



TOWN OF
VICTORIA PARK

Agenda Briefing Forum Agenda – 6 October 2020



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 pm** on **Tuesday 6 October 2020** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Anthony Vuleta – Chief Executive Officer

1 October 2020

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1 About the Agenda Briefing Forum

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

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

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

1. Deputation

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

2. Presentation

A presentation is a submission made by an individual affected (adversely or favourably) by a matter on the agenda. A [Presentation Form](#) must be submitted to the Town no later than 24 hours prior to the meeting and is to be approved by the Chief Executive Officer.

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

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

Disclaimer

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

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

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

2 Opening

3 Acknowledgement of country

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

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

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

4.5 Questions taken on notice

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

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

5 Attendance

Mayor

Ms Karen Vernon

Banksia Ward

Cr Claire Anderson
Cr Ronhhda Potter
Cr Wilfred Hendriks
Cr Luana Lisandro

Jarraah Ward

Deputy Mayor Bronwyn Ife
Cr Vicki Potter
Cr Brian Oliver
Cr Jesvin Karimi

Chief Executive Officer

Mr Anthony Vuleta

Chief Operations Officer

Mr Ben Killigrew

Chief Financial Officer

Mr Michael Cole

Chief Community Planner

Ms Natalie Martin Goode

Manager Governance and Strategy

Ms Bana Brajanovic

Secretary

Ms Natasha Horner

Executive Officer

Ms Alison Podmore

5.1 Apologies

Manager Development Services

Mr Robert Cruickshank

5.2 Approved leave of absence

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 2020

Location	Town-wide
Reporting officer	Joshua Norris
Responsible officer	Anthony Vuleta
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Corporate Business Plan Report [11.1.1 - 61 pages]2. Strategic Projects Summary - October 2020 [11.1.2 - 1 page]3. CAP Quarterly Reporting- October 2020 [11.1.3 - 16 pages]4. October 2020 UFS Quarterly Reporting Table [11.1.4 - 16 pages]5. 5 Year Capital Works Program - October 2020 OCM [11.1.5 - 6 pages]6. Capital Projects 2020-2021 - October 2020 [11.1.6 - 4 pages]7. EDS Quarterly Reporting Table- October 2020 [11.1.7 - 14 pages]

Recommendation

That Council receives the quarterly written progress reports, for October 2020, relating to the:

- (a) Corporate Business Plan
- (b) 2019/2020 Annual Strategic Project Plan
- (c) Five year capital works program
- (d) Economic Development Strategy 2018-2023
- (e) Urban Forest Strategy
- (f) Reconciliation Action Plan
- (g) Disability Access and Inclusion 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, 2019/2020 Annual Strategic Project Summary, five year capital works program and a selection of strategies and plans.

- 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 requested have been attached to this report to be received by Council.

Background

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

That Council requests that the Chief Executive Officer:

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

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 2019/2020 Annual Strategic

	Project Summary 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 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	Treat risk by supplying commentary and reasoning within progress reports where expectations are not being met. Avoid risk by often reporting to Council, allowing Council and

		community to be informed of progress promptly and potentially mitigate further progress delays.
Service delivery	Not applicable.	Medium

Financial implications

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

Analysis

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

Corporate Business Plan

- The Corporate Business Plan (CBP) has recently undergone a minor review which resulted in minor changes to the content of the document. The result of the review will have little to no impact on the ongoing quarterly progress reports.

The status of actions from the CBP are as follows.

Strategic outcome	Total actions	No. of actions completed	No. of actions in progress	No. of actions not started
Social	28	11 (39.2%)	9(32.1%)	6 (21.4%)
Environment	61	17 (27.8%)	35 (57.3%)	9 (14.7%)
Economic	18	7 (38.8%)	7 (38.8%)	4 (22.2%)
Civic Leadership	103	38 (36.8%)	47 (45.6%)	18 (17.4%)

2019/2020 Annual Strategic Project Summary

State Underground Power Project – Victoria Park West

6. Preliminary activities locating of utilities started on 7 February and were completed by 25 March 2020.

Zone 1

(a) Construction in Zone 1 – Drilling 78% completed, streetlight installation ongoing and consumer mains (inside private properties) installation complete.

Zone 2

(b) Construction in Zone 2 – drilling 55% completed and consumer mains (inside private properties) ongoing.

Zone 3

(c) Construction in Zone 3 – drilling commenced. The project is currently on track.

State Underground Power Project – Carlisle North

7. Preliminary activities including locating of utilities started on 10 February and were completed on 27 March 2020.

Zone 1

(a) Construction in zone 1 – drilling completed, first TX (transformer) site energized, consumer changeovers and lighting installation continuing.

Zone 2

(b) Construction in zone 2 – drilling 90% completed and consumer mains (inside private properties) installation 80% completed.

Zone 3

(c) Construction in zone 3 – drilling 50% completed. Night works along Orrong Road planned for late September. The project is currently on track.

State Underground Power Project – Victoria Park East

8. Contractor is due to commence construction first quarter 2021.

Public Open Space Strategy (Room to Grow)

9. The Public Open Space Strategy (POSS) is currently being implemented with master planning and concept design having been completed or underway for Edward Millen Park, McCallum Park Active Area, Higgins Park and Playfield Reserve, with detailed design to follow.
10. Several projects for upgrades to other reserves are underway or planned for 20/21, including the creation of multiple micro parks adjacent to sumps to address POS shortfall in strategic locations. An implementation plan with ground truthing of actions is currently being created to guide future works.

Town of Victoria Park Place Plans

11. The Town of Victoria Park's Place Plans provide a review of the Town's Strategies and Plans and a refined list of actions for the Town's discrete neighborhoods. The Place Planning team have drafted the Place Plans; however, they have flow on effects to all areas of the organization.
12. The Town of Victoria Park Place Plans were released for public comment and have now been endorsed by Council at the September 2020 OCM.

Zone 2 & 2X and associated Zone 7 Car Parking Construction

13. Zone 2 and 2X are currently in Defects Period (December 2020). Minor issues being addressed. Second sculptural art work to be installed, artwork plinth to be installed. Multi-use court changes to be actioned. Landscape and irrigation maintenance ongoing until December 2021.
14. Zone 7 is currently in Defects Period (December 2020) with no current issues.

LAOS – Edward Millen Heritage Adaptive Re-Use Redevelopment

15. Currently preparing draft for Expression of Interest.

Macmillan Precinct Masterplan

16. Since February 2020, the Town and project consultants Roberts Day have been engaging in detail with site stakeholders and the wider community to develop a Vision and a Concept Plan that reflects the community's shared aspirations for the future of the Macmillan Precinct. Following the vision development in early 2020, the Concept Plan is the next step in preparing a community-led framework for the future of the Macmillan Precinct. As a vital hub for Town services, community events and public life, it is essential that any future changes reflect the values and priorities of the Victoria Park community and are captured in the Concept Plan.
17. The draft Concept Plan will now be released for public comment to seek community feedback if the vision and guiding principles are reflected in the draft Concept Plan. The public comment period will be open on Monday 14th for 4 weeks, closing on the 11th October.

Higgins Park Master Plan

18. The Town has undertaken a collaborative design approach with the Design Reference Group to create three masterplan options for Higgins Park and Playfield Reserve. These options were presented to Council at the September 2020 OCM requesting public comment, which was endorsed with an additional visualisation. The public comment period is running from 23 September for four weeks.

McCallum Park Active Area

19. At the June 2020 Ordinary Council Meeting, Elected Members approved the McCallum Park Active Area Concept Report and considered the Town's budget requested for detailed design to be undertaken in the 2020/21 Annual Budget. Council also approved listing \$1.6 million in the Town's long-term financial plan, which is one-third of the approximate cost of the project. Subject to Council endorsement of the

2020/21 Annual Budget in July the Town will commence detailed design and work to identify funding opportunities.

20. A Request for Quote was prepared and released to a list of potential suppliers for an Advocacy, Branding and Funding Strategy for the McCallum Park Active Area project. This strategy will provide a framework for Town officers and Elected Members to identify potential funding partners and work towards securing the remaining capital funding required to deliver the project. The strategy will also deliver key communication and marketing materials, recommendations for branding of the site and a strategic communications document for the project.
21. The Town has also released the Request for Tender for the Detailed Design and Documentation to identify a suitable contractor who can undertake the detailed design stage of the project. The RFT closed on 1 September with design to commence in October.

Etwell Street Local Centre Revitalisation Project

22. The Etwell Street Revitalisation Project aims to transform the Etwell Street Local Centre into an important hub and local meeting place. The project was initiated by a self-forming group of local residents who joined with business owners, landowners, Town of Victoria Park staff and Elected Members to form a Design Reference Group that were guided through a design process to establish a shared vision for the desired future of the Etwell street Local Centre.
23. The Town has completed detailed design ready for a construction Request for Tender. A construction budget will be requested from Council following the completion of underground power works in the area.

Administration & Civic Facility Review

24. Report prepared for October OCM for formal adoption and budget allocation.

Aqualife Master Plan

25. Pending Macmillan Precinct Masterplan outcomes. Mandate planned for end of financial year.

Leisurelife Master Plan

26. Meeting with 106 Architects to discuss options.

GO Edwards Redevelopment – Stages 4 & 5

Stage 4

27. Held up due to laneway. Specifications being finalised. Mainline shift has commenced. Aerators ordered. Quotes being received for coloured LED lighting systems to illuminate aerators.

Stage 5

28. RFQ for stage 5 detailed design finalised.

Local Planning Strategy

29. The Western Australian Planning Commission considered the draft Local Planning Strategy for advertising on 15 September 2020 and formally resolved to support advertising subject to modification being undertaken to the draft Strategy in accordance with the Departments Officers recommendations. These recommendations were finalised and mutually agreed between the Town and the Department of Planning Lands and Heritage and are considered to be minor. Once the modifications are made then the Town can commence advertising the draft Local Planning Strategy. Work on Local Planning Scheme No.2 is progressing.

Five Year Capital Works Program

30. The Five Year Capital Works Program has been reviewed in alignment with the Town’s Place Plans, Asset Management Plans, and other strategic documents. In the past, the five year capital works program mainly represented the asset renewal program. Since the Strategic Asset Advisory Group has been established one of the responsibilities was oversight of the capital works planning and process development. As a result the program has been updated to include all capital projects identified in all Town endorsed strategies and plans.
31. The five year capital works program is a live document and will be updated as required. Each annual year budget will be formulated by slicing off the Year 1 program of works, which will be then validated by officers, presented for review and endorsement by SAAG prior to presenting to Council for consideration in the annual budget process.

Economic Development Strategy 2018 – 2023

Strategic outcome	Total actions	No. of actions in progress
Pathway 1: Leadership	4	4
Pathway 2: Identity	2	2
Pathway 3: Local to Global Connections	5	5
Pathway 4: Smart Town- Digital Innovation	7	5
Pathway 5: Creating an Enabling Business Environment	8	7
Pathway 6: High Value Precincts	6	5
Pathway 7: High Value Sectors	18	13
TOTAL	50	41

Urban Forest Strategy

32. 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 summary table below represents the number of actions progressed since the adoption of the IAP and the commencement of the Place Leader – Urban Forest, who is tasked with coordinating the implementation of the UFS.

Strategic outcome	Total actions	No. of actions in progress
<u>Strategic Outcome 1</u> Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by Council.	15	11
<u>Strategic Outcome 2</u> Maximize community involvement and collaboration in its	8	8

implementation.		
Strategic Outcome 3 Increase tree diversity, whilst favoring local endemic and West Australian species that also support wildlife	3	2
Strategic Outcome 4 Maintain high standard of vegetation health	5	4
Strategic Outcome 5 Improve soil and water quality	3	2
Strategic Outcome 6 Improve urban ecosystems	5	2

33. A description of the progress for each action over the last quarter is included in the October 2020 UFS Quarterly Performance Table (Attachment 11.2.5).

Reconciliation Action Plan

34. The Town's Reconciliation Action Plan (RAP) is a document that outlines actions to build strong relationships and enhance respect between Aboriginal and Torres Strait Islander peoples and other Australians.
35. The Town's Mindeera Advisory Group is a group formed to inform and advise the Town on ways in which we can work together through the framework of the RAP and its continuing actions and outcomes.
36. Due to the dissolving of Mindeera Advisory Group membership (formally known as Aboriginal Engagement Advisory Group) the current pending endorsement of membership and Reconciliation Australia's endorsement of the Town's resubmitted Reflect RAP there has been minimal progression of RAP outcomes for the quarter. The submitted 12-month extension to the Town's existing Reflect Reconciliation Action Plan (RAP) 2018 – 2020 is requested to be approved prior to progressing with outlined outcomes.
37. At the May 2020 Ordinary Council Meeting Council adopted policy 101 Governance of Council advisory and working groups and resolved that: "the Chief Executive Officer provides a further report to Council to re-establish the Aboriginal Engagement Advisory Group and the Access and Inclusion Advisory Group in accordance with Policy 101 Governance of Council advisory and working groups"
38. Membership of the Aboriginal Engagement Advisory Group ended on 30 June 2020.
39. At the July 2020 OCM council endorsed the re-establishment and advertising of membership for the Mindeera Advisory Group as per Policy 101 Governance of Council advisory and working groups.
40. At the July 2020 OCM Council also endorsed a 12-month extension to the Town's existing Reflect Reconciliation Action Plan (RAP) 2018 – 2020.
41. In August 2020 Town officers completed the required documents and submitted the Town's Reflect Reconciliation Action Plan 2018 – 2020 to Reconciliation Australia for endorsement. The Town is waiting on an approval response from Reconciliation Australia to progress with the Reflect.

42. At the 18 August 2020 OCM, the Town recommended the appointment of one member to the Mindeera Advisory Group this recommendation was endorsed by Council.
 43. Due to low membership applications, a second expression of interest seeking applications for the Mindeera Advisory Group was endorsed by council. The second round opened on 3 September 2020 and closed 5pm Thursday 17 September 2020. A report is be presented to Council for endorsement with the recommendation of a further 8 members to the Mindeera Advisory Group at the October 2020 OCM.
 44. It is proposed the first meetings for the newly formed advisory group will likely commence in November 2020.
 45. The Chief Executive Officer will likely present a further report back to Council by the December 2020 Ordinary Council Meeting with its proposed terms of reference for the Mindeera advisory group.
 46. A deliverable under the Town's RAP Respect Outcomes "Respect Investigate Aboriginal and Torres Strait Islander cultural learning and development Commence cultural awareness training for senior management" Will be delivered to all Town Officers from 5 to 12 October 2020. This training will be delivered to senior management and officers to develop and imbed an understanding of Aboriginal and Torres Strait Islander cultural across whole organisation. The sessions will be a half day experience that will build your understanding and capacity in:
 - What are the barriers between Aboriginal people and non-Aboriginal Australians
 - Significant moments in history that have shaped the way Aboriginal Australians are today
 - Cultural beliefs, customs and values and their role in mainstream Australian society
 - Contemporary vs traditional lifestyles' connection to country, community and kinship
 - The importance of self-determination and identity
 - The pathway to wellbeing.
 47. The Town has engaged to have Noongar Elder, Danny Ford from Auspire to take staff on the journey of aboriginal cultural awareness.
 48. Recruitment has commenced for an Aboriginal Engagement Officer to manage the establishment of the newly appointed Mindeera Advisory Group (formally the Aboriginal Engagement Advisory Group) when endorsed, the development of terms of reference, the progression of the current "Reflect" RAP and the development of the second stage of the Towns Reconciliation Plan "Innovate"
- Disability Access and Inclusion Plan**
49. It is a legislative requirement that Western Australian Local Government authorities have a Disability Access and Inclusion Plan (DAIP) and provide an annual progress report to the Department of Community Services.
 50. The current Town of Victoria Park's DAIP 2017 – 2022 contains a total of 31 strategies under 7 DAIP outcomes. The Towns annual Disability Access and Inclusion Plan report outlining the Town's progress towards its DAIP between 1 July 2019 to 30 June 2020 was presented to the Disability Service Commission August 2020.
 51. Due to the dissolving of the Access and Inclusion Advisory Group membership and the vacant appointment of the Inclusion officer there has been limited progress during the quarter.

52. At the May 2020 Ordinary Council Meeting Council adopted policy 101 Governance of Council advisory and working groups and resolved that: "the Chief Executive Officer provides a further report to Council to re-establish the Advisory Group and the Access and Inclusion Advisory Group in accordance with Policy 101 Governance of Council advisory and working groups"
53. Membership of the Access and Inclusion Advisory Group ended on 30 June 2020.
54. At the July 2020 OCM council endorsed the re-establishment and advertising of membership for the Access and Inclusion Advisory Group as per Policy 101 Governance of Council advisory and working groups.
55. At the 18 August 2020 OCM, the Town recommended the appointment of 5 members to the Access and Inclusion Advisory Group and this recommendation was endorsed by Council.
56. Due to low membership applications a second expression of interest seeking applications for the Access and Inclusion Advisory Group was endorsed by council. The second round opened on 3 September 2020 and closed 5pm Thursday 17 September 2020. A report is be presented to Council for endorsement with the recommendation of a further 2 members to the Access and Inclusion Advisory Group at the October 2020 OCM.
57. It is proposed the first meetings for the newly formed advisory group will likely commence in November 2020.
58. The Chief Executive Officer will likely present a further report back to Council by the December 2020 Ordinary Council Meeting with its proposed terms of reference for the Access and Inclusion Advisory Group.
59. An Inclusions officer has been appointed to the vacant position and will commence with the Town in early October 2020. On the commencement of the appointment the Inclusions officer will progress the 31 strategies under 7 outcomes and review the internship development of the town's disability audit and the Disability Local Community Engagement Plan (LCEP)

<p>Outcome 1: People with a disability have the same opportunities as other people to access the services of, and any events organised by the Town of Victoria Park</p>	<p>Community Engagement Plan to increase the awareness of the needs of people with disabilities to participate in and contribute to community group activities and programs</p>	<p>Town currently has two McCusker Foundation Internship currently completing a disability audit of the Town and the development of the Disability Local Community Engagement Plan (LCEP)</p>
	<p>Collaborative with key stakeholders to identify and facilitate accessible and inclusive services, programs and events</p>	<p>Ongoing collaboration with nine Local Governments to launch the National Disability Service's "My Bay Someone's Day" campaign on December 3 2020. This campaign outlines the importance of ACROD parking restrictions and aims to increase community's awareness and use of these bays. The Town's Access</p>

		and Inclusion Advisory Group Member has been nominated as spokesperson for this campaign.
	Review and promote information on Town services that are available for people with a disability	Mission Australia has commenced their NDIS Local Area Coordination services one day per week in the Library. This free one on one personal service will ensure that NDIS participants can seek advice and support in their local area.

COVID-19 Action Plan

60. The COVID-19 Action Plan (CAP) Edition One was endorsed by Council at 18 August 2020 OCM. The Plan is a dynamic document overseen by the COVID-19 Response Working Group (CRWG). It details the actions and projects that the Town will implement to achieve the objectives of the COVID-19 Response Strategy.
61. The CAP will continue to be updated as the recovery process evolves and new actions and projects are identified. There are currently 55 actions included in the CAP, addressing the three phases in the COVID-19 Response Strategy.

<i>Phase</i>	<i>Total actions</i>
Survive	6
Revive	24
Thrive	25
TOTAL	55

62. 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](#)

11.2 Review of Policy 114 Community Funding

Location	Town-wide
Reporting officer	Liam O'Neill
Responsible officer	Bana Brajanovic
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Policy 114 Community Funding - Current [11.2.1 - 10 pages]2. Policy 121 Covid 19 Business Grants Current [11.2.2 - 6 pages]3. Policy 114 Community Funding For adoption [2Q6U] [11.2.3 - 11 pages]4. Policy 121 Covid 19 Business Grants For Adoption [IFVC] [11.2.4 - 6 pages]5. Policy 114 Community Funding Tracked Changes [38JZ] [11.2.5 - 12 pages]6. Policy 121 Covid 19 Business Grants Tracked Changes [DAQQ] [11.2.6 - 6 pages]

Recommendation

That Council:

1. Repeals Policy 114 Community funding and Policy 121 COVID-19 Business grants at attachment 1 and 2.
2. Adopts Policy 114 Community funding and Policy 121 COVID-19 Business grants at attachment 3 and 4.
3. Requests the CEO provide a further report to the November Policy Committee to separate sponsorship from Policy 114 Community funding which will also incorporate Policy 307 Sponsorship by private companies on Town property including events.

Purpose

To make amendments to Policies 114 and 121 in order to address the ineligibility of elected members, staff and their closely associated persons for grant funding.

In brief

- Council resolved at its meeting on 15 September 2020 to request a report to the November Policy Committee regarding the eligibility of closely associated persons and relevant recommendations from the City of Perth Inquiry Report in relation to Policy 114 Community Funding.
- The Town is bringing this report forward as it has been identified that two organisations that are seeking to apply for funding may be found ineligible if the current policy does not get amended.
- The current policy approach to conflicts of interests goes above and beyond the requirements of the [Local Government Act 1995](#) and associated regulations and leaves some community groups and ratepayers ineligible to be considered for funding.
- The policy is also amended to capture recommended improvements as a result of the City of Perth Inquiry Report.

Background

1. At its meeting on 15 September 2020 Council requested a further report examining Policy 114 Community funding in relation to the findings of the inquiry into the City of Perth and addressing grants eligibility of "closely associated persons".

2. The Town identified in July that an organisation, Connect Victoria Park Inc., according to the Policy is not eligible to receive funding from the Town. This is because a sitting councillor is employed by Connect Victoria Park Inc. The sitting Councillor has always declared a financial interest, as required under the Act. However regardless of this the organisation, according to the policy should not be eligible for any funding. The Town has further recently rejected an application for the adopt-a-verge program as the applicant was a Town employee who was the owner and ratepayer of the property. Likewise, an application was rejected for a CCTV subsidy by a ratepayer, as their partner was an employee of the Town.
3. The *Local Government Act 1995* (the Act) establishes that when a relevant person has a financial, indirect financial or proximity interest that they remove themselves from the decision-making process. The *Local Government (Rules of Conduct) Regulations 2007* provide for elected members to declare interests relating to their impartiality, but to continue to participate in decision making. Likewise, under the *Local Government (Administration) Regulations 1996* employees are required to declare impartiality interests that they might have.
4. The Report of the Inquiry into the City of Perth was released on 11 August 2020. The report has a detailed chapter and a series of recommendations regarding grants and sponsorship. The report and Minister for Local Government has encouraged the sector to consider the recommendations and findings resulting from the report.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Ensuring the appropriate management of conflicts of interest demonstrates sound and accountable governance that will lead to objective decision making.

Engagement

Internal engagement	
Stakeholder	Comments
Community Development	Community development supports the proposed change recognising that the current policy goes beyond the requirements of the Local Government Act 1995 in managing conflicts. It is also highlighted that for a number of non-subjective grants, such as CCTV subsidies are being denied to ratepayers and residents that are available to all other eligible ratepayers and residents.
Place Planning	Place Planning supports the proposed change recognising that the current policy goes beyond the requirements of the Local Government Act 1995 in managing conflicts.
Governance	Governance has prepared the proposed changes.

Legal compliance

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

[Part 5, Division 6, Subdivision 1 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	Financial loss occurs as a result of a fraudulently awarded grant.	Minor	Possible	Medium	Low	Treat. The proposed policy continues to ensure appropriate management of conflicts of interest and fraud.
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	An elected member or staff member breaches the conflict of interest requirements of the <i>Local Government Act 1995</i> .	Minor	Possible	Medium	Low	Accept and treat. The Act provides serious penalties for persons who breach the conflict of interest provisions. The proposed amendments enforce these requirements.
Reputation	The Town awards grants to an elected member, staff member or their closely associated persons.	Insignificant	Likely	Medium	Low	Accept. The person receiving a grant would not be part of the process of being judged to receive the grant.
Service delivery	Not applicable				Medium	

Financial implications

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

Analysis

5. The previous policies, prior to the adoption of the combined Policy 114 Community Funding Policy have limited elected members, employees and their immediate family members from receiving funding. When the new Community Funding Policy was adopted by Council in December 2019 the funding ineligibility criteria was expanded to any person who is 'closely associated' with a relevant person (being an elected member or an employee). The current COVID-19 Business Grants Policy applies the same eligibility principles. This resulted in some applicants being ineligible for grant funding.
6. Therefore, under the current policies not all ratepayers, residents and community stakeholders are eligible to receive grant funding.
7. The amended policies propose that elected members, Town employees and/or their closely associated persons should be eligible to receive grant funding in accordance with the amended policy. To ensure that any potential conflicts of interest are properly managed a new section has been added to both policies to deal with this. The additional section "conflicts of interest" sets out rules for elected members and employees to ensure that interests are declared and dealt with in accordance with the policy to allow all community groups and ratepayers to be eligible to apply for grant funding.
8. This report is presented to bring this matter to Council's attention to decide if it is Council's intent to expand grant application eligibility to allow all community groups and ratepayers to be considered for funding. Should Council not approve the proposed change then the Town will continue to administer the policies as currently adopted. ..
9. In the Act, a summary of what constitutes a closely associated person is (person meaning both a natural person and a corporate body):
 - a) A person you conduct a partnership with (such as a partnership under the *Partnerships Act 1895*);
 - b) A person who is your employer;
 - c) A person who is a beneficiary of a trust, or an object of a trust, of which you are a trustee;
 - d) A body corporate that you are a director of, unless that body is established for non-for-profit purposes;
 - e) A body corporate that you own either \$10,000 or 1% worth of shares in;
 - f) A person is your spouse or defacto partner or child and lives with you;
 - g) A person who has given you an electoral gift, or a declarable gift
 - h) A person to who you provide professional advice to or receive professional advice from, such as a lawyer or accountant.

Other changes as a result of the recommendations of the City of Perth Inquiry Report

10. There are 11 key recommendations around grants and sponsorship contained in the City of Perth Inquiry Report. The action proposed to be taken in response to each recommendation is set out in the below table.

Recommendation	Action
<p>The City to review its policies and procedures on partnerships, grants, sponsorships and donations to ensure better practice and that its policies and procedures cover all types of discretionary funding. The policies and procedures to also clearly articulate who has authority and to what level to approve funding arrangements and describe the process for acquittal of funding arrangements.</p>	<p>Amendment proposed - Policy 114 Community funding currently sets out how this occurs. Changes to wording are proposed to make clear who makes decisions on funding for each program.</p>
<p>The City to establish systems and processes to accurately record, monitor and report on all partnership, grant, sponsorship and donation funding arrangements. This is to be reported in the Annual Report.</p>	<p>Complete - The Town currently reports all partnership, grant, sponsorship and donation funding arrangements in the Annual report. This is reinforced in a proposed new clauses of the Policy.</p>
<p>The City allocate a specified, pre-determined part of its Annual Budget to discretionary spending on partnership, grant, sponsorship and donation funding arrangements (Discretionary Grant Funding Arrangements), having appropriate regard to the relative expenditure of other capital city local governments on these categories of funding and the City's Strategic Community Plan.</p>	<p>Action – The Town in preparation for the 2021-2022 budget will examine its discretionary funding allocations as compared against other 'Band 2' local governments.</p>
<p>Discretionary Grant Funding Arrangements entered into by the City be independently audited at least every 12-months for compliance and better practice grant funding management.</p>	<p>Action – The Town will seek to add community funding programs to its future internal audit program.</p>
<p>The City to conduct and retain complete and fully executed copies of all funding arrangements to which it is a party in accordance with State Records Act 2000. The City review its funding agreements and arrangements before execution or renewal and consider whether it should take legal advice, having regard to the value of the agreement and its terms.</p>	<p>Action – The Town will have a law firm prepare a template agreement for operating subsidies, community funding programs and sponsorship agreements. The Town captures all current agreements in its record management system.</p>
<p>The City to review its policies and practices regarding the provision of funding in accordance with agreement or arrangement terms and acquittal of funds provided to external parties under partnership or other similar agreements or arrangements.</p>	<p>Action - It is proposed to develop a separate sponsorship policy which will capture partnerships. A report on this is proposed to the November Policy Committee.</p>
<p>The City amend its policies and practices to require an entity funded on a multiyear Discretionary Grant Funding Arrangement to provide an annual financial report containing a Statement of Income</p>	<p>Action – This is proposed to be included in the Policy and required by applicants. Applicants currently provide quarterly and annual reports on their funding. The organisations funded are already incorporated associations and as such are required to have an auditor</p>

and Expenditure relating to activity funded, and be certified by a qualified auditor	audit their annual accounts.
A report to Council be provided by the CEO on the City's Discretionary Grant Funding Arrangements on a quarterly basis.	Action – It is proposed that this forms part of the Quarterly report. This would apply from the February 2021 report.
The City to develop a partnership policy for arrangements with external organisations which, like its historic arrangement with the Perth Public Art Foundation, are not captured by Council Policy "CP18.8 – Provision of Sponsorship and Donations".	Action - It is proposed to develop a separate sponsorship policy which will capture partnerships. A report on this is proposed to the November Policy Committee.
The City continues to facilitate the transition of the employment of the Executive Director, Perth Public Art Foundation from the City to the Foundation and do likewise with any similar arrangements.	Not applicable to the Town.
The City to amend its policy to require that a Council member, Committee member or employee only be permitted to accept a ticket and attend an event under a Discretionary Grant Funding Arrangement when that person is performing an official role at the event or discharging the functions and duties of their office or employment, unless the person pays the cost of the ticket.	Action – It is proposed that Policy 024 Event attendance be reviewed in the 2021-2022 financial year following a year of operation so this can be considered.

11. As can be seen from the above table, some of the proposed amendments to the Policy are a result of these recommendations. Some recommendations will be implemented operationally and the remainder will be subject to a future report.

Place grants and panels

12. Due to confusion regarding the wording in the policy it is proposed to separate place grants from other grant funding programs. The grant programs administration and operation itself remains unchanged.
13. Likewise Council resolved in July 2020 to establish panels for the assessment of some forms of community funding. These amendments were not captured in the policy document at the time. These are now shown in the proposed policy, with appropriate rewording for clarification of how the decisions are made on each funding program.

Relevant documents

Not applicable.

11.3 Local Government Act Review Expert Panel Report

Location	Town-wide
Reporting officer	Liam O'Neill
Responsible officer	Bana Brajanovic
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council:

1. Supports all recommendations within the [Local Government Act Review Expert Panel Report](#) with the exception of:
 - (a) Recommendation 10 relating to amalgamations
 - (b) Recommendation 21 abolition of the property franchise
 - (c) Recommendation 23 all elections being run by the WAEC
 - (d) Recommendation 25(a) all elections must be by postal vote
 - (e) Recommendation 26(a) ratios of population to elected members
 - (f) Recommendations 28 – 32 roles and responsibilities
 - (g) Recommendation 38 Minimum service levels
 - (h) Recommendation 58 Power of the Minister to direct a local government during an emergency.
2. Supports all recommendations within the [Select Committee into Local Government Final Report](#) with the exception of:
 - (i) Recommendation 1 – A compliance regime that differentiates between local governments based on their size and scale
 - (j) Recommendation 14 – A financial reporting regime that differentiates between local governments based on their size and scale
3. Requests the Chief Executive Officer to advise the Department of Local Government, Sport and Cultural Industries and the Western Australian Local Government Association of this resolution.

Purpose

To establish Council's positions on the recommendations of two key reports into local government reform.

In brief

- The Minister of Local Government on 6 November 2019 appointed an expert panel to examine and make recommendations regarding a new Local Government Act. This panel's report was released publicly on 4 August 2020.
- The Legislative Council of Western Australia in 2019 appointed a select committee to inquire into local government. This Committee tabled its report in the Legislative Council on 22 September 2020.
- These two reports contain 65 and 36 recommendations respectively.
- WALGA and the Department are seeking feedback on these reports. In order to provide this feedback, Council is requested to establish a position on these recommendations.

Background

1. The State Government in 2017 commenced a process of reform of the *Local Government Act 1995*. This reform was conducted in two phases, the first phase resulted in the *Local Government Legislation Amendment Act 2019*. This Act revised a number of current provisions around gifts, events, authorisations and training.
2. In November 2019 the Minister for Local Government appointed an expert panel to progress phase two of this reform, which would result in a new Local Government Act. This panel released its report publicly on 4 August 2020. The Town's submission in relation to phase two of this reform process was adopted at the March 2019 Ordinary Council meeting and formed part of the considerations of the expert panel.
3. In 2019 the Legislative Council established a Select Committee into Local Government. This committee conducted an inquiry into local government with the following terms of reference:

The select committee is to inquire into how well the system of local government is functioning in Western Australia, with particular reference to—

- a. whether the Local Government Act 1995 and related legislation is generally suitable in scope, construction and application;*
 - b. the scope of activities of local governments;*
 - c. the role of the department of state administering the Local Government Act 1995 and related legislation;*
 - d. the role of elected members and chief executive officers/employees and whether these are clearly defined, delineated, understood and accepted;*
 - e. the funding and financial management of local governments; and*
 - f. any other related matters the select committee identifies as worthy of examination and Report.*
4. The Town did not make a formal submission to the select committee.
 5. The Western Australian Local Government Association (WALGA) considered a response to the select committee report at the WALGA South East Zone August meeting and at the September 2020 State Council meeting. It was ultimately resolved by WALGA State Council to:

That WALGA:

- () Acknowledges the panel report and the recommendations received from Zones and continue to work with the Government to undertake further consultation on the recommendations contained therein;*
- (a) Requests a formal commitment from the Minister for Local Government that the Local Government Sector be consulted on the Draft Local Government Bill in line with the State / Local Government Partnership Agreement and that WALGA actively participates in the legislative drafting process to develop the new Local Government Act; and*
- (b) Strongly encourages individual Local Governments to consider responding to the recommendations of the panel report and advise WALGA of their submissions by 31 October 2020.*

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Having clear positions in relation to legislative reform assists the Town in its advocacy and strategic goal to be a visionary civic leader.

Engagement

Internal engagement	
Stakeholder	Comments
C-Suite	C-Suite have considered both the reports and provided feedback which formed part of this report.

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	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	The Town does not have a position to provide to WALGA or the Department regarding proposed reforms	Insignificant	Possible	Low	Low	Treat by adopting a position on proposed reforms.

Service delivery	Not applicable.	Medium
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Financial implications

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

Analysis

Expert Panel Report Recommendations

6. In the below table the expert panel recommendations are analysed and a recommended position provided. This position is based upon the Town's submission adopted in March 2019, or if no position existed, the recommendation of the Officers.

Panel Recommendation	Town's Submission Position	Recommended position
1 – 7 Introduction and Role and Functions of Local Government	Broadly supportive of all recommendations.	<p>While each individual issue was not considered in the Town's submission, the Town did support that all local governments should have the same powers and responsibilities regardless of size. As such our position supports recommendation 5.</p> <p>Recommendation: Support recommendations 1 – 7.</p>
Recommendations 8 to 11 Structural reform	No position.	<p>The Town's submission was neutral on combining the advisory board or grants commission.</p> <p>The CEO as a member of the advisory board has indicated that this matter does address some of the concerns he had with the advisory board.</p> <p>No position has been adopted by Council in relation to amalgamation processes but the panel report does highlight that the current act has a significant loophole in that 'annexation' is a way of avoiding an amalgamation poll. This was proposed to be used to have the Town 'annex' the City of South Perth. However, the community voted against the proposed amalgamation. As such it is likely the community will continue to support having a say in any amalgamation processes.</p> <p>While the Town hasn't adopted a position favouring community boards, it has been discussed and having the option would assist in any further discussion.</p> <p>Recommendation: Support recommendations 8, 9 and 11. Oppose recommendation 10 in so far as it advocates forced amalgamation processes.</p>

<p>Recommendations 12, 13 and 14 Expanding Regional Cooperation</p>	<p>No position.</p>	<p>The Town did not consider whether regional councils would be abolished. Replacing a regional council with a regional subsidiary would however still achieve the same outcome but with more flexibility.</p> <p>Local subsidiaries are discussed later.</p> <p>The Town already closely cooperates within its region including through the inner-city assembly and south east corridor.</p> <p>Recommendation: Support recommendations 12 – 14.</p>
<p>Recommendations 15 State and Local Government Partnership Agreement</p>	<p>No position.</p>	<p>The Town does not have an established position but there are sound reasons to support closer relationships between State and Local government.</p> <p>Recommendation: Support recommendation 15.</p>
<p>Recommendations 16 – 18 Relations with Aboriginal peoples and communities</p>	<p>Support for engaging first nations people more in local government and providing the option of introducing a First Nations Ward.</p>	<p>The recommendations are consistent with the Town’s position and with our Reconciliation Action Plan</p> <p>Recommendation: Support recommendation 16 – 18.</p>
<p>Recommendation 19 Optional preferential voting</p>	<p>Proposed optional preferential voting as a compromise.</p>	<p>The Town’s submission to the Department, which was adopted by Council, proposed optional preferential voting as a compromise that could improve the current system.</p> <p>Recommendation: Support recommendation 19.</p>
<p>Recommendations 20, 21 and 27 Property franchise.</p>	<p>Supports the property franchise.</p>	<p>The Town is supportive of retaining voting by non-resident owner occupiers and corporations according to its submission.</p> <p>However, the City of Perth Inquiry report highlighted a series of abuses of the provisions relating to corporate and occupier voting. This was not part of the considerations in Council’s submissions.</p> <p>The Town has approximately 400 persons on its owners and occupiers roll and around 10% of these would be non-owners.</p> <p>Recommendation: Support recommendations 20 and 27. Oppose recommendation 21.</p>
<p>Recommendation 22 All in/All out election cycle</p>	<p>Neutral on all in all out election cycle.</p>	<p>The Town’s submission was neutral on this as varying arguments were presented. WA is the only state with ‘split term’ councils.</p> <p>The recommendation would mean from March 2023 the entire Council would be elected at once and a \$100,000 spend would</p>

		<p>only be required once every four years.</p> <p>It would be necessary for the Town to reconsider its Council structure in light of this as this would mean 4 members elected in each ward at each election. Instead it could seek a single member ward structure or other multi member wards.</p> <p>The Town is recommending support of this proposal on the basis that:</p> <ul style="list-style-type: none"> • This ensures that the Council is elected together and works together over the four years, aligning with a four-year Strategic Community Plan and Corporate Business Plan. • The Council is not disrupted every two years with a change of elected members. • All elected members undertake the same training and onboarding at the same time. • The Town saves \$100,000 over a four-year period. <p>Recommendation: Support recommendation 22.</p>
<p>Recommendation 23, 24 and 25(a) Conduct of elections.</p>	<p>Neutral on recommendation 24, oppose recommendations 23 and 25(a)</p>	<p>The Town's submission was neutral in relation to online voting. The Town was opposed to all elections being postal and all elections being run by the WAEC.</p> <p>Recommendation: Support recommendation 24, oppose recommendation 23 and 25(a).</p>
<p>Recommendation 25(b) to (f) Other election proposals</p>	<p>Support recommendations 25(b) – (f)</p>	<p>The Town's submissions aligns with the Panel recommendations.</p> <p>Recommendation: Support recommendations 25(b) - (f).</p>
<p>Recommendation 26(a) Elected member numbers based on population</p>	<p>Oppose recommendation 26(a)</p>	<p>The Town's submission opposed fixed numbers of elected members based on population.</p> <p>The ratios provided represent continued disparate ratios between electors and elected members. The first band allows for a maximum of 1:714 ratio, second a 1:8333 ratio and the third (with say a 200,000 population) 1:13333 ratio.</p> <p>The Town has had 9 members since establishment despite a population growth of 50%. This change would not affect the Town as it would already have the maximum number of members but would likely leave this as the maximum number of members forever.</p> <p>There could be situations where an ideal ward model needs a different number of members to best represent the community.</p> <p>Recommendation: Oppose recommendation 26(a)</p>
<p>Recommendation 26(b) to (f) Wards, Mayoral election and term limits</p>	<p>Neutral to recommendations 26(b), (d), (e) and (f)</p>	<p>The Town submission were neutral to most of these matters but did not support very small local governments having wards.</p>

	Support recommendation 26(c)	Recommendation: Support recommendations 26(b) - (f)
Recommendations 28 to 32 Redefinition of roles and responsibilities.	No position.	<p>These matters were not covered in the Town's submission.</p> <p>While there is a need to review the roles and responsibilities statements in the Act, the Town believes further work is needed.</p> <p>Recommendation: Oppose recommendations 28 – 32 requesting further consideration.</p>
Recommendation 33 and 34 Community engagement and governance	Support recommendations 33 and 34.	<p>The recommendations are consistent with the Town's position.</p> <p>Recommendation: Support recommendations 33 and 34.</p>
Recommendation 35 Annual engagement with electors	Support recommendation 35	<p>The Town's submission opposed the abolition of the annual electors meetings and special elector's meetings. The proposed replacement captures what an elector's meeting currently is.</p> <p>Recommendation: Support recommendation 35</p>
Recommendation 36 and 37 Enhanced Integrated Planning and Reporting	Neutral on recommendations 36 and 37	<p>The proposed changes are somewhat consistent and somewhat inconsistent on this matter. However they could be considered to represent an improvement on the current system.</p> <p>Recommendation: Support recommendation 36 and 37.</p>
Recommendation 38 General competence principles and minimum service levels	Neutral recommendation 38	<p>The Town's submission didn't address minimum service levels. The implications of this would depend on the nature of the minister's definition of 'minimum'. The concept of a minimum service level is in contrast to the general competency principles and the ability of local governments to decide what services they provided.</p> <p>Recommendation: Oppose recommendation 38</p>
Recommendation 39 - 42 Local and joint subsidiaries	Support all recommendations.	<p>The Town was supportive of the idea that beneficial enterprises should be able to be established. Local subsidiaries seem to be very similar to this proposal and aligns with the Town's submission.</p> <p>Recommendation: Support recommendation 39 - 42</p>
Recommendations 43 and 44 Modernise financial management	Support recommendations 43 and 44.	<p>The Town's submission broadly aligns with the Panel recommendations.</p> <p>Recommendation: Support recommendations 43 and 44</p>
Recommendations 45 to 49 Procurement	Support recommendations 45 to 49	<p>The Town's submissions broadly aligns with the Panel recommendations.</p> <p>Recommendation: Support recommendations 45 to 49</p>
Recommendations 50 –	Support	The Town's submissions broadly aligns with the Panel

52 Rating and revenue.	recommendations 50 - 52	recommendations. Recommendation: Support recommendations 50 - 52
Recommendation 53 and 54 Accountability and Self-Regulation.	No position	This matter was not covered in the Town's submission however the Town's currently appoints 2 independent committee members of the 6 members of the Audit and Risk committee. Given the Audit and Risk Committee oversees both the activities of Council and the CEO it would be reasonable to codify the need for independent expert members. Given the Town cannot guarantee elected members would have the relevant qualifications or experience. In the private sector, it is expected that only independent directors would form part of the audit committee and changes similar to this are occurring in the State Government. Victoria currently has this provision. Recommendation: Support recommendations 53 and 54
Recommendation 55 Integrity and Governance	Support recommendations 55(a), (b), (d), (e), (f), (h) and (i) No position on recommendations 55(c) and (g).	The Town supported some of the aspects proposed but does not have a position in relation to the two matters relating to impartiality interests and the need to readvertise the CEO position after two five-year terms. Given the recent supreme court decision the matter relating to impartiality interests is likely appropriate. Recommendation: Support recommendation 55(a) - (i)
Recommendation 56 Training and Development	No position.	The Town's submission did not address this matter. However, the Town considers the recommendations appropriate. A number of these matters were raised in the City of Perth report. Recommendation: Support recommendation 56.
Recommendation 57 and 58 Early intervention framework	Support recommendation 57 No position on recommendation 58	Recommendation 57 appears to be consistent with the Town's position in its submission. Recommendation 58 addresses states of emergency which were not under consideration during the submission period. The State Emergency Coordinator already has the power to direct a public authority. Recommendation: Support recommendation 57, oppose recommendation 58 as the State Emergency Coordinator already has these powers
Recommendations 59	No position	The matters in these recommendations were not covered in the

and 60 Office of the independent assessor		<p>Town's submission but do appear to be similar to City of Perth inquiry recommendations. However the CEO remaining as the complaints officer and the issues in the sector surrounding the standards panel, this could result in an improvement in conduct throughout the sector.</p> <p>Recommendation: Support recommendations 59 and 60.</p>
Recommendation 61(a) and (b) Classification bands	No position	<p>The matters in this recommendation were not covered in the Town's submission. However given the criteria for the SAT bands isn't prescribed it would be appropriate to set these criteria.</p> <p>Recommendation: Support recommendation 61.</p>
Recommendations 62 and 63 Local laws	Support recommendations 62 and 63	<p>The Town's submissions broadly aligns with the Panel recommendations.</p> <p>Recommendation: Support recommendations 62 and 63.</p>
Recommendations 64 WALGA	No position	<p>The matters in this recommendation were not covered in the Town's submission. The Town however considered the recommendation to be appropriate.</p> <p>Recommendation: Support recommendation 64.</p>
Recommendation 65 Operational Provisions	No position	<p>The matters in this recommendation were not covered in the Town's submission. The Town however considered the recommendation to be appropriate.</p> <p>Recommendation: Support recommendation 65.</p>

7. In the below table the select committee recommendations are analysed and a recommended position provided. This position is based upon the Town's submission adopted in March 2019, or if no position existed, the recommendation of the Officers.

Select Committee Recommendation	Town's Submission Position	Recommended position
Recommendation 1 The Government consider implementing a compliance regime that differentiates between local governments based on their size and scale where appropriate.	Opposed to this recommendation.	<p>The Town's submission supports all local governments having the same powers and responsibilities regardless of size. As such our position does not support recommendation 1.</p> <p>Recommendation: Oppose recommendation 1.</p>
Recommendations 2	No position.	A similar recommendation is in the expert panel report, such an

<p>The Government consider including a non-exhaustive statement of local government functions in any new local government Act.</p>		<p>inclusion would address the outdated view that local governments are only responsible for 'rates, roads and rubbish'.</p> <p>Recommendation: Support recommendation 2</p>
<p>Recommendations 3 – 6 Parliamentary processes relating to local government</p>	<p>No position.</p>	<p>These recommendations focus on ensuring that impacts on local government by proposed legislation are recognised. The creation (or expansion of an existing committee) of a committee overseeing local government, while potentially creating an oversight burden could be of benefit.</p> <p>Recommendation: Support recommendations 3 – 6</p>
<p>Recommendations 7 – 9 Funding of local governments</p>	<p>Supportive of recommendation 8 and 9</p>	<p>This recommendation relating to rate exemptions and funding for roads aligns with the Town's submission.</p> <p>Recommendation: Support recommendations 7 – 9.</p>
<p>Recommendation 10 Audits by the Auditor General</p>	<p>No position.</p>	<p>The Town considers it appropriate that the Office of the Auditor General conducts the external audits of local governments.</p> <p>Recommendation: Support recommendation 10.</p>
<p>Recommendations 11 – 12 Departmental support for internal audit and accounting</p>	<p>No position.</p>	<p>This recommendation is appropriate and could provide a benefit to the whole sector.</p> <p>Recommendation: Support recommendations 11 – 12.</p>
<p>Recommendations 13 – 17 Financial reporting requirements</p>	<p>Mixed to the proposals.</p>	<p>The Town is supportive of appropriate financial reporting requirements, however is opposed to different financial reporting requirements based on size.</p> <p>Recommendation: Support recommendations 13, 15, 16 and 17. Oppose recommendation 14.</p>
<p>Recommendations 18 – 25 Resourcing and functions of the Department of Local Government, Sport and Cultural Industries</p>	<p>No position.</p>	<p>No position has been established in relation to a number of the recommendations in this area. The perception of the department's lack of appropriate resourcing, ability to provide advice and operate in a timely manner is an issue for the whole sector.</p> <p>Recommendation: Support recommendations 18 – 25.</p>
<p>Recommendation 26 The Government clarify the roles of</p>	<p>Supportive.</p>	<p>The Town's submission was supportive in more clearly defining the roles of the CEO and the Council.</p>

council and the chief executive officer, and the distinction between governance and operational matters, in any new local government Act.		Recommendation: Support recommendation 26
Recommendation 27 Circumstances where Council can seek external advice	No position.	The department has provided in Circular No.8/2020 the advice recommended in the select committee report. Recommendation: Support recommendation 27
Recommendation 28 Elected member training	Supportive	The Town's has previously shown support for elected member training. Given the importance of the CEO performance review process this recommendation is considered appropriate. Recommendation: Support recommendation 28
Recommendations 29 – 35 Minor breach system and rules of conduct	No position.	The matters in these recommendations were not covered in the Town's submission but do appear to be similar to City of Perth inquiry recommendations. However, the CEO remaining as the complaints officer and the issues in the sector surrounding the standards panel, this could result in an improvement in conduct throughout the sector. Recommendation: Support recommendations 29 - 35
Recommendation 36 WALGA	No position.	The matters in this recommendation were not covered in the Town's submission. The Town however considered the recommendation to be appropriate. Recommendation: Support recommendation 36.

Relevant documents

Not applicable.

12 Chief Community Planner reports

12.1 Integrated Movement Network Strategy and Parking Management Plan - Scope of Works

Location	Town-wide
Reporting officer	Caden McCarthy
Responsible officer	David Doy Luke Ellis
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council approve the following scope of works for an update to the Integrated Movement Network Strategy and Parking Management Plan:

- (a) Create a clear and logical strategy for transport and parking related decision making and business planning via the Town's Place Plans and Corporate Business Plan, which:
 - (i) Provides the detailed strategic direction for the relevant outcomes in the Town's Strategic Community Plan.
 - (ii) Is complimentary and consistent with the Town's other relevant Informing Strategies including (but not limited to) the Draft Local Planning Strategy, Town Planning Scheme No.1 and future Local Planning Scheme. No2, Public Open Space Strategy, Urban Forest Strategy and Land Asset Optimisation Strategy.
 - (iii) Encourages highly accessible places, with a pedestrian focus that encourages local populations that sustain local businesses and make use of local amenity.
 - (iv) Prioritises active transport modes with a focus on achieving public health, economic development and climate change mitigation and adaptation outcomes.
 - (v) Adopts a Dynamic Parking Management regime based on user pay, parking bay demand and value.
 - (vi) Provides a clear plan for investing parking surplus invested back into the places where it is generated.
- (b) Adopts a Movement and Place approach to the categorisation of lanes, streets, roads and paths (in line with the state government's proposed movement and place framework) to give clear guidance to the Town to assist with future design and capital works.
- (c) Identifies those major projects that require the Town to advocate to an external body
- (d) Reviews parking requirements as they relate to the Town's planning framework and recommendations for any necessary changes to these requirements to ensure they are appropriately aligned to the Town's strategic transport direction.
- (e) Explore travel demand management initiatives and plans to guide the town in managing travel demand and creating a balanced and sustainable transport network by promoting sustainable transport modes.
- (f) Integrate the Town's Joint Bike Plan as a chapter within the document.
- (g) Reviews the Town's parking management practices and compare with other inner-urban local

governments in Perth and Australia.

- (h) Develop clear guidelines for parking treatments and practices that provides a matrix of when to intervene and implement these practices in various scenarios.
- (i) Review the Town's pricing model for parking with intent to extend demand based pricing and its impact on the broader transport network and travel behavior.
- (j) Identify methods for promotion and education the parking management approach and focus on active transport.
- (k) Identification of any land that might be required for future parking needs in collaboration with the Town's Property and Leasing Team.

Purpose

An update to the Integrated Movement Network Strategy and Parking Management Plan will be significant for the Town's strategic framework and will determine the development of the Town's transport network for several decades. The scope of the update is being presented to Council for approval before seeking an external consultant to begin the process of updating these strategic documents.

In brief

- The Town is seeking to engage a consultant to assist the Town to update the Integrated Movement Network Strategy and Parking Management Plan.
- The Town has developed a scope of works for updating both strategic documents.
- Upon approval, the Town will advertise a Request for Quote and appoint a consultant to deliver the scope of works.

Background

1. The Town of Victoria Park's Integrated Movement Network Strategy (IMNS) and Parking Management Plan (PMP) form a key part of the Town's strategic framework. The PMP was developed in 2009 prior to the creation of the Town's first IMNS which was developed in 2013.
2. A review of the IMNS was conducted in 2017 where a multi-criteria assessment was conducted to prioritise the remaining projects listed in the IMNS. No formal review of the PMP has been conducted since it was first developed in 2009.
3. A concept forum undertaken in February 2020 sought information from Elected Members to guide the project and the potential alignment of the two strategic documents, as well as develop scope inclusions. The resultant scope is outlined in the Analysis section below but the following information emerged from the Concept Forum:
 - (a) That the IMNS and PMP should be reviewed together to ensure a cohesive approach.
 - (b) That the IMNS should encourage highly accessible places, with a pedestrian focus with local populations sustaining local businesses. Active transport modes should be prioritised.
 - (c) That the PMP should:
 - (i) Expand on the supply and demand driven dynamic parking management approach resulting from the trial undertaken in 2019.
 - (ii) Explore opportunities for access considering:

- (1) Local planning strategy considerations;
 - (2) Traffic congestion;
 - (3) Alignment to Place Plans;
 - (4) Universal access;
 - (5) Location of parking provision,
 - (6) Pedestrian focused outcomes.
- (iii) Detail economic development options to support local business including demand responsive pricing, loading bays and provided bay types.
- (iv) Outline investment options including:
- (1) Promotion and education of parking management and mode shift opportunities.
 - (2) The investment of parking proceeds in the area in which it's generated and aligned to place improvement plans.
 - (3) Land for future parking needs.
4. The Town is seeking to engage a consultant to update the IMNS and PMP to ensure the future of the Town's movement network and parking supply is strategically aligned. This will help to shape the future of the Town of Victoria Park as an inner-urban community and a thriving place to live, work and play.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	This process reflects best-practice project management for strategy development. Endorsing the scope of the project will ensure Elected Members are fully aware of the process and are able to inform the scope prior to initiating the project.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	An update IMNS and PMP is essential to improving the safety and accessibility of the Towns transport and parking network.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	Creating a sophisticated and up to date IMNS and PMP is the primary method of ensuring the Town is developing and maintaining a safe, interconnected and well-maintained transport network that makes it easy for everyone to get around.
EN03 - A place with sustainable, safe and convenient transport options for everyone.	Achieving this outcome is the key objective for the Integrated Movement Network Strategy.

Social	
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Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	This project will ensure the Town is helping more people move around our community by walking,

Engagement

Internal engagement	
Place Planning	Co-Coordinating the project
Parking	Co-Coordinating the project
Street Improvement	Updating the Integrated Movement Network Strategy is essential as it will inform the work of the Street Improvement team over the coming years.

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	The appointed consultant may require additional time to complete the project as scoped which may result in part of the budget to be carried forward.	Unlikely	Minor	Low	Low	Any project delays will be identified early and considered in all available budget review processes if a carry-forward is required.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	The IMNS will impact future infrastructure programs and may require approval from	Possible	Moderate	Medium	Medium	Rigorous stakeholder engagement with the state government's transport

	external parties that disagree with the IMNS.	portfolio will be conducted early to mitigate this risk.
Legislative compliance	Not applicable.	Low
Reputation	Not applicable	Low
Service delivery	Not applicable	Low

Financial implications

Current impact	budget	Sufficient funds exist within the 2020/21 annual budget to address this recommendation.
Future impact	budget	Passing of this motion will lead to the development of an updated Integrated Movement Network Strategy and Parking Management Plan that will produce recommendations for future projects that will have an impact on future budgets. However, this will be subject to council approval of these updated documents at a later date.

Analysis

5. The Town will be engaging an external consultant to complete an update to the IMNS and PMP. The appointed consultant will work with Town staff to ensure key objectives are met.
6. Based on directions of the Strategic Community Plan, best practise Transport and Planning trends and the feedback of Councillors at the February 2020 Concept forum the following Scope has been prepared for the IMNS and PMP review (which is reflected in the resolution for Councils determination):
7. The scope for the IMNS and PMP is outlined below:
 - (a) Create a clear and logical strategy for transport and parking related decision making and business planning via the Town's Place Plans and Corporate Business Plan, which:
 - (i) Provides the detailed strategic direction for the relevant outcomes in the Town's Strategic Community Plan.
 - (ii) Is complimentary and consistent with the Town's other relevant Informing Strategies including (but not limited to) the Draft Local Planning Strategy, Town Planning Scheme No.1 and future Local Planning Scheme. No2, Public Open Space Strategy, Urban Forest Strategy and Land Asset Optimisation Strategy.
 - (iii) Encourages highly accessible places, with a pedestrian focus that encourages local populations that sustain local businesses and make use of local amenity.
 - (iv) Prioritises active transport modes with a focus on achieving public health, economic development and climate change mitigation and adaptation outcomes.

- (v) Adopts a Dynamic Parking Management regime based on user pay, parking bay demand and value.
 - (vi) Provides a clear plan for investing parking surplus invested back into the places where it is generated.
- (b) Adopts a Movement and Place approach to the categorisation of lanes, streets, roads and paths (in line with the state government's proposed movement and place framework) to give clear guidance to the Town to assist with future design and capital works.
- (c) Identifies those major projects that require the Town to advocate to an external body
- (d) Reviews parking requirements as they relate to the Town's planning framework and recommendations for any necessary changes to these requirements to ensure they are appropriately aligned to the Town's strategic transport direction.
- (e) Explore travel demand management initiatives and plans to guide the town in managing travel demand and creating a balanced and sustainable transport network by promoting sustainable transport modes.
- (f) Integrate the Town's Joint Bike Plan as a chapter within the document.
- (g) Reviews the Town's parking management practices and compare with other inner-urban local governments in Perth and Australia.
- (h) Develop clear guidelines for parking treatments and practices that provides a matrix of when to intervene and implement these practices in various scenarios.
- (i) Review the Town's pricing model for parking with intent to extend demand based pricing and its impact on the broader transport network and travel behavior.
- (j) Identify methods for promotion and education the parking management approach and focus on active transport.
- (k) Identification of any land that might be required for future parking needs in collaboration with the Town's Property and Leasing Team.
8. Community consultation will be a required deliverable in the Request for Quote (RFQ) including:
- (a) State government,
 - (b) neighboring local governments,
 - (c) Local business, and
 - (d) Local community.
9. This scope forms part of the RFQ that will be advertised on WALGA e-quotes.
10. Upon completion of the works, an updated draft of the IMNS and PMP will be submitted for Council endorsement in 2021.

Relevant documents

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

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

[Town of Victoria Park Place Plans](#)

12.2 Establishment of the Urban Forest Strategy Implementation Working Group

Location	Town-wide
Reporting officer	Pierre Quesnel
Responsible officer	Natalie Martin Goode
Voting requirement	Simple majority
Attachments	1. Terms of Reference - UFS Implementation Working Group 2020 [12.2.1 - 3 pages]

Recommendation

That Council:

1. Establishes the Urban Forest Strategy Implementation Working Group for the purpose of assisting the delivery of the Urban Forest Strategy via the Implementation Action Plan.
2. Endorses the membership of the group to include the following:
 - a. Up to three Elected Members
 - b. Six community members
3. Advertises the establishment of the Urban Forest Strategy Implementation Working Group, its six community member vacancies and seeks applications from candidates that meet the following criteria:
 - a. Resident or ratepayer of the Town of Victoria Park; and
 - b. A passion for urban greening in the Town of Victoria Park; and
 - c. Commitment to the time and effort required in joining the group; and
 - d. Experience in working in a collaborative manner; and
 - e. Capacity to act as an Urban Forest ambassador; and either:
 - f. Relevant qualification, experience and/or knowledge in Urban Greening; or
 - g. Experience working in a community group or on projects of community benefit.
4. Requests that the Chief Executive Officer presents a further report by December 2020 back to Council with a recommendation on community member appointments in line with point 3 above.

Purpose

To form a new Urban Forest Strategy Implementation Working Group that aligns with the recently adopted Policy 101 Governance of Council Advisory and Working Groups.

In brief

- The Urban Forest Strategy Implementation Working Group was formed in December 2019 with the members developing a Terms of Reference that prescribed a 12 month term for the group.
- The group has collaborated with Town staff and provided valuable advice and recommendations on a wide range of UFS implementation activities and processes.
- At the 19 May 2020 OCM, Council adopted Policy 101 Governance of Council Advisory Groups and adopted a motion that Council ratify the appointment of the members of the Urban Forest Strategy

Implementation Working Group and the Terms of Reference of the Urban Forest Strategy Implementation Working Group until the end of their term on 31 December 2020.

- It is proposed that following the expiration of the current group’s term, a new Urban Forest Strategy Implementation Working Group be formed which aligns with Policy 101 Governance of Council Advisory Groups and is based on the above recommended composition and criteria.

Background

1. The Town’s Urban Forest Strategy (the Strategy) was endorsed by Council in September 2018 and sets the aim of increasing the Town’s tree canopy cover from the 10% measured in 2016 to an eventual 20%.
2. Following the Strategy endorsement, an Implementation Action Plan was created in collaboration with community members which set out 41 actions to pursue to achieve the Strategy’s six strategic outcomes.
3. The Strategy and the Implementation Action Plan were community led initiatives and strong community participation and engagement is an expectation for the implementation stage.
4. The Urban Forest Strategy Implementation Working Group has met on 15 occasions since its first meeting on 19 December 2019.
5. These meetings usually include updates from Town staff on the development of activities and processes, collaboration on detailed ideas and concepts for implementation of the actions, and review and recommendation of community proposed urban greening projects.
6. The Urban Forest Strategy Implementation Working Group is not a decision-making body. It collaborates with particular Town staff and suggest ideas and techniques, however its main role is the provision of advice and recommendations on various proposals which helps inform operational decisions by staff.
7. The Terms of Reference of the current group is ratified until the end of the membership term on 31 December 2020. A new Terms of Reference for the 2021 group will be developed by the group following its formation.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The Urban Forest Strategy Implementation Working Group has been a valuable contributor of recommendations and advice that have enabled successful first year of implementation actions and processes.

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

Social	
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Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	The group has built upon the community knowledge base and drawn from local knowledge to guide urban greening in the Town. This has allowed community leaders in this field a direct and meaningful role in guiding the direction and methods employed by the Town.

Engagement

Internal engagement

Urban Forest Strategy Implementation Working Group	The selection criteria and group composition recommended in this report were derived in collaboration with the current Urban Forest Implementation Working Group. The group's recommendation is for two Elected Members and Six community members.
Parks	The report including the criteria and composition of the UFS IWG was review by Parks Technical Officer and Manager of Infrastructure and Operations. The proposal was supported by both officers with no changes suggested.
Governance	The report has been reviewed by the Manager of Governance and has been amended following her recommendations.

Legal compliance

Not applicable.

Risk management consideration

Risk category	impact	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk option rationale actions	treatment and for
Reputation		That high-quality applications for the group are not received.	Moderate	Rare	Low	Low	Strong communications campaign to attract expressions of interest and the option of running an EOI second round if not enough quality applications are received.	
Reputation		Possibility of inadequate or biased recommendations are provided.	Moderate	Rare	Low	Low	Six community members and up to three Elected Members are in the group therefore any	

						potential biases would be diluted. In addition, operational decisions will ultimately be made by Town staff.
Service delivery	The recommendations are not endorsed and delays occur that prevent the December 2020 report on membership. This will leave at least January and February 2021 without a working group.	Minor	Possible	Medium	Medium	In this event, the planning of UFS Implementation activities will continue to ensure implementation delays are not incurred and community guidance will be held off until the group is established.

Financial implications

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

Analysis

8. The first year of the Urban Forest Strategy Implementation Working Group has been highly successful and issue free. Town staff have appreciated the collaborative manner in which the group has functioned and have valued recommendations from the community members.
9. The proposed selection criteria and composition of six community members and up to three Elected Members was the preference of the current working group as stated at its 14 September 2020 meeting.
10. The same selection criteria is proposed for the selection of the 2021 group as was used for the 2020 group with the exception of criteria 'e' of the recommendation.
11. Criteria 'e' has been included following learnings through 2020 of the strong connections members have both within the community and with external agencies, industries and individuals. It has been found that these connections can be drawn upon to achieve the ambitions of the Urban Forest Strategy.
12. Criteria 'e' also recognises group members as "community champions" that are trusted and respected within the community. By utilising group members in a community interface capacity, communications can be enhanced in terms of reach and impact. This also continues the "for the community, by the community" approach the Urban Forest Strategy has gained a reputation for.
13. The Urban Forest Strategy Implementation Working Group is one of the approaches that contributes to the Town's Urban Forest Strategy's being viewed as best practice in community led urban greening as evidenced by the recent state and nation wide media exposure it has received.

14. The re-establishment of this group ensures the local community are involved in the operational processes that deliver the strategy.

Relevant documents

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

12.3 Mindeera Advisory Group and Access and Inclusion Advisory Group Membership

Location	Town-wide
Reporting officer	Maryanne Martino
Responsible officer	Alison Braun
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. CONFIDENTIAL - Submission Receipt- Asile Wong [12.3.1 - 4 pages] 2. CONFIDENTIAL - Submission Receipt- Petrina Scott [12.3.2 - 1 page] 3. CONFIDENTIAL - Submission Receipt- Dylan Collard [12.3.3 - 1 page] 4. CONFIDENTIAL - Submission Receipt- Kelsi Forrest [12.3.4 - 1 page] 5. CONFIDENTIAL - Submission Receipt- Wanjie Song [12.3.5 - 2 pages] 6. CONFIDENTIAL - Submission Receipt- Xanthe Shaw [12.3.6 - 2 pages] 7. CONFIDENTIAL - Submission Receipt- Flavia Pardini [12.3.7 - 2 pages] 8. CONFIDENTIAL - Submission Receipt- Hannah Mc Glade [12.3.8 - 1 page] 9. CONFIDENTIAL - Submission Receipt- Trevor Vaughan [12.3.9 - 1 page] 10. CONFIDENTIAL - Submission Receipt- Veronica Forrest [12.3.10 - 1 page]

Recommendation

That Council:

1. Appoints the following persons to the Mindeera Advisory Group available community member positions:
 - a. Kelsi Forrest
 - b. Veronica Forrest
 - c. Trevor Vaughan
 - d. Dyland Collard
 - e. Wanjie Song
 - f. Xanthe Shaw
 - g. Flavia Pardini
 - h. Hannah McGlade
2. Appoints no more than three elected members to the Mindeera Advisory Group.
3. Appoints the following persons to the Access and Inclusion Advisory Group available community member positions:
 - a. Petrina Scott
 - b. Asile Wong
4. Requests that the Chief Executive Officer presents a further report back to Council by the December 2020 Ordinary Council Meeting with its proposed terms of reference for the Mindeera and the Access and Inclusion Working Group.

Purpose

To formally appoint the recommended applicants for the Mindeera Advisory Group and the Access and Inclusion Advisory Group.

In brief

- At the 18 August 2020 Ordinary, Council resolved:

That Council:

- 1. Appoints Murray Masters to one of the Mindeera Advisory Group available community member positions*
- 2. Appoints the following persons to the Access and Inclusion Advisory Group available community member positions:*
 - a) Kim Ellis*
 - b) Merilyn Adamson*
 - c) David Vonsnacos*
 - d) Pauline Foster*
 - e) Shirley Barnes*
- 3. Notes that the following officers have been appointed to the Mindeera Advisory Group:*
 - a) Coordinator Community Development*
 - b) Aboriginal Engagement Officer Community Development*
- 4. Notes that the following officers have been appointed to the Access and Inclusion Advisory Group*
 - a) Coordinator Community Development*
 - b) Community Inclusion Officer Community Development*
- 5. Appoints Cr Luana Lisandro and Cr Claire Anderson to the Access and Inclusion Advisory Group.*
- 6. Requests that the Chief Executive Officer re-advertises for expressions of interest for the Mindeera Advisory Group and Access and Inclusion Advisory Groups to seek applications from candidates that meet the following criteria:*
 - a) Mindeera Advisory Group criteria*
 - i. Embedding Aboriginal and Torres Strait Islander perspectives into Town wide operations and initiatives*
 - ii. Experience in developing locally appropriate reconciliation initiatives*
 - iii. Experience in policy development and community consultation*
 - iv. Willingness to improve access and engagement for Aboriginal and Strait Islander employees, clients and community members*
 - v. Resident of the Town of Victoria Park*
 - b) Access and Inclusion Advisory Group criteria*
 - i. Embedding Disability, Access and Inclusion perspectives into Town wide operations and initiatives*
 - ii. Experience in developing locally appropriate access and inclusion initiatives*
 - iii. Experience in policy development and community consultation*
 - iv. Willingness to improve access and engagement for people with disability*
 - v. Resident of the Town of Victoria Park*
- 7. Requests that the Chief Executive Officer presents a further report to Council by October 2020 for the purpose of appointing additional community members to the Mindeera Advisory Group and Access and Inclusion Advisory Groups.*
- 8. Requests that the Chief Executive Officer presents a further report back to Council by the December 2020 Ordinary Council Meeting with its proposed terms of reference.*

- An expression of interest for membership to the Mindeera Advisory Group and the Access and Inclusion Advisory Group opened on 3 September 2020 and closed 5pm Thursday 17 September 2020.
- The Town received eight applications for the Mindeera Advisory Group and two applications for the Access and Inclusion Advisory Group.
- The Town recommends the appointment of:
 - a. Eight members to the Mindeera Advisory Group; and
 - b. Two members to the Access and Inclusion Advisory Group.

Background

1. At the 18 August 2020 OCM, the Town recommended the appointment of one member to the Mindeera Advisory Group and five members to the Access and Inclusion Advisory Group, this recommendation was endorsed by Council.
2. Due to low membership applications a second expression of interest seeking applications for the Mindeera Advisory and Access and Inclusion Advisory Groups was endorsed by Council. The second round opened on 3 September 2020 and closed 5pm Thursday 17 September 2020.
3. The expression of interest was advertised via the below platforms:
 - a. Town’s social media pages: Facebook, LinkedIn;
 - b. Town’s website;
 - c. Southern Gazette;
 - d. Town’s two public notice boards; and
 - e. Notifications sent to existing members.
4. Additional advertising and information was directed to service providers and organisations within the Town including VisAbility, South West Land and Sea Council and the Wirrpanda Foundation to inform of the current membership opportunity within the Town’s Mindeera and Access and Inclusion Advisory Groups.
5. At the close of the second round of expression of interest for membership a total of eight applications for the Mindeera Advisory Group and two for the Access and Inclusion Advisory Group were received.
6. All applications met the required criteria and have been recommended for council endorsement.

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 members have an opportunity to engage and provide expert advice on plans and strategies that have an impact on them and the broader community.

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	Town plans and strategies are community led and driven.

S03 - An empowered community with a sense of pride, safety and belonging.	Community members have an opportunity to actively participate in the delivery of Town plans and strategies.
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	Community members feel engaged and that their expert advice is trusted and acted upon.

Engagement

Internal engagement

Communications	Support to deliver the expression of interest round.
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External engagement

Stakeholders	Community
Period of engagement	First Round: Friday 24 July 2020 to Friday 7 August 2020 Second Round: Thursday 3 September 2020 to Thursday 17 September 2020
Level of engagement	1. Inform
Methods of engagement	Written submissions
Advertising	Town's website Social media – Facebook and LinkedIn Southern Gazette Town public notice boards Email
Submission summary	Mindeera Advisory Group – 9 Access and Inclusion Advisory Group – 7
Key findings	The second round of nomination was successful

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.					

Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Not applicable.					
Reputation	Negative impact if members not appointed to offer a broader community view.	Moderate	Likely	High	Low	Membership advertised on a variety of platforms and environments to attract a broader community view and meet the outlined membership criteria.
Reputational	Risk the RAP and DAIP will not be delivered due to lack of community consultation.	Moderate	Likely	High	Low	Members that recommended to be endorsed are given clear guidance from Town officers to progress the deliverables of the DAIP and RAP
Service delivery	Not applicable.					

Financial implications

Current budget impact	Sufficient budget exists in the 2020/21 annual budget.
Future budget impact	Nil.

Analysis

- In review of the applications submitted to the Town, in line with Policy 101 Governance of Council Advisory and Working Groups and the outlined criteria for membership, Town officers assessed all applicants and confidently advise all applicant submissions met the required criteria.

8. The Town's recommendation for the Mindeera Advisory Group and Access and Inclusion Advisory Group are outlined in the below table.

Recommended

Mindeera Advisory Group	Access and Inclusion Advisory Group
Round 2 Kelsi Forrest	Round 2 Petrina Scott
Round 2 Veronica Forrest	Round 2 Asile Wong
Round 2 Dylan Collard	
Round 2 Wanjie Song	
Round 2 Xanthe Shaw	
Round 2 Flavia Pardini	
Round 2 Hannah McGlade	
Round 2 Trevor Vaughan	

Endorsed Members

Mindeera Advisory Group	Access and Inclusion Advisory Group
Round 1 Murray Forrest	Round 1 Kim Ellis
	Round 1 Marilyn Adamson
	Round 1 David Vonsnacos
	Round 1 Pauline Foster
	Round 1 Shirley Barnes

9. The Chief Executive Officer will present a further report back to Council by the December 2020 Ordinary Council Meeting with its proposed terms of reference for the Mindeera and Access and Inclusion advisory groups.
10. The Town is committed to working with community to continue to empower and involve them by developing stronger, relevant meaningful opportunities. It is important for the Town to build trust and respect within Aboriginal engagement and access and inclusion for the community.

Relevant documents

[18 August 2020 Ordinary Council Meeting](#)

Policy 101 Governance of Council Working Groups

12.4 Petition - Burswood Station East

Location	Burswood
Reporting officer	Mathew Owens
Responsible officer	Alison Braun
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council:

1. Writes to the Honorable Rita Saffioti MLA, Minister for Transport and Planning and the Acting Chief Executive Officer Public Transport Authority requesting site upgrades to the Burswood Train Station.
2. Notes the Town will communicate the endorsed Place Plans to all petition signatories and submitters.
3. Notes the Mayor writes to Mr Cross to thank him for his efforts and inform him of the endorsement of the Place Plans, and letter to the Minister and A/CEO of the Public Transport Authority.

Purpose

This report is responding to a petition received at the Ordinary Council Meeting on 18 August 2020.

In brief

- The Town prepared Place Plans and distributed them for comment earlier in the year. Residents of Burswood Station East responded positively to the Place Plans for their area and asked the Town how they could help see these Plans implemented.
- Mr. Cross, a local resident, gathered community support from residents and visitors to Burswood Station East and sent it to Council as a petition.
- The Town is undertaking several actions to address the concerns in Mr. Cross' submission as endorsed in the Place Plans at the Ordinary Council Meeting 15 September 2020.
- An extra action, writing to the Minister for Transport and the A/CEO of the PTA, is recommended in response to the petition.

Background

1. On 18 June 2020 the Town released its Place Plan documents to the community for consultation via YourThoughts.
2. Key stakeholders within Burswood Station East engaged with the Town to show their support for the inclusion of upgrades to the area, and expressed their eagerness to assist in the process where possible.
3. Burswood Station East is defined as the area just east of Burswood Train Station bound by Goodwood Parade, Great Eastern Highway, and the Graham Farmer Freeway.
4. Town Officers provided advice to the motivated residents of Burswood Station East on the best way to show support for the Place Plans, including supplying feedback and encouraging other community members to show support via the YourThoughts platform.

5. Mr. Cross is a local resident who was in support of the Place Plan actions relating to Burswood Station East.
6. Mr. Cross set up several petition stations at businesses in Burswood Station East asking for signatures to show support for the Place Plans. The petitions request was:

On behalf of the wider community, we are seekign support from the local council (Town of Victoria Park) to create a more safe and happy environment for residents, business owners and visitors to the Burswood Peninsula precinct. We believe by introducing better lighting and increased security patrols/presence, members of the community will be made to feel more secure when patronising the neighbourhood.

7. 207 signatures were gathered on hardcopy forms, and 135 hardcopy responses to the Towns YourThoughts consultation were submitted.
8. Council received the signed petition documents, hardcopy YourThoughts responses, and letter from Mr. Cross at the Ordinary Council meeting 18 August 2020.
9. The number of verifiable electors on the petition was 9.
10. Council endorsed the Place Plans at the Ordinary Council Meeting 15 September 2020.
11. The Town has been advocating to the Public Transport Authority (PTA) for site upgrades since 2005 as part of the Burswood Station precinct development review. In 2019 the Town provided feedback to the PTA on concept design options for the station upgrade.
12. More recently, the Town has discussed the need for more immediate minor improvements to the Burswood Station area as part of METRONET Level Crossing Removal project discussions.

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.	Responding to the petition submitter and all signatories will display authentic engagement with the community.
CL07 - People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.	A timely response with clear actions in response to a petition will provide confidence to the community that the Town values community feedback.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	The letter will advocate for an improved Burswood Station, with improvements to cleanliness, safety and accessibility.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	The suggested improvements in the letter will advocate for a well-maintained Burswood Train Station.
EN03 - A place with sustainable, safe and convenient transport options for everyone.	The suggested improvements in the letter will advocate for a safe Burswood Train Station.

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	Improvements to this area in response to community led action will empower the community to take further action and feel proud and connected to their local area.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	Feedback on Town interactions with PTA regarding Burswood Train Station upgrades and METRONET.
Community Development	Feedback on safety issues around Burswood Train Station, and previous work with local residents around Burswood Train Station.
Governance	Feedback on legal compliance with a submitted petition.

Legal compliance

[Town of Victoria Park Meeting Procedures Local Law – Clause 35](#)

Risk management consideration

Risk category	Impact	Risk description	event	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk option rationale	treatment and for actions
Financial		Not Applicable							
Environmental		Not Applicable					Medium		
Health and safety		Not Applicable					Low		
Infrastructure/ ICT systems/ utilities		Not Applicable					Medium		
Legislative compliance		Not Applicable					Low		
Reputation		Town takes no action on the submitted petition, resulting in mistrust and lack of faith in		Minor	Almost Certain	High	Low	Engage and communicate with the petition submitter and the community	

	the Town.	members who signed the petition. Send the concerns of the community onto the relevant agencies via letter from the Mayor.
Service delivery	Not Applicable	Medium

Financial implications

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

Analysis

13. Town Officers have been working directly with groups and residents of Burswood Station East regarding specific operational matters as well as strategic plans such as the Place Plans and development of Local Planning Policy 40 – Burswood Station East Precinct and the associated public realm concepts.
14. The residents of Burswood Station East are motivated to support the Town to implement improvements in their local area. Town Officers have a positive working relationship with these groups and residents.
15. Now that the Place Plans have been endorsed by Council the Town can begin actively working to implement and report on progress for the Place Plan actions to both Council and the involved community.
16. The Town will directly communicate the endorsed Place Plans to all signatories and responders submitted as part of the petition and thank them for their support
17. The Town is also planning for the delivery of public realm improvements in Burswood Station East. A series of “street typologies” have been defined in the draft Framework, and a concept plan has been prepared for each street type. Public consultation for the draft Framework closed on 7 September 2020 and it is on schedule to be finalised by the close of the 2020/21 financial year. In anticipation, the Town is currently undertaking detailed design for the “Urban Avenue” street typologies (which includes the portion of Goodwood Parade adjacent to the Burswood Station) with the expectation that these will be constructed in the short-term.
18. Mr. Cross’ letter focuses specifically on Burswood Train Station and upgrading this facility. The Town has implemented minor improvements to this area including installing lighting and CCTV cameras in 2012 utilising commonwealth grant funding, and installing a Principle Shared Path (PSP) which included pavement and more lighting infrastructure. The Town has also entered into a maintenance agreement with the PTA regarding upkeep of the PSP and some surrounding land.
19. The Public Transport Authority is responsible for Burswood Train Station and the rail reserve. The last update the Town has from the PTA about Burswood Train Station is that no immediate upgrade works

are planned, due to longer term planning underway. The PTA have indicated the Burswood Station Upgrade Project remains in progress but is separate from the METRONET project and no funding has been committed for implementing the upgrade.

20. The works that the Town would like to see implemented in the immediate term at Burswood Train Station include minor landscaping works in the rail reserve (in particular between the station and Goodwood Parade), additional lighting upgrades through this area, some visual upgrades including turf and tree planting, and access control including bollards to stop vehicles being able to access this land. These works are not considered expensive or onerous by the Town, and could be completed in a reasonable timeframe with significant positive impacts to the local area.
21. A letter to the Minister for Transport and the PTA has been drafted for Council's consideration and endorsement to be signed by the Mayor as an added advocacy action to aid the residents and community surrounding Burswood Train Station.

Relevant documents

Not applicable.

12.5 Covid-19 Action Plan Edition Two Rev B

Location	Town-wide
Reporting officer	Ellie Van Rhyn
Responsible officer	David Doy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. COVID 19 Response Strategy and Action Plan Edition Two [12.5.1 - 25 pages]2. COVID 19 action scoping document Gallipoli St Local Centre [12.5.2 - 6 pages]3. COVID 19 action scoping document Night Markets [12.5.3 - 6 pages]

Recommendation

That Council endorses the COVID-19 Response Strategy and Action Plan Edition Two, as attached.

Purpose

To present two additional projects (Gallipoli Street Local Centre Upgrade and Night Markets) for inclusion in the COVID-19 Action Plan.

In brief

- At the Special Council Meeting on 7 May 2020, Council adopted the COVID-19 Response Strategy "Restart Vic Park". The Strategy provides a series of objectives for recovery and establishes the need to prepare and deliver a COVID-19 Action Plan.
- The COVID-19 Action Plan is a dynamic document overseen by the COVID-19 Response Working Group (CRWG). The COVID-19 Action Plan details the actions the Town will undertake to achieve the objectives of the COVID-19 Response Strategy. The COVID-19 Action Plan will be updated regularly as the recovery process evolves and new actions and projects are identified.
- Two additional projects have been identified for inclusion in the COVID-19 Action Plan.

Background

1. At the Special Council Meeting on 7 May 2020, Council adopted the COVID-19 Response Strategy "Restart Vic Park". The Strategy provides a series of objectives for recovery and establishes the need to prepare and deliver a COVID-19 Action Plan. The COVID-19 Action Plan is a dynamic document overseen by the COVID-19 Response Working Group (CRWG). The COVID-19 Action Plan details the actions and projects that the Town will implement to achieve the objectives of the COVID-19 Response Strategy.
2. The COVID-19 Action Taskforce (CAT, previously Economic and Social Recovery Taskforces) has prepared a process to manage the ongoing reviewing, updating and implementing of the COVID-19 Action Plan. The process comprises the following steps:
 - (a) Ideas for projects and actions are drawn from a variety of sources and collated on a Master List.
 - (b) The CAT prepares a quantitative score to measure alignment of ideas with the COVID-19 Response Strategy and facilitates a workshop to select a shortlist of Priority Projects.

- (c) Priority Projects are assigned a "Project Champion" who undertakes a project scoping exercise using a standard template. The Project Champion will assess whether there are sufficient resources to implement the project and whether the project is likely to achieve recovery outcomes.
 - (d) The CRWG reviews the Priority Project documentation, including recommendations from the Project Champions, and endorses which projects should be included in the COVID-19 Action Plan.
 - (e) The COVID -19 Action Plan is updated by a resolution of the Council.
3. The Master List, which contains all ideas for recovery projects, is managed by the CAT and includes projects sourced from:
 - (f) Elected Members and the CRWG;
 - (g) Town staff;
 - (h) Community feedback, including the Restart Vic Park Community Impact Survey;
 - (i) The Economic Impact and Opportunity Assessment; and
 - (j) The Business Advisory Group.
 4. The COVID-19 Action Plan project process is likely to be repeated every two months, with each cycle being dubbed a "Round". It is still possible for Council to make amendments to the COVID-19 Action Plan between Rounds should an exceptional need or opportunity present. The Round process will facilitate the steady flow of well-planned, responsive projects for potential inclusion in the COVID-19 Action Plan that is anticipated by the COVID-19 Response Strategy.
 5. At the Ordinary Council meeting on 18 August 2020, the COVID-19 Action Plan Edition One was endorsed by Council.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The COVID-19 Action Plan provides a comprehensive list of projects that have been scoped, budgeted, assessed for alignment with recovery objectives, and endorsed by the CRWG. The COVID-19 Action Plan will guide implementation of projects to achieve the recovery objectives in the COVID-19 Recovery Strategy. The dynamic approach to maintaining the document will ensure that its content evolves throughout the recovery process and allows for ongoing monitoring of project resourcing and timing.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The COVID-19 Action Plan provides a high-level framework for approving spending of COVID-19 recovery funds. Projects must be endorsed by the CRWG and updates to the COVID-19 Action Plan document approved by Council.

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 additional projects proposed for inclusion in the COVID-19 Action Plan are empowering

	businesses, supporting their innovative endeavours and providing the opportunity for exposure to both the local and wider Perth community.
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Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	All members of our community regardless of age, gender, ethnicity or physical ability have an opportunity to participate in both projects proposed through this recommendation. The Town has an opportunity to champion and celebrate diversity.

Engagement

Internal engagement

COVID-19 Response Working Group (CRWG)	Both projects for inclusion in the COVID-19 Action Plan have been presented to CRWG for feedback and support. Both projects received CRWG support.
COVID-19 Action Taskforce (CAT)	Through the regular CAT meetings, the two additional projects for inclusion into the COVID-19 Action Plan were discussed and supported.
Place Planning	The Place Planning team have been engaged on both projects and are aware of the opportunities available to the businesses in the Town.
Parks / Engineering / Urban Forest	The Parks and Engineering (drainage/street improvement) teams have provided advice on design, budget and drainage constraints. The Urban Forest team has provided advice on design and budget.
Community Development	The Community Development team have been engaged on the Night Markets project and have confirmed their involvement.

Gallipoli Street - External engagement

Initial Engagement	<p>Lathlain business traders and several residents were engaged in November 2019 to discuss formation of a town team in Lathlain which raised the upgrade of the Gallipoli Street local centre as a key priority. The centre suffers from low foot traffic, an outdated public realm, lack of street furniture and unkept open space area in front of the sump.</p> <p>The Gallipoli Street traders were engaged again in March 2020 at an on-site meeting to generate ideas for the design of the micro-park and street furniture.</p>
Future Engagement	The project will include further engagement with the wider community to seek feedback on two alternative designs for the micro-park. This will be done through an on-site pop up information stall, social media and information displayed on the Town's Your Thoughts engagement platform.

Night Markets - External engagement

Initial Engagement	Consultation undertaken to develop the 2019/2020 Event Calendar highlighted a community desire for markets within the Town. Many participants in the consultation discussed the need for a return of the Friday Night Hawkers Markets which were previously managed by an external provider.
Future Engagement	The staged approach of the proposed project ensures that the community is engaged in the development of the markets and encourages local businesses to be involved with the project.

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	These projects reduce the remaining budget available for future recovery projects.	Minor	Almost certain	Medium	Low	ACCEPT risk and undertake the two projects.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	There is little uptake from local businesses and the community to take part in these projects.	Moderate	Possible	Medium	Low	TREAT risk by proactively reaching out to the community when the opportunities arise and making it as simple as

						possible for them to be involved.
Reputation	Negative perception from community for spending funds on a temporary micro park.	Minor	Unlikely	Low	Low	ACCEPT While the micro park will be designed as temporary, there are no plans to upgrade the sump within the next five years, other than as required following a significant storm event.
Service delivery	Town staff do not have the capacity to manage these projects	Minor	Unlikely	Low	Low	TREAT risk by planning and programming projects to be delivered with achievable timeframes and scope.

Financial implications

Current budget impact	<p>Sufficient funds exist within the annual budget to address this recommendation.</p> <p><u>Night Market:</u> \$36,000 funded through the COVID-19 Recovery budget.</p> <p><u>Gallipoli Street Local Centre Upgrade:</u> \$19,500 funded through the COVID-19 Recovery budget. \$23,000 funded through the Urban Forest budget. \$10,000 funded through the pedestrian infrastructure budget. \$1,000 proposed to be applied for through a place grant.</p>
Future budget impact	Maintenance of the micro-park will incur a cost of approximately \$3,900 per year that will be requested through the mid-year budget review by the Manager of Parks.

Analysis

- Two additional projects have been identified for inclusion in the COVID-19 Action Plan as they have been assessed as contributing to the recovery objectives within the COVID-19 Response

Strategy. These projects have been discussed at the CAT and presented at CRWG for feedback. Both projects were supported for inclusion in the COVID-19 Action Plan. Both are capable of being resourced and funds are available from the COVID-19 Recovery budget. The two project scoping documents are included as attachments to this report.

7. The two projects identified for inclusion into the COVID-19 Action Plan are:
 - (a) **Gallipoli Street Local Centre Upgrade**: an upgrade to the local centre, including the public realm in front of the shops, and the creation of a temporary micro park at the front of the neighbouring sump. The aims for this project are:
 - i. To attract greater custom and community activity within the local centre through upgrade to the public realm and creation of a micro park.
 - ii. To seed the formation of a place-based group by bring businesses and community together through the project.
 - (b) **Night markets**: a pilot program of market events to activate public spaces within the Town. A consultant will undertake a two stage approach to the project delivery to ensure local businesses are supported and involved in the delivery. The aims for this project are:
 - i. Encourage community events to enliven public spaces within the Town of Victoria Park.
 - ii. Encourage residents and visitors to come back to enjoying these public spaces.
 - iii. Support local businesses and diversify the available market.
8. As the aims of these two projects align to the COVID-19 Response Strategy, both have been included in the COVID-19 Action Plan Edition Two, as attached to this report.
9. If the COVID-19 Action Plan Edition Two is endorsed there will be further communication with the community on their involvement with these two projects.

Relevant documents

Not applicable.

13 Chief Operations Officer reports

13.1 Organisation KPI - Future Organisational Needs - Project Mandate

Location	Town-wide
Reporting officer	Jack Bidwell
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	1. Pre-project Proposal - Future Organisational Needs [13.1.1 - 14 pages]

Recommendation

That Council mandate the pre-project proposal for Organisation KPI 4b - Future Organisational Needs.

Purpose

The purpose of this report is to seek a mandate from Council to undertake the Future Organisational Needs project as per the pre-project proposal in attachment 1.

In brief

- Following the identification of the Organisation KPIs, the Town has prepared a pre-project proposal for Organisational KPI 4b - Future Organisational Needs.
- The pre-project proposal outlines the need and purpose of this project, what is included and not included in the scope, the objectives, outcomes, and outputs, as well as project scheduling and strategic alignment.
- Following the mandate of the pre-project proposal, the Town will undertake the scope of works to deliver a report to Council outlining the options for a future business case for the Town's Administrative and Civic functions and locations.

Background

1. In 2019, in order to inform the Town's Strategic Asset Management Plan and Long Term Financial Plan for 99 Shepperton Road, the Town engaged NS Projects to complete a building condition assessment of the facility. The following strategic findings and recommendations were provided:
 - (a) The Administration Building is beginning to show signs of age. The assessment suggests that the building components are generally within the last 40-45% of their useful lives. If an ongoing asset renewal plan were not put in place and the building left unmaintained, the building will quickly become physically obsolete.
 - (b) The current space does not fully meet the needs of the Town with many existing shortfalls (meeting spaces, council chambers, parking). Long term (10-15 years), the building is likely to be functionally obsolete for Town use.
 - (c) To this end, the Town should further consider alternative sites, either currently held or freehold purchase, to base their administration function. Alternatively, the Town could redevelop the existing site with a more appropriately designed building for their ongoing use.

(d) Maintaining the Administration Building, in line with the identified renewal programme, will benefit the Town in the short term whilst enabling a more readily saleable asset in the long term, should an alternate site be selected as the long-term base for the administration function.

2. Following the building condition assessment recommendations, the Town has also been progressing the Workforce Plan to strategically outline how the Town's workforce will meet the population growth in the medium-term future. This growth, paired with significant workplace operations changes resulting from COVID-19 has identified the need for a holistic review and options analysis for the Town's future administration and civic service delivery model and location/s.
3. The Town has also identified 99 Shepperton Road in the Town's Land Asset Optimisation Strategy as a key site with the potential for redevelopment. There is a need for the Town to explore the highest and best use of the site.
4. Each year a series of Organisation KPIs, aligned to the Town's Strategic Community Plan objectives, are endorsed by Council. These KPIs are implemented and reported on through the Corporate Business Plan.
5. Following the 2019 Building Condition Assessment recommendations Organisational KPI 4b was identified.

(e) "Organisation KPI 4b – Future Organisational Needs" requests that the Town present a report to Council by June 2021 outlining the options for a future business case for the Town's Administration and Civic functions and location/s.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	The project has been identified by Council to deliver against CL08. The outputs of the project will allow Council to make informed and strategic decisions for the future of administration and civic functions that currently operate from 99 Shepperton Road, Victoria Park.

Engagement

Internal engagement	
Project Management Office	Prepared the pre-project proposal, facilitated the scoping workshops, and prepared this report
Elected Members	Input into project scoping, mandating the pre-project proposal
C-Suite	Input into project scoping, endorsement of the pre-project proposal
Business Services	Input into project scoping
Place Planning	Input into project scoping
Asset Management	Input into project scoping

People & Culture	Input into project scoping
Finance	Input into the financial implications of this report

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not adopting the budget required for the project will result in the Town being unable to deliver on the proposed scope of works.	Minor	Possible	Medium	Low	TREAT risk by identifying available funds to deliver this project and listing for Council consideration in the Quarterly Budget Review.
Health and safety	Not undertaking this scope of works may result in health and safety impacts on staff, Elected Members and the community by not planning for long term sustainability of the building.	Insignificant	Unlikely	Low	Low	TREAT risk by undertaking the project scope of works and presenting options for the future of administration & civic functions and location/s as well as preparing a renewal plan for the interim.
Infrastructure/ ICT systems/ utilities	Not undertaking this scope of works will limit the Town's ability to plan for required infrastructure/systems/utilities to prevent failure or disruption of services.	Major	Almost Certain	Extreme	Medium	TREAT risk by undertaking the project scope of works to ensure that a renewal plan is in place along-side a plan for the long-term future of the assets at 99 Shepperton Road.
Legislative compliance	Not undertaking this scope of works may result in the	Minor	Possible	Medium	Low	TREAT risk by undertaking project scope of

	Town not complying with future legislation relating to building or workplace standards					work to ensure the building accounts for current legislation and future plans incorporate updated policies.
Service delivery	Not undertaking this scope of works may impact the Town's ability to deliver services to the full potential for a growing population.	Major	Likely	High	Medium	TREAT risk by undertaking project scope of works to ensure the Town has a plan for the future services provided by administration and civic functions at 99 Shepperton Road.

Financial implications

Current budget impact	<p>Insufficient funds in the current 2020/21 annual budget exist. A budget amendment of \$60,000 has been listed for consideration in the Quarterly Budget Review.</p> <p>Subject to approval this amount will be utilised to deliver the first phase of the project – a report to Council outlining options for a future business case.</p>
Future budget impact	It is anticipated that further funds will be required to deliver the second phase of the project – a detailed business case outlining the preferred option. These funds will be requested in the 2021/22 Annual Budget.

Analysis

6. To ensure the successful delivery of this project the Town has prepared a pre-project proposal for mandate using the Town's Project Management Framework.
 - (f) The pre-project proposal is a scoping document that allows the Project Manager to identify the key information required to successfully deliver the project.
 - (g) Once the pre-project proposal is mandated it becomes the baseline for the project and all subsequent project stages are developed from the information in this document.
 - (h) The pre-project proposal is the first stage in the Town's Project Management Framework and is used to inform the Business Case (next stage).
7. The project is proposed to include all functions and their associated requirements currently delivered by the Town from 99 Shepperton Road, Victoria Park for the purposes of civic, customer service or administration service delivery. It will also include the functions and their associated requirements of the Parking and Rangers service area located at 6-8 Kent Street, East Victoria Park.

8. The project will not assess any Town services or functions that operate outside of 99 Shepperton Road (excluding Parking & Rangers) and will not include any services or functions operated by external providers.
9. The project is proposed to be delivered over two phases through the following work packages:
10. Phase 1
 - (a) Baseline assessment of current workforce (including but not limited to workforce movements, layout, building use & operational requirements, in office/out of office staff distribution)
 - (b) Future workforce assumptions (aligned to the Workforce Plan)
 - (c) Development of a multi-criteria assessment tool (MCA)
 - (d) Assessment of each future service delivery option using MCA
 - (e) Elected Member workshop
 - (f) Options report presented to Council.
11. Phase 2
 - (a) Business Case development
 - (b) Business Case with preferred option presented to Council.
12. The proposed options to be modelled are:
 - (i) Remain at 99 Shepperton Road
 - (j) Integrate into the Macmillan Precinct Masterplan
 - (k) Integrate into the Aqualife Masterplan
 - (l) Relocate to an alternative location (single building only) and
 - (m) Relocate to an alternative location (decentralisation model).
13. Each of the proposed options includes a series of sub-options within each option that will be analyzed through the MCA. These can be seen on page 4 of attachment 1.
14. The completion of this project will provide the Town with a comprehensive understanding of its future workforce planning needs and assumptions, the impacts of its future location, and will help better inform the updated Local Planning Scheme.
15. The project currently has no allocated budget in the 2020/21 Annual Budget and will require a budget amendment to undertake the scope of works. This amendment has been included in the Quarterly Review for consideration by Council alongside this report.
16. Several assumptions, dependencies, and associated documents have been assessed and included in the pre-project proposal to outline upfront requirements for this scope of works to proceed as proposed.

13.2 Amendment (Advertising Signs on Throughfares) Local Law 2020

Location	Town-wide
Reporting officer	Liam O'Neill
Responsible officer	John Wong
Voting requirement	Absolute majority
Attachments	1. Amendment (Advertising Signs on Throughfares) Local Law 2020 [13.2.1 - 9 pages]

Recommendation

That Council gives notice that it intends to make the *Amendment (Advertising Signs on Throughfares) Local Law 2020*, as at attachment 1, which will amend the *Town of Victoria Park Activities on Throughfares and Trading in Throughfares and Public Places Local Law 2000*, in accordance with section 3.12 of the *Local Government Act 1995*.

Purpose

To amend the *Town of Victoria Park Activities on Throughfares and Trading in Throughfares and Public Places Local Law 2000* to more easily display advertising signage on a footpath to reduce "red tape" for local businesses.

In brief

- Signage and advertisements on thoroughfares are restricted under Part 3 and Schedule 1 of the *Town of Victoria Park Activities on Throughfares and Trading in Throughfares and Public Places Local Law 2000*.
- Following applications to the Town for advertising on thoroughfares with subsequent professional legal advice, it appears that the current law may be overly restrictive in relation to advertising on thoroughfares, especially in relation to the distance required from the road for the sign to be displayed.
- Following closer consideration, and in an effort to reduce "red tape" for local businesses it is proposed to remove the requirement for a permit for portable signs and reduce the distance that an advertising sign is required to be from a road.
- The amendments proposed are based upon the relevant clauses within the *City of Vincent Local Government Property Local Law 2008*.

Background

1. The Town of Victoria Park as a local government is responsible for the management of ~180km of roads. This management does not just include maintenance but also the management of use of these roads, in the context of state laws. As part of this role, local governments make local laws to manage activities on thoroughfares.
2. The Town currently manages activities on thoroughfares, including the display of advertising signs on thoroughfares through the *Town of Victoria Park Activities on Throughfares and Trading in Throughfares and Public Places Local Law 2000*. Under this local law, a person cannot display, without a permit, any sign that advertises something on a thoroughfare unless it is a portable directional sign.
3. In 2019 this issue was brought to the Town's attention in two cases:

() An application for advertising on phone booths could not be accepted because the phone booth was located within three metres of the carriageway (kerb line) which is currently prohibited under clause 3.2 of the local law.

(a) Businesses displaying "A-frame signs" advertising their business or stating "we're open" with some contention as to whether they could be considered 'portable direction signs' under the local law.

4. Examining nearby local governments' local laws, many have revisited and removed some of the regulations the Town currently has in place. In particular, some local laws such as those at the City of Vincent now make provision for portable advertising signs outside businesses, although a permit is required in Vincent for this to occur.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Recognising that a local law may be out of date and preventing advertising demonstrates sound governance.

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.	Removing "red tape" restrictions on businesses helps promote economic development and a vibrant business strip.

Engagement

Internal engagement	
Stakeholder	Comments
Street improvement	Street improvement are supportive of the proposed amendments.
Assets	Assets are supportive of the proposed amendments if the Town can diversify its revenue income.
Place planning	Place planning are supportive of the proposed amendments as an economic development measure.

Legal compliance

[Section 3.12 of the Local Government Act 1995](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Loss of potential revenue due to overly restrictive local law.	Moderate	Likely	High	Low	Treat risk by amending local law.
Environmental	Not applicable.				Medium	
Health and safety	Potential safety hazard on the footpath as a result of increased advertising signs.	Minor	Possible	Medium	Low	Treat risk by ensuring amended local law contains relevant provisions to protect access to the footpath and safety.
Infrastructure/ICT systems/utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Loss of reputation with businesses as Towns advertising law is seen as overly restrictive.	Moderate	Possible	Medium	Low	Treat risk by amending the local law to allow more signage.
Service delivery	Not applicable.				Medium	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	The Town will receive lose potential revenue from portable street signage which currently attract a \$45 per application fee. Given that there currently are not many applications this would not represent a significant loss. However, there may be increased applications for fixed street signage which would attract different fees. As an example, if the Town were to partner with an advertising

company for fixed illuminated signage, annual revenue could be in the order of \$1500 - \$2500 per sign. Other benefits such as free advertising for Town events or other relevant communication could also be considered.

Analysis

5. Portable street signs such as A-frame signs are common along our key activity centres on Albany Highway, Lathlain Place and Archer Street. Despite how common they are, it's unlikely permits have been issued specifically for portable A-Frame signs as the signs are not a permanent fixture placed within the road reserve. Displaying a sign indicating a business is open is a common aspect of a 'cappuccino strip' such as those we have in our key activity centres. Given the number of signs displayed without a permit demonstrates that businesses are unaware that they require a permit and value the street signs as a means of advertising their business.
6. When Town staff raise the issue of the absence of a permit with business owners, some owners rely on clause 3.2(2) of the current local law, which allows for a portable directional sign to be displayed.
7. The Town's Economic Development Strategy identifies the following outcomes which are related to this matter:
 - (a) Outcome 5.1 - Ensure the Town's regulatory framework remains at the forefront of best practice in relation to other regions of Perth.
 - (b) Outcome 5.4 - Remove unnecessary regulatory barriers, simplify application processes and actively promote improvements to the local business community.
8. The current local law, compared to other inner-city councils, indicates that the Town could emulate more modern interpretations for signage on thoroughfares in some neighbouring councils. The City of Vincent and City of Fremantle make specific provisions for portable advertising signage.
9. This proposal, unlike all other inner-city local governments, would remove the regulatory requirement to have a permit for a portable sign. While consideration has been given to maintaining a permit system for these signs, it is considered that it would be a significant administrative burden to both the Town and business applicants. Instead, the draft amendment sets out a series of conditions on portable street signage, a breach of which constitutes an offence. The law will, once amended, continue to be enforced by Town officers as appropriate with a focus on educating signs owners before pursuing enforcement should their signs fall foul of the law.
10. In addition to portable signage, the proposed amendment reduces the distance required for a fixed advertising sign from the kerb from 3 metres to 0.5 metres. This will enable advertising on phone booths and other roadside objects to be more readily approved. This presents a potential alternative revenue source to the Town by allowing advertising on street objects such as phonebooths.
11. This amendment local law will also revise offences based upon the new provisions with infringements ranging from \$50-250 for an offence, similar to those in the City of Vincent local law.
12. The key clause setting out the conditions for display of portable signs is proposed clause 3.5. These proposed conditions are, that the sign:
 - (a) does not exceed 1,000mm in any dimension;
 - (c) relates only to the business activity of the relevant owner or occupier;
 - (d) is not placed in any position other than;
 - (i) immediately in front of the land, building or part of the building of the owner or occupier; and
 - (ii) is located not closer than 500mm to the kerb;

Ensuring always that a minimum 2m clear and free passage is maintained for persons using the footpath;

- d) is removed each day at the close of the owner or occupier's business conducted from the land, building or part of the building and not be erected, placed or displayed again until the business next opens for trading;
- e) is secured in position in accordance with any requirements of an authorised person;
- f) is not an illuminated sign;
- g) does not incorporate reflective or fluorescent materials;
- h) is not being placed within 100m of any works on the thoroughfare;
- i) is placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person;
- j) is placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing; and
- k) is maintained in good condition.

Relevant documents

[City of Vincent Local Government Property Local Law 2008](#)

13.3 Terms of Reference and name change for the LPRP Project Zone 1 Community and Sport Club Facility Project Advisory Group

Location	Lathlain
Reporting officer	Kevin Cunningham
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	1. 200928 V1 Terms of Reference Lathlain Park Advisory Group REFERRED [13.3.1 - 4 pages]

Recommendation

That Council:

1. Endorse a change of name for the "Lathlain Precinct Redevelopment Project Zone 1 Community and Sport Club Facility Project Advisory Group" to "Lathlain Park Advisory Group".
2. Endorse the Lathlain Park Advisory Group Terms of Reference.

Purpose

The purpose of this report is to present the Advisory Group's proposed Terms of Reference to Council for adoption, in compliance with Policy 101 (Governance of Council Advisory and Working Groups), and for Council to endorse the Terms of Reference.

This report is also to request on behalf of the Advisory Group, that Council endorse a change of the Advisory Group name to Lathlain Park Advisory Group.

In brief

- Council endorsed the creation of this advisory group at the 17 March 2020 OCM (Item 13.2), and the endorsement of its membership at subsequent Council meetings.
- The Council establishment of the Project Advisory Group provided its purpose as supporting and advising the Council with the development of concept plans for the Community and Sport Club Facility.
- A draft "Terms of Reference" was received by Council at the 16 June 2020 OCM (Item 13.4).
- The Advisory Group members held their initiation meeting on 3 September 2020 and considered the Policy 101 template draft Terms of Reference, and the draft Terms of Reference received by Council.
- The Advisory Group proposed amendments to the draft Terms of Reference and a revised Advisory Group purpose and objective was drafted for inclusion in the Terms of Reference.
- The revised draft Terms of Reference were provided to the members for confirmation and feedback and no objections were received.
- The revised draft Terms of Reference form the referred Terms of Reference attached to this report, for Council endorsement.

Background

1. Policy 101 requires at clause 28 - Each group is responsible for drafting its own terms of reference, inclusive of:
 - a. Purpose
 - b. Objective
 - c. Membership including roles and composition
 - d. Meeting procedures including, but not limited to, its general conduct, meeting frequency, administration and other such requirements.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The Advisory Group will contribute to the management of the mandated Project in accordance with the Towns PRINCE2 applied project principles and workflow.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The development stakeholders are cognisant of the external funder contributions and financial constraints for the project in respect to their advice.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The development will provide accommodation that will support community groups and broader activation of the locality.
EC02 - A clean, safe and accessible place to visit.	The development will replace an obsolete, dilapidated, high maintenance, and no longer "fit for purpose" structure.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	The development is supporting an established sporting club with cascading community health and social outcomes, and will provide broad multipurpose and multiuse amenity to the community.

Engagement

Not applicable.

Legal compliance

Not applicable.

Risk management consideration

- This risk management is in respect to the Terms of Reference, and the understanding by the Advisory Group Members of the constraints, limitations and deliverables of the Group

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	The Advisory Group providing advice that is not cognisant of the funding limitation and constraints.	Major	Unlikely	Medium	Low	Mitigation by Officer participants informing of financial impacts of design inputs.
Reputation	The Advisory Group operate in a manner not in accordance with the Terms of Reference	Minor	Possible	Medium	Low	Mitigation by Officer and Elected Member Participants' management of meetings.

Financial implications

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

Analysis

- Members of the Advisory Group were invited to provide input and responses to the draft Terms of Reference, their feedback has been addressed in these proposed Terms of Reference, and the referred draft was shared with them prior to report preparation.

Relevant documents

[Policy 101.](#)

13.4 In principle support of the Orrong Road, Leach Highway to Great Eastern Highway, Expressway Concept developed by Main Roads Western Australia

Location	Carlisle Lathlain Welshpool
Reporting officer	Frank Squadrito
Responsible officer	John Wong
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. PC A-142- Combined-plans [13.4.1 - 2 pages] 2. D 20 22958 Approval Granted - Planning Control Area - 142 Orrong Road [13.4.2 - 4 pages] 3. Main Roads Western Australia - Community feedback dated March 2020 - Orrong Road Planning Study Up [13.4.3 - 3 pages] 4. Main Roads Western Australia - Orrong Road Planning Design Concept - Revision B [13.4.4 - 1 page] 5. D 20 48721 Orrong Road Planning Study response letter from Main Roads WA dated 16 June 2020 [13.4.5 - 9 pages] 6. Orrong Road schematic diagram [13.4.6 - 1 page]

Recommendation

That Council provides "in principle" support for the Main Roads Western Australia Orrong Road Planning Design Concept, Revision B subject to:

- a) Comprehensive detailed traffic impact assessment, considering the local road impacts being submitted to the Town prior to detailed design works being initiated.
- b) Input and involvement by Council's representatives on detailed design outcomes.
- c) Detailed design drawings impacting Council assets shall be submitted and approved by the relevant departments and to the satisfaction of the Town of Victoria Park.

Purpose

For Council to consider and provide "In Principle" support for the current 2020 Concept design prepared by Main Roads Western Australia for the Orrong Road Planning Study (between Great Eastern Highway and Leach Highway).

Background

1. In late May 2019, the Town received formal advice that Main Roads was undertaking a planning study to identify the best solution for upgrading Orrong Road between Great Eastern Highway and Leach Highway.
2. The study recognized that in its current state Orrong Road represented a deficient link in the state's road network. It already operates at capacity in its function of distributing traffic to adjoining freeways and highways and with expected increases to traffic volumes would become inadequate for future operations.
3. Historical planning for this road allowed for the construction of a six-lane highway at ground level. However, it was recognized that in addition to not improving expected travel times, land and funding commitments did not allow for a realistic progression of this concept.

4. A preferred concept to improve the road function was developed and presented to the various municipalities affected by the extent of the road coverage (Town of Victoria Park, City of Belmont, and City of Canning), and community consultation was undertaken between May 2019 and July 2019. This plan allows for a central below ground expressway for the majority of road pavement section of Orrong Road between Great Eastern Highway and Pilbara St, with existing outer road pavement sections to be maintained for the purposes of local road traffic movement.
5. On the 24 July 2019, Council staff from the Place Planning and Street Improvement Business Unit provided Main Roads Western Australia with a letter highlighting the Town's concerns and a request to address the various matters brought to their attention. Further details are contained in the analysis section of this report.
6. Main Roads is now seeking Council endorsement for its concept plan. Please note that there is currently no statutory requirement for Council to endorse the concept plan.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	To consider the planned changes to Orrong Road corridor and impacts on the local transport network.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	Improved travel times and safety for all road users accessing both the regional and local network

Engagement

Internal engagement	
Street Improvement	Numerous comments and a letter dated 24 July 2019 was forwarded to Main Roads WA pertaining to high-level technical considerations. Most of the Town's concerns are detailed in the table under the analysis section.
Place Planning	The concept needs to be cognizant of the objectives contained in the State Governments Strategy for the Perth and Peel @ 3.5 million. Additional detailed comments were also included in the Town's letter to Main Roads WA dated 24 July 2019
Urban Planning	New development applications along Orrong Road will need to consider Planning Control Area 142 showing impacts to landholdings.
Elected Members	Presentations by Main Roads WA representatives were undertaken with Council on the 20 November 2018 and 25 February 2020.

External engagement

Main Roads WA led engagement	In May 2019 Main Roads WA released a website bulletin seeking community input into a planning study to identify the best solution for upgrading Orrong Road, between Leach Hwy in Kewdale and Great Eastern Hwy in Rivervale.
Period of engagement	May 2019 to 22 July 2019
Level of engagement	Consult
Methods of engagement	Online survey on the www.mysaytransport.wa.gov.au webpage and a drop-in information session held on Wednesday 12 June 2019 at the Riversdale Community Centre.
Advertising	Newspaper, social media posts, and letter drop to impacted residents
Submission summary	Main Roads WA received 355 responses from a wide area. 87% supported the Orrong Road Concept and 13% did not support the proposal
Key findings	<p>Main themes from the community feedback included (Main Roads WA led engagement and outcomes)</p> <ol style="list-style-type: none"> 1. High levels of support for the concept, 2. Orrong Road is a critical transport connection for a wide range of residents throughout the southeastern suburbs, 3. Support for maximising tree retention and /or replacement, 4. Significant frustration with current traffic congestion, support for extending the concept to Roe Highway 5. Improved safety and decreased travel times a supported feature. <p>Other features of the concept that are supported</p> <ul style="list-style-type: none"> • 283 responses – Travel time savings for free-flowing traffic on Orrong Road • 212 responses – Enhanced community connectivity across surface level roads • 191 responses – Facilitating public transport between communities across Orrong Road • 201 responses – Minimising land impacts and preserving residential property • 227 responses – improved community amenity, safe crossing opportunities for cyclists and pedestrians at surface roads • 227 responses – Environmental benefits reducing emissions by minimising stop/start conditions, reducing noise by building the majority of the expressway below current ground level • 263 responses – Improved safety – separating local and regional traffic and reducing congestion <p>Other key statistics included</p> <ul style="list-style-type: none"> • 41% that were surveyed live on the section of Orrong Road that is impacted and 13% lived on a street directly off Orrong Road within the affected area.

Other engagement

City of Belmont	Similar engagement opportunities and presentations were provided to staff and elected members.
Western Australian Planning Commission	Main Roads WA presented outcomes of the community consultation to the WA Planning Commission on the Orrong Road Planning Study in November 2019. A letter dated 19 March 2020 providing an update on the project indicated that WAPC supported the revised planning concept and the Minister for Planning approved a (PCA) Planning Control area to safeguard the road corridor.

Legal compliance

[Planning and Development Act, section 112 – Declarations of planning control areas](#)

[Planning and Development Act, section 115 - Development in planning control area, applying for approval](#)

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	<i>Main Roads WA have advised no funding has been allocated to the project yet and the Town has not been approached to contribute.</i>	<i>Minor</i>	<i>Possible</i>	<i>Medium</i>	<i>Low</i>	<i>Accept – There is no commitment by Council to provide a financial contribution at this stage.</i>
Environmental	Numerous trees, predominantly in the median of Orrong Road are earmarked for removal. This a contentious issue for the community	Moderate	Almost certain	High	Medium	Transfer - Delegation to remove trees within the Orrong Road Corridor falls outside the Towns jurisdiction
Health and safety	Many intersections along Orrong Road have a high crash rate and need to be treated in the shorter term rather than taking a long term view	Moderate	Almost Certain	High	Low	Treat – Supporting the concept plan will ultimately deliver significant safety improvements at key intersecting roads
Infrastructure/ ICT systems/ utilities	Once constructed some assets will likely be handed	Minor	Likely	Medium	Medium	Accept – Asset handover will be dependent on

	over to the Town for maintenance and control.					community benefits at a local level and maintenance funding will need to be shared amongst adjoining local governments (i.e. ToVP & City of Belmont)
Legislative compliance	Planning Control Area has been applied to properties along Orrong Road. Not applying appropriate conditions may result in lost opportunities to preserve land for road widening purposes	Minor	Possible	Medium	Low	Treat – Planning and Engineering staff will need to refer development applications for properties along Orrong Road to the Western Australian Planning Commission
Reputation	Given the high community support level for the project (87% from the 355 responses), not providing Council support for the project may undermine states objectives	Moderate	Possible	Medium	Low	Treat – Council Staff advocating to support Main Roads WA concept planning for Orrong Road.
Service delivery	Current projects as part of Black Spot funding could be impacted by Main Roads WA future plans e.g. Archer Street/Orrong Road	Minor	Likely	Medium	Medium	Treat – As construction timelines for the project are unknown staff are of the opinion that planned short term works will need to be progressed to avoid carry forward funding.

Financial implications

Current budget impact

NIL.

Future budget impact*Not applicable at this stage as the Town has not been approached to provide funding***Analysis**

7. The concept details a number of geometric changes to the current carriageway system of which most are supported by Technical Staff. The predominant changes include trenching at various depths along the main regional road corridor within the median (below existing ground level) from Kew Street to approximately 200m north of Francisco Street and retaining the local road network at grade on either side of the main road.
8. The Western Australian Planning Commission (WAPC), resolved at its meeting of 22 January 2020 to declare land shown on plans 1.7924 and 17925, a planning control area (PCA 142) under the provisions of section 112 of the Planning and Development Act 2005.
9. Road changes impacting the Town of Victoria Park include

Road	Existing Configuration	Proposed Configuration
Goddard Street	Left in- left out	Cul-de-sac
Francisco Place	Full movement, signalised (No connectivity to Streatley Road	Left-out with connectivity to Streatley Road
Rayment Street/Orrong Road	Cul-de-sac	Left-in-left-out
Roberts Road/Orrong Road	Full movement, priority controlled	Full movement, signalised
Archer Street/Orrong Road	Full movement, signalised	Full movement, signalised
Galaxy Way	Left-in	Cul-de-sac
Mercury Street	Full movement, priority control	Cul-de-sac
Astral	Cul-de-sac	Cul-de-sac
Oats Street	Full movement, signalised	Grade seperated flyover, no access to Orrong Road
Cohn Street/Orrong Road	Left in/left out	Cul-de-sac
Briggs Street Orrong Road	Full movement, priority control	Left in/left out
President Street/Orrong Road	Left in/left out on Town of Victoria Park side	Full movement, four-way signalised
Kew Street	Full movement, three-way, priority control on Town of Victoria Park side)	Left in/out

10. In a letter to Main Roads WA in July 2019, Technical Staff raised many concerns and a response was provided back to staff in June 2020. Summary of main issues tabled below

Issued raised/concern	Response by Main Roads WA
<p>1. Planning Context – Under the Perth and Peel @ 3.5 million and the Town’s Draft Local Planning Strategy there was a concern that increased efficiency of the road network could undermine employment self-sufficiency of the Towns local economy</p>	<p>Main Roads supports the Town's self-sufficiency targets, and have captured these aspirations in the transport modelling used to inform this study (ROM land use data captures over 90% growth in total dwellings and total employment opportunities between 2016 and 2031). With a robust and thorough strategy to attain the target levels of self-sufficiency, improvements to the safety and efficiency of the road network on the periphery of your constituents should not undermine these targets.</p>
<p>2. Industrial precinct access issues – The ability to turn right to travel southbound on Orrong Road will be limited to President Street/Orrong Road. As a result, some commercial vehicles may be redirected to Welshpool Road access points.</p>	<p>Traffic surveys undertaken in march 2017 for Kew Street and Briggs Street indicate that only 2–5 heavy vehicles are making the right turn movement from the industrial precinct to Orrong Road each peak hour. Redistribution of these vehicles (acknowledging there will be some growth in line with general traffic growth) will not pose a significant impost on alternative routes.</p>
<p>3. Francisco Place in front of properties 1 –3 should accommodate two-way traffic flow, together with Orrong Road crossing to access the ramp for northbound motorists.</p>	<p>The section of Francisco Place in front of properties 1-3 can accommodate two-way traffic flow to the front of the commercial properties, however, this will not be extended across the Francisco Street/Orrong Road crossing. Traffic wishing to head city-bound will be able to access the Francisco Street ramp, however, traffic wishing to travel southeast will use the local street network to access alternative intersections, such as Roberts Road.</p>
<p>4. Dupre lane – Currently the access road links around to both Cornwall Street and Maple Street. The proposed on-ramp from Francisco Street for northbound motorists will sever the most southern portion of Dupre lane, effectively disconnecting it from Cornwall Street. Approximately 3 properties will be restricted to having driveways onto Cornwall Street as their primary access. It’s our understanding that the access concerns can be resolved for residents, however, the issue for waste pick-ups is still a concern. The option of retaining a 3m access leg at the rear of properties 52 – 56 is strongly recommended.</p>	<p>Issue noted by Main Roads WA.</p>

<p>5. Access issues for properties 164 to 182 along Orrong Road - A right of carriageway option was put forward to Council Officers on the 11/7/2019. The diagram provided shows a 6m wide reserve at the front boundary from Lot 206 to Keyes Street accessing the minor road through Lot 1. The Town's preference is that the service road connection is provided onto Orrong Road, closer to the southern end of the right of carriageway or alternatively a battle-axe type turnaround facility be provided at the terminating end so that service vehicle can egress without performing multiple maneuverers.</p>	<p>Main Roads has been working with officers at the Town to achieve a suitable reciprocal right of carriageway for the properties between 164 – 182 Orrong Road. Connection of this access way to Orrong Road cannot be accommodated due to differences in grades between properties and Orrong Road at this location. The plan will be updated to include a suitable connection of the reciprocal right of carriageway to Keyes Street and Custance Street suitable for property access and to ensure service vehicle access and egress.</p>
<p>6. Proposed signalisation at Roberts Road, Archer Street, and President Street is anticipated to deliver safety benefits for the wider community, however, a full closure at Mercury Street and Cohn Street will raise significant concerns for residents as they will be required to travel through residential streets such as Star Street to access Archer Street. Parallel roads such as Star Street may reach volumes in excess of their desirable characteristics. We acknowledge that level differences require these identified roads to be cul-de-saced, however, traffic distribution needs to be addressed to avoid local roads becoming short-cuts.</p>	<p>The redistribution of traffic due to the closure of the intersections at Goddard Street, Mercury Street, and Cohn Street with Orrong Road, as well as changes to the Oats Street configuration has been captured as part of the traffic modelling stage of this project. The traffic modelling illustrates that even with the redistribution of traffic the congestion experienced on the local roads at key intersections with Orrong Road is significantly reduced.</p> <p>Note provided by Town officer: No figures were provided by Main Roads staff to quantify numbers.</p>
<p>7. Pedestrian desire lines at midblock locations will require further investigation, mainly in the section between Oats Street and President Street. Wig/Wag pedestrian crossing facilities exist south of Corser Street</p>	<p>The reduced traffic volumes at surface level intersections, which will include signalised pedestrian phases, will provide improved opportunities for pedestrians to cross at these locations</p>
<p>8. No timelines have been provided to understand the implication for future construction activity and how the project would be staged.</p>	<p>As this is a long term planning study, there are no timeframes for construction. There is currently no funding for this project.</p>
<p>9. Any network alterations required at a local level as a result of the ultimate Orrong Road Planning Study would need to be funded by</p>	<p>No comments provided.</p>

<p>Main Roads WA – E.g. Creation of new service roads, change of priorities, and other intersection treatments to improve safety.</p>	
<p>10. Restricted Access Vehicle (RAV's) turning movements at intersections to be assessed once new routes are established.</p>	<p>No comments provided.</p>
<p>11. Many ratepayers have expressed their discontent to the Town regarding the loss of mature trees and impacts on streetscape amenity, including wildlife in the area. What measures will be put in place as a result.</p>	<p>Opportunities to detail landscaping, re-vegetation, and the transplanting of existing vegetation will be captured at a detailed project development stage, cognizant to the Towns Urban Forest Strategy.</p>
<p>12. Existing high voltage power poles and aerial infrastructure to be placed underground at a cost to the project.</p>	<p>The opportunity to sink the 132 kV bulk transmission lines below ground level has been identified and the details for this will be captured at a project development stage.</p>
<p>13. Many local business centres along Orrong Road rely heavily on passing trade. These are likely to suffer significantly once access is restricted and regional traffic bypasses these locations. What mechanisms or strategies are in place to compensate owners and provide assistance in times of hardship? This is likely to be an issue during the construction phase also.</p>	<p>It is acknowledged that whilst there are some business's that do rely on passing trade, many of the local business centres along Orrong Road are destinations that directly attract customers. While all efforts are made to minimize impacts Main Roads must consider a concept that will benefit the whole community, while still ensuring an equitable balance for road users, local residents, and landowners.</p>
<p>14. How does the Orrong Road Planning proposal address noise impacts and compliance with WAPC State Planning Policy 5.4. Orrong Road is a major road corridor linking to the Graham Farmer Freeway to the north and an industrial Centre to the south. Traffic growth is likely to continue into the future and given that the vertical profile begins to surface, closer to natural surface in some isolated areas, noise is likely to be a problem.</p>	<p>A noise assessment has been undertaken for the proposed concept which models the anticipated noise for the forecast future traffic. Results indicate that for the below ground level sections, even with the increase in traffic, forecast noise levels are consistently below the noise levels that have been recorded currently.</p> <p>Sections where the road is at ground or elevated (i.e. Leach Hwy), there are increases in noise levels. Minimum levels of noise screening and/or are identified at this preliminary planning stage to ensure no areas will experience an increase in noise to what is currently recorded.</p>

Relevant documents

Not applicable.

14 Chief Financial Officer reports

14.1 Schedule of Accounts for August 2020

Location	Town-wide
Reporting officer	Bonnie Hutchins
Responsible officer	Stuart Billingham
Voting requirement	Simple majority
Attachments	1. Payment Summary Listing - August 2020 [14.1.1 - 8 pages]

Recommendation

That Council:

1. Confirms the accounts for 31 August 2020 as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Confirms the direct lodgment 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 2020

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:
 - the payee's name
 - the amount of the payment
 - the date of the payment
 - 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.

The payment list and the associated report was previously presented to the Finance and Audit Committee. Given this Committee's scope has changed to focus more on the audit function, the payment listings will be forwarded to the Elected Members ahead of time. Any questions received prior

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

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

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn	608780– 608783	658
Creditors – EFT Payments		2,080,852
Payroll		1,571,126
Bank Fees		2,472
Corporate MasterCard		2,195
		3,657,303

Strategic alignment

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

Legal compliance

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

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

Risk management consideration

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

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

Financial implications

Current budget

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

impact	
Future budget impact	Not applicable.

Analysis

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

Relevant documents

[Procurement Policy](#)

14.2 Financial Statements for the month ending 31 August 2020

Location	Town-wide
Reporting officer	Bonnie Hutchins
Responsible officer	Stuart Billingham
Voting requirement	Absolute majority
Attachments	1. Financial Statements for the month ending August 2020 [14.2.1 - 42 pages]

Recommendation

That Council:

1. Accepts the Financial Activity Statement Report – 31 August 2020, as attached.
2. Approve the reallocation of \$155,500 operating funding from Consultancy – Zone 1 Lathlain (Perth Football Club) to the Project Management Office salaries and superannuation budget to fund a dedicated resource for the upcoming project.
3. Approve the reallocation of \$12,000 from the Rangers telephone budget to the Customer Services telephone budget for payment of after hour call provider.
4. Approve the reallocation of \$105,110 from Parks Capital works for Lathlain Zone 2 and 2x to parks maintenance for the ongoing contracted maintenance for the upgraded area.
5. Approve the reallocation of \$41,000 from Parks Capital works for Lathlain Zone 2 and 2x to a parks maintenance holding account for the ongoing contracted maintenance for the upgraded area into 2022 financial year.
6. Approve an amendment to the 2020-2021 Schedule of Fees and Charges, Digital Hub program and workshop attendance fee to \$2.00 - \$250.00, with effect 1 November 2020 and that local public notice of the proposed minor amendment be given, in accordance with Section 6.19 of the *Local Government Act 1995*.
7. Notes the Town's final opening financial position (1 July 2020) is subject to final audit.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 31 August 2020.

In brief

- The financial activity statement report is presented for the month ending August 2020.
- 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 as opening balances for the 2020-2021 financial year should therefore not be taken as the Town's final financial position.

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:

(b) 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.

(c) Expense

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

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

(a) Period variation

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

(d) Primary reason(s)

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

(e) End-of-year budget impact

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

Strategic alignment

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

Engagement

Internal engagement

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

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

[Local Government Act 1995 - Sect 6.8](#)

[Local Government Act - Sect 6.16](#)

Risk management consideration

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

						audits.
Environmental	Not applicable					
Health and safety	Not applicable					
Infrastructure/ICT systems/utilities	Not applicable					
Legislative compliance	Council not accepting Financial statements will lead to non-compliance	Major	Unlikely	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.

Financial implications

Current budget impact

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

The following budget amendments have been included in the recommendation for approval by absolute majority with additional commentary provided within the attachment of this report:

- (a) Approve the reallocation of \$155,500 from consultancy – Zone 1 Lathlain (Perth Football Club) to the Project Management Office salaries and superannuation budget to fund a dedicated resource for the upcoming project
- (b) Approve the reallocation of \$12,000 from the Rangers telephone budget to the Customer Services telephone budget for payment of after hours call provider.
- (c) Approve the reallocation of \$105,110 from Parks capital works for Lathlain Zone 2 and 2x to parks maintenance for the ongoing contracted

	<p>maintenance for the upgraded area.</p> <p>(d) Approve the reallocation of \$41,000 from Parks capital works for Lathlain Zone 2 and 2x to a parks maintenance holding account for the ongoing contracted maintenance for the upgraded area into 2022 financial year.</p>
Future budget impact	<p>Commentary around the future budget impact is outlined in the Statement of Financial Activity, forming part of the attached financial activity statement report.</p>

Analysis

4. The Financial Activity Statement Report – 31 August 2020 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 2020 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. The Schedule of Fees and Charges amendment relates to the program and workshop attendance fee (Digital Hub) which was entered in error as \$2.00 - \$5.00 when it should have shown \$2.00 to \$250.00. The explanation of the fee is noted below:
 - (f) The Digital Hub space (including the meeting room and training space) is being upgraded, including new ICT equipment. This fee is being introduced to cover all possible future uses of the upgraded spaces. In addition to running free services, this fee line enables the Digital Hub space to host anything from low-cost workshops for the disadvantaged, to multi-day professional development events.
7. The amendment to the Schedule of Fees and Charges complies with the requirements of the Local Government Act 1995 Section 6.16. It is therefore recommended that the minor amendment to the Schedule of Fees and Charges request and subsequent advertisement be approved.

Relevant documents

Not applicable.

14.3 Proposed Timetable for 2021-2022 Annual Budget

Location	Town-wide
Reporting officer	Michael Cole
Responsible officer	Stuart Billingham
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council:

1. Endorse the proposed budget timetable for the development of the draft 2021/2022 Annual Budget as:

(a)	timetable	September 2020	Themes and Narratives and proposed
(b)	strategy	November 2020	Long term financial plan and rating
(c)		February 2021	Differential rating – options
(d)	(advocacy sessions)	March to April 2021	Budget modelling presentations
		Note - 2 or 3 workshops covering capital works and operating budgets	
(e)		April 2021	Budget modelling outcomes
(f)		May 2021	Final Q&A
(g)	Special OCM for adoption	June 2021	Budget presented to Special ABF and

2. Endorse the themes and narratives for the development of the draft 2021/2022 Annual Budget as:

(a)	Consolidation and Completion
(b)	Triple bottom line and environmental focus
(c)	Consideration of COVID-19 impacts – ‘Revive, Thrive and Strive’

Purpose

To consider and endorse the timetable and themes and narratives for the development and presentation to Council of the draft 2021/2022 Annual Budget.

In brief

- The development of the annual budget is a significant undertaking for staff and Elected Members over an extended period.
- It is considered appropriate for Council to formally consider and endorse the themes and narratives and the proposed timetable of the process.

Background

1. Administration has already commenced preparations for the draft 2021/2022 Annual Budget.
2. Following feedback from Elected Members on the 2020/2021 Annual Budget process, a more formalised budget timetable is being presented to Council for endorsement.
3. In addition, the themes and narratives for the development of the draft 2021/2022 Annual Budget have been workshopped with Elected Members.

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 2021/2022 will inform the community of the number 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 the Elected Members have given consideration to the various elements included in the draft annual budget, prior to considering the final draft.

Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	Elected members have provided feedback on the process for developing the 2019/2020 Annual Budget. In addition, Elected members have been consulted on the proposed themes and narratives and the draft timetable for 2021/2022 Annual Budget.
Finance	Finance team members have been consulted on the draft timetable.
Town staff	Officers from across the Town have been consulted. A more formalised timetable will assist in their preparations for the Annual Budget.

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
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Financial	Not applicable		
Environmental	Not applicable		
Health and safety	Not applicable		
Infrastructure/ ICT systems/ utilities	Not applicable		
Legislative compliance	Annual Budget is required to be adopted no earlier than June and no later than 31 August each year.	Low	Treat – the proposed timetable will see the Council consider the draft 2021/2022 Annual Budget in June 2021.
Reputation	Not applicable		
Service delivery	Not applicable		

Financial implications

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

Analysis

- The themes and narratives and draft timetable have been workshopped with Elected Members and are presented for endorsement by Council.
- In summary, workshops with Elected Members will be held as follows:

PROPOSED WORKSHOPS	
September 2020	Themes and Narratives and proposed timetable
November 2020	Long term financial plan and rating strategy
February 2021	Differential rating – options
March to April	Budget modelling presentations (advocacy sessions)

2021	Note - 2 or 3 workshops covering capital works and operating budgets
April 2021	Budget modelling outcomes
May 2021	Final Q&A
June 2021	Budget presented to Special ABF and Special OCM for adoption

5. The proposed themes and narratives for the development of the draft 2021/2022 Annual Budget have also been workshopped with Elected Members. It is proposed to add COVID-19 impacts to the themes of last year.
6. The themes and narratives for the next budget are:
 - a) Consolidation and Completion
 - b) Triple bottom line and environmental focus
 - c) Consideration of COVID-19 impacts – ‘Revive, Thrive and Strive’

Relevant documents

Not applicable.

15 Committee reports

15.1 CEO Review of Systems and Procedures (Reg. 17) - Update on Outstanding Actions

Location	Town-wide
Reporting officer	Liam O'Neill
Responsible officer	Anthony Vuleta
Voting requirement	Simple majority
Attachments	1. Update on Outstanding Actions from Reg 17 Review [15.1.1 - 6 pages]

Recommendation from the Audit Committee:

That Council:

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

Purpose

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

In brief

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

Background

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

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

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

Strategic alignment

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

Engagement

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

Legal compliance

[Section 4.20\(4\) of the Local Government Act 1995](#)

Risk management consideration

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

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

Financial implications

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

Analysis

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

Review area	Total actions	No. not started	No. in progress	No. completed
Legislative Compliance	11	0	3	8
Internal Controls	7	0	4	3
Risk Management	6	0	3	3

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

Relevant documents

[A Guide to Local Government Auditing Reforms \(DLGSC\)](#)

[Local Government Operational Guidelines No. 9 – Audit in Local Government \(DLGSC\)](#)

15.2 Adoption of Policy 261 Sustainable events

Location	Town-wide
Reporting officer	Brendan Nock
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. Policy 261 Sustainable Events FINAL September 2020 [15.2.1 - 4 pages] 2. Policy 261 Sustainable Events Revised September 2020 Tracked changes [15N5] [15.2.2 - 5 pages]

Recommendation from the Policy Committee:

That Council adopts Policy 261 Sustainable events, subject to the following amendments:
 Insert in clause 1, after the word "environment", "in event planning and management by:";
 Delete clause 1.a. and renumber the policy accordingly;
 In clause 1c. insert between "reduce" and "water", "energy and";
 In clauses 5.b. and 9. delete "Large scale" and renumber accordingly; and
 Delete clause 10 and renumber accordingly.

Purpose

In response to a Council Resolution in December 2019 and June 2020, this report seeks Committee and Council endorsement for the proposed Sustainable Events Policy.

In brief

- The Town investigated the feasibility of developing a Sustainable Events Policy for the Town relating primarily to environmental sustainability.
- A proposed Sustainable Events Policy was drafted for consideration by the Policy Committee and Council.
- Applying to all Council-run events and Council-approved external events on Town land or in Town-owned facilities, the Sustainable Events Policy aims to reduce waste, improve resource recovery and promote sustainable transport options for events coordinated or approved by the Town.
- The draft policy was advertised for community consultation, the outcomes of which are presented in the body of this report.

Background

1. At the 17 December 2019 Council meeting, in response to a notice of motion put forward to remove balloons from Town public open spaces and events, the following resolution was passed:

That Council:

1. Requests the Policy Committee to investigate the merits of a Sustainable Events policy and provide a recommendation back to Council.

2. Requests the Chief Executive Officer to present a report to the Policy Committee to assist the Committee with recommendation 1 by June 2020.

2. Historically the Town itself has explored environmental sustainability in events run or supported by the Town. In 2016 the Town piloted a Sustainability Fair. This event was the first of its kind to focus on sustainability and to be run sustainably.
3. The Town has also established as a part of core business other environmental sustainability initiatives related to events, such as non-permissible balloon releases and a policy banning single-use plastic and polystyrene on Town land or at Town events.
4. The Town has researched what other Councils are undertaking in the sustainable event space. The City of Fremantle has a dedicated Sustainable Events Policy (attached).
5. At the 16 June 2020 Council meeting the following resolution was made:

That Council:

1. Receives the report and draft Sustainable Events Policy for consideration

2. Advertises the draft Sustainable Events Policy for public comment, with the following changes made to the Policy:

a. removal of clauses 2(c) and 2(d) and the Policy renumbered accordingly; and

b. amendment of clauses 2(a)(ii) and 6(a)(ii) to delete the words "bottled water or".

3. Requests that the Chief Executive Officer presents a further report back to the Policy Committee with the results of the public comment and any proposed amendments to the Sustainable Events Policy by October 2020.

6. The draft Sustainable Events Policy was released for public comment from 9th July – 2nd August 2020.

Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	<ul style="list-style-type: none"> • Reduction in the amount of waste generated from events and subsequently disposed to landfill or ending up as litter in our community. • Reduction of the impacts on the Town's environment and human health.

Environment	
Strategic outcome	Intended public value outcome or impact
EN04 - A clean place where everyone knows the value of waste, water and energy.	<ul style="list-style-type: none"> • Education of the Town's community to integrate sustainable practices into everyday life. • Support and encourage businesses to embrace sustainable practices. • Help to reduce the degradation of our

	<p>environment.</p> <ul style="list-style-type: none"> • Reduce the carbon emissions associated with creating unsustainable products.
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Engagement

Internal engagement

Stakeholder	Comments
Community Development	Community development team have been engaged in the investigation into the feasibility of a Sustainable Events policy. The team are supportive of the development of said Policy.
Town of Victoria Park staff	Town staff were invited to comment during the public comment period 9th July – 2nd August 2020.

External engagement

Stakeholders	What groups of people within the community did you engage with? E.g. business owners, residents.				
Period of engagement	9 th July – 2 nd August 2020.				
Level of engagement	2. Consult				
Methods of engagement	Written submissions invited.				
Advertising	Newspaper advertisement, Town website, social media, Your Thoughts.				
Submission summary	Two submissions received, both in support of policy.				
Key findings	Below is a summary of information resulting from engagement:				
	Policy Statement	Policy Scope	Town Events	Approved Events	Encouraged Provisions
	The Sustainable Events Policy should be supported by all residents, so that they	The scope should be to encourage all the residents of the area to take leading action in maintaining	All town events should follow the Sustainable Events Policy and it should be	Whether events are held by the Council or approved by Council, the events should be	Any possible provision which may assist in getting the message across should be promoted,

join in the whole item to reduce waste matter at events held in the district.	the matter of waste management.	emphasised at all times, including in pre-advertising material.	under the same policy.	especially if the Town is serious about dropping its waste management overall.
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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
Reputational	Negative public perception towards the Town by vendors, public with the implementation of the Policy; or if there is little community buy-in.	Moderate	Likely	High	Low	Robust community education, communication about the Policy and acceptable sustainable options. Allow an appropriate transition period before implementing the Policy.
Environmental	Not Applicable				Medium	
Health and safety	Not Applicable				Low	
Infrastructure/ ICT systems/ utilities	Not Applicable				Medium	
Legislative compliance	Not Applicable				Low	

Service delivery	Not Applicable	Medium
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Financial implications

Current budget impact	<p>The extent of financial impact depends on the cost difference to transition to the alternative that is available. As part of event planning in the current fiscal year, these costs could be accommodated.</p> <p>It is anticipated that there will not be a significant financial impact to service areas across the Town. For instance, bans on single-use plastic and polystyrene are now part of the Town's core business and budget, so alternatives have already been sourced in accordance with the Town's Policy 260 Single Use Plastic and Polystyrene.</p>
Future budget impact	<p>If the Town implements a Sustainable Events Policy then it is likely that costs will be incurred. It is suggested that the relevant operating budgets reflect this and be considered during the annual budget process.</p> <p>There is evidence that the cost of sustainable alternatives are reducing as their demand rises.</p>

Analysis

7. The proposed Sustainable Events Policy builds on the principles from the 2016 Sustainability Fair and the provisions of Policy 260 Single-use Plastic and Polystyrene.
8. Applying to all Council-run events and Council-approved external events on Town land or in Town-owned facilities – except those events that do not require Town approval or activities operating under a current lease agreement from the Town – the Sustainable Events Policy will help the Town to reduce its ecological footprint and minimise impacts on the environment by incorporating:
 - a. Sustainability principles into event planning and management.
 - b. Implementing waste avoidance strategies and maximising resource recovery for events.
 - c. Implementing efficiency measures to reduce water consumption.
 - d. Reducing greenhouse gas emissions through sustainable transport options.
 - e. Enhancing environmental awareness and fostering environmentally responsible behaviour in all relevant stakeholders to build their capacity to plan, organise, deliver or participate in a sustainable event.
9. The feedback from public consultation was supportive of the policy. The community commentary has been considered. Whilst the Town acknowledges the suggestion that the policy scope encourage to all residents to take the lead in waste management, the policy in question is currently focused on events only.

Further consideration

The Committee considered if a definition of confetti should be provided. Further information would be provided regarding a proposed definition as further consideration in the report for the Agenda Briefing Forum.

The Town recommends the following definition

Confetti means small pieces or streamers of mylar (polyester or plastic film) or metallic material which are usually thrown at celebrations.

In order to incorporate this into the policy an elected member will need to move at the meeting that:

Point (f) be added to the motion that reads:

“(f) insert in alphabetical order in the definitions “Confetti means small pieces or streamers of mylar (polyester or plastic film) or metallic material which are usually thrown at celebrations.”

The formatting of Policy 261 Sustainable Events has been adjusted to reflect the discussion of the Policy Committee and the changes made by the Policy Committee are shown in the document.

In response to the queries regarding lease agreements the following further information is provided. Under current lease agreements, Policy 261 Sustainable Events does not apply to activities operating under said agreement from the Town. Policy 261 Sustainable Events would only apply where an event is held that is extraordinary to standard operating activities under the lease agreement, and therefore requiring Council approval.

Relevant documents

[Local Government Act 1995 \(WA\)](#)

Town of Victoria Park Activities and Trading Thoroughfares Public Places Local Law 2000 Amended.

REC N1 RECREATION RESERVES – HIRE

Policy 260 Single-use Plastic and Polystyrene

Plastic Free Vic Park guideline

Strategic Waste Management Plan.

16 Public participation time

17 Questions from members without notice on general matters

18 Confidential matters

Nil.

19 Closure