

<b>Policy number</b>	Policy 052
<b>Policy title</b>	Recording and live streaming
<b>Strategic outcomes supported</b>	CL2 – Communication and engagement with community CL3 - Accountability and good governance

## Policy objective:

The purpose of this policy is to guide the implementation of the audio and video recording, and live-streaming, of meetings of Council and electors, and to establish how audio and video recordings will be used and made available.

## Policy scope:

This policy applies to all special and ordinary meetings of Council, Agenda Briefing Forums, meetings of Committees with delegated authority, and meetings of electors.

## Policy definitions:

Nil.

## Policy statement:

1. In line with objectives of section 1.3(2) of the Local Government Act 1995 (the Act), this policy seeks to promote greater accountability to the community through the provision of information that is accessible, transparent and accurate.
2. This policy does not apply where Council has resolved to close the meeting to members of the public, or where matters discussed are deemed confidential, in accordance with section 5.23 of the Act.

## Audio and Video Recordings

3. The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings will assist in the preparation of the minutes of Council, Committees with delegated authority, electors' meetings, and Agenda Briefing Forum notes, to ensure that records held are true and accurate.
4. All audio and video recordings, with the exception of matters that are deemed confidential in accordance with the Act, are to be made available to the public on the Town's website. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed.

## Live-Streaming

5. The primary purpose of live-streaming Council meetings is to give the public greater access to Council decisions, debate and discussions, by eliminating geographic and/or personal barriers that may prevent physical attendance at a Council meeting.

6. The intent is to promote accessibility of the Council’s decision-making process to the community. All meetings of Council and electors, committees and with delegated authority and Agenda Briefing Forums will be live-streamed, with the exception of matters that are deemed confidential in accordance with the Act.
7. The live-streaming will be accessible on the Town’s website upon commencement of the relevant meeting. It is to be noted that should any unforeseen technical difficulties arise, the live stream may not be available or may be delayed.

### Public Notice of Live-Streaming and Audio/Video Recording

8. To ensure that the public, elected members and staff are aware of the recordings, clear signage must be placed prominently in the council chamber advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be audio and video recorded, and live-streamed.

### Privacy

9. Only the video broadcasting of elected members and relevant officers of the Town will appear on the live-streaming and video recording of relevant meetings. While the image of members of the public who attend the meeting will not appear in either the live-streaming or video recording, the audio broadcasting and recording of comments made by the public will be captured.

### Storage of Audio and Video Recordings

10. Recordings must be stored in accordance with the *State Records Act 2000*.

### Related documents

Nil.

<b>Responsible officers</b>	Coordinator Governance and Strategy
<b>Policy manager</b>	Manager Governance and Strategy
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	April 2024

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	09/06/2015	Council	-	Item 10.1
2	Reviewed	08/11/2016	Council	-	Item 15.1
3	Adopted	16/04/2019	Council	68/2019	Item 10.1
4	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
5	Reviewed and amended	21/04/2020	Council	384/2020	Item 15.7
6	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
7	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 052
<b>Policy title</b>	Recording and live streaming
<b>Strategic outcomes supported</b>	CL2 – Communication and engagement with community CL3 - Accountability and good governance

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Privacy

9. Only the video broadcasting of elected members, ~~and~~ relevant officers of the Town and members of the public who ask questions or make statements during public participation times will appear on the live-streaming and video recording of relevant meetings. While it is not the intention to live-stream the image of members of the public who attend the meeting ~~will not appear in either the live-streaming or video recording, the audio broadcasting and recording of comments made by the public will be captured~~ but do not ask questions or make statements, it is noted that this may occur.

Storage of Audio and Video Recordings

10. Recordings must be stored in accordance with the *State Records Act 2000*.

**Related documents**

Nil.

<b>Responsible officers</b>	Coordinator Governance and Strategy
<b>Policy manager</b>	Manager Governance and Strategy
<b>Approval authority</b>	Council
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### Storage of Audio and Video Recordings

10. Recordings must be stored in accordance with the *State Records Act 2000*.

### Related documents

Nil.

<b>Responsible officers</b>	Coordinator Governance and Strategy
<b>Policy manager</b>	Manager Governance and Strategy
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	April 2024



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5	Reviewed and amended	21/04/2020	Council	384/2020	Item 15.7
6	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
7	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 111
<b>Policy title</b>	Commemorative recognition
<b>Strategic outcomes supported</b>	CL2 – Communication and engagement with community

### Policy objective:

To provide consistent and effective administration of requests by members of the public for the installation of commemorative recognition items on property invested in, managed or owned by the Town of Victoria Park which honour individuals, organisations or events that have made a significant contribution to the Town or the development of Western Australia.

### Policy scope:

This policy applies to the recognition of individuals or organisations within the Town.

### Policy definitions:

**Memorials** means commemorative recognition items.

### Policy statement:

1. Council is committed to honouring individuals, organisations or events that have a made a significant contribution to the Town of Victoria Park or the development of Western Australia.
2. The Chief Executive Officer will ensure a clear, open and equitable process through a comprehensive assessment of applications for the creation, selection and placement of commemorative memorials through a management practice.
3. Commemorative memorials within the Town should avoid duplicating the memorial facilities and services provided by the Metropolitan Cemeteries Board.
4. Any cost associated with a request for commemorative recognition will be included in the Schedule of Fees and Charges.

### Types of memorials:

5. This policy covers commemorative recognition in the form of:
  - a. Small memorials:
    - i. plaques on park/street furniture,
    - ii. planting of trees with plaque,
    - iii. entry into the Victoria Park Dictionary of Biography

- b. Large memorials:
  - i. monuments, such as fountains, trees, statues or public art works (of a commemorative nature), etc.,
  - ii. naming of Town facilities and/or buildings,
  - iii. naming of parks and/or reserves; and
  - iv. naming of roads, lanes and rights-of-way.

### Criteria for memorials:

- 6. Applications for small memorials must meet one or more of the following criteria a. through c. and must meet criteria d.
  - a. The subject of the memorial contributed more than 10 years of their life towards the development of the Town of Victoria Park.
  - b. The subject of the memorial contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
  - c. That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
  - d. Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased. [Apart from those applications received for inclusion in the Victoria Park Dictionary of Biography where the nominated subject may be living but the remaining criteria for small memorials apply.]
- 7. Applications for large memorials must meet one or more of the following criteria and must meet criteria f. and g.
  - a. The subject of the memorial contributed more than 20 years of their life towards the development of the Town of Victoria Park.
  - b. The subject of the memorial contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
  - c. The subject achieved role-model status in the wider community or achieved national or international recognition.
  - d. The subject demonstrated outstanding levels of civic service for more than 20 years.
  - e. The subject donated significant property or funds for community benefit.
  - f. That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
  - g. Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased.

## Related documents

Policy and Standards for Geographic Naming in Western Australia (Landgate)  
Australia/New Zealand Standard for Rural and Urban Addressing AS/NZS 4819:2011

<b>Responsible officers</b>	Manager Community
<b>Policy Manager</b>	Library Manager Local History Officer
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	April 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	29/11/2005	Council	-	Item 4.4
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Amended	17/11/2017	Council	-	Item 13.1
3	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
4	Reviewed and amended	21/04/2020	Council	383/2020	Item 15.5
5	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 111
<b>Policy title</b>	Commemorative recognition
<b>Strategic outcomes supported</b>	CL2 – Communication and engagement with community

## Policy objective:

To provide consistent and effective administration of requests by members of the public for the installation of commemorative recognition items on property invested in, managed or owned by the Town of Victoria Park which honour individuals, organisations or events that have made a significant contribution to the Town or the development of Western Australia.

## Policy scope:

This policy applies to the recognition of individuals or organisations within the Town.

## Policy definitions:

**Memorials** means commemorative recognition items.

## Policy statement:

1. Council is committed to honouring individuals, organisations or events that have made a significant contribution to the Town of Victoria Park or the development of Western Australia.
2. The Chief Executive Officer will ensure a clear, open and equitable process through a comprehensive assessment of applications for the creation, selection and placement of commemorative memorials through a management practice.
3. Commemorative memorials within the Town should avoid duplicating the memorial facilities and services provided by the Metropolitan Cemeteries Board.
4. Any cost associated with a request for commemorative recognition will be included in the Schedule of Fees and Charges.
- 4.5. Applications initially approved by the Town may be put out to community consultation, where relevant, according to Policy 103 Communication and Engagement, to provide information, enable feedback and advice on any large memorial.

## Types of memorials:

5.6. This policy covers commemorative recognition in the form of:

- a. Small memorials:
  - i. plaques on park/street furniture,
  - ii. planting of trees with plaque,
  - iii. entry into the Victoria Park Dictionary of Biography

- b. Large memorials:
- i. monuments, such as fountains, trees, statues or public art works (of a commemorative nature), etc.,
  - ii. naming of Town facilities and/or buildings,
  - iii. naming of parks and/or reserves; and
  - iv. naming of roads, lanes and rights-of-way.

### Criteria for memorials:

6.7. Applications for small memorials must meet one or more of the following criteria a. through c. and must meet criteria d.

- a. The subject of the memorial contributed more than 10 years of their life towards the development of the Town of Victoria Park.
- b. The subject of the memorial contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
- c. That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
- d. Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased. [Apart from those applications received for inclusion in the Victoria Park Dictionary of Biography where the nominated subject may be living but the remaining criteria for small memorials apply.]

7.8. Applications for large memorials must meet one or more of the following criteria and must meet criteria f. and g.

- a. The subject of the memorial contributed more than 20 years of their life towards the development of the Town of Victoria Park.
- b. The subject of the memorial contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
- c. The subject achieved role-model status in the wider community or achieved national or international recognition.
- d. The subject demonstrated outstanding levels of civic service for more than 20 years.
- e. The subject donated significant property or funds for community benefit.
- f. That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
- g. Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased.

## Related documents

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<b>Responsible officers</b>	Manager Community
<b>Policy Manager</b>	Library Manager Local History Officer
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	April 2023

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4	Reviewed and amended	21/04/2020	Council	383/2020	Item 15.5
5	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 111
<b>Policy title</b>	Commemorative recognition
<b>Strategic outcomes supported</b>	CL2 – Communication and engagement with community S4 – Improving access to arts, history, culture and education

## Policy objective:

To provide consistent and effective administration of requests by members of the public for the installation of commemorative recognition items on property invested in, managed or owned by the Town of Victoria Park which honour individuals, organisations or events that have made a significant contribution to the Town or the development of Western Australia.

## Policy scope:

This policy applies to the recognition of individuals or organisations within the Town.

## Policy definitions:

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3. Commemorative memorials within the Town should avoid duplicating the memorial facilities and services provided by the Metropolitan Cemeteries Board.
4. Any cost associated with a request for commemorative recognition will be included in the Schedule of Fees and Charges.
5. Applications initially approved by the Town may be put out to community consultation, where relevant, according to Policy 103 Communication and Engagement, to provide information, enable feedback and advice on any large memorial.

## Types of memorials:

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<b>Responsible officers</b>	Manager Community
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5	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 114
<b>Policy title</b>	Community Funding
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance S3 – Facilitating an inclusive community that celebrates diversity

## Policy objective:

This policy aims to ensure the success and prosperity of the Town's community while ensuring transparency of funding decisions and accountability of those parties receiving funding.

## Policy scope:

This policy applies to any eligible party seeking funding from the Town through the following programs:

- Community grants program.
- Place grants program
- Donations.
- Operating subsidies (including peppercorn lease).
- Rebates.

## Policy definitions:

The following definitions apply in this policy:

**auspice organisation** means legal entity which must take responsibility for applying, receiving, holding, administrating and acquitting against a grant or funding on behalf of an unincorporated organisation or individual.

**business** means a registered trading business.

**business group** means a group of two or more local businesses who work in partnership.

**community grants program** includes any grant program which is open to the local community and residents in return for social outcomes at an individual and community level.

**cost-benefit comparison** relates to social benefits and outcomes achieved at an individual and community level being greater than the totality of funding and support provided by the Town. The funding recipient will be required to attribute a cost against the operational service delivery cost required to achieve the social benefits and outcomes.

**cost-effectiveness** analysis means the comparison of two similar programs or services taking into consideration cost and resourcing against the benefits and outcomes anticipated to be achieved or achieved. A cost-effectiveness analysis helps to determine which 'applicant' should receive funding/ resources based upon:

- a. the greatest potential impact at an individual and community level informed through a cost-benefit comparison; and
- b. should sufficient funds be available Council may elect to approve two or more similar operating subsidies.

**donation** means a financial gift to an eligible party.

**economic efficiency** is when goods and services that are produced are the ones that are most valued by society, produced at least cost and allocated to those who value them most highly. Economic efficiency comprises:

- a. allocative efficiency- allocating resources to their most productive use;
- b. technical efficiency- providing goods and services at least cost; and
- c. dynamic efficiency- ensuring that investments are optimal over the long-term (three year maximum contracts) in both their timing and location.

**established and solvent** means:

- a. operating a business for all or part of the income year;
- b. cash reserve and/or guaranteed income to cover three months' worth of operating costs at any time;
- c. has an aggregated turnover less than \$10 million annually; and
- d. has demonstrated capacity to deliver upon Funding Agreements.

**funding agreement** means a contract entered into by the Town and funding recipient which stipulates obligations inclusive of, deliverables, reporting requirements, roles and responsibilities, termination of funding and funding period.

**incorporated association** means an association, as defined by the *Associations Incorporation Act 2015 (WA)*, inclusive of any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the association must be used to benefit the association or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

**in-kind support** means goods or services provided to eligible parties by the Town. Such as fee waiver for the use of the Town's facilities and services, inclusive of parks, reserves or equipment; or support inclusive of but not limited to cross-promotion through social media platforms and production of marketing material. In-kind support will be attributed a monetary value and considered within the totality of funds provided by the Town to the eligible party.

**intervention** means a program, service or initiative.

**operating subsidy** means a cash payment and/ or peppercorn lease made to an eligible party to support its sustainable operating capacity to deliver programs, support and services to the local community, capped at 50% of total operating costs.

**party** means any person, community group, business group, organisation or other, applying for funding from the Town.

**peppercorn lease** means a subsidised nominal rental amount which is significantly below the market valuation, thus forfeiting revenue in return for social benefits for the community (to be informed by cost-benefit comparison).

**program** means an intervention, event, initiative, or service delivered by a party to a specific community cohort or the general community.

**rebate** means a financial reimbursement of the expenditure of funds, to an eligible party, excluding rate rebates or concessions.

**social enterprise** (also referred to as business) means:



- a. a small business that is led by an economic, social, cultural or environmental mission consistent with a public or community benefit;
- b. derive a substantial portion of their income from trade; and
- c. reinvest the majority of their profits/ surplus in the fulfilment of their mission.

**sustainable operating capacity** means the capacity of an organisation to remain financially viable over a long-term period through diverse revenue and funding streams which meet the full cost of services delivery, attract and retain human capital, and manage operational risks.

**town team/ place-based group** means a group of residents, businesses and landowners working collaboratively to improve their local neighbourhood.

**year** means the financial year from 1 July to 30 June inclusive.

### Policy statement:

1. The Town will administer funding programs to support the resilience of the community.
2. Funding programs are subject to an annual budget approval process. The Town reserves the right to withhold the administration or availability of any of the following funding programs based upon the long term and annual financial position of the Town.
3. Any party wishing to apply for funding must have Public Liability Insurance of \$10 million with the exception of rebates, donations and for grants, in instances where initiatives are not exposed to public risk.
4. The Town reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town's Vision, Mission or Values, or bring the Town's brand or reputation into disrepute, or at its discretion.
5. All funding provided under this policy is to be reported on in the Annual Report.
6. The Town must ensure that all documentation relating to community funding programs, including executed agreements, is recorded, as required under the *State Records Act 2000*.

### Ineligibility criteria:

7. Unless otherwise stated in additional ineligibility criteria under each funding program, applicants will be ineligible where:
  - a. the applicant has an outstanding debt to the Town;
  - b. the applicant has failed to submit a satisfactory acquittal for a previous Town funding program; or
  - c. the application is submitted retrospectively i.e. after a project, activity and/or program has already taken place.
  - d. the applicant is a Town employee or Elected Member.

### Conflicts of interest:

8. In the administration and awarding of community funding programs any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct and the Town's values.

9. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995, Town of Victoria Park Code of Conduct for employees and Town of Victoria Park Code of Conduct for Council Members, Committee Members and Candidates*, employees and elected members with any involvement in community funding programs shall declare:
  - a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a community funding program; and
  - b. any impartiality interests they have with any applicant for a community funding program.
10. As is required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift related interest they must not be involved in that particular community funding program application. If:
  - a. this is as a member of a panel, they must not participate in the panel and the CEO should appoint another person as a member of the panel;
  - b. as an employee who awards or assesses applications for funding, the application must be referred to another appropriate employee who can award or undertake the assessment for the funding; and
  - c. the application is referred to a committee or Council, in accordance with the requirements of the Act.
11. Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

#### Lobbying of Elected Members:

12. Applicants may not lobby, or seek to influence the decision-making of Elected Members or Town staff, in relation to their submitted funding applications.
13. If, during the period between submitting a funding application and a determination by Council, an applicant seeks to lobby any Elected Member or Town staff of the Town of Victoria Park, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application to an Elected Member or Town staff, the person/organisation may be disqualified and the grant or donation excluded from being considered for approval.

#### Community grants program:

14. The community grants program will increase the capacity of community groups, businesses, clubs and organisations within the Town of Victoria Park, to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town's Strategic Community Plan.

#### Grant funding programs:

15. The Community Grants program is comprised of a range of community grant programs inclusive of, but not limited to:
  - a. Community Development Grants;
  - b. Sport and Club Development Grants;
  - c. Youth Project Grants;
  - d. Community Safety and Crime Prevention Grants;
  - e. Art and Culture Grants;
  - f. Healthy Communities Grants; and
  - g. Urban Forest Grants.

## Aims:

16. The aims of the Town's Community Grants Program are to:

- a. Complement and achieve the Town of Victoria Park's strategic objectives;
- b. Provide financial assistance to the community to develop and implement projects, activities and programs that enhance the wellbeing of the community;
- c. Strengthen local community capacity and cohesion through capitalising on the strengths and abilities of the community to effectively identify its own needs and to plan, develop and implement innovative solutions;
- d. Facilitate fair, transparent and equitable distribution of community resources and programs through the Town; and
- e. Increase participation and accessibility to a range of quality and innovative programs and activities for the residents of the Town.

## Eligibility:

17. Eligible applicants are:

- a. not-for-profit organisations;
- b. community group or clubs;
- c. artists, individuals and businesses;
- d. resident associations;
- e. town teams or place-based groups;
- f. parents and citizen (P&C) and parents and friends (P&F) associations;
- g. schools (only for projects falling outside the Department of Education responsibilities); and
- h. social-enterprises.

## Approval process:

18. The CEO will be responsible for receiving community grants applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.
19. Funding rounds will be tailored to the specific community grants program, and detailed in Practice 114.1 Community Grants which is to be made publicly available.
20. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

## Place grants program:

## Aims:

21. Place grants aim to support community-led initiatives that:
  - a. make a positive contribution to the physical character, amenity or activation of a neighbourhood
  - b. build the capacity and capability of a town team or place-based group

## Eligibility:

22. Eligible applicants are:

- a. not-for-profit organisations;
- b. community group or clubs;
- c. artists, individuals and businesses;
- d. resident associations;

- e. town teams or place-based groups;
- f. parents and citizen (P&C) and parents and friends (P&F) associations;
- g. schools (only for projects falling outside the Department of Education responsibilities); and
- h. social-enterprises.

#### Approval process:

- 23. The CEO will be responsible for receiving, assessing and approving place grant applications detailed in Practice 114.6 Place Grants which is to be made publicly available.
- 24. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.
- 25. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

#### Donations:

- 26. The donations program will support the local community through an annual financial assistance program.
- 27. Donations will be for the provision of charitable purposes or services or to support individual or group achievement at a state, national or international level of competition.
- 28. The Town reserves the right to request a profile of the donation recipient including what the funds will be or have been used for.

#### Aims:

- 29. The aims of the Town's Community Donations Program are:
  - a. To complement the Town of Victoria Park's strategic objectives; and
  - b. To support the following three (3) categories through financial assistance:

##### *Youth National and International Sport Donation*

- i. To support local residents who reside within the Town aged between 12- 25 years to participate within their sporting discipline at a national or international level.
- ii. Applicants must produce a letter of selection from their state sporting association or national body.

##### *Youth Leadership and Development Donation*

- iii. To support individuals aged between 12-25 years nominated to undertake a youth leadership or development course delivered by a recognised organisation for personal and/ or professional development.
- iv. Applicants must demonstrate a letter of offer to undertake the personal or professional development.

##### *School Welfare*

- v. Maximum of two applications per school, per financial year, to support the welfare of students and families requiring assistance with educational fees or items.
- vi. The school must submit the application on behalf of the student/ family.



#### Approval process:

30. The CEO will be responsible for receiving, assessing and approving donations applications.
31. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.
32. The Chief Executive Officer will be responsible for operationalising and administering the Donations program in accordance with Practice 114.2 Donations which is to be made publicly available.

#### Operating Subsidy:

33. The operating subsidy program will support the operating capacity of eligible parties to deliver meaningful interventions, programs and services to the community.

#### Aim:

34. To ensure economic efficiency, accountability and transparent financial management of funds by the Town, inclusive of in-kind support, cash and peppercorn lease.

#### Eligibility:

35. Applicants must meet the following:
  - a. must be an established and solvent incorporated not-for-profit organisation or social enterprise;
  - b. the mission/ purpose of the organisation or social-enterprise must be of a sporting or recreational, cultural or community service focus;
  - c. the mission / purpose will be stated in the organisation's constitution, details of incorporation or similar statement of purpose;
  - d. operating subsidy request must align with the Town's identified priority focus area(s);
  - e. operating subsidy request is based upon industry benchmarked standard costs of operation or comparable information; and
  - f. the impact of the operating subsidy upon competition and economic efficiency are minimised as far as practicable and evidenced by the applying party.

#### Ineligibility:

36. Applicants will be ineligible for an Operational Subsidy where:
  - a. the eligibility criteria is not met;
  - b. the applicant does not operate within the Town from a rateable premise, or does not primarily deliver services within the Town;
  - c. the applicant has previously breached a requirement of a lease or licence with the Town and failed to rectify the breach to the satisfaction of the Town; or
  - d. the applicant is insolvent.

#### Approval Process:

37. The CEO will be responsible for receiving operating subsidy applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.
38. The Chief Executive Officer will be responsible for operationalising and administering the operating subsidy program in accordance with Practice 114.4 Operating Subsidies which is to be made publicly available.

39. Allocation of up to 1% of the Town's rateable income will be considered to support the operating subsidy program annually;
40. Dependent upon annual budget approval, the operating subsidy program will be advertised publicly with one founding round open per year.
41. Operating subsidies will be capped at \$100,000 (ex GST and Consumer Price Index Perth all groups) cash contribution per organisation per year, and no more than 50% of total operating costs, inclusive of cash, in-kind support relating to subsidised rental value of the lease forfeited under a peppercorn lease.
42. The Town will be responsible for receiving operating subsidy applications and making a recommendation to Council for consideration.
43. Applications will be assessed against cost-benefit comparison aligned to the Town's Strategic Community Plan outcomes.
44. In the instance where two or more applicants apply for an operating subsidy to deliver similar services, a cost-effectiveness analysis (CEA) will be undertaken to ensure the most efficient use of rate payers funds.
45. Should sufficient funds be available Council may elect to approve two or more similar operating subsidies.
46. Three (3) year recurrent Funding Agreements will be entered into with the successful applicant.
47. Previously successful applicants are eligible to re-apply for an operating subsidy;
48. Operating subsidy applications will be considered alongside Lease / License Agreements, where relevant.
49. Consumer Price Index Perth all Groups will be applied annually to the life of the funding contract
50. Successful applications will be required to provide six-monthly 'output reports' and an annual 'outcome report' to the Town, to be used by the Town as the Town deems fit.
51. Successful applicants will be required to provide the Town with an annual statement of income and expenditure of the operating subsidy which has been certified by the applicant's auditor.
52. The annual outcome report must demonstrate cost-benefit comparison in return for the operating subsidy.
53. The Town reserves the right to terminate a Funding Agreement upon unsatisfactory annual outcomes reported in an acquittal and or report.
54. Should the acquittal process be deemed unsatisfactory, the Town reserves the right to request the full reimbursement of funding provided.
55. The Town reserves the right to incrementally decrease funding per year to promote sustainable operating capacity, should the financial position of the funding recipient change.
56. The eligibility criteria, reporting and acquittal process will be made publicly available on the Town's website.

#### Rebates:

57. The Rebates programs relates to the following funding programs:

- a. Adopt-a-verge;
- b. CCTV Partnership Program;
- c. Security Incentive Scheme; and
- d. Street Meet and Greet.

58. The CEO will be responsible for receiving, assessing and approving rebate applications.

*Adopt-a-verge*

59. The 'Adopt-a-Verge' program supports residents to transform the verge areas in their street into beautiful native gardens, with the assistance of the Town of Victoria Park. A verge is considered to be the area between the road and your property.

*Aims:*

60. The aims of the Adopt-a-Verge program are to:
- a. Reduce water use;
  - b. Increase Biodiversity; and
  - c. Promote aesthetically pleasing verges.

*Eligibility:*

61. Local residents are eligible for an Adopt-a-Verge rebate.

*Ineligibility:*

62. The following parties are ineligible for an Adopt-a-Verge rebate:
- a. Commercial or industrial properties; and
  - b. Property developers.

*CCTV Partnership Program:*

*Aims:*

63. To assist private residences, businesses or community groups to install an effective CCTV system and create a partnership between the applicant, WA Police Force, and the Town to address crime and safety problems through visual surveillance.

*Eligibility:*

64. Any property owner, resident, business or community group in the Town is eligible to apply for funding of up to half the total project cost, per project (refer to management practice 114.1 Community Funding for capped amount).

*Ineligibility:*

65. The following parties are ineligible to join the CCTV Partnership Program:
- a. State or Federal government agencies; or
  - b. Properties outside the Town of Victoria Park.

*Security Incentive Scheme:*

*Aims:*

66. To support residents in taking an active role to deter burglaries.

*Eligibility:*

67. Any local property owner, resident, business or community group in the Town.

*Ineligibility:*

68. The following parties are ineligible for a Security Incentive Scheme rebate:

- a. State or Federal government agencies;
- b. Any party that has already received their maximum rebate under the Security Incentive Scheme for the financial year; or
- c. Any party that does not comply with the operational Terms and Conditions of the program.

**Street Meet n Greet:**

*Aims:*

69. To empower community members to deliver local street events throughout the Town.

*Eligibility:*

70. Any resident, business or community group in the Town is eligible to apply.

*Ineligibility:*

71. The following parties are ineligible for a Street Meet n Greet rebate:

- a. State or Federal government agencies;
- b. Properties outside the Town of Victoria Park;
- c. Any party with a current outstanding debt with the Town;
- d. Any event that does not target local street neighbours as the focus of the event; or
- e. Any party that does not comply with the operational Terms and Conditions of the program.

**Related documents**

*Practice 114.1 Community grants*

*Practice 114.2 Donations*

*Practice 114.4 Operating subsidies*

*Practice 114.5 Rebates*

*Code of Conduct for employees*

*Code of Conduct for Council Members, Committee Members and Candidates*

<b>Responsible officers</b>	Community Development Coordinator
<b>Policy manager</b>	Manager - Community
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	April 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	17/12/2019	Council	284/2019	Item 14.5
2	Amended	15/09/2020	Council	519/2020	Item 15.2
3	Amended	20/10/2020	Council	535/2020	Item 12.6
4	Amended	15/12/2020	Council	594/2020	Item 15.1
5	Reviewed and amended	20/04/2021	Council	76/2021	Item 15.2
6	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
7	Administratively amended	24/08/2033	Delegation		

<b>Policy number</b>	Policy 114
<b>Policy title</b>	Community Funding D23/43916
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance S3 – Facilitating an inclusive community that celebrates diversity

## Policy objective:

This policy aims to ensure the success and prosperity of the Town’s community while ensuring transparency of funding decisions and accountability of those parties receiving funding.

## Policy scope:

This policy applies to any eligible party seeking funding from the Town through the following programs:

- Community grants program.
- Place grants program
- Donations.
- Operating subsidies (including peppercorn lease).
- Rebates.

## Policy definitions:

The following definitions apply in this policy:

**auspice organisation** means legal entity which must take responsibility for applying, receiving, holding, administrating and acquitting against a grant or funding on behalf of an unincorporated organisation or individual.

**business** means a registered trading business.

**business group** means a group of two or more local businesses who work in partnership.

**community grants program** includes any grant program which is open to the local community and residents in return for social outcomes at an individual and community level.

**cost-benefit comparison** relates to social benefits and outcomes achieved at an individual and community level being greater than the totality of funding and support provided by the Town. The funding recipient will be required to attribute a cost against the operational service delivery cost required to achieve the social benefits and outcomes.

**cost-effectiveness** analysis means the comparison of two similar programs or services taking into consideration cost and resourcing against the benefits and outcomes anticipated to be achieved or achieved. A cost-effectiveness analysis helps to determine which ‘applicant’ should receive funding/ resources based upon:

- a. the greatest potential impact at an individual and community level informed through a cost-benefit comparison; and
- b. should sufficient funds be available Council may elect to approve two or more similar operating subsidies.

**donation** means a financial gift to an eligible party.

**economic efficiency** -is when goods and services that are produced are the ones that are most valued by society, produced at least cost and allocated to those who value them most highly. Economic efficiency comprises:

- a. allocative efficiency- allocating resources to their most productive use;
- b. technical efficiency- providing goods and services at least cost; and
- c. dynamic efficiency- ensuring that investments are optimal over the long-term (three year maximum contracts) in both their timing and location.

**established and solvent** means:

- a. operating a business for all or part of the income year;
- b. cash reserve and/or guaranteed income to cover three months' worth of operating costs at any time;
- c. has an aggregated turnover less than \$10 million annually; and
- d. has demonstrated capacity to deliver upon Funding Agreements.

**funding agreement** means a contract entered into by the Town and funding recipient which stipulates obligations inclusive of, deliverables, reporting requirements, roles and responsibilities, termination of funding and funding period.

**incorporated association** means an association, as defined by the *Associations Incorporation Act 2015 (WA)*, inclusive of any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the association must be used to benefit the association or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

**in-kind support** means goods or services provided to eligible parties by the Town. Such as fee waiver for the use of the Town's facilities and services, inclusive of parks, reserves or equipment; or support inclusive of but not limited to cross-promotion through social media platforms and production of marketing material. In-kind support will be attributed a monetary value and considered within the totality of funds provided by the Town to the eligible party.

**intervention** means a program, service or initiative.

**operating subsidy** means a cash payment and/ or peppercorn lease made to an eligible party to support its sustainable operating capacity to deliver programs, support and services to the local community, capped at 50% of total operating costs.

**party** means any person, community group, business group, organisation or other, applying for funding from the Town.

**peppercorn lease** means a subsidised nominal rental amount which is significantly below the market valuation, thus forfeiting revenue in return for social benefits for the community (to be informed by cost-benefit comparison).

**program** means an intervention, event, initiative, or service delivered by a party to a specific community cohort or the general community.

**rebate** means a financial reimbursement of the expenditure of funds, to an eligible party, excluding rate rebates or concessions.

**social enterprise** (also referred to as business) means:

- a. a small business that is led by an economic, social, cultural or environmental mission consistent with a public or community benefit;
- b. derive a substantial portion of their income from trade; and
- c. reinvest the majority of their profits/ surplus in the fulfilment of their mission.

**sustainable operating capacity** means the capacity of an organisation to remain financially viable over a long-term period through diverse revenue and funding streams which meet the full cost of services delivery, attract and retain human capital, and manage operational risks.

**town team/ place-based group** means a group of residents, businesses and landowners working collaboratively to improve their local neighbourhood.

**year** means the financial year from 1 July to 30 June inclusive.

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  - c. the application is submitted retrospectively i.e. after a project, activity and/or program has already taken place.
  - d. Elected Members, Town staff or a relative of an Elected Member or Town staff are not eligible.
    - a. Relative (as described by the Local Government Act 1995 or as amended) – in relation to a relevant person, means any of the following –
      - a. a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person's spouse or de facto partner;
      - b. The relevant person's spouse or defacto partner or the spouse or de facto partner of any relative specified in paragraph (a), whether or not the relationship is traced through, or to, a person whose





parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is natural relationship or a relationship established by a written law.

d. ~~the applicant is a Town employee or Elected Member.~~

#### Conflicts of interest:

8. In the administration and awarding of community funding programs any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct and the Town's values.
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- b. Sport and Club Development Grants;
- c. ~~Community Donations Youth Project Grants;~~
- d. Community Safety and Crime Prevention Grants;
- e. Art and Culture Grants;
- f. ~~Healthy Communities Grants; and~~
- f. Urban Forest Grants;
- g. Place Grants and
- g.h. Operating Subsidy.

Aims:

16. The aims of the Town's Community Grants Program are to:

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  - a. the eligibility criteria is not met;
  - b. the applicant does not operate within the Town from a rateable premise, or does not primarily deliver services within the Town;
  - c. the applicant has previously breached a requirement of a lease or license with the Town and failed to rectify the breach to the satisfaction of the Town; or
  - d. the applicant is insolvent.

**Approval Process:**

37. The CEO will be responsible for receiving operating subsidy applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.
38. The Chief Executive Officer will be responsible for operationalising and administering the operating subsidy program in accordance with Practice 114.4 Operating Subsidies which is to be made publicly available.
39. Allocation of up to 1% of the Town's rateable income will be considered to support the operating subsidy program annually;
40. Dependent upon annual budget approval, the operating subsidy program will be advertised publicly with one founding round open per year.
41. Operating subsidies will be capped at \$100,000 (ex GST and Consumer Price Index Perth all groups) cash contribution per organisation per year, and no more than 50% of total operating costs, inclusive of cash, in-kind support relating to subsidised rental value of the lease forfeited under a peppercorn lease.
42. The Town will be responsible for receiving operating subsidy applications and making a recommendation to Council for consideration.
43. Applications will be assessed against cost-benefit comparison aligned to the Town's Strategic Community Plan outcomes.
44. In the instance where two or more applicants apply for an operating subsidy to deliver similar services, a cost-effectiveness analysis (CEA) will be undertaken to ensure the most efficient use of rate payers funds.
45. Should sufficient funds be available Council may elect to approve two or more similar operating subsidies.
46. Three (3) year recurrent Funding Agreements will be entered into with the successful applicant.
47. Previously successful applicants are eligible to re-apply for an operating subsidy;
48. Operating subsidy applications will be considered alongside Lease/License Agreements, where relevant.
49. Consumer Price Index Perth all Groups will be applied annually to the life of the funding contract.
50. Successful applications will be required to provide six-monthly 'output reports' and an annual 'outcome report' to the Town, to be used by the Town as the Town deems fit.
51. Successful applicants will be required to provide the Town with an annual statement of income and expenditure of the operating subsidy which has been certified by the applicant's auditor.
52. The annual outcome report must demonstrate cost-benefit comparison in return for the operating subsidy.
53. The Town reserves the right to terminate a Funding Agreement upon unsatisfactory annual outcomes reported in an acquittal and or report.

54. Should the acquittal process be deemed unsatisfactory, the Town reserves the right to request the full reimbursement of funding provided.
55. The Town reserves the right to incrementally decrease funding per year to promote sustainable operating capacity, should the financial position of the funding recipient change.
56. The eligibility criteria, reporting and acquittal process will be made publicly available on the Town's website.

#### Rebates:

57. The Rebates programs relates to the following funding programs:

- a. Adopt-a-verge;
- b. CCTV Partnership Program;
- c. Security Incentive Scheme; and
- d. Street Meet and Greet.

58. The CEO will be responsible for receiving, assessing, and approving rebate applications.

#### Adopt-a-Verge

59. The 'Adopt-a-Verge' program supports residents to transform the verge areas in their street into beautiful native gardens, with the assistance of the Town of Victoria Park. A verge is considered the area between the road and your property.

#### Aims:

60. The aims of the Adopt-a-Verge program are to:

- a. Reduce water use;
- b. Increase Biodiversity; and
- c. Promote aesthetically pleasing verges.

#### Eligibility:

61. Local residents are eligible for an Adopt-a-Verge rebate.

#### Ineligibility:

62. The following parties are ineligible for an Adopt-a-Verge rebate:

- a. Commercial or industrial properties; and
- b. Property developers.

#### CCTV Partnership Program:

#### Aims:

63. To assist private residences, businesses, or community groups to install an effective CCTV system and create a partnership between the applicant, WA Police Force, and the Town to address crime and safety problems through visual surveillance.

#### Eligibility:

64. Any property owner, resident, business, or community group in the Town is eligible to apply for funding of up to half the total project cost, per project (refer to management practice 114.1 Community Funding for capped amount).

*Ineligibility:*

65. The following parties are ineligible to join the CCTV Partnership Program:

- a. State or Federal government agencies; or
- ~~b.~~ Properties outside the Town of Victoria Park.

Security Incentive Scheme:

*Aims:*

66. To support residents in taking an active role to deter burglaries.

*Eligibility:*

67. Any local property owner, resident, business, or community group in the Town.

*Ineligibility:*

68. The following parties are ineligible for a Security Incentive Scheme rebate:

- a. State or Federal government agencies;
- b. Any party that has already received their maximum rebate under the Security Incentive Scheme for the financial year; or
- c. Any party that does not comply with the operational Terms and Conditions of the program.

Street Meet n Greet:

*Aims:*

69. To empower community members to deliver local street events throughout the Town.

*Eligibility:*

70. Any resident, business or community group in the Town is eligible to apply.

*Ineligibility:*

71. The following parties are ineligible for a Street Meet n Greet rebate:

- a. State or Federal government agencies;
- b. Properties outside the Town of Victoria Park;
- c. Any party with a current outstanding debt with the Town;
- d. Any event that does not target local street neighbours as the focus of the event; or
- e. Any party that does not comply with the operational Terms and Conditions of the program.

☰ **Related documents**

*Code of Conduct for employees*

*Code of Conduct for Council Members, Committee Members and Candidates*

<b>Responsible officers</b>	Coordinator Events Arts and Funding <del>pmment-Coordinator</del>
<b>Policy manager</b>	Manager - Community
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	<u>To be set by Governance April 2023</u>

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	17/12/2019	Council	284/2019	Item 14.5
2	Amended	15/09/2020	Council	519/2020	Item 15.2
3	Amended	20/10/2020	Council	535/2020	Item 12.6
4	Amended	15/12/2020	Council	594/2020	Item 15.1
5	Reviewed and amended	20/04/2021	Council	76/2021	Item 15.2
6	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
7	Administratively amended	24/08/2033	Delegation		



<b>Policy number</b>	Policy 114
<b>Policy title</b>	Community Funding
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance S3 – Facilitating an inclusive community that celebrates diversity

### Policy objective:

This policy aims to ensure the success and prosperity of the Town’s community while ensuring transparency of funding decisions and accountability of those parties receiving funding.

### Policy scope:

This policy applies to any eligible party seeking funding from the Town through the following programs:

- Community grants program.
- Place grants program
- Donations.
- Operating subsidies (including peppercorn lease).
- Rebates.

### Policy definitions:

The following definitions apply in this policy:

**auspice organisation** means legal entity which must take responsibility for applying, receiving, holding, administrating and acquitting against a grant or funding on behalf of an unincorporated organisation or individual.

**business** means a registered trading business.

**business group** means a group of two or more local businesses who work in partnership.

**community grants program** includes any grant program which is open to the local community and residents in return for social outcomes at an individual and community level.

**cost-benefit comparison** relates to social benefits and outcomes achieved at an individual and community level being greater than the totality of funding and support provided by the Town. The funding recipient will be required to attribute a cost against the operational service delivery cost required to achieve the social benefits and outcomes.

**cost-effectiveness** analysis means the comparison of two similar programs or services taking into consideration cost and resourcing against the benefits and outcomes anticipated to be achieved or achieved. A cost-effectiveness analysis helps to determine which ‘applicant’ should receive funding/ resources based upon:

- a. the greatest potential impact at an individual and community level informed through a cost-benefit comparison; and
- b. should sufficient funds be available Council may elect to approve two or more similar operating subsidies.



**donation** means a financial gift to an eligible party.

**economic efficiency** is when goods and services that are produced are the ones that are most valued by society, produced at least cost and allocated to those who value them most highly. Economic efficiency comprises:

- a. allocative efficiency- allocating resources to their most productive use;
- b. technical efficiency- providing goods and services at least cost; and
- c. dynamic efficiency- ensuring that investments are optimal over the long-term (three year maximum contracts) in both their timing and location.

**established and solvent** means:

- a. operating a business for all or part of the income year;
- b. cash reserve and/or guaranteed income to cover three months' worth of operating costs at any time;
- c. has an aggregated turnover less than \$10 million annually; and
- d. has demonstrated capacity to deliver upon Funding Agreements.

**funding agreement** means a contract entered into by the Town and funding recipient which stipulates obligations inclusive of, deliverables, reporting requirements, roles and responsibilities, termination of funding and funding period.

**incorporated association** means an association, as defined by the *Associations Incorporation Act 2015 (WA)*, inclusive of any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the association must be used to benefit the association or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

**in-kind support** means goods or services provided to eligible parties by the Town. Such as fee waiver for the use of the Town's facilities and services, inclusive of parks, reserves or equipment; or support inclusive of but not limited to cross-promotion through social media platforms and production of marketing material. In-kind support will be attributed a monetary value and considered within the totality of funds provided by the Town to the eligible party.

**intervention** means a program, service or initiative.

**operating subsidy** means a cash payment and/ or peppercorn lease made to an eligible party to support its sustainable operating capacity to deliver programs, support and services to the local community, capped at 50% of total operating costs.

**party** means any person, community group, business group, organisation or other, applying for funding from the Town.

**peppercorn lease** means a subsidised nominal rental amount which is significantly below the market valuation, thus forfeiting revenue in return for social benefits for the community (to be informed by cost-benefit comparison).

**program** means an intervention, event, initiative, or service delivered by a party to a specific community cohort or the general community.

**rebate** means a financial reimbursement of the expenditure of funds, to an eligible party, excluding rate rebates or concessions.

**social enterprise** (also referred to as business) means:



- a. a small business that is led by an economic, social, cultural or environmental mission consistent with a public or community benefit;
- b. derive a substantial portion of their income from trade; and
- c. reinvest the majority of their profits/ surplus in the fulfilment of their mission.

**sustainable operating capacity** means the capacity of an organisation to remain financially viable over a long-term period through diverse revenue and funding streams which meet the full cost of services delivery, attract and retain human capital, and manage operational risks.

**town team/ place-based group** means a group of residents, businesses and landowners working collaboratively to improve their local neighbourhood.

**year** means the financial year from 1 July to 30 June inclusive.

### Policy statement:

1. The Town will administer funding programs to support the resilience of the community.
2. Funding programs are subject to an annual budget approval process. The Town reserves the right to withhold the administration or availability of any of the following funding programs based upon the long term and annual financial position of the Town.
3. Any party wishing to apply for funding must have Public Liability Insurance of \$10 million with the exception of rebates, donations and for grants, in instances where initiatives are not exposed to public risk.
4. The Town reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town's Vision, Mission or Values, or bring the Town's brand or reputation into disrepute, or at its discretion.
5. All funding provided under this policy is to be reported on in the Annual Report.
6. The Town must ensure that all documentation relating to community funding programs, including executed agreements, is recorded, as required under the *State Records Act 2000*.

### Ineligibility criteria:

7. Unless otherwise stated in additional ineligibility criteria under each funding program, applicants will be ineligible where:
  - a. the applicant has an outstanding debt to the Town;
  - b. the applicant has failed to submit a satisfactory acquittal for a previous Town funding program; or
  - c. the application is submitted retrospectively i.e. after a project, activity and/or program has already taken place.
  - d. Elected Members, Town staff or a *relative* of an Elected Member or Town staff are not eligible.
    - o *Relative* (as described by the Local Government Act 1995 or as amended) – in relation to a relevant person, means any of the following –
      - a. a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person's spouse or de facto partner;
      - b. The relevant person's spouse or defacto partner or the spouse or de facto partner of any relative specified in paragraph (a), whether or not the relationship is traced through, or to, a person whose

parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is natural relationship or a relationship established by a written law.

#### Conflicts of interest:

8. In the administration and awarding of community funding programs any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct and the Town's values.
9. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995*, *Town of Victoria Park Code of Conduct for employees and Town of Victoria Park Code of Conduct for Council Members, Committee Members and Candidates*, employees and elected members with any involvement in community funding programs shall declare:
  - a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a community funding program; and
  - b. any impartiality interests they have with any applicant for a community funding program.
10. As required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift-related interest, they must not be involved in that community funding program application. If:
  - a. this is as a member of a panel; they must not participate in the panel and the CEO should appoint another person as a member of the panel;
  - b. as an employee who awards or assesses applications for funding, the application must be referred to another appropriate employee who can award or undertake the assessment for the funding; and
  - c. the application is referred to a committee or Council, in accordance with the requirements of the Act.
11. Where an impartial interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

#### Lobbying of Elected Members:

12. Applicants may not lobby or seek to influence the decision-making of Elected Members or Town staff, in relation to their submitted funding applications.
13. If, during the period between submitting a funding application and a determination by Council, an applicant seeks to lobby any Elected Member or Town staff of the Town of Victoria Park, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application to an Elected Member or Town staff, the person/organisation may be disqualified and the grant or donation excluded from being considered for approval.

#### Community Grants Program:

14. The community grants program will increase the capacity of community groups, businesses, clubs and organisations within the Town of Victoria Park, to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town's Strategic Community Plan.

#### Grant Funding Programs:

15. The Community Grants program is comprised of a range of community grant programs inclusive of, but not limited to:

- a. Community Development Grants;
- b. Sport and Club Development Grants;
- c. Community Donations
- d. Community Safety and Crime Prevention Grants;
- e. Art and Culture Grants;
  
- f. Urban Forest Grants;
- g. Place Grants and
- h. Operating Subsidy.

#### Aims:

16. The aims of the Town's Community Grants Program are to:

- a. Complement and achieve the Town of Victoria Park's strategic objectives;
- b. Provide financial assistance to the community to develop and implement projects, activities and programs that enhance the wellbeing of the community;
- c. Strengthen local community capacity and cohesion through capitalising on the strengths and abilities of the community to effectively identify its own needs and to plan, develop and implement innovative solutions;
- d. Facilitate fair, transparent, and equitable distribution of community resources and programs through the Town; and
- e. Increase participation and accessibility to a range of quality and innovative programs and activities for the residents of the Town.

#### Eligibility:

17. Eligible applicants are:

- a. not-for-profit organisations;
- b. community group or clubs;
- c. artists, individuals, and businesses;
- d. resident associations;
- e. town teams or place-based groups;
- f. parents and citizen (P&C) and parents and friends (P&F) associations;
- g. schools (only for projects falling outside the Department of Education responsibilities); and
- h. social enterprises.

#### Approval process:

- 18. The CEO will be responsible for receiving community grants applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.
  
- 19. Funding rounds will be tailored to the specific community grants program and detailed in Practice 114.1 Community Grants which will be made publicly available.
  
- 20. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

#### Place Grants Program:

##### Aims:

- 21. Place grants aim to support community-led initiatives that:
  - a. make a positive contribution to the physical character, amenity, or activation of a neighbourhood



- b. build the capacity and capability of a town team or place-based group.

Eligibility:

22. Eligible applicants are:

- a. not-for-profit organisations;
- b. community group or clubs;
- c. artists, individuals, and businesses;
- d. resident associations;
- e. town teams or place-based groups;
- f. parents and citizen (P&C) and parents and friends (P&F) associations;
- g. schools (only for projects falling outside the Department of Education responsibilities); and
- h. social enterprises.

Approval process:

- 23. The CEO will be responsible for receiving, assessing, and approving place grant applications detailed in Practice 114.6 Place Grants which is to be made publicly available.
- 24. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.
- 25. The Town may require public recognition of the grant through means as deemed appropriate by the Town.

Donations:

- 26. The donations program will support the local community through an annual financial assistance program.
- 27. Donations will be for charitable purposes or services or to support individual or group achievement at a state, national, or international level of competition.
- 28. The Town reserves the right to request a profile of the donation recipient including what the funds will be or have been used for.

Aims:

29. The aims of the Town’s Community Donations Program are:

- a. To complement the Town of Victoria Park’s strategic objectives; and
- b. The support the following three (3) categories through financial assistance:

*Youth National and International Sport Donation*

- i. To support local residents who reside within the Town aged between 12- 25 years to participate within their sporting discipline at a national or international level.
- ii. Applicants must produce a letter of selection from their state sporting association or national body.

*Youth Leadership and Development Donation*

- iii. To support individuals aged between 12-25 years nominated to undertake a youth leadership or development course delivered by a recognised organisation for personal and/or professional development.
- iv. Applicants must demonstrate a letter of offer to undertake personal or professional development.

*School Welfare*

- v. Maximum of two applications per school, per financial year, to support the welfare of students and families requiring assistance with educational fees or items.
- vi. The school must submit the application on behalf of the student/ family.

**Approval process:**

- 30. The CEO will be responsible for receiving, assessing, and approving donations applications.
- 31. Dependent upon annual budget approval, funding will be available year-round, or until funds have been expended.
- 32. The Chief Executive Officer will be responsible for operationalising and administering the Donations Program in accordance with Practice 114.2 Donations which is to be made publicly available.

**Operating Subsidy:**

- 33. The operating subsidy program will support the operating capacity of eligible parties to deliver meaningful interventions, programs, and services to the community.

**Aim:**

- 34. To ensure economic efficiency, accountability, and transparent financial management of funds by the Town, inclusive of in-kind support, cash, and peppercorn lease.

**Eligibility:**

- 35. Applicants must meet the following:
  - a. must be an established and solvent incorporated not-for-profit organisation or social enterprise;
  - b. the mission/purpose of the organisation or social enterprise must be of a sporting or recreational, cultural or community service focus;
  - c. the mission/purpose will be stated in the organisation's constitution, details of incorporation or similar statement of purpose;
  - d. operating subsidy request must align with the Town's identified priority focus area(s);
  - e. operating subsidy request is based upon industry benchmarked standard costs of operation or comparable information; and
  - f. the impact of the operating subsidy upon competition and economic efficiency are minimised as far as practicable and evidenced by the applying party.

**Ineligibility:**

- 36. Applicants will be ineligible for an Operational Subsidy where:
  - a. the eligibility criteria is not met;

- b. the applicant does not operate within the Town from a rateable premise, or does not primarily deliver services within the Town;
- c. the applicant has previously breached a requirement of a lease or license with the Town and failed to rectify the breach to the satisfaction of the Town; or
- d. the applicant is insolvent.

Approval Process:

37. The CEO will be responsible for receiving operating subsidy applications. The CEO shall establish a panel of no less than three members to assess all eligible applications received. The panel will assess applications against the requirements and assessment criteria and make a recommendation to Council for consideration.
38. The Chief Executive Officer will be responsible for operationalising and administering the operating subsidy program in accordance with Practice 114.4 Operating Subsidies which is to be made publicly available.
39. Allocation of up to 1% of the Town's rateable income will be considered to support the operating subsidy program annually;
40. Dependent upon annual budget approval, the operating subsidy program will be advertised publicly with one founding round open per year.
41. Operating subsidies will be capped at \$100,000 (ex GST and Consumer Price Index Perth all groups) cash contribution per organisation per year, and no more than 50% of total operating costs, inclusive of cash, in-kind support relating to subsidised rental value of the lease forfeited under a peppercorn lease.
42. The Town will be responsible for receiving operating subsidy applications and making a recommendation to Council for consideration.
43. Applications will be assessed against cost-benefit comparison aligned to the Town's Strategic Community Plan outcomes.
44. In the instance where two or more applicants apply for an operating subsidy to deliver similar services, a cost-effectiveness analysis (CEA) will be undertaken to ensure the most efficient use of rate payers funds.
45. Should sufficient funds be available Council may elect to approve two or more similar operating subsidies.
46. Three (3) year recurrent Funding Agreements will be entered into with the successful applicant.
47. Previously successful applicants are eligible to re-apply for an operating subsidy;
48. Operating subsidy applications will be considered alongside Lease/License Agreements, where relevant.
49. Consumer Price Index Perth all Groups will be applied annually to the life of the funding contract.
50. Successful applications will be required to provide six-monthly 'output reports' and an annual 'outcome report' to the Town, to be used by the Town as the Town deems fit.
51. Successful applicants will be required to provide the Town with an annual statement of income and expenditure of the operating subsidy which has been certified by the applicant's auditor.
52. The annual outcome report must demonstrate cost-benefit comparison in return for the operating subsidy.



53. The Town reserves the right to terminate a Funding Agreement upon unsatisfactory annual outcomes reported in an acquittal and or report.
54. Should the acquittal process be deemed unsatisfactory, the Town reserves the right to request the full reimbursement of funding provided.
55. The Town reserves the right to incrementally decrease funding per year to promote sustainable operating capacity, should the financial position of the funding recipient change.
56. The eligibility criteria, reporting and acquittal process will be made publicly available on the Town's website.

#### Rebates:

57. The Rebates programs relates to the following funding programs:
  - a. Adopt-a-verge;
  - b. CCTV Partnership Program;
  - c. Security Incentive Scheme; and
  - d. Street Meet and Greet.
58. The CEO will be responsible for receiving, assessing, and approving rebate applications.

#### Adopt-a-Verge

59. The 'Adopt-a-Verge' program supports residents to transform the verge areas in their street into beautiful native gardens, with the assistance of the Town of Victoria Park. A verge is considered the area between the road and your property.

#### Aims:

60. The aims of the Adopt-a-Verge program are to:
  - a. Reduce water use;
  - b. Increase Biodiversity; and
  - c. Promote aesthetically pleasing verges.

#### Eligibility:

61. Local residents are eligible for an Adopt-a-Verge rebate.

#### Ineligibility:

62. The following parties are ineligible for an Adopt-a-Verge rebate:
  - a. Commercial or industrial properties; and
  - b. Property developers.

#### CCTV Partnership Program:

#### Aims:

63. To assist private residences, businesses, or community groups to install an effective CCTV system and create a partnership between the applicant, WA Police Force, and the Town to address crime and safety problems through visual surveillance.

*Eligibility:*

64. Any property owner, resident, business, or community group in the Town is eligible to apply for funding of up to half the total project cost, per project (refer to management practice 114.1 Community Funding for capped amount).

*Ineligibility:*

65. The following parties are ineligible to join the CCTV Partnership Program:

- a. State or Federal government agencies; or

Properties outside the Town of Victoria Park. Security Incentive Scheme:

*Aims:*

66. To support residents in taking an active role to deter burglaries.

*Eligibility:*

67. Any local property owner, resident, business, or community group in the Town.

*Ineligibility:*

68. The following parties are ineligible for a Security Incentive Scheme rebate:

- a. State or Federal government agencies;  
b. Any party that has already received their maximum rebate under the Security Incentive Scheme for the financial year; or  
c. Any party that does not comply with the operational Terms and Conditions of the program.

*Street Meet n Greet:*

*Aims:*

69. To empower community members to deliver local street events throughout the Town.

*Eligibility:*

70. Any resident, business or community group in the Town is eligible to apply.

*Ineligibility:*

71. The following parties are ineligible for a Street Meet n Greet rebate:

- a. State or Federal government agencies;  
b. Properties outside the Town of Victoria Park;  
c. Any party with a current outstanding debt with the Town;  
d. Any event that does not target local street neighbours as the focus of the event; or  
e. Any party that does not comply with the operational Terms and Conditions of the program.

## Related documents

*Code of Conduct for employees*

*Code of Conduct for Council Members, Committee Members and Candidates*

<b>Responsible officers</b>	Coordinator Events Arts and Funding
<b>Policy manager</b>	Manager - Community
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	To be set by Governance

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6	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
7	Administratively amended	24/08/2033	Delegation		

<b>Policy number</b>	Policy 117
<b>Policy title</b>	Business grants D23/43920
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance EC1 – Facilitating a strong local economy

## Policy objective:

To establish transparent and effective guidelines for the administration of grants to local businesses and business groups that support vibrancy, innovation and economic development.

## Policy scope:

This policy applies to any party seeking funding from the Town of Victoria Park for a Business Grant.

## Policy definitions:

**Advertised closing date** – the date by which the Town of Victoria Park requires complete applications to be received for an advertised funding round.

**Match-Funding** – is a requirement for the applicant to provide a specified percentage of the total amount needed to deliver the project, activity or program.

**Regulatory Approval** – an approval, licence or permit required by a government body, statutory authority or similar for the carrying out of works or activities, including but not limited to Development Approvals, Building Licences, Liquor Licences, Food Business Registration and Free Trade Area Permits.

**Standard Operating Expenses** – are expenses that are core to the basic operation of a business and not directly related to delivering a unique project, activity or program.

## Policy statement:

### Administration of Covid-19 Business Grants

1. The Town of Victoria Park may administer Business Grants to support economic development objectives provided in the Economic Development Strategy.
2. Business Grants are subject to a regular budget review process and availability of funding. The Town of Victoria Park reserves the right to suspend the administration or availability of Business Grants at any time.
3. The Town of Victoria Park will advertise when it is accepting applications for Business Grants on its website and such other appropriate mediums. Applications may be accepted during set funding rounds or on an ongoing basis.
4. The Chief Executive Officer will be responsible for the operational management of Business Grants.
5. All funding provided under this policy is to be reported on in the Annual Report.
6. The Town must ensure that all documentation relating to the Business Grants, including executed agreements, is recorded, as required under the *State Records Act 2000*.

## Conflicts of Interest

7. In the administration and awarding of Business Grants any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct and the Town's values.
8. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995*, *Local Government (Model Code of Conduct) Regulations 2021* and *Local Government (Administration) Regulations 1996* employees and elected members with any involvement in Business Grants shall declare:
  - a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a Business Grant; and
  - b. any impartiality interests they have with any applicant for a Business Grant.
9. As is required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift related interest they must not be involved in that particular Business Grants application. If:
  - a. this is as a member of a panel, they must not participate in the panel and the CEO should appoint another person as a member of the panel;
  - b. as an employee who awards or assesses applications for a grant, the application must be referred to another appropriate employee who can award or undertake the assessment for the grant; and
  - c. the application is referred to a committee or Council, in accordance with the requirements of the Act.
10. Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

## Eligibility

11. Any party wishing to apply for a Business Grant must:
  - a. hold Public Liability insurance of \$10 million; and
  - b. own or hold the appropriate permission to use any intellectual property associated with the proposed project, activity or program; and
  - c. meet any additional eligibility criteria for the Business Grant category being applied for.
12. The following ineligibility criteria apply to all Business Grants administered under this Policy:
  - a. The applicant has an outstanding debt to the Town of Victoria Park;
  - b. The applicant has failed to submit a satisfactory acquittal for a previous Business Grant (including COVID-19 Business Grants) or Community Grants Program;
  - c. The applicant has failed to comply with the operational Terms and Conditions of the Business Grant being applied for;
  - d. The applicant has previously received any type of grant from the Town of Victoria for the same project; or
  - e. The applicant is a Town employee or Elected Member.
13. The Business Grants will not support recurrent operational funding, including but not limited to, wages, salaries or administrative overheads.
14. Applicants must not lobby, seek to influence or canvass the decision-making of elected members or employees, in relation to their applications other than by way of an authorised presentation and/or deputation at a Council meeting. Any applicant who does so will have their application rejected.

## Business Grants Categories and Assessment Criteria

15. The Business Grants program will be subject to annual review. At each review, it will be determined:
  - a. The category or categories of Business Grants that will operate for that financial year, having regard for the objectives of the Economic Development Strategy or economic development objectives of any other adopted strategic plan; and
  - b. For each category of Business Grants:
    - i. The category objective;
    - ii. Assessment criteria;
    - iii. Any additional eligibility or ineligibility criteria;
    - iv. Maximum value;
    - v. Whether match-funding will be required; and
    - vi. Whether applications will be accepted on an ongoing basis or in set funding rounds.
16. The parameters in clause 15 will be published on the Town's website and within an information pack for applicants prior to the opening of any Business Grant round.
17. In addition to the specific assessment criteria for each Business Grant category determined in accordance with clause 15, the following assessment criteria will apply to all Business Grants:
  - a. The proposed project, activity or program occurs within, or substantially benefits economic development outcomes within, the Town of Victoria Park local government area;
  - b. The applicant can demonstrate the feasibility of the proposed project, activity or program and their capability to successfully deliver the proposed project, activity or program; and
  - c. The proposed project, activity or program is a discrete piece of work and is not, in the opinion of the Town of the Victoria Park, a standard operational expense.

## Approval Process

18. The Town of Victoria Park will only assess applications that are:
  - a. Received from applicants meeting the eligibility requirements laid out in this policy; and
  - b. Received by any advertised closing date.
19. The Town will convene a panel to assess all applications received, which will:
  - a. Consist of at least three suitably qualified and experienced people, none of whom shall be elected members, appointed by the Chief Executive Officer;
  - b. Assess grant applications against the requirements and Assessment Criteria set out in this policy; and
  - c. Provide recommendations of which grant applications should be accepted or rejected to the Council.
20. It is the applicant's responsibility to demonstrate in their application how the proposed project, activity or program meets the Assessment Criteria for the category of Business Grant being applied for.
21. The Town of Victoria Park reserves the right to:
  - a. Refuse a grant application, having regard for availability of funds and/or which applications best satisfy the Assessment Criteria;
  - b. Offer partial-funding of a grant application, having regard for availability of funds, match-funding, which applications best satisfy the Assessment Criteria, and ability of the applicant to deliver the proposal with partial-funding; and
  - c. Not award any Business Grants where no applications received are considered to adequately satisfy the Assessment Criteria.

22. The Town of Victoria Park reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town of Victoria Park's Vision, Mission or Values, or bring the Town of Victoria Park's brand or reputation into disrepute, at its discretion.
23. Where a proposed project, activity or program requires a regulatory approval to commence, the Town of Victoria Park may, at its discretion, award a Business Grant subject to the required regulatory approvals being obtained prior to the commencement of the proposed project, activity or program, and within a timeframe to be specified by the Town of Victoria Park.
24. The Town of Victoria Park will notify applicants of its decision within 60 business days of the advertised closing date or receipt of a complete application, whichever is the later.
25. The final decision whether a grant application is to be approved or rejected will be made by Council following receipt of a recommendation from the assessment panel.

### Acquittal Terms

26. Recipients will be required to acquit the funds within six weeks of the completion of the project, activity or program.
27. Recipients may be required to provide photographs and/or written testimonials for use by the Town of Victoria Park to promote the Business Grants program and local economy.

### Related documents

Practice 117.1 Business Grants

<b>Responsible officers</b>	Place Leader – Economic Development
<b>Policy manager</b>	Manager Place Planning
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	August 2023

### Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	31/08/2021	Council	198/2021	Item 13.1
2	Administratively amended	24/08/2023	Delegation		
3	Administratively amended	27/09/2023	Delegation		

<b>Policy number</b>	Policy 117
<b>Policy title</b>	<del>Business grants—D23/43920</del> <a href="#">Business grants</a>
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance EC1 – Facilitating a strong local economy

## Policy objective:

To establish transparent and effective guidelines for the administration of grants to local businesses and business groups that support vibrancy, innovation and economic development.

## Policy scope:

This policy applies to any party seeking funding from the Town of Victoria Park for a Business Grant.

## Policy definitions:

**Advertised closing date** – the date by which the Town of Victoria Park requires complete applications to be received for an advertised funding round.

**Match-Funding** – is a requirement for the applicant to provide a specified percentage of the total amount needed to deliver the project, activity or program.

**Regulatory Approval** – an approval, licence or permit required by a government body, statutory authority or similar for the carrying out of works or activities, including but not limited to Development Approvals, Building Licences, Liquor Licences, Food Business Registration and Free Trade Area Permits.

**Standard Operating Expenses** – are expenses that are core to the basic operation of a business and not directly related to delivering a unique project, activity or program.

## Policy statement:

### ~~Administration of Covid-19 Business Grants~~ [Administration of Business Grants](#)

1. The Town of Victoria Park may administer Business Grants to support economic development objectives provided in the Economic Development Strategy.
2. Business Grants are subject to a regular budget review process and availability of funding. The Town of Victoria Park reserves the right to suspend the administration or availability of Business Grants at any time.
3. The Town of Victoria Park will advertise when it is accepting applications for Business Grants on its website and such other appropriate mediums. Applications may be accepted during set funding rounds or on an ongoing basis.
4. The Chief Executive Officer will be responsible for the operational management of Business Grants.
5. All funding provided under this policy is to be reported on in the Annual Report.
6. The Town must ensure that all documentation relating to the Business Grants, including executed agreements, is recorded, as required under the *State Records Act 2000*.



## Conflicts of Interest

7. In the administration and awarding of Business Grants any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct and the Town's values.
8. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995*, *Local Government (Model Code of Conduct) Regulations 2021* and *Local Government (Administration) Regulations 1996* employees and elected members with any involvement in Business Grants shall declare:
  - a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a Business Grant; and
  - b. any impartiality interests they have with any applicant for a Business Grant.
9. As is required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift related interest they must not be involved in that particular Business Grants application. If:
  - a. this is as a member of a panel, they must not participate in the panel and the CEO should appoint another person as a member of the panel;
  - b. as an employee who awards or assesses applications for a grant, the application must be referred to another appropriate employee who can award or undertake the assessment for the grant; and
  - c. the application is referred to a committee or Council, in accordance with the requirements of the Act.
10. Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

## Eligibility

11. Any party wishing to apply for a Business Grant must:
  - a. hold Public Liability insurance of \$10 million; and
  - b. own or hold the appropriate permission to use any intellectual property associated with the proposed project, activity or program; and
  - c. meet any additional eligibility criteria for the Business Grant category being applied for.
12. The following ineligibility criteria apply to all Business Grants administered under this Policy:
  - a. The applicant has an outstanding debt to the Town of Victoria Park;
  - b. The applicant has failed to submit a satisfactory acquittal for a previous Business Grant (including COVID-19 Business Grants) or Community Grants Program;
  - c. The applicant has failed to comply with the operational Terms and Conditions of the Business Grant being applied for;
  - d. The applicant has previously received any type of grant from the Town of Victoria for the same project; or
  - e. The applicant is a Town employee or Elected Member.
13. The Business Grants will not support recurrent operational funding, including but not limited to, wages, salaries or administrative overheads.
14. Applicants must not lobby, seek to influence or canvass the decision-making of elected members or employees, in relation to their applications other than by way of an authorised presentation and/or deputation at a Council meeting. Any applicant who does so will have their application rejected.

## Business Grants Categories and Assessment Criteria

15. ~~The Business Grants program categories and assessment criteria~~ will be subject to ~~annual review~~review at each evaluation date. At each review, it will be determined:
  - a. The category or categories of Business Grants that will operate for that financial year, having regard for the objectives of the Economic Development Strategy or economic development objectives of any other adopted strategic plan; and
  - b. For each category of Business Grants:
    - i. The category objective;
    - ii. Assessment criteria;
    - iii. Any additional eligibility or ineligibility criteria;
    - iv. Maximum value;
    - v. Whether match-funding will be required; and
    - vi. Whether applications will be accepted on an ongoing basis or in set funding rounds.
16. The parameters in clause 15 will be published on the Town's website and within an information pack for applicants prior to the opening of any Business Grant round.
17. In addition to the specific assessment criteria for each Business Grant category determined in accordance with clause 15, the following assessment criteria will apply to all Business Grants:
  - a. The proposed project, activity or program occurs within, or substantially benefits economic development outcomes within, the Town of Victoria Park local government area;
  - b. The applicant can demonstrate the feasibility of the proposed project, activity or program and their capability to successfully deliver the proposed project, activity or program; and
  - c. The proposed project, activity or program is a discrete piece of work and is not, in the opinion of the Town of the Victoria Park, a standard operational expense.

## Approval Process

18. The Town of Victoria Park will only assess applications that are:
  - a. Received from applicants meeting the eligibility requirements laid out in this policy; and
  - b. Received by any advertised closing date.
19. The Town will convene a panel to assess all applications received, which will:
  - a. Consist of at least three suitably qualified and experienced people, none of whom shall be elected members, appointed by the Chief Executive Officer;
  - b. Assess grant applications against the requirements and Assessment Criteria set out in this policy; and
  - c. Provide recommendations of which grant applications should be accepted or rejected to the Council.
20. It is the applicant's responsibility to demonstrate in their application how the proposed project, activity or program meets the Assessment Criteria for the category of Business Grant being applied for.
21. The Town of Victoria Park reserves the right to:
  - a. Refuse a grant application, having regard for availability of funds and/or which applications best satisfy the Assessment Criteria;
  - b. Offer partial-funding of a grant application, having regard for availability of funds, match-funding, which applications best satisfy the Assessment Criteria, and ability of the applicant to deliver the proposal with partial-funding; and
  - c. Not award any Business Grants where no applications received are considered to adequately satisfy the Assessment Criteria.



22. The Town of Victoria Park reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town of Victoria Park’s Vision, Mission or Values, or bring the Town of Victoria Park’s brand or reputation into disrepute, at its discretion.
23. Where a proposed project, activity or program requires a regulatory approval to commence, the Town of Victoria Park may, at its discretion, award a Business Grant subject to the required regulatory approvals being obtained prior to the commencement of the proposed project, activity or program, and within a timeframe to be specified by the Town of Victoria Park.
24. The Town of Victoria Park will notify applicants of its decision within 60 business days of the advertised closing date or receipt of a complete application, whichever is the later.
25. The final decision whether a grant application is to be approved or rejected will be made by Council following receipt of a recommendation from the assessment panel.

**Acquittal Terms**

26. Recipients will be required to acquit the funds within six weeks of the completion of the project, activity or program.
27. Recipients may be required to provide photographs and/or written testimonials for use by the Town of Victoria Park to promote the Business Grants program and local economy.

**Related documents**

[Practice 117.1 Business Grants](#)

<b>Responsible officers</b>	Place Leader – Economic Development
<b>Policy manager</b>	Manager Place Planning
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	<del>August 2023</del> <u>Determined by Governance</u>

**Revision history**

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	31/08/2021	Council	198/2021	Item 13.1
2	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 117
<b>Policy title</b>	Business grants
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance EC1 – Facilitating a strong local economy

## Policy objective:

To establish transparent and effective guidelines for the administration of grants to local businesses and business groups that support vibrancy, innovation and economic development.

## Policy scope:

This policy applies to any party seeking funding from the Town of Victoria Park for a Business Grant.

## Policy definitions:

**Advertised closing date** – the date by which the Town of Victoria Park requires complete applications to be received for an advertised funding round.

**Match-Funding** – is a requirement for the applicant to provide a specified percentage of the total amount needed to deliver the project, activity or program.

**Regulatory Approval** – an approval, licence or permit required by a government body, statutory authority or similar for the carrying out of works or activities, including but not limited to Development Approvals, Building Licences, Liquor Licences, Food Business Registration and Free Trade Area Permits.

**Standard Operating Expenses** – are expenses that are core to the basic operation of a business and not directly related to delivering a unique project, activity or program.

## Policy statement:

1. **Administration of Business Grants** The Town of Victoria Park may administer Business Grants to support economic development objectives provided in the Economic Development Strategy.
2. Business Grants are subject to a regular budget review process and availability of funding. The Town of Victoria Park reserves the right to suspend the administration or availability of Business Grants at any time.
3. The Town of Victoria Park will advertise when it is accepting applications for Business Grants on its website and such other appropriate mediums. Applications may be accepted during set funding rounds or on an ongoing basis.
4. The Chief Executive Officer will be responsible for the operational management of Business Grants.
5. All funding provided under this policy is to be reported on in the Annual Report.
6. The Town must ensure that all documentation relating to the Business Grants, including executed agreements, is recorded, as required under the *State Records Act 2000*.

## Conflicts of Interest

7. In the administration and awarding of Business Grants any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct and the Town's values.
8. In order to achieve this, in keeping with the requirements of the *Local Government Act 1995*, *Local Government (Model Code of Conduct) Regulations 2021* and *Local Government (Administration) Regulations 1996* employees and elected members with any involvement in Business Grants shall declare:
  - a. any financial, indirect financial, proximity or gift interests that they have with any applicant for a Business Grant; and
  - b. any impartiality interests they have with any applicant for a Business Grant.
9. As is required under the Act, where any employee or elected member discloses a financial, indirect financial, proximity or gift related interest they must not be involved in that particular Business Grants application. If:
  - a. this is as a member of a panel, they must not participate in the panel and the CEO should appoint another person as a member of the panel;
  - b. as an employee who awards or assesses applications for a grant, the application must be referred to another appropriate employee who can award or undertake the assessment for the grant; and
  - c. the application is referred to a committee or Council, in accordance with the requirements of the Act.
10. Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO to establish if it continues to be appropriate for that employee to be involved in the assessment process.

## Eligibility

11. Any party wishing to apply for a Business Grant must:
  - a. hold Public Liability insurance of \$10 million; and
  - b. own or hold the appropriate permission to use any intellectual property associated with the proposed project, activity or program; and
  - c. meet any additional eligibility criteria for the Business Grant category being applied for.
12. The following ineligibility criteria apply to all Business Grants administered under this Policy:
  - a. The applicant has an outstanding debt to the Town of Victoria Park;
  - b. The applicant has failed to submit a satisfactory acquittal for a previous Business Grant (including COVID-19 Business Grants) or Community Grants Program;
  - c. The applicant has failed to comply with the operational Terms and Conditions of the Business Grant being applied for;
  - d. The applicant has previously received any type of grant from the Town of Victoria for the same project; or
  - e. The applicant is a Town employee or Elected Member.
13. The Business Grants will not support recurrent operational funding, including but not limited to, wages, salaries or administrative overheads.
14. Applicants must not lobby, seek to influence or canvass the decision-making of elected members or employees, in relation to their applications other than by way of an authorised presentation and/or deputation at a Council meeting. Any applicant who does so will have their application rejected.

## Business Grants Categories and Assessment Criteria

15. Business Grants categories and assessment criteria will be subject to review at each evaluation date. At each review, it will be determined:
  - a. The category or categories of Business Grants that will operate for that financial year, having regard for the objectives of the Economic Development Strategy or economic development objectives of any other adopted strategic plan; and
  - b. For each category of Business Grants:
    - i. The category objective;
    - ii. Assessment criteria;
    - iii. Any additional eligibility or ineligibility criteria;
    - iv. Maximum value;
    - v. Whether match-funding will be required; and
    - vi. Whether applications will be accepted on an ongoing basis or in set funding rounds.
16. The parameters in clause 15 will be published on the Town's website and within an information pack for applicants prior to the opening of any Business Grant round.
17. In addition to the specific assessment criteria for each Business Grant category determined in accordance with clause 15, the following assessment criteria will apply to all Business Grants:
  - a. The proposed project, activity or program occurs within, or substantially benefits economic development outcomes within, the Town of Victoria Park local government area;
  - b. The applicant can demonstrate the feasibility of the proposed project, activity or program and their capability to successfully deliver the proposed project, activity or program; and
  - c. The proposed project, activity or program is a discrete piece of work and is not, in the opinion of the Town of the Victoria Park, a standard operational expense.

## Approval Process

18. The Town of Victoria Park will only assess applications that are:
  - a. Received from applicants meeting the eligibility requirements laid out in this policy; and
  - b. Received by any advertised closing date.
19. The Town will convene a panel to assess all applications received, which will:
  - a. Consist of at least three suitably qualified and experienced people, none of whom shall be elected members, appointed by the Chief Executive Officer;
  - b. Assess grant applications against the requirements and Assessment Criteria set out in this policy; and
  - c. Provide recommendations of which grant applications should be accepted or rejected to the Council.
20. It is the applicant's responsibility to demonstrate in their application how the proposed project, activity or program meets the Assessment Criteria for the category of Business Grant being applied for.
21. The Town of Victoria Park reserves the right to:
  - a. Refuse a grant application, having regard for availability of funds and/or which applications best satisfy the Assessment Criteria;
  - b. Offer partial-funding of a grant application, having regard for availability of funds, match-funding, which applications best satisfy the Assessment Criteria, and ability of the applicant to deliver the proposal with partial-funding; and
  - c. Not award any Business Grants where no applications received are considered to adequately satisfy the Assessment Criteria.

22. The Town of Victoria Park reserves the right to deny funding to any party should the proposed program or initiative or party conflict with the Town of Victoria Park’s Vision, Mission or Values, or bring the Town of Victoria Park’s brand or reputation into disrepute, at its discretion.
23. Where a proposed project, activity or program requires a regulatory approval to commence, the Town of Victoria Park may, at its discretion, award a Business Grant subject to the required regulatory approvals being obtained prior to the commencement of the proposed project, activity or program, and within a timeframe to be specified by the Town of Victoria Park.
24. The Town of Victoria Park will notify applicants of its decision within 60 business days of the advertised closing date or receipt of a complete application, whichever is the later.
25. The final decision whether a grant application is to be approved or rejected will be made by Council following receipt of a recommendation from the assessment panel.

### Acquittal Terms

26. Recipients will be required to acquit the funds within six weeks of the completion of the project, activity or program.
27. Recipients may be required to provide photographs and/or written testimonials for use by the Town of Victoria Park to promote the Business Grants program and local economy.

### Related documents

<b>Responsible officers</b>	Place Leader – Economic Development
<b>Policy manager</b>	Manager Place Planning
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	

### Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	31/08/2021	Council	198/2021	Item 13.1
2	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 204
<b>Policy title</b>	Improvement of verges or footpaths adjacent to commercial properties
<b>Strategic outcomes supported</b>	EN5 – Providing facilities that are well-built and well-maintained EN6 – Improving how people get around the Town

### Policy objective:

To allow commercial applicants, subject to the Town's approval, to aesthetically improve commercial areas immediately adjacent to the property in question by paving or placing plant containers on the verge or footpath.

### Policy scope:

This policy applies to the paving of verges and the placing of plant containers on verges or footpaths immediately adjacent to commercial properties.

### Policy definitions:

**Applicant** means the entity who is proposing the paving or plant container to the verge or footpath immediately adjacent to the street frontage of a commercial property, who must be the property owner, business owner, tenant or other person responsible for the maintenance and/or management of the commercial property.

**Commercial property** means a property from which commercial activities are legally carried out, in accordance with any necessary approvals of permits from Council, including (but not limited to) the Town of Victoria Park Town Planning Scheme No. 1, any relevant Local Planning Policies and/or Local Laws.

**Verge** means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare.

**Footpath** means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists.

### Policy statement:

1. The intent of this policy is to allow for and encourage enhancements to public verge or footpath areas immediately adjacent to commercial property frontages by the installation of aesthetically suitable and well-maintained paving materials and/or the placement of appropriate plant containers.
2. All paving of verges immediately adjacent to commercial properties should conform to the Town of Victoria Park's Street Verge Guidelines, except where otherwise approved in writing by the Town.
3. All placement of plant containers on verges or footpaths immediately adjacent to commercial properties should conform to the Town of Victoria Park's Street Verge Guidelines.
4. All maintenance and cleaning is the responsibility of the applicant, unless otherwise agreed with the Town.
5. Maintenance procedures should not interfere with pedestrians at any time.
6. No drainage or other discharges from the containers are to flow across the footpath or stain the pavement in any way.
7. All costs associated with the construction, purchase, installation, greening, maintenance and removal remains with the applicant, unless otherwise agreed with the Town.
8. Any damage to the footpath, verge or other street furniture caused by the paving or plant container or its movement shall be the responsibility of the applicant.



9. Replacing stolen, or repairing damaged or vandalised paving or plant containers is the responsibility of the applicant.
10. The Town reserves the right to remove the containers or paving at any time.
11. If a liability arises out of the actions of the applicant, then the applicant will indemnify the Town against all claims resulting from that action. If a liability arises out of the Town's negligence then it is the Town that will manage the claim.

## Related documents

[Street Verge Guidelines 2016](#)

[Policy 211 Parklets and alfresclets](#)

[Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 Consolidated](#)

<b>Responsible officers</b>	-
<b>Policy manager</b>	Manager Technical Services
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	12/08/1997	Council	-	Item 14.3
2	Reviewed	15/08/2006	Council	-	Item 4.1
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
6	Reviewed and amended	15/12/2020	Council	595/2020	Item 15.2
7	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 204
<b>Policy title</b>	Improvement of verges or footpaths adjacent to commercial properties
<b>Strategic outcomes supported</b>	EN5 – Providing facilities that are well-built and well-maintained EN6 – Improving how people get around the Town

## Policy objective:

To allow commercial applicants, subject to the Town’s approval, to aesthetically improve commercial areas immediately adjacent to the property in question by paving or placing plant containers on the verge or footpath.

## Policy scope:

This policy applies to the paving of verges and the placing of plant containers on verges or footpaths immediately adjacent to commercial properties.

## Policy definitions:

**Applicant** means the entity who is proposing the paving or plant container to the verge or footpath immediately adjacent to the street frontage of a commercial property, who must be the property owner, business owner, tenant or other person responsible for the maintenance and/or management of the commercial property.

**Commercial property** means a property from which commercial activities are legally carried out, in accordance with any necessary approvals of permits from Council, including (but not limited to) the Town of Victoria Park Town Planning Scheme No. 1, any relevant Local Planning Policies and/or Local Laws.

**Verge** means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare.

**Footpath** means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists.

## Policy statement:

1. The intent of this policy is to allow for and encourage enhancements to public verge or footpath areas immediately adjacent to commercial property frontages by the installation of aesthetically suitable and well-maintained paving materials and/or the placement of appropriate plant containers.
2. All paving of verges immediately adjacent to commercial properties should conform to the Town of Victoria Park’s Street Verge Guidelines, except where otherwise approved in writing by the Town.
3. All placement of plant containers on verges or footpaths immediately adjacent to commercial properties should conform to the Town of Victoria Park’s Street Verge Guidelines.
4. All maintenance and cleaning is the responsibility of the applicant, unless otherwise agreed with the Town.
5. Maintenance procedures should not interfere with pedestrians at any time.
6. No drainage, soil, mulch, plant material or ~~other- liquid~~ discharge of any kind directly from the containers are to flow across the footpath or stain the pavement in any way.
7. All costs associated with the construction, purchase, installation, greening, maintenance and removal remains with the applicant, unless otherwise agreed with the Town.
8. Any damage to the footpath, verge or other street furniture caused by the paving or plant container or its movement shall be the responsibility of the applicant.

8.9. Applicant to ensure that a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb or where a path exists and continuity is provided-

9. Replacing stolen, or repairing damaged or vandalised paving or plant containers is the responsibility of the applicant.
10. The Town reserves the right to remove the containers or paving at any time.
11. If a liability arises out of the actions of the applicant as a result of non-conformance or failure to adhere to reasonable written instructions by Town officers, then the applicant will indemnify the Town against all claims resulting from that action. If a liability arises out of the Town's negligence then it is the Town that will manage the claim.

## Related documents

[Street Verge Guidelines 2016](#)

[Policy 211 Parklets and alfresclets](#)

[Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 Consolidated](#)

<b>Responsible officers</b>	-
<b>Policy manager</b>	Manager Technical Services
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2026 <del>3</del>

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	12/08/1997	Council	-	Item 14.3
2	Reviewed	15/08/2006	Council	-	Item 4.1
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
6	Reviewed and amended	15/12/2020	Council	595/2020	Item 15.2
7	Administratively amended	24/08/2023	Delegation		



<b>Policy number</b>	Policy 204
<b>Policy title</b>	Improvement of verges or footpaths adjacent to commercial properties
<b>Strategic outcomes supported</b>	EN4 – Providing facilities that are well-built and well-maintained EN6 – Improving how people get around the Town

## Policy objective:

To allow commercial applicants, subject to the Town's approval, to aesthetically improve commercial areas immediately adjacent to the property in question by paving or placing plant containers on the verge or footpath.

## Policy scope:

This policy applies to the paving of verges and the placing of plant containers on verges or footpaths immediately adjacent to commercial properties.

## Policy definitions:

**Applicant** means the entity who is proposing the paving or plant container to the verge or footpath immediately adjacent to the street frontage of a commercial property, who must be the property owner, business owner, tenant or other person responsible for the maintenance and/or management of the commercial property.

**Commercial property** means a property from which commercial activities are legally carried out, in accordance with any necessary approvals of permits from Council, including (but not limited to) the Town of Victoria Park Town Planning Scheme No. 1, any relevant Local Planning Policies and/or Local Laws.

**Verge** means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare.

**Footpath** means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists.

## Policy statement:

1. The intent of this policy is to allow for and encourage enhancements to public verge or footpath areas immediately adjacent to commercial property frontages by the installation of aesthetically suitable and well-maintained paving materials and/or the placement of appropriate plant containers.
2. All paving of verges immediately adjacent to commercial properties should conform to the Town of Victoria Park's Street Verge Guidelines, except where otherwise approved in writing by the Town.
3. All placement of plant containers on verges or footpaths immediately adjacent to commercial properties should conform to the Town of Victoria Park's Street Verge Guidelines.
4. All maintenance and cleaning is the responsibility of the applicant, unless otherwise agreed with the Town.
5. Maintenance procedures should not interfere with pedestrians at any time.
6. No drainage, soil, mulch, plant material or liquid discharge of any kind directly from the containers are to flow across the footpath or stain the pavement in any way.
7. All costs associated with the construction, purchase, installation, greening, maintenance and removal remains with the applicant, unless otherwise agreed with the Town.
8. Any damage to the footpath, verge or other street furniture caused by the paving or plant container or its movement shall be the responsibility of the applicant.

9. Applicant to ensure that a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb or where a path exists and continuity is provided
9. Replacing stolen, or repairing damaged or vandalised paving or plant containers is the responsibility of the applicant.
10. The Town reserves the right to remove the containers or paving at any time.
11. If a liability arises out of the actions of the applicant as a result of non-conformance or failure to adhere to reasonable written instructions by Town officers, then the applicant will indemnify the Town against all claims resulting from that action. If a liability arises out of the Town's negligence then it is the Town that will manage the claim.

## Related documents

[Street Verge Guidelines 2016](#)

[Policy 211 Parklets and alfresclets](#)

[Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000](#)

<b>Responsible officers</b>	-
<b>Policy manager</b>	Manager Technical Services
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	12/08/1997	Council	-	Item 14.3
2	Reviewed	15/08/2006	Council	-	Item 4.1
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
6	Reviewed and amended	15/12/2020	Council	595/2020	Item 15.2
7	Administratively amended	24/08/2023	Delegation		



<b>Policy number</b>	Policy 210
<b>Policy title</b>	Free trade area
<b>Strategic outcomes supported</b>	EC2 – Connecting businesses and people to our local activity centres through place planning and activation

### Policy objective:

- To enable footpaths or other designated areas to be used by local businesses for outdoor eating purposes, as well as the display of goods and signs.
- To designate area(s) of footpath or other appropriate locations within the public thoroughfare as a “Free Trade Area”, permitting the use of the Free Trade Area for outdoor eating areas, as well as the display of goods relating to the business.
- To promote and enhance the vibrancy and diversity of the streetscape and surrounding area.

### Policy scope:

This policy applies across the Town.

### Policy definitions:

Nil.

### Policy statement:

1. The Town supports and encourages activity to be undertaken within the Free Trade Area which:
  - a. Enhances the amenity, vitality and ambience of the Town’s trading precincts;
  - b. Comply with the Local Law; and
  - c. Do not interfere with the safe and reasonable movement of pedestrian and vehicular traffic.
2. The Town has a legal obligation to keep footpaths safe and unobstructed and has developed this policy to outline the requirements associated with obtaining a Free Trade Area permit and operating within a Free Trade Area, to ensure that safe access for pedestrians is maintained.
3. This policy applies to occupiers of premises within the Town who are eligible to undertake activity within the Free Trade Area, in accordance with the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (the Local Law).
4. Applicants are required to agree with the terms and conditions associated with the Free Trade Area permit application process.
5. Any proposals by Business owners/proprietors to extend the footprint of the free trade area or alter levels within the public thoroughfare directly in front of the business shall be assessed on a case by case basis. If approved, costs for modifications shall be borne by the applicant.

## Related documents

[Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000](#)

[Policy 211 – Parklets and Alfresclets](#)

[Webform link to application process](#)

<b>Responsible officers</b>	-
<b>Policy manager</b>	Manager – Technical Services
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	09/05/2017	Council	-	Item 15.3
2	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed and amended	15/12/2020	Council	597/2020	Item 15.4
4	Administratively amended	24/08/2023	Delegation		



<b>Policy number</b>	Policy 210
<b>Policy title</b>	Free trade area
<b>Strategic outcomes supported</b>	EC2 – Connecting businesses and people to our local activity centres through place planning and activation

### Policy objective:

- To enable footpaths or other designated areas to be used by local businesses for outdoor eating purposes, as well as the display of goods and signs.
- To designate area(s) of footpath or other appropriate locations within the public thoroughfare as a “Free Trade Area”, permitting the use of the Free Trade Area for outdoor eating areas, as well as the display of goods relating to the business.
- To promote and enhance the vibrancy and diversity of the streetscape and surrounding area.

### Policy scope:

This policy applies across the Town.

### Policy definitions:

Nil.

### Policy statement:

1. The Town supports and encourages activity to be undertaken within the Free Trade Area which:
  - a. Enhances the amenity, vitality and ambience of the Town’s trading precincts;
  - b. Comply with the Local Law; and
  - c. Do not interfere with the safe and reasonable movement of pedestrian and vehicular traffic.
2. The Town has a legal obligation to keep footpaths safe and unobstructed and has developed this policy to outline the requirements associated with obtaining a Free Trade Area permit and operating within a Free Trade Area, to ensure that safe access for pedestrians is maintained.
3. This policy applies to occupiers of premises within the Town who are eligible to undertake activity within the Free Trade Area, in accordance with the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (the Local Law).
4. Applicants are required to agree with the terms and conditions associated with the Free Trade Area permit application process.
5. Any proposals by Business owners/proprietors to extend the footprint of the free trade area or alter levels within the public thoroughfare directly in front of the business shall be assessed on a case by case basis. If approved, costs for modifications shall be borne by the applicant.



5.6. Public liability insurance, with a minimum of \$10 million coverage that specifically includes using the footpath for free trade purposes must be kept current and valid whilst the business is operating and is an approved use.

## Related documents

[Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000](#)

[Policy 211 – Parklets and Alfresclets](#)

[Webform link to application process](#)

<b>Responsible officers</b>	-
<b>Policy manager</b>	Manager – Technical Services
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	09/05/2017	Council	-	Item 15.3
2	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed and amended	15/12/2020	Council	597/2020	Item 15.4
4	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 210
<b>Policy title</b>	Free trade area
<b>Strategic outcomes supported</b>	EC2 – Connecting businesses and people to our local activity centres through place planning and activation

### Policy objective:

- To enable footpaths or other designated areas to be used by local businesses for outdoor eating purposes, as well as the display of goods and signs.
- To designate area(s) of footpath or other appropriate locations within the public thoroughfare as a “Free Trade Area”, permitting the use of the Free Trade Area for outdoor eating areas, as well as the display of goods relating to the business.
- To promote and enhance the vibrancy and diversity of the streetscape and surrounding area.

### Policy scope:

This policy applies across the Town.

### Policy definitions:

Nil.

### Policy statement:

1. The Town supports and encourages activity to be undertaken within the Free Trade Area which:
  - a. Enhances the amenity, vitality and ambience of the Town’s trading precincts;
  - b. Comply with the Local Law; and
  - c. Do not interfere with the safe and reasonable movement of pedestrian and vehicular traffic.
2. The Town has a legal obligation to keep footpaths safe and unobstructed and has developed this policy to outline the requirements associated with obtaining a Free Trade Area permit and operating within a Free Trade Area, to ensure that safe access for pedestrians is maintained.
3. This policy applies to occupiers of premises within the Town who are eligible to undertake activity within the Free Trade Area, in accordance with the *Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000* (the Local Law).
4. Applicants are required to agree with the terms and conditions associated with the Free Trade Area permit application process.
5. Any proposals by Business owners/proprietors to extend the footprint of the free trade area or alter levels within the public thoroughfare directly in front of the business shall be assessed on a case by case basis. If approved, costs for modifications shall be borne by the applicant.

6. Public liability insurance, with a minimum of \$10 million coverage that specifically includes using the footpath for free trade purposes must be kept current and valid whilst the business is operating and is an approved use.

## Related documents

[Town of Victoria Park Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000](#)

[Policy 211 – Parklets and Alfresclets](#)

[Webform link to application process](#)

<b>Responsible officers</b>	-
<b>Policy manager</b>	Manager – Technical Services
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	09/05/2017	Council	-	Item 15.3
2	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed and amended	15/12/2020	Council	597/2020	Item 15.4
4	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 303
<b>Policy title</b>	Debt collection
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance CL3 - Accountability and good governance

## Policy objective:

To provide for the recovery of overdue monies owed to the Town.

## Policy scope:

This policy applies to all employees of the Town and agents authorised to perform debt recovery services on behalf of the Town.

## Policy definitions:

### Rates and Service Charges debtors

Rates and service charges debtors are amounts raised against ratepayers and are secure in the sense that they attach to land which cannot effectively be sold unless the debt is cleared.

### All other Sundry Debtors

Sundry debtors include (but not limited to) monies owed to the Town through Technical Services, Town Facilities, Community Engagement and Financial Services. There is no security over these debts and it is important that they are rigorously monitored and collected.

### Fines, Prosecutions and Infringements

Any sums of money owed to the Town as the result of breaches of statutory requirements imposed by the Town or a court of law and includes any costs awarded by the courts.

## Policy statement:

1. The Town is committed to the collection of overdue debt in a fair, equitable and timely manner. The Town will show due diligence in the application of administrative processes relating to payment arrangements and the selection of various actions for the effective recovery of overdue debts.
2. The following principles provide high-level direction for the ethical and effective management of the Town's debt:
  - a. Management is to establish and maintain appropriate controls in order to ensure the risk of financial loss is properly managed.
  - b. Debts are to be pursued within the relevant statutory limitation periods to maximise recoverability.
  - c. Debt collection process to ensure the Town is reasonable, fair and utilises best practices in its approach to debt recovery.



- d. Debt collection activities against individual debtors should be in accord with the Australian Competition and Consumer Commission and Australian Securities and Investments Commission (ACCC-ASIC) Debt Collection Guideline for Collectors and Creditors.
  - e. Debt is monitored regularly and necessary regular provisions made to recognise unrecoverable debt.
  - f. Action for the writing off of bad debts (other than rates and services charges) should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt.
3. The Town will implement all reasonable measures to ensure the objectives of this Policy are delivered with procedural fairness to those subject to debt collection processes.
  4. Where a debtor is experiencing financial hardship, Policy 308 Financial Hardship applies.

### Policy Principal Application

5. The Town will apply the following fundamental guidelines in facilitating the appropriate establishment and management of its debt collection practices, including the conduct of officers and contracted agents in giving effect to this Policy.

### Provision of information and payment terms

- a. The Town will promptly provide targeted and consistent information, payment terms and advice for the type of service being charged.

### Payment options

- b. Where practicable, the Town will provide consistent payment options across its full range of services.

### Information readily available

- c. All information relating to the debt to be accurate and readily available.

### Financial hardship

- d. The Town will recognise and assist those experiencing financial hardship, and provide appropriate assistance in a fair and equitable manner in accordance with Policy 308 Financial hardship.

### Debt dispute resolution

- e. A clear and transparent dispute resolution process will be made available to those disputing any debt or charge owed the Town.

### Formal debt collection and legal action

- f. The Town will be firm but fair in applying best practice methods for the recovery of debt, including exhausting all reasonable avenues to prevent matters from proceeding to Court or other formal action.

### Recovery of Outstanding Rates and Service Charges

6. Subject to Policy 308 Financial hardship, should a debtor fail to pay within the initial 35 day period (or failure to choose to pay by instalments or enter into a negotiated payment arrangement) the following debt collection process is followed (for non-pensioner rates and service charges);

- a. Final notice - is forwarded via post and email (if appropriate) outlining payment within 7 days or debt collection/legal action may occur as well as additional costs.
- b. Attempts to contact the debtor are made through any other communication channels available (phone and email).
- c. Intention to Summons - Failure to contact the debtor then results in a letter of demand being issued (Intention to Summons) outlining that failure to make payment within 7 days will result in recovery action with additional costs and interest.
- d. General Procedure Claim (GPC) - failure to make any appropriate arrangements for payment will result in the processing of a GPC. This is a court document to initiate legal action for collection of the unpaid debt. If the property is rented, the option to collect landlord rent for rates as per the Local Government Act 1995, section 6.60 and 6.61 may be actioned.
- e. Procession, Seizure and Sales Order (PSSO) or Means Enquiry Summons (MES) - If the GPC has been served and no arrangement to pay or payment in full has been received, the rates department will explore options for collection through;
  - i. PSSO - This court document allows the Town to seize goods and/or property/land for the collection of the outstanding debt
  - ii. MES – This court document allows the Town to nominate a debtor to attend court and provide all financial records in order for the court to make a decision on their ability to pay. Arrangements are then made for collection based on the outcome.
- f. Property and Land sale - after three years, if all available collection options have been exhausted and rates/service charges remain in arrears the Town may in accordance with section 6.64 of the *Local Government Act 1995* take possession of the land and hold the land as against a person having an estate or interest in the land and
  - i. from time to time lease the land; or
  - ii. sell the land; or
  - iii. cause the land to be transferred to the Crown; or
  - iv. cause the land to be transferred to itself.

### Recovery of Outstanding Debt – All other Sundry Debtors

7. Should a debtor fail to pay within the initial 14 day period the following debt collection process is followed;
  - a. Debt outstanding - 30 days: A statement is forwarded to the debtor with a reminder and alerting them to their unpaid invoice.
  - b. Debt outstanding - 60 days: A friendly reminder by way of email and phone calls.
  - c. Debt outstanding - 90 days: An urgent action letter is sent (and emailed if appropriate) requesting immediate payment as well as a phone call. Assistance is also requested from the relevant service area to communicate with the debtor.
  - d. Debt outstanding - 90 + Days: A final notice is forwarded outlining payment within 7 days or debt collection action will occur.
  - e. Non-payment within 7 days – case is forwarded to the Town’s debt collection agency.
    - i. Ongoing communication occurs between the Town and the debt collection agency relating to the collection.
    - ii. Continued failure to pay or respond to debt collection results in legal action (dependant on circumstances and cost benefit to the Town).

## Recovery of Outstanding Debt – Fines, Prosecutions and Infringements

8. Should a debtor fail to pay within the initial 28 day period the following debt collection process is followed;
- The debtor's information is collected through Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
  - A final demand is issue along with an additional late fee. The Town allows a further 28 days to pay.
  - Failure to pay results in the infringement being forward to Fines Enforcement Registry (FER) for collection along with an additional collection fee.

## Related documents

[Local Government Act 1995](#)

[Policy 308 Financial hardship](#)

Practice 303.1 Debt collection

<b>Responsible officers</b>	Manager – Corporate Services Financial Controller Senior Accounting Officer Senior Rates Officer
<b>Policy manager</b>	Chief Financial Officer
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	28/09/1999	Council	-	Item 4.1
2	Amended	15/08/2006	Council	-	Item 4.1
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Amended	21/05/2019	Council	100/2019	Item 14.3
6	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
7	Amended	19/05/2020	Council	414/2020	Item 15.2
8	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
9	Reviewed	13/12/2022	Council	264/2022	Item 15.3
10	Administratively amended	24/08/2023	Delegation		



<b>Policy number</b>	Policy 303
<b>Policy title</b>	Debt collection
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance CL3 - Accountability and good governance

### Policy objective:

To provide for the recovery of overdue monies owed to the Town.

### Policy scope:

This policy applies to all employees of the Town and agents authorised to perform debt recovery services on behalf of the Town.

### Policy definitions:

#### Rates and Service Charges Debtors

Rates and service charges debtors are amounts raised against ratepayers and are secure in the sense that they attach to land which cannot effectively be sold unless the debt is cleared.

#### All Other Sundry Debtors

Sundry debtors include (but not limited to) monies owed to the Town through Technical Services, Town Facilities, Community Engagement and Financial Services. There is no security over these debts and it is important that they are rigorously monitored and collected.

#### Fines, Prosecutions and Infringements

Any sums of money owed to the Town as the result of breaches of statutory requirements imposed by the Town or a court of law and includes any costs awarded by the courts.

### Policy statement:

1. The Town is committed to the collection of overdue debt in a fair, equitable and timely manner. The Town will show due diligence in the application of administrative processes relating to payment arrangements and the selection of various actions for the effective recovery of overdue debts.
2. The following principles provide high-level direction for the ethical and effective management of the Town’s debt:
  - a. Management is to establish and maintain appropriate controls in order to ensure the risk of financial loss is properly managed.
  - b. Debts are to be pursued within the relevant statutory limitation periods to maximise recoverability.
  - c. Debt collection process to ensure the Town is reasonable, fair and utilises best practices in its approach to debt recovery.



- d. Debt collection activities against individual debtors should be in accord with the Australian Competition and Consumer Commission and Australian Securities and Investments Commission (ACCC-ASIC) Debt Collection Guideline for Collectors and Creditors.
  - e. Debt is monitored regularly and necessary regular provisions made to recognise unrecoverable debt.
  - f. Action for the writing off of bad debts (other than rates and services charges) should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt.
3. The Town will implement all reasonable measures to ensure the objectives of this Policy are delivered with procedural fairness to those subject to debt collection processes.
  4. Where a debtor is experiencing financial hardship, Policy 308 Financial Hardship applies.

### Policy Principal Application

5. The Town will apply the following fundamental guidelines in facilitating the appropriate establishment and management of its debt collection practices, including the conduct of officers and contracted agents in giving effect to this Policy.

### Provision of information and payment terms

- a. The Town will promptly provide targeted and consistent information, payment terms and advice for the type of service being charged.

### Payment options

- b. Where practicable, the Town will provide consistent payment options across its full range of services.

### Information readily available

- c. All information relating to the debt to be accurate and readily available.

### Financial hardship

- d. The Town will recognise and assist those experiencing financial hardship, and provide appropriate assistance in a fair and equitable manner in accordance with Policy 308 Financial hardship.

### Debt dispute resolution

- e. A clear and transparent dispute resolution process will be made available to those disputing any debt or charge owed the Town.

### Formal debt collection and legal action

- f. The Town will be firm but fair in applying best practice methods for the recovery of debt, including exhausting all reasonable avenues to prevent matters from proceeding to Court or other formal action.

### Recovery of Outstanding Rates and Service Charges

6. Subject to Policy 308 Financial hardship, should a debtor fail to pay within the initial 35 day period (or failure to choose to pay by instalments or enter into a negotiated payment arrangement) the following debt collection process is followed (for non-pensioner rates and service charges);

- a. Final notice— is forwarded via post and email (if appropriate) outlining payment within 7 days or debt collection/legal action may occur as well as additional costs.
- b. Attempts to contact the debtor are made through any other communication channels available (phone and email).
- c. For instances where there aren't any contact details, the Town will arrange a skip trace to locate the debtor.
- e.d. Intention to Summons - Failure to contact the debtor then results in a letter of demand being issued (Intention to Summons) outlining that failure to make payment within 7 days will result in recovery action with additional costs and interest.
- d. General Procedure Claim (GPC) - failure to make any appropriate arrangements for payment maywill result in the processing of a GPC. This is a court document to initiate legal action for collection of the unpaid debt. If the property is rented, the option to collect landlord rent for rates as per the Local Government Act 1995, section 6.60 and 6.61 may be actioned.
- e. Procession, Seizure and Sales Order (PSSO) or Means Enquiry Summons (MES) - If the GPC has been served and no arrangement to pay or payment in full has been received, the rates department will explore options for collection through;
  - i. PSSO - This court document allows the Town to seize goods and/or property/land for the collection of the outstanding debt
  - ii. MES – This court document allows the Town to nominate a debtor to attend court and provide all financial records in order for the court to make a decision on their ability to pay. Arrangements are then made for collection based on the outcome.
- f. Property and Land sale - after three years, if all available collection options have been exhausted and rates/service charges remain in arrears the Town may in accordance with section 6.64 of the *Local Government Act 1995* take possession of the land and hold the land as against a person having an estate or interest in the land and
  - i. from time to time lease the land; or
  - ii. sell the land; or
  - iii. cause the land to be transferred to the Crown; or
  - iv. cause the land to be transferred to itself.

### Recovery of Outstanding Debt – All other Sundry Debtors

7. Should a debtor fail to pay within the initial 14 day period the following debt collection process is followed;
  - a. Debt outstanding - 30 days: A statement is forwarded to the debtor with a reminder and alerting them to their unpaid invoice.
  - b. Debt outstanding - 60 days: A friendly reminder by way of email and phone calls.
  - c. Debt outstanding - 90 days: An urgent action letter is sent (and emailed if appropriate) requesting immediate payment as well as a phone call. Assistance is also requested from the relevant service area to communicate with the debtor.
  - d. Debt outstanding - 90 + Days: A final notice is forwarded outlining payment within 7 days or debt collection action maywill occur.
  - e. Non-payment within 7 days – case is forwarded to the Town's debt collection agency.
    - i. Ongoing communication occurs between the Town and the debt collection agency relating to the collection.
    - ii. Continued failure to pay or respond to debt collection results in legal action (dependent on circumstances and cost benefit to the Town).

## Recovery of Outstanding Debt – Fines, Prosecutions and Infringements

8. Should a debtor fail to pay within the initial 28 day period the following debt collection process is followed;
  - a. The debtor's information is collected through Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
  - b. A final demand is issue along with an additional late fee. The Town allows a further 28 days to pay.
  - c. Failure to pay results in the infringement being forward to Fines Enforcement Registry (FER) for collection along with an additional collection fee.

## Related documents

[Local Government Act 1995](#)

[Policy 308 Financial hardship](#)

[Practice 303.1 Debt collection](#)

<b>Responsible officers</b>	Manager— <del>Corporate Services</del> <u>Finance</u> Financial <u>Services</u> Controller Senior Accounting Officer Senior Rates Officer
<b>Policy manager</b>	Chief Financial Officer
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2023

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	28/09/1999	Council	-	Item 4.1
2	Amended	15/08/2006	Council	-	Item 4.1
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Amended	21/05/2019	Council	100/2019	Item 14.3
6	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
7	Amended	19/05/2020	Council	414/2020	Item 15.2
8	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
9	Reviewed and amended	13/12/2022	Council	264/2022	Item 15.3
10	Administratively amended	24/08/2023	Delegation		



<b>Policy number</b>	Policy 303
<b>Policy title</b>	Debt collection
<b>Strategic outcomes supported</b>	CL1 – Effectively managing resources and performance CL3 - Accountability and good governance

## Policy objective:

To provide for the recovery of overdue monies owed to the Town.

## Policy scope:

This policy applies to all employees of the Town and agents authorised to perform debt recovery services on behalf of the Town.

## Policy definitions:

### Rates and Service Charges Debtors

Rates and service charges debtors are amounts raised against ratepayers and are secure in the sense that they attach to land which cannot effectively be sold unless the debt is cleared.

### All Other Sundry Debtors

Sundry debtors include (but not limited to) monies owed to the Town through technical services, town facilities, community engagement and financial services. There is no security over these debts and it is important that they are rigorously monitored and collected.

### Fines, Prosecutions and Infringements

Any sums of money owed to the Town as the result of breaches of statutory requirements imposed by the Town or a court of law and includes any costs awarded by the courts.

## Policy statement:

1. The Town is committed to the collection of overdue debt in a fair, equitable and timely manner. The Town will show due diligence in the application of administrative processes relating to payment arrangements and the selection of various actions for the effective recovery of overdue debts.
2. The following principles provide high-level direction for the ethical and effective management of the Town's debt:
  - a. Management is to establish and maintain appropriate controls in order to ensure the risk of financial loss is properly managed.
  - b. Debts are to be pursued within the relevant statutory limitation periods to maximise recoverability.
  - c. Debt collection process to ensure the Town is reasonable, fair and utilises best practices in its approach to debt recovery.



- d. Debt collection activities against individual debtors should be in accord with the Australian Competition and Consumer Commission and Australian Securities and Investments Commission (ACCC-ASIC) Debt Collection Guideline for Collectors and Creditors.
  - e. Debt is monitored regularly and necessary regular provisions made to recognise unrecoverable debt.
  - f. Action for the writing off of bad debts (other than rates and services charges) should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt.
3. The Town will implement all reasonable measures to ensure the objectives of this Policy are delivered with procedural fairness to those subject to debt collection processes.
  4. Where a debtor is experiencing financial hardship, Policy 308 Financial Hardship applies.

### Policy Principal Application

5. The Town will apply the following fundamental guidelines in facilitating the appropriate establishment and management of its debt collection practices, including the conduct of officers and contracted agents in giving effect to this Policy.

### Provision of information and payment terms

- a. The Town will promptly provide targeted and consistent information, payment terms and advice for the type of service being charged.

### Payment options

- b. Where practicable, the Town will provide consistent payment options across its full range of services.

### Information readily available

- c. All information relating to the debt to be accurate and readily available.

### Financial hardship

- d. The Town will recognise and assist those experiencing financial hardship, and provide appropriate assistance in a fair and equitable manner in accordance with Policy 308 Financial hardship.

### Debt dispute resolution

- e. A clear and transparent dispute resolution process will be made available to those disputing any debt or charge owed the Town.

### Formal debt collection and legal action

- f. The Town will be firm but fair in applying best practice methods for the recovery of debt, including exhausting all reasonable avenues to prevent matters from proceeding to Court or other formal action.

### Recovery of Outstanding Rates and Service Charges

6. Subject to Policy 308 Financial hardship, should a debtor fail to pay within the initial 35 day period (or failure to choose to pay by instalments or enter into a negotiated payment arrangement) the following debt collection process is followed (for non-pensioner rates and service charges);

- a. Final notice is forwarded via post and email (if appropriate) outlining payment within 7 days or debt collection/legal action may occur as well as additional costs.
- b. Attempts to contact the debtor are made through any other communication channels available (phone and email).
- c. For instances where there aren't any contact details, the Town will arrange a skip trace to locate the debtor.
- d. Intention to Summons - Failure to contact the debtor then results in a letter of demand being issued (Intention to Summons) outlining that failure to make payment within 7 days will result in recovery action with additional costs and interest.
- d. General Procedure Claim (GPC) - failure to make any appropriate arrangements for payment may result in the processing of a GPC. This is a court document to initiate legal action for collection of the unpaid debt. If the property is rented, the option to collect landlord rent for rates as per the Local Government Act 1995, section 6.60 and 6.61 may be actioned.
- e. Procession, Seizure and Sales Order (PSSO) or Means Enquiry Summons (MES) - If the GPC has been served and no arrangement to pay or payment in full has been received, the rates department will explore options for collection through;
  - i. PSSO - This court document allows the Town to seize goods and/or property/land for the collection of the outstanding debt
  - ii. MES – This court document allows the Town to nominate a debtor to attend court and provide all financial records in order for the court to make a decision on their ability to pay. Arrangements are then made for collection based on the outcome.
- f. Property and Land sale - after three years, if all available collection options have been exhausted and rates/service charges remain in arrears the Town may in accordance with section 6.64 of the *Local Government Act 1995* take possession of the land and hold the land as against a person having an estate or interest in the land and
  - i. from time to time lease the land; or
  - ii. sell the land; or
  - iii. cause the land to be transferred to the Crown; or
  - iv. cause the land to be transferred to itself.

### Recovery of Outstanding Debt – All other Sundry Debtors

7. Should a debtor fail to pay within the initial 14 day period the following debt collection process is followed;
  - a. Debt outstanding - 30 days: A statement is forwarded to the debtor with a reminder and alerting them to their unpaid invoice.
  - b. Debt outstanding - 60 days: A friendly reminder by way of email and phone calls.
  - c. Debt outstanding - 90 days: An urgent action letter is sent (and emailed if appropriate) requesting immediate payment as well as a phone call. Assistance is also requested from the relevant service area to communicate with the debtor.
  - d. Debt outstanding - 90 + Days: A final notice is forwarded outlining payment within 7 days or debt collection action may occur.
  - e. Non-payment within 7 days – case is forwarded to the Town's debt collection agency.
    - i. Ongoing communication occurs between the Town and the debt collection agency relating to the collection.
    - ii. Continued failure to pay or respond to debt collection results in legal action (dependent on circumstances and cost benefit to the Town).

Recovery of Outstanding Debt – Fines, Prosecutions and Infringements

8. Should a debtor fail to pay within the initial 28 day period the following debt collection process is followed;
  - a. The debtor’s information is collected through Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
  - b. A final demand is issue along with an additional late fee. The Town allows a further 28 days to pay.
  - c. Failure to pay results in the infringement being forward to Fines Enforcement Registry (FER) for collection along with an additional collection fee.

**Related documents**

- [Local Government Act 1995](#)
- [Policy 308 Financial hardship](#)

<b>Responsible officers</b>	Manager Finance Financial Services Controller Senior Accounting Officer Senior Rates Officer
<b>Policy manager</b>	Chief Financial Officer
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	December 2023

**Revision history**

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	28/09/1999	Council	-	Item 4.1
2	Amended	15/08/2006	Council	-	Item 4.1
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Amended	21/05/2019	Council	100/2019	Item 14.3
6	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
7	Amended	19/05/2020	Council	414/2020	Item 15.2
8	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
9	Reviewed and amended	13/12/2022	Council	264/2022	Item 15.3
10	Administratively amended	24/08/2023	Delegation		

<b>Policy number</b>	Policy 331
<b>Policy title</b>	Information systems security D23/43968
<b>Strategic outcomes supported</b>	CL3 - Accountability and good governance

## Policy objective:

To set a multi-pronged approach in place to protect the data and systems of the Town. This includes robust practices to provide for business continuity in the event of a disaster.

The Town of Victoria Park (the Town) has a strategic priority to implement an Information Security Management System (ISMS). An ISMS consists of a suite of policies, procedures, guidelines and relevant resources to manage all information assets.

The strategic objectives are drawn from the Western Australian Whole of Government Digital Security Policy, published in June 2017.

## Policy scope:

The scope of the policy is the management of digital and physical information security and access in the context in which information is created and managed.

## Policy definitions:

Nil.

## Policy statement:

### IS Security Strategic Plan:

1. The Town has implemented the IS Security Strategic Plan which includes the adherence to the Australian Signals Directorate's (ASD) Essential Eight as part of its security tool kit and then plans to implement ISO 27001 (Information technology -- Security techniques -- Information security management systems – Requirements) in the future.
2. The ASD Essential Eight is one of many tools to enable the Town to enable cyber resilience focusing on two areas:
  - a. Preventing malware from running in the environment; and
  - b. Limiting the extent of security incidents, and being able to recover data.

### Cyber security:

3. The CEO will ensure the following security objectives for the Town are maintained:
  - a. Develop and continuously improve security management practices.



- b. Empower our staff, partners, and communities to be strong links in our overall security chain through collaboration and enablement.
- c. Enable innovation while effectively identifying and managing cyber risks.

#### Digital security:

4. The CEO will ensure the application and management of controls are in place to ensure that the right information is available when ever required by staff with the appropriate access permission and the confidentiality and integrity of information is secured.

#### Information privacy:

5. In accordance with the Information Privacy Principles of the *Privacy Act 1988* (Cth) the Town has developed a Privacy Statement. The Town adheres to the provisions of the *Freedom of Information Act 1992* (WA).

#### Information access:

6. Staff, contractors and consultants may, subject to appropriate permissions and authority, have access to the Town's records to fulfil their duties and obligations.
7. The CEO will ensure measures are in place to ensure the security of its records, both hard copy and electronic, and authorised access to them. Reference to Security and Access have been documented in the Town's Record Keeping Plan.

#### Public access documents:

8. The CEO will ensure that regular identification of Councils documents for public access purposes is followed to increase greater communication with the community, this may have a positive effect by reducing Freedom of Information applications submitted to the Town.

#### Security of physical documents:

9. The management of physical records has been outlined in the Town's Record Keeping Plan.

#### Third party information access permissions:

10. The CEO will ensure that access to Corporate Information / Networks / Business System will be refined to ensure all appropriate security measures are in place.
11. The term 'third party' refers to various forms of external hire of labour and specialists such as contractors, consultants, Trainees, Work experience students and various specialists such as IS support and other vendors etc.
12. When providing access to the network/business systems the CEO will consider the following:
  - a. Signing a confidentiality agreement restricting the use and dispersal of confidential information
  - b. Documented permissions standards appropriate to fulfil duties and obligations as per contract/terms of reference.
  - c. Procedures to identify what type of third party should gain access the type and how much access to systems should a third party gain to perform their duties as required.
    - i. Contractor – location and reporting level, develop appropriate criteria if applicable
    - ii. Consultant – location and reporting level, develop appropriate criteria if applicable
    - iii. Trainees
    - iv. Work experience students
    - v. IS - Software vendors and support etc.
    - vi. Include – mobile devices such as laptop, tablets, and other mobile devices – thumb drives etc.



- vii. Induction training
- viii. Comply with all aspects of relevant policies – e.g. IS policy – which includes conditions of use for mobile devices, standards, guides, references, practices and procedures.

## Related documents

[ICT Strategic Plan](#)

[Information and Communications Technology Asset Management Plan](#) (as part of the Integrated planning and reporting framework)

[Information Statement](#)

<b>Responsible officers</b>	-
<b>Policy manager</b>	Manager Technology and Digital Strategy
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	April 2022

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	17/12/2021	Council	281/2020	Item 14.2
2	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
3	Administratively amended	24/08/2023	Delegation		



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<b>Responsible officers</b>	-
<b>Policy manager</b>	Manager Technology and Digital Strategy
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	<del>April-December 2022</del> 2024

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	17/12/20 <del>19</del> 21	Council	281/ <del>2020</del> 2019	Item 14.2
2	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
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