for public advertising as contained in Attachment 2.

#### Purpose

This report presents the draft Burswood South Streetscape Improvement Plan (October 2021) and seeks the Council's endorsement to proceed to a period of public advertising.

#### In brief

- The draft Burswood South Streetscape Improvement Plan (October 2021) applies to the area zoned "Office/Residential" around Burswood and Teddington Roads (refer to Attachment 1 – Project Area).
- The draft Plan addresses a range of issues (pedestrian safety and amenity, vehicle speeds, poor streetscape amenity, lack of landscaping and street trees), planning to ensure the quality of the streetscape and the character of the area reflects the Town's vision for the precinct.
- The draft Plan proposes extensive street tree planting and landscaped verges, rain gardens (stormwater quality devices), public alfresco seating areas, widened footpaths and improved pedestrian crossings, additional on-street parking bays, traffic calming measures, public artwork and undergrounding power.
- The draft Plan is based on community input received through an issues and opportunities survey (March 2021) and technical expertise from a multi-disciplinary project team (urban designers, landscape architects, transport and civil engineers).

#### Background

1. The Burswood South mixed-use precinct is the area zoned "Office/Residential" in Town Planning Scheme No.1 (TPS1). The draft Plan applies to all streets in this precinct. The precinct currently accommodates a mix of businesses and one apartment building, however there is significant potential for extensive redevelopment for offices and further apartments under the TPS1. Redevelopment has been slower than expected and the poor quality of streetscapes is considered to be a contributing factor.
2. Streetscape improvements (including undergrounding power) were originally proposed in the Town's Causeway Precinct Plan (2009) to complement the increased potential for redevelopment. However,

they have not progressed, except for upgrades to GO Edwards Park and changes to the Burswood-Teddington intersection.

3. In 2020, the Council adopted the Burswood South Place Plan - Volume 3 which included Action 3.3 *"Prepare and implement a Streetscape Improvement Plan for Burswood and Teddington Roads"*. The project area was extended to cover all streets in the Office/Residential zone which total around 2 kilometres (a similar length to the recent Archer Street Streetscape Improvement Plan).
4. The project commenced in February 2021 with the engagement of a multi-disciplinary team of urban designs, landscape designers, traffic and civil engineers. An issues and opportunities survey was conducted in March 2021 and received 58 responses. Draft plans were presented to a Concept Forum on 23 July 2021 and made available until 19 August for elected member input.
5. The draft Plan is proposed to be advertised for a period of three weeks after the Council election caretaker period ends on 16 October 2021.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The design concepts and priorities address business and community needs and priorities.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment, and entrepreneurship.	The revitalisation will ensure the public realm reflects the economic vision for the area and improve its competitive performance in the face of competition from similar areas within the inner city. The revitalisation will attract new and more diverse businesses through a re-branded image and character, attract more customers and visitors, and encourage growth in existing businesses, all contributing to increased local employment opportunities.
EC02 - A clean, safe, and accessible place to visit.	The revitalisation will improve the amenity and quality of the area for visitors, workers, business owners and residents. The design concepts fix existing pedestrian and vehicle safety issues (unsafe pedestrian crossings, intersection conflicts, vehicle speeds, poor night lighting and perceived safety issues). The plan will result in higher levels of streetscape maintenance.

Environment	
Strategic outcome	Intended public value outcome or impact
EN03 - A place with sustainable, safe and convenient transport options for everyone.	The revitalisation will substantially improve the safety and amenity of the pedestrian experience, re-balancing priorities towards pedestrian accessibility within the place (local residents, business customers, employees) from vehicles moving through the place.

EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	The revitalisation will introduce much needed and basic sustainability elements such as landscaping, streets trees, and rain gardens, to address climate impacts, heat island effect and improve the amenity of built-up areas for residents, customers and workers alike.
EN07 - Increased vegetation and tree canopy.	The revitalisation will significantly increase vegetation and tree canopy in the public realm. The extent and quality of the public realm greening elements can encourage investment in equally high-quality greening of the private realm through redevelopment.

## Engagement

Internal engagement	
Stakeholder	Comments
Street Improvement / Park Operations	<p>The team contributed to the plan via:</p> <ul style="list-style-type: none"> <li>• Provision of baseline context and site information (traffic, road condition, current programs and expenditure, street lighting etc)</li> <li>• Identification of issues and opportunities.</li> <li>• Contribution to and review of design solutions.</li> <li>• Assisted with preliminary engagement of stakeholders (namely Western Power).</li> </ul>
Street Operations	<p>The team contributed to the plan via:</p> <ul style="list-style-type: none"> <li>• Identification of issues and opportunities regarding landscaping and verge maintenance.</li> <li>• Review of design solutions.</li> </ul>
Place Planning	<p>The team contributed to the plan via:</p> <ul style="list-style-type: none"> <li>• Identification of issues and opportunities regarding landscaping / urban forest and urban design.</li> <li>• Assisted with night audit and conducted a daytime place audit.</li> <li>• Contribution to and review of design solutions.</li> </ul>
Parking	<p>The team contributed to the plan via:</p> <ul style="list-style-type: none"> <li>• Identification of issues and opportunities regarding parking and heavy vehicles.</li> </ul>
Community Development	<p>The team contributed to the plan via:</p> <ul style="list-style-type: none"> <li>• Identification of issues and opportunities relating to community safety, including a night safety audit.</li> </ul>
Property and Leasing	<p>The team contributed to the plan via:</p> <ul style="list-style-type: none"> <li>• Identification of issues and opportunities.</li> </ul>

<b>External engagement</b>	
Stakeholders	Community - business owners, residents, landowners and workers.
Period of engagement	March 2021.
Level of engagement	3. Involve
Methods of engagement	Issues and opportunities survey available for 3 weeks via Your Thoughts (attracting a total of 223 page visits) or was physically available by request from the Town.
Advertising	The issues and opportunities survey were promoted by: <ul style="list-style-type: none"> <li>• 450 letters to non-occupying landowners and residents (including the residential area outside the project area up to Harper Street).</li> <li>• Letterbox flyer drop to businesses and residents (up to Harper Street).</li> <li>• Social media posts.</li> <li>• Your Thoughts community engagement platform.</li> </ul>
Submission summary	58 survey responses were received. 100% supported change in the streetscape.
Key findings	<ul style="list-style-type: none"> <li>• Mixed levels of satisfaction/dissatisfaction with the quality streets for walking, cycling, driving and parking.</li> <li>• A large majority of respondents did not feel safe at night (69%), and a notable number of respondents were ambivalent about feeling safe during the day (24% were either "neutral", "somewhat" or "strongly disagree" with the question they "felt safe during the day").</li> <li>• The top 5 priority streetscape improvements were: <ul style="list-style-type: none"> <li>○ Safer footpaths and road crossings.</li> <li>○ More trees for shade, shelter and sustainability.</li> <li>○ Better lighting and safety at night.</li> <li>○ Slower traffic speeds and safer driving.</li> <li>○ Better maintenance of streets and cleanliness.</li> </ul> </li> <li>• The top 5 recommendations for other improvements: <ul style="list-style-type: none"> <li>○ Encourage a more vibrant street life.</li> <li>○ Address traffic issues and management.</li> <li>○ Address pedestrian crossings, safety and comfort.</li> <li>○ Landscape and greenery.</li> <li>○ Address speeding vehicles.</li> </ul> </li> </ul>

<b>Other engagement</b>	
<b>Stakeholder</b>	<b>Comments</b>
Western Power	To date two meetings have been held with Western Power to investigate the potential for underground power including which Western Power program the project might be eligible for, the extent of subsidies and potential costs. Western Power are in the process of reviewing their underground power programs and engagement is ongoing. The Town hopes to have further information to report to the Council after the draft Plan has been advertised.

## 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 plan does not adequately address the Town's environmental priorities – improve stormwater quality to minimise impacts on the Swan River, increase stormwater aquifer re-charge, grow the urban forest canopy to moderate urban heat vehicle pollution (GHG).	Major	Possible	High	Medium	Treat the risk by - funding all design proposals included in the plan as this provides a direct opportunity to address the Town's environmental priorities as outlined in adoption of Environment Plan and Climate Emergency Plan.
Health and safety	The plan does not adequately address pedestrian and vehicle safety issues.	Major	Possible	High	Low	Treat the risk by – seeking a specialist road safety audit during detailed design phase to confirm the plan addresses these issues to an acceptable standard.
Infrastructure / ICT systems / utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	The Town does not fully implement the plan over a reasonable timeframe, leading	Moderate	Possible	Medium	Low	Treat the risk by – carrying out an internal cost-benefit analysis of the design

	to limited impact, community dissatisfaction and persistence or worsening of issues.					concepts to inform staging priorities over 10 years. Treat the risk by – developing a 10-year funding strategy prior to final adoption which is inserted into the Long-Term Financial Plan.
Service delivery	Insufficient staff resources available for implementation of the plan, leading to delays in commencement or failure to implement fully.	Moderate	Possible	Medium	Medium	Treat the risk by - estimating implementation costs / resources (project management, technical), assess availability within existing service areas, and where gaps existing, recommend gaps filled as part of the funding strategy prior to final adoption.

## Financial implications

<b>Current budget impact</b>	The current budget includes funds to cover this recommendation i.e. advertising costs.
<b>Future budget impact</b>	<p>Should the Council adopt a final Plan (including support for underground power), then future budgets will be required for:</p> <ul style="list-style-type: none"> <li>• Detailed design and construction of underground power (including traffic management).</li> <li>• Detailed design and construction of the streetscape works (including traffic management).</li> <li>• Increased streetscape maintenance.</li> </ul> <p>An Opinion of Probable Costs for proposed works along Burswood-Teddington Road (including traffic management) ranges from \$5.1 million (lower cost materials, lesser design interventions) to \$8.7 million (higher quality materials, greater design interventions e.g. rain gardens, additional public art pieces etc.).</p> <p>The costs of implementing the proposed works on the other streets have not been estimated at this point in time. The draft Plan recommends substantially</p>

less works for these secondary streets, and the proposal for the 'mini main street' is considered a much longer-term proposal. The estimated cost of street tree planting of the secondary streets is around \$50,000 which can be accommodated under the existing Urban Forest Leafy Streets Program. The cost of a 'green break' (i.e. improved pedestrian access at intersections and raingardens) is estimated between \$25,000 to \$50,000 per intersection.

The draft Plan recommends the preparation and Council adoption of a Funding Strategy prior to the commencement of detailed design (refer to Analysis section below).

## Analysis

6. The streetscape environment in the Burswood South mixed-use area is poor and does not reflect the vision for the precinct. Site analysis and community engagement reveal issues with pedestrian crossing safety, lack of street trees/canopy cover and greening, poor night lighting, poor street maintenance, vehicle speeds along Burswood-Teddington Road, vehicle difficulty exiting residential side streets and perceived lack of parking.
7. The draft Plan will address current issues, contribute to a more resilient urban area (e.g. minimise urban heat island, improve stormwater quality and air pollution, cater for people versus prioritising vehicles) and ensure the design and quality of streets reflects the vision for the area. Streetscape improvement provides an opportunity to address the image of the area and act as a catalyst for redevelopment and business growth.
8. The draft Plan proposes a range of proposed streetscape improvements:
  - (a) Additional street trees along all verges (where gaps), within the median of Burswood-Teddington Roads and at the 'green gateways' at the beginning of Burswood Road (near Great Eastern Highway) and a longer-term 'green gateway' at the intersection of Burswood Road-Craig Street. Verge landscaping along Burswood-Teddington Roads between the footpath and road. Reinstatement of verges where there are redundant driveways.
  - (b) Widened footpaths (where possible) along Burswood-Teddington Roads. Dedicated pedestrian crossings at various points along Burswood-Teddington Roads.
  - (c) Linemarking to narrow vehicle lanes and additional on-street parking bays / re-marked parking bays on the north side of Burswood Road (where practical) to provide more parking outside businesses and encourage lower vehicle speeds.
  - (d) Raised platforms and widened verges (reduced kerb radii) at the intersections of Burswood Road and Egham and Howick Streets, and the three-way intersection at Burswood-Teddington Roads to significantly reduce vehicle speeds, improve pedestrian/bike access.
  - (e) Widened intersection verges (reduced kerb radii) to create seating areas and narrow road carriageways to slow turning vehicles, improve pedestrian crossing, and provide space for rain gardens (road surface stormwater quality treatment devices).
  - (f) Creation of a future mini-main street along part of Burswood Road (between Teddington Road and Twickenham Street) with flush footpaths (shared, very low speed pedestrian-vehicle street) and street furniture.
9. The issues and opportunities survey identified a high level of dissatisfaction with streets for cycling, however there is insufficient space in the road reserves for a dedicated on-road cycling lane along Burswood-Teddington Roads. Cyclists originating from the adjoining residential area can use the improved pedestrian crossing points to cross Burswood-Teddington Roads and access the regional bike path on the north side of GO Edwards Park. Cyclists moving around within the precinct will benefit from slower vehicles and have the option of using the widened footpaths.

10. The draft Plan recommends underground power to primarily maximise street tree canopy coverage and improve the image and amenity of the area. Additional benefits also gained by undergrounding power include improved reliability of supply, network design including provision being made for anticipated future increase in power demand accruing from future development in the area, improved street lighting which includes more efficient and environmentally friendly LED lighting, and general improvement to safety by removing overhead wiring, reducing the likelihood of incidents involving injury or death caused by contact with the overhead network. Western Power are currently reviewing their underground power programs and further engagement is being undertaken to ascertain which program this project might be eligible for and approximately costs. Further information will be presented to the Council for consideration when available.
11. The draft Plan includes an Implementation chapter which outlines:
  - (a) Actions required to deliver the Plan eg. preparation of a Funding Strategy, progressing underground power investigations, progressing to detailed design etc.
  - (b) Shorter term action that will also contribute to improved streetscape amenity eg. more regular verge mowing, promoting the Town's CCTV Partnership Program, prioritising street tree planting on secondary streets, providing information to businesses about signage improvements, setting aside funds for mini place-activation projects etc.
12. The draft Plan proposes an extensive set of streetscape improvements that will require a significant investment from the Town to implement. As such, it is recommended the Plan be implemented in stages over a 10-year period (or thereabouts). The draft Plan does not include any proposed staging of works at this point in time because there are multiple ways the works can be staged. Staging will be influenced by multiple factors including (but not limited to) a decision whether to proceed with underground power or not and the timing of these works, works that can proceed ahead of a decision on power (eg. some street tree planting), the availability of funds, determining efficient traffic management arrangements to minimise impacts on businesses and costs etc. Staging will be considered when the Funding Strategy is being prepared and will be determined at detailed design phase.
13. The draft Plan recommends the preparation and Council adoption of a Funding Strategy following the Council's adoption of the final Plan. The Funding Strategy will investigate and propose (not limited to):
  - (a) Allocation of funds in the Long-Term Financial Plan and potential for contribution to the costs from landowners.
  - (b) Pursuit of any external grants (if appropriate).
  - (c) Advocacy for funding (if suitable).
14. Should the Council support the draft Plan advertising then the next steps are:
  - (a) Advertising draft Plan – advertise the plan through flyers, social media and Your Thoughts. Hold a community/business information session. Refer the draft Plan to relevant government authorities for feedback.
  - (b) Adoption of final Plan - consider submissions, resolve any outstanding issues, amend the Plan where necessary, present submissions and a final Plan to Council for consideration (anticipated early 2022).
  - (c) Program implementation of the final Plan through the Town's Corporate Business Planning/Place Planning and budgeting cycle to secure resources for implementation of the Plan (eg. preparing a Funding Strategy, resolving underground power, commencing detailed design etc).

## Relevant documents

Not applicable.



## 12.2 Local Development Plan - 384 Berwick Street, East Victoria Park

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Senior Planning Officer
<b>Responsible officer</b>	Manager Development Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Attachment 1 - Local Development Plan - 384 Berwick Street [12.2.1 - 1 page]</li> <li>2. Attachment 2 - Applicant's Cover Letter - 384 Berwick Street [12.2.2 - 6 pages]</li> <li>3. Attachment 3 - Summary of Submissions - 384 Berwick Street [12.2.3 - 2 pages]</li> <li>4. Attachment 4 - Response to Submissions - 384 Berwick Street [12.2.4 - 2 pages]</li> </ol>

<b>Landowner</b>	Berwick EVP Pty Ltd
<b>Applicant</b>	Rowe Group Pty Ltd
<b>Application date</b>	27 July 2021
<b>DA/BA or WAPC reference</b>	5.2021.384.1
<b>MRS zoning</b>	Urban
<b>TPS zoning</b>	Residential
<b>R-Code density</b>	Residential R60
<b>TPS precinct</b>	Precinct 12 – East Victoria Park
<b>Use class</b>	Grouped Dwellings and Multiple Dwellings
<b>Use permissibility</b>	'P' (permitted) use
<b>Lot area</b>	11,027 square metres
<b>Right-of-way (ROW)</b>	Not applicable
<b>Municipal heritage inventory</b>	Not applicable
<b>Residential character study area/weatherboard precinct</b>	Not applicable

## Surrounding development

Hillview Bushland to south-east; Edward Millen House and Park including associated buildings to the north-east; Carson Street School to the north-west. The residential development on the opposite side of Berwick Street is zoned Residential R20.

## Recommendation

That Council:

1. Approves the Local Development Plan submitted by Rowe Group Pty Ltd (DA Ref: 5.2021.384.1) at No. 384 (Lot 3) Berwick Street, East Victoria Park, pursuant to Schedule 2, Part 6, clause 52(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Publish the adopted Local Development Plan on the Town's website in accordance with Schedule 2, Part 6, clause 55 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Those persons who lodged a submission regarding the application be advised of Council's decision.

## Purpose

The application is referred to Council for determination, as no delegation exists for the Council's officers to determine a Local Development Plan.

## In brief

- The Minister for Planning approved Scheme Amendment No. 78 to the Town's Town Planning Scheme No. 1 on 12 December 2019, which rezoned the land at No. 384 Berwick Street, East Victoria Park from Residential R30 to Residential R60. It is a requirement of the Scheme that a Local Development Plan be approved prior to development of the site.
- The purpose of the Local Development Plan is to coordinate development on the lots to ensure good built form outcomes.
- Approval was granted by the Western Australian Planning Commission (WAPC) on 21 July 2020 and 9 October 2020 for the creation of 40 survey-strata lots, subject to conditions. Condition 5 requires the preparation of a Local Development Plan which addresses streetscape matters, design elements, setbacks, open space, visitor parking locations, pedestrian access and tree planting. It is the responsibility of the Town to clear this condition.
- The Joint Development Assessment Panel on 17 May 2021 granted development approval for the construction of 39 Grouped Dwellings and 32 Multiple Dwellings on the subject site. The development approval coordinates development across the site assuming all lots are developed as per the development approval.
- While it is anticipated that development of the site will be undertaken in accordance with the development approval of 17 May 2021, there is no obligation for the landowner to do so. Accordingly, there is a risk that the site may not be developed in a coordinated manner as per the development approval, and the lots may instead be created, sold and developed independently from one another. To address this possibility, it is necessary for the Local Development Plan to be approved to co-ordinate future development of the lots.

## Background

1. The Minister for Planning approved Scheme Amendment No. 78 to the Town's Town Planning Scheme No. 1 on 12 December 2019 to:
  - 1.1 *Modify the Town Planning Scheme No. 1 Precinct Plan P12 'East Victoria Park' by recoding the property at No. 384 (Lot 3) Berwick Street, East Victoria Park from R30 to R60.*
  - 1.2 *Modify Town Planning Scheme No. 1 Precinct Plan 12 'East Victoria Park' by inserting the following development standards for development of the property at No. 384 (Lot 3) Berwick Street, East Victoria Park –*

*In relation to the land at No. 384 (Lot 3) Berwick Street, East Victoria Park, the following provisions apply to the development of land –*

    - (a) A Local Development Plan is to be prepared and approved prior to the commencement of any development on the site.*
    - (b) Vehicle and/or pedestrian access to be provided to/from Berwick Street, Bailie Avenue and/or Carson Street, and to be supported by a Traffic Impact and Road Safety Assessment report.*
2. The Town received a subdivision referral in April 2020 from the WAPC for the creation of 41 lots serviced by one common property lot (lot 41). 39 lots were proposed to be developed for grouped dwellings with lots ranging in size from 114m<sup>2</sup> to 171m<sup>2</sup>. Lot 9 was proposed as a freehold lot to be developed for multiple dwellings with a lot size of 1,682m<sup>2</sup>. Subdivision approval was granted on 21 July 2020 subject to a number of conditions and advice notes.
3. The Town received a subsequent subdivision referral from the WAPC in July 2020 for the creation of two lots, one lot being for the grouped dwellings (lot 1) and the other lot being for the multiple dwellings (lot 2). Approval was granted on 9 October 2020 subject to several conditions and advice notes.
4. Condition 5 of the conditional subdivision approval for the creation of 41 lots requires a Local Development Plan (LDP) to be prepared and approved, and reads as follows:

*"A Local Development Plan being submitted and approved for lots 1-41 that addresses, but is not limited to, the following:*

  - (i) streetscape matters including street setbacks, fencing, garage locations, primary frontages;*
  - (ii) design elements including roof pitch and building height;*
  - (iii) setbacks to boundaries and public spaces;*
  - (iv) open space;*
  - (v) visitor parking locations, pedestrian access, and tree planting; and*
  - (vi) design and overall height of proposed Lots 10 to 19 that minimises impact on views from the formal approach to State Registered Place 2176 Edward Millen Home (fmr);*

*to the specification of the Town of Victoria Park and satisfaction of the Western Australian Planning Commission".*
5. The Joint Development Assessment Panel on 17 May 2021 approved the construction of 39 Grouped Dwellings and 32 Multiple Dwellings on the subject site. The approved development is consistent with the proposed Local Development Plan.
6. The old National Archives Building was demolished in September 2020.
7. The Council at the 21 September 2021 Ordinary Council Meeting resolved to approve an application for retrospective approval of a temporary sales office, signage, and landscaping on the site.

## Application summary

8. A Local Development Plan (LDP) is a mechanism to coordinate and assist in achieving better built form outcomes by linking lot design to future development. Decision makers are to give 'due regard' to an approved LDP when making decisions in respect to the development of land. Once approved, a LDP is valid for a duration of 10 years.
9. LDPs are used in limited situations to guide the design and development of small or constrained lots or to achieve design outcomes. In this case, the requirement to prepare a LDP was a condition of both the Scheme Amendment No. 78 and the subdivision approval.
10. The LDP submitted (see Attachment 1) addresses the following development matters:
  - Dwelling orientation;
  - Setbacks on ground and first floors to each common accessway and other boundaries;
  - Building height;
  - Fencing;
  - Pedestrian access;
  - Vehicle access and garage locations;
  - Outdoor living area locations;
  - Retention of established trees; and
  - Visitor bay locations.

## Applicants submission

11. In correspondence dated 2 June 2021, the applicant provides an overview of the proposal (see below and attachment 2 for relevant content). The applicant has advised the following:

*"On 17 May 2021 the Metro Inner South Joint Development Assessment Panel ('JDAP') issued development approval for multiple and grouped dwellings at the subject site ('Approved Development'). We now submit this amended LDP for the Town's consideration, which has been slightly updated to reflect the Approved Development.*

*Given a development has already been approved at the subject site, we understand the intention of the LDP is to 'future-proof' the subject site for any future development. Notwithstanding our Client's intention is to implement the Approved Development in full as expeditiously as possible, the LDP will ensure the subject site continues to operate functionally and holistically, and that the design of the built form is consistent across the subject site.*

### *Proposed Local Development Plan*

*The subject site (proposed LDP) is zoned 'Residential' under the provisions of LPS1 and assigned a density coding of R60. The proposed LDP is consistent with this density and facilitates the residential development of the subject site.*

*The following provides a brief overview of the provisions included in the proposed LDP.*

#### *- Dwelling Orientation*

*The LDP prescribes dwelling orientation toward Berwick Street, Edward Millen Reserve and the 12m common accessways. Dwelling on lots addressing the reserve are required to have their outdoor living area adjacent to the reserve.*

*This ensures Berwick Street is activated by affording Lots 1 – 8 direct pedestrian access from the street. It also allows for an attractive outlook to Edward Millen Reserve which enables passive surveillance and fosters social interaction.*

*- Street Setbacks*

*The LDP outlines a minimum primary setback of 3.0 metres to Berwick Street, and a range of minimum ground floor primary setbacks from nil to 2.0 metres to the common accessways. The street setback provisions are consistent with the Approved Development.*

*The Berwick Street setback is consistent with the R60 primary street setback under State Planning Policy 7.3 Residential Design Codes Volume 1 ('R-Codes Volume 1'), in order to maintain consistency with the emerging streetscape of the locality. The setbacks to the common accessways represent a minor variation to R-Codes Volume 1 provisions.*

*The widths of the common accessways, approved through the Subdivision Approval, provide adequate space for pedestrian access, visitor bays, landscaping, bin collection and servicing, therefore accommodating and appropriate for reduced street setbacks.*

*- Lot Boundary Setbacks*

*The LDP proposes a minimum 3.0 metre setback to Edward Millen Reserve on the ground floor. This setback provides space for outdoor living areas with an aspect over Edward Millen Reserve.*

*The LDP provides for nil setbacks to the Hillview Community Bushland for the multiple dwellings, and a minimum 1.0 metre setback for the grouped dwellings. For all other lot boundaries, the LDP provides for nil side setbacks behind the street setback lines.*

*The nil lot boundary setbacks allow for greater efficiency in dwelling design, as well as to maximise the private open space area at the rear of the grouped dwellings. The nil setbacks for future Lot 9 are permitted provided that windows and articulation of the built form are incorporated into the façade.*

*The lot boundary setback provisions are consistent with the Approved Development.*

*- Building Height*

*The LDP proposes a variation to the building height provisions set out in LPS 1 P12 Precinct. A maximum building height of 12 metres (3 storeys) for grouped dwellings and 15 metres (4 storeys) for multiple dwellings is proposed. in lieu of 8.6 metres. The building height provisions are consistent with the building height of the Approved Development.*

*The proposed height variation for grouped dwellings is consistent with the provisions of the R-Codes Volume 1. We have been advised by the Department of Planning, Lands and Heritage ('DPLH') that a provision allowing for 12-metre building height was removed from Amendment 78 prior to Ministerial approval. as it was mistakenly considered "unnecessary" and a "duplication" of the R-Codes Volume 1 provision.*

*Previous discussions with both the DPLH and the Town confirm that a 12 metre /3 storey building height at the subject site is contemplated by and the intention of both authorities. We therefore consider the proposed height variation for grouped dwellings to be acceptable.*

*The proposed height variation for multiple dwellings is designed to accommodate the significant difference in levels across the subject site.*

- *Additional Provisions*

The LDP also includes provisions which address the following matters:

- *Streetscape provisions to ensure dwellings suitably address street frontages and public open space through high quality architectural design;*
- *Location of retained established trees;*
- *The construction of uniform fencing adjacent to public open space by developers; and*
- *Minimum building height provisions to maintain visually cohesive streetscapes and ensure two-storey boundary walls are built abutting one-another."*

12. The applicant's submission is contained in full within Attachment 2.

## Relevant planning framework

<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <i>Planning and Development Act 2005</i></li> <li>• <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></li> <li>• <i>Town Planning Scheme No. 1</i></li> <li>• <i>TPS1 Precinct Plan 12 – 'East Victoria Park Precinct'</i></li> </ul>
<b>State Government policies, bulletins or guidelines</b>	<ul style="list-style-type: none"> <li>• <i>Framework for Local Development Plans</i></li> <li>• <i>Residential Design Codes Volume 1</i></li> <li>• <i>Residential Design Codes Volume 2</i></li> </ul>
<b>Local planning policies</b>	<ul style="list-style-type: none"> <li>• <i>Local Planning Policy No. 25 – Streetscape</i></li> <li>• <i>Local Planning Policy No. 39 – Tree Planting and Retention</i></li> </ul>
<b>Other</b>	Not applicable.

## General matters to be considered

<b>TPS precinct plan statements</b>	<p>The following statements of intent contained within the precinct plan are relevant to consideration of the application.</p> <p><i>"Redevelopment shall be consistent with existing style, character and scale of dwellings throughout the precinct.</i></p> <p><i>New buildings shall be set back from all boundaries although variations reflecting existing character of development will be permitted. Buildings shall be set in landscaped surrounds and mature trees shall be preserved. Design guidelines will apply throughout the precinct and specific controls will be progressively introduced for pockets of identifiable character housing.</i></p> <p><i>While the effect of traffic should be minimised through appropriate design measures, all development shall face the street in the traditional manner.</i></p> <p><i>Priority will be given to ensuring new development, particularly infill and development at higher densities, does not result in the undue loss of privacy or amenity for existing residents."</i></p>
<b>Local planning policy objectives</b>	The following objectives of Local Planning Policy No. 25 – Streetscape are relevant in determining the application.

	<ul style="list-style-type: none"> <li>• <i>“To preserve or enhance streetscape character, by ensuring that development is sensitive to the streetscape and in keeping with the established and desired character of the locality.</i></li> <li>• <i>Development should reinforce desired built form characteristics for the locality and should ensure that the appearance of development is of high quality and contributes positively to the streetscape.</i></li> <li>• <i>Sustainable designs and innovative designs are encouraged, however regard is still to be given to maintaining design compatibility with the existing and desired streetscape character.</i></li> <li>• <i>All development is to promote safety and security for occupants and the community by having regard to Crime Prevention Through Environmental Design (CPTED) principles.”</i></li> </ul>
<b>Deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015</b>	Not applicable.
<b>Urban forest strategy</b>	Not applicable.

## Compliance assessment

13. Schedule 2, Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* details the process for assessing and determining an LDP, including the following:

*“51. Consideration of submissions –*

*The local government –*

*must consider all submissions in relation to a local development plan made to the local government within the period specified in a notice advertising a proposed local development plan; and*

*may consider submissions in relation to a local development plan made to the local government after that time; and*

*is to have due regard to the matters set out in clause 67(2) to the extent that, in the opinion of the local government those matters are relevant to the development to which the plan relates.*

*52. Decision of local government*

*(1) Following consideration of a proposed local development plan, including any amendments made to the plan to address matters raised in submissions, the local government must –*

*(a) approve the local development plan; or*

*(b) require the person who prepared the local development plan to –*

*(i) modify the plan in the manner specified by the local government; and*



(ii) resubmit the modified plan to the local government for approval;

or

(c) refuse to approve the plan.

(1A) The local government must not approve a local development plan under subclause (1) if –

(a) the local development plan amends or replaces a deemed-to-comply provision of the R-Codes; and

(b) under the R-Codes, the Commission’s approval is required for the local development plan; and

(c) the Commission has not approved the local development plan.

(2) The local government is to be taken to have refused to approve a local development plan if the local government has not made a decision under subclause (1) –

(a) if the plan was advertised – within the period of 60 days after the last day for making submissions specified in accordance with clause 50(5) or a longer period agreed between the local government and a person other than the local government who prepared the plan.

(b) if the plan was not advertised – within the period of 60 days after the resolution not to advertise the plan was made by the local government or a longer period agreed between the local government and a person other than the local government who prepared the plan.

#### 54. Review

A person who prepared a local development plan may apply to the State Administrative Tribunal for a review, in accordance with the Planning and Development Act 2005 Part 14, of a decision by the local government not to approve the local development plan.”

14. As per the Residential Design Codes of WA (R-Codes), the development of land for residential purposes is to be in accordance with the requirements of the R-Codes. The R-Codes do, however, permit a Local Development Plan to amend or replace certain deemed-to-comply requirements of the R-Codes. Those deemed-to-comply requirements of the R-Codes proposed to be amended through the Local Development Plan are detailed below.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Community consultation was undertaken on the Local Development Plan to provide the community with the opportunity to make comments.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The Local Development Plan allows for different housing options and provides guidance regarding urban design outcomes.



## Engagement

External engagement	
<b>Stakeholders</b>	Owners and occupiers within a 200 metre radius of the site.
<b>Period of engagement</b>	12 August 2021 to 26 August 2021 (14 days), as per Local Planning Policy No. 37 – Community Consultation on Planning Proposals.
<b>Level of engagement</b>	2. Consult
<b>Methods of engagement</b>	<ul style="list-style-type: none"> <li>Letters to owners and occupiers within a 200 metre radius of the site;</li> <li>Sign on site;</li> <li>Southern Gazette Newspaper Notice.</li> </ul>
<b>Advertising</b>	As above.
<b>Submission summary</b>	Two submissions were received which provided general comments.
<b>Key findings</b>	<p>A summary of the submissions received during the community consultation period can be found in Attachment 3.</p> <p>The applicant's response to submissions can be found in Attachment 4.</p>

## Risk management considerations

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.					
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	The proponent has the right of review to the State Administrative Tribunal against Councils decision.	Moderate	Unlikely	Medium	Low	Accept
Reputation	Negative public perception towards the Town dependent upon the decision.	Moderate	Likely	Medium	Low	Accept

Service delivery	Not applicable.
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## Financial implications

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

## Analysis

- Under the applicable planning framework, local governments may vary some of the deemed-to-comply provisions of the R-Codes via Local Planning Policies and/or Local Development Plans. The Town's Local Planning Policy – Streetscape, for example, increases the deemed-to-comply primary street setback requirement applicable under the R-Codes.
- The LDP proposes a variation to the street setback requirement to those lots fronting Berwick Street (Lots 1 – 8) as follows:

Development Provision	R-Codes	LPP 25 - Streetscape	Proposed LDP
Primary Street Setback	2m minimum	3m minimum 6m average	3m minimum No average

- With regards to the primary street setback, due to the nature of the land adjoining the subject site (bushland and school directly adjoining) no established street setback pattern exists to Berwick Street on this side of the street. The reduced setbacks are therefore not expected to have a detrimental impact on the streetscape character and the proposed setback is acceptable in this instance.
- The variation proposed to the primary street setback is considered to be appropriate for the subject site and its context, and it is recommended that Council approves the proposed Local Development Plan.
- The other development standards contained in the LDP are supported and will achieve better design outcomes than would be the case under the R-Codes.
- It is noted that the standards in the LDP are consistent with the development plans approved by the JDAP ie. the provisions outlined in the LDP reflect the approved development.
- Approval of the LDP will ensure the co-ordination of development of the lots, particularly if the lots are to not be developed simultaneously as per the JDAP's development approval. Accordingly it is recommended that Council approve the LDP.

## 13 Chief Operations Officer reports

### 13.1 TVP-21-04 Fletcher Park Grounds Maintenance Services

<b>Location</b>	Carlisle
<b>Reporting officer</b>	Reserves and Capital Works Supervisor
<b>Responsible officer</b>	Manager Infrastructure Operations
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. CONFIDENTIAL - TV P 21-04 - Evaluation Report [<b>13.1.1</b> - 26 pages]</li><li>2. CONFIDENTIAL - Appendix A - Procurement Plan [<b>13.1.2</b> - 5 pages]</li><li>3. CONFIDENTIAL - Appendix B - Evaluation Plan [<b>13.1.3</b> - 17 pages]</li><li>4. CONFIDENTIAL - Appendix F Evaluation Matrix [ZSVD] [<b>13.1.4</b> - 298 pages]</li><li>5. TV P-21-04 - Probity Certificate [<b>13.1.5</b> - 2 pages]</li></ol>

#### Recommendation

That Council awards the contract associated with TVP/21/04 Fletcher Park Grounds Maintenance Services, to Green Options Pty Ltd (ABN: 59 002 456 797), for the maintenance of Fletcher Park active reserve, with the terms and conditions as outlined in the contract, for the lump sum price of \$551,731.53 (excluding GST) over 3 years.

#### Purpose

For the Council to accept the submission by Green Options Pty Ltd for the maintenance of Fletcher Park Active Reserve. As the value of the contract exceeds \$250,000, the acceptance of the offer and subsequent award of any such contract is to be determined by Council.

#### In brief

- TVP/21/04 Fletcher Park Grounds Maintenance Services was published on 21 July 2021 through the newspaper, Tenderlink, the Town's website, and Council Administration Centre and Library public notice boards. The tenders to be received on or before 2pm (WST) 13 August 2021.
- Suppliers were requested to provide horticultural maintenance services for Fletcher Park Active Reserve. The approved municipal funding allocation for this item is \$205,000 on the 2021/2022 Parks maintenance budget. The contract is for three years with the option of two further 12-month extensions.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Green Options Pty Ltd and enters a contract for maintenance services for Fletcher Park.

#### Background

1. Fletcher Park is recognized as an A-grade regional recreation facility within the Town of Victoria Park for cricket and hockey use.
2. The site has two blocks of turf wicket comprising five pitches on each, as well as sixteen turf practice nets and three synthetic practice pitches.
3. The clubs that use the reserve are very active with a high membership base.

4. The site is expected to be kept to an extremely high standard consistent with the level for A-grade sport. The site is also used extensively for passive recreation and boasts a strong connection with the local community.
5. The tender scope of work includes all maintenance of the reserve greenspace to a high standard including surrounds, playing surfaces, turf wickets, fertilizing, application of wetting agents, pest control, renovations and managing irrigation.

## Compliance criteria

6. Tender submissions must comply with the advice provided under the compliance criteria, as indicated in section 4.2 of the tender documents.
7. The Town’s Contracts and Procurement Officer assessed all submissions for compliance against the compliance criteria set out in section 4.2 of the tender documents.
8. All submissions were deemed compliant.

## Evaluation process

<p><b>Relevant Experience</b> Provide details of Experience working on similar work/projects undertaken, including information on:</p> <ol style="list-style-type: none"> <li>i). Project start and end dates and extensions granted;</li> <li>ii). Role of the tenderer, tender price, variations, and final cost.</li> <li>iii). Details of personnel and sub-contractors involved</li> <li>iv). Issues that arose during the project and how these were managed</li> <li>v). Referees (minimum of 3)</li> </ol>	<p>Weighting 20%</p>
<p><b>Resourcing and Expertise</b> Tenderers must address the following information in an attachment and label it “Resourcing and Expertise”</p> <ol style="list-style-type: none"> <li>i). Provide details of key personnel, staff, and sub-contractor(s) to be allocated to this project.</li> <li>ii). Technical Skills &amp; Expertise (CV’s to be provided)</li> <li>iii). Provide details on resources to be allocated to this project including plant.</li> </ol>	<p>Weighting 15%</p>
<p><b>Methodology, Key Issues, and Risk</b> Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <ol style="list-style-type: none"> <li>i). Proposed methodology specific and relevant to the services for the delivery of this Project</li> <li>ii). Demonstrate understanding of the required scope by identifying the key issues and risks associated with delivering the project and mitigation</li> <li>iii). A works Program/Gantt chart to be provided including seasonal renovations</li> <li>iv). Weed/Pest control</li> <li>v). Schedule for renovations</li> </ol>	<p>Weighting 25%</p>
<p><b>Occupational, Health and Safety</b> In addition to the questionnaire in Appendix A (Section 4.4 and 4.5 of the tender request) Tenderers should provide the following information:</p>	<p>Weighting 10%</p>

i).Details of their Occupational, Health & Safety policies and procedures ii). Examples of Safe Work Method Statements (SWMS) or Job safety Analysis (JSA) relevant to this type of contract iii). Safety record including Lost Time Injuries (LTI's) for last 3 years iv). Previous issues dealt with and resolution	
<b>Price</b> Tenderers shall provide Lump-sum (1) one-year fixed pricing by completing the Price Schedule in the format provided by the Principal in “Attachment – Annual Grounds Maintenance Pricing” and attach it to their submission labelled “Price”	Weighting 30%

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	A public tender process ensures integrity in the appointment of contracts for maintaining Town assets.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Programmed maintenance of the Towns public Open Space ensures an aesthetically pleasing and clean area for public use.

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Regular maintenance of the Towns Public open Space ensures they are kept to an acceptable standard for passive recreation and community sport.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Providing high quality recreation areas encourages public participation in passive recreation, exercise and sport promoting a healthy community.

## Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Park staff	Provided technical advice on specifications

## Legal compliance

[Section 3.57 of the Local Government Act 1995](#)

[Part 4 Division 2 of the Local Government \(Functions and General\) Regulations 1996](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Failure to have a transparent, credible process for employing a contractor.	Moderate	Almost certain	High	Low	TREAT risk by awarding a contract with clear scope, objectives, service level agreement and KPI's to ensure Fletcher Park is maintained to agreed standard.
Environmental	Failure to maintain park resulting in the spread of weeds	Moderate	Likely	High	Medium	TREAT risk by adopting a regular maintenance regime
Health and safety	Failure to maintain playing surface to a safe standard resulting in sporting injuries	Moderate	Possible	Medium	Low	TREAT risk by adopting an appropriate maintenance regime suitable for active reserve use
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Not applicable.				Low	
Service delivery	Failure to maintain park due to lack of resources	Moderate	Likely	High	Medium	TREAT risk by awarding this contract to recommended contractor

## Financial implications

<b>Current budget impact</b>	As the value of the contract exceeds \$250,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council.  Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Funds relating to this tender will be included in future budgets.

## Relevant documents

[Council Policy 301 Purchasing](#)

## Analysis

9. Due to the value of the tender potentially being over \$1,000,000, an external probity advisor was formally engaged to provide probity oversight and compliance with relevant legislation and the Town's Procurement policy requirements. A probity certificate is provided in the attachment. The detailed evaluation report is also provided as a confidential attachment.
10. The assessment of the submissions was formally undertaken by a panel that included:
  - Reserves and Capital Works Supervisor
  - Manager Infrastructure Operations
  - Finance Manager
11. The Town received three submissions; all were compliant.
12. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

Company	Ranking
Environmental Industries Pty Ltd	2
<b>Green Options Pty Ltd</b>	<b>1</b>
Perth Cricket Club	3

13. Therefore, it is recommended Green Options Pty Ltd be awarded the contract as it is considered the most advantageous for the Town.

## 14 Chief Financial Officer reports

### 14.1 Schedule of Accounts for August 2021

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Finance Manager
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Payment Summary - August 2021 [ <b>14.1.1</b> - 6 pages]

#### Recommendation

That Council:

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

#### Purpose

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

#### In brief

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

#### Background

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



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

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

Fund	Reference	Amounts
<b>Municipal Account</b>		
Creditors – EFT Payments		\$9,347,770.27
Payroll		\$1,713,595.76
Bank Fees		\$8,671.45
Corporate MasterCard		\$3,927.68
<b>Total</b>		<b>\$11,073,965.16</b>

## Strategic alignment

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

## Legal compliance

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

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

## Risk management consideration

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

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

## Financial implications

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

## **Analysis**

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

## **Relevant documents**

[Procurement Policy](#)

## 14.2 Financial Statements for August 2021

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Finance Manager
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Financial Statements - August 2021 [ <b>14.2.1</b> - 40 pages]

### Recommendation

That Council:

1. Accepts the Financial Activity Statement Report – 31 August 2021, as attached.
2. Accepts the budget amendment to increase the reserve maintenance budget by \$9,000 for the locking of gates to the basketball courts at Koolbardi Park.

### Purpose

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

### In brief

- The financial activity statement report is presented for the month ending 31 August 2021.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.
- The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended [date].

### Background

1. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance.
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**

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

**Engagement**

<b>Internal engagement</b>	
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

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

## Analysis

4. The financial activity statement report – 31 August 2021 complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that the financial activity statement report – 31 August 2021 be accepted.
5. The budget amendment request complies with the requirements of the *Local Government Act 1995* Section 6.8. It is therefore recommended that the budget amendment request be approved.
6. To increase the reserve maintenance budget by \$9,000 for the locking of gates to the basketball courts at Koolbardi Park. The increase in the reserve maintenance budget is to fund daily contractor attendance to ensure the gates at Koolbardi Park are opened and locked. This proposed item is to be funded from the Parks Renewal Reserve where the purpose is to be used to assist in funding renewal initiatives associated with Council's parks.

## Relevant documents

Not applicable.

## 14.3 Proposed Timetable for 2021-2022 Annual Budget

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Finance Manager
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Attachment #1 Budget Timetable 1. Budget Timetable 2022-23 (2) [14.3.1 - 1 page]

### Recommendation

That Council endorses the proposed budget strategy (as shown in diagram listed below) and budget timetable (as submitted as separate Attachment 1) for the development of the Town of Victoria Park 2022 - 2023 Annual Budget.

### Purpose

To consider and endorse the budget timetable and supporting detail for the development and presentation to council of the 2022 - 2023 Annual Budget in June 2022.

### In brief

- The development of the annual budget is a significant undertaking for all stakeholders over an extended period and requires high quality inputs and advice with efficient use of resources.
- Consultation has been undertaken with Elected Members and Town Staff to develop an achievable and effective timetable delivered in a logical, sequential manner.

### Background

1. Feedback was sought from Elected Members and Town Staff following endorsement of the 2021 - 2022 annual budget to enable an effective review and identification of improvements for the preparation process.
2. Feedback indicated that a more structured approach should be developed and presented to Council for endorsement.

### Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The endorsement of the proposed annual budget timetable for 2022 - 2023 will provide the community transparency and insight into the number and content of workshops involved in the preparation of the annual budget.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The proposed timetable will demonstrate to the community how and when the Elected Members gave consideration to the various elements included in the annual budget.



## Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	Elected members have provided feedback on the process for developing the 2021 - 2022 Annual Budget. In addition, elected members have been consulted on the proposed Budget timetable for 2022- 2023 Annual Budget.
C-suite	The Town's Senior staff provided feedback on previous budget calendars and input into the Budget timetable.
Finance	Finance team members have been consulted and developed the proposed Budget timetable.
Project Management Office	The Project Management Office is supporting the development of the Budget timing and the supporting Project Plan with the corporate templates and framework, and providing subject matter expertise to assist where required.
Stakeholder Engagement	Stakeholder Engagement have been consulted and provided input into elected member engagement on community participation. Sponsored events budget will be called for EOI's earlier to ensure alignment to the proposed timetable and indicated priorities. Communication of the budget key messages and tools will be developed with Elected Members as part of the budget development.
Governance and Strategy	Governance and Strategy reviewed the proposed process to ensure that the major review of the Corporate Business Plan, to deliver the plan for the years 2022 - 2026, could inform the 2022 - 2023 annual budget and coincide with the proposed budget process. They also assisted with identifying risks related to the process.
Town staff	Officers from across the Town have been consulted. A more structured project plan timetable will assist in their preparations for the Annual Budget.

## Legal compliance

Not applicable.

## Risk management consideration

Risk management consideration relates to the adoption of the proposed timeline, not the adoption of the budget.

<b>Risk impact category</b>	<b>Risk event description</b>	<b>Consequence rating</b>	<b>Likelihood rating</b>	<b>Overall risk level score</b>	<b>Council's risk appetite</b>	<b>Risk treatment option and rationale for actions</b>
Financial	Not applicable.					
Environmental	Not applicable.					
Health and safety	Poor process planning / lack of adherence could lead to personal stress	Moderate	Unlikely	Medium	Low	Endorsement of plan Adhering to timetable Elected member engagement, raising issues at relevant workshops.
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Budget process does not allow for Annual Budget to be adopted by 31 August each year.	Moderate	Unlikely	Medium	Low	The proposed timetable will see the Council consider the draft 2022/2023 Annual Budget in June 2022.
Reputation	Budget communications does not align to the key messages of council	Moderate	Possible	Medium	Low	Develop key messages with Elected Members to ensure that the narrative and goals of council are communicated.
Service delivery	Timeline unachievable  Misalignment to integrated planning & reporting framework	Moderate	Possible	Medium	Medium	Development of project plan  Engage with all relevant groups

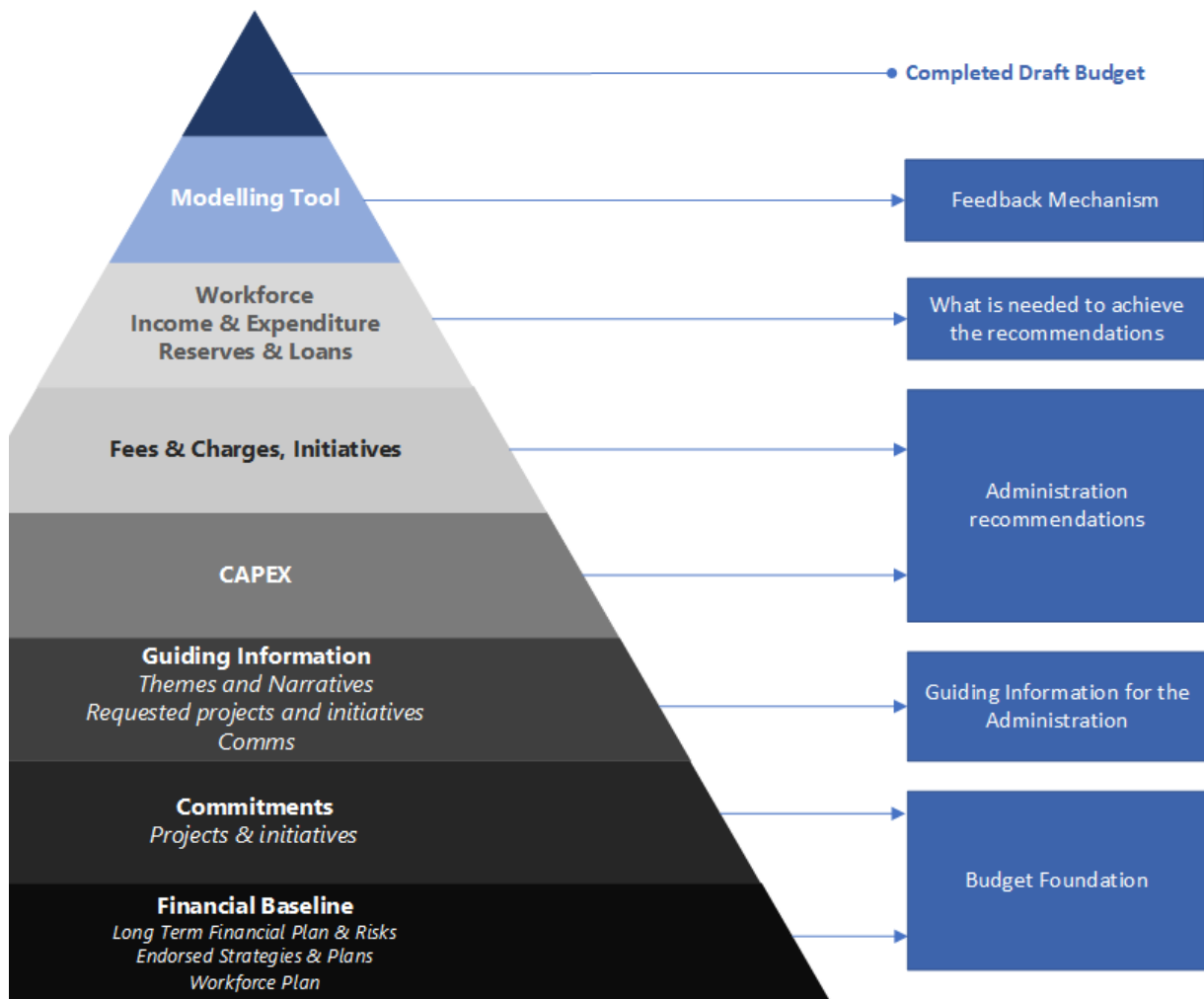
## Financial implications

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

## Analysis

3. The proposed budget timetable (Attachment 1) for 2022 - 2023 has been created in consultation with elected members to address opportunities for improvement from the 2021-22 budgets with;
  - a. Information and documents to be prepared and distributed prior to Elected Member engagement points
  - b. Clearly defined Elected Member engagement topics and identified discussion points
  - c. Intended outcomes of the Elected Member engagement
4. Figure 1 provides a simple overview of the logic used to develop the proposed timetable.
5. Following endorsement of the budget timetable more specific timings, as some months show multiple workshops, will be developed.

Figure 1.



## Relevant documents

Not applicable.

**15 Committee reports**

Nil.

**16 Motion of which previous notice has been given**

Nil.

**17 Questions from members without notice on general matters**

**18 Confidential matters**

Nil.

**19 Closure**