

agenda

COMMUNITY DEVELOPMENT COMMITTEE



Please be advised that a **Community Development Committee** Meeting will be held at **5.30pm** on **Monday 7 May 2018** in Meeting Room 1 at the Administration Building, 99 Shepperton Road, Victoria Park.

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

ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

3 MAY 2018

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1 OPENING

2 ATTENDANCE

Members:

Banksia Ward:

Cr J (Julian) Jacobs
Cr R (Ronhda) Potter

Jarraah Ward:

Cr B (Bronwyn) Ife
Cr V (Vicki) Potter (Presiding Member)

Deputy Member:

Nil

Chief Community Planner

Ms N (Natalie) Martin Goode

Chief Operations Officer

Mr B (Ben) Killigrew

Manager Community

Ms K (Kaitlyn) Griggs

Manager Business Services

Mr L (Luke) Ellis

Coordinator Community

Ms L (Lisa) Cornelius

Development

Secretary:

Mrs S (Susan) Fraser

Guests:

Ms C (Claire) Szmekura, Director,
Victoria Park Centre for the Arts

2.1 Apologies

2.2 Approved Leave of Absence

3 DECLARATIONS OF INTEREST

Declarations of interest are to be made in writing prior to the commencement of the Meeting, (a form to assist Elected Members and Staff is attached at the end of this Agenda).

Declaration of Financial Interests

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

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

Declaration of Proximity Interest

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

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

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

Declaration of Interest affecting impartiality

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

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

4 CONFIRMATION OF MINUTES

That the Minutes of Community Development Committee Meeting held on 9 April 2018 be confirmed.

5 TERMS OF REFERENCE**1. Name**

Community Development Committee

2. Purpose

The Town's *Strategic Community Plan* notes four components of the Mission Statement, namely –

- Social – To promote sustainable connected, safe and diverse places for everyone.
- Economic – To promote sustainable diverse, resilient and prosperous places for everyone.
- Environment – To promote sustainable liveable, healthy and green places for everyone.
- Civic Leadership – To show leadership by communicating with, empowering and supporting people in the community.

The primary purpose of this committee shall be the Social component of the Town's Mission Statement, which is to promote sustainable connected, safe and diverse places for everyone.

3. Scope

The Committee will primarily focus on the following key Social Strategic Outcomes –

- A healthy community.

- An informed and knowledgeable community.
- An empowered community with a sense of pride, safety and belonging.
- A place where all people have an awareness and appreciation of arts, culture, education and heritage.

Wherever possible, the Committee will seek opportunities to address the following additional Strategic Outcomes –

- Everyone receives appropriate information in the most efficient and effective way for them.
- Appropriate devolution of decision making and service provision to an empowered community.
- People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.
- A community that is authentically engaged and informed in a timely manner.

4. Deliverables

The Committee will –

- Provide strategic leadership in the development and regular review of policies and strategies that are inclusive, empowering and build capacity of the Town of Victoria Park Community.
- Develop strategic partnerships with stakeholders that promote social inclusion and wellbeing.
- Enable and encourage participation in community life.
- Promote a socially prosperous community.
- Be culturally receptive and a supporter of arts events and practices.
- Conserve and celebrate the Town's rich local history.

Specifically the Committee will ensure delivery of the following –

- Annual review of policies, strategies and plans related to the Scope of the Committee.
- Community Needs Assessment and Analysis.
- Community Development Plan.
- Community Benefits Strategy.
- West Coast Eagles Community Benefits Strategy.
- Public Health Plan.
- Cultural Plan.
- Reconciliation Action Plan.
- Public Art Strategy.

5. Reporting

Although any Service Area of the Town may report through this Committee on matters associated with the Primary Purpose and Scope, the following Service Areas of Council are likely to predominantly feature –

- Aqualife
- Communications and Engagement
- Community Development
- Digital Hub

- Healthy Community
- Leisurelife
- Library Services
- Rangers

6. Governance

The Committee is a Council-created Committee formed under Subdivision 2 (Committees and their meetings) of the Local Government Act 1995 and is governed by the provisions of the Town of Victoria Park Standing Orders Local Law 2011 and the Local Government Act 1995 and its Regulations.

The Committee will comprise a maximum of four (4) Elected Members (being two (2) Elected Member representatives from each of the Town's two (2) wards with five (5) Elected Members being appointed in a hierarchical order as alternate deputy members) and up to two (2) other persons (that may be co-opted from time-to-time for such period, or in relation to such matters, as determined, where that person's experience, skills or qualifications would enable him or her to make a contribution to the Committee's functions).

In accordance with section 5.19 of the Local Government Act 1995, the quorum for a meeting of the Committee is at least 50% of the number of offices (whether vacant or not) of members of the Committee.

7. Meeting arrangements

The Committee shall convene in accordance with the annual adopted meeting schedule.

8. Authority

The Committee has no delegated power. The Committee may only make recommendations to Council for a decision.

9. Review

The Committee and Committee Terms of Reference will be reviewed from time-to-time and immediately following each local government election.

6 PRESENTATIONS

6.1 Petitions

6.2 Presentations (Awards to be given to the Town)

6.3 Deputations

7 METHOD OF DEALING WITH AGENDA BUSINESS

RECOMMENDATION:

That clause 6.10 *Speaking Twice of the Town of Victoria Park Standing Orders Local Law 2011* be suspended for the duration of this meeting.

NOTE: The above recommendation if adopted will enable Members to speak more than once and assist in open discussion for the entire meeting.

NOTE: Mover and seconder required and the matter put to the vote.

8 REPORTS

8.1 Aquatic Facilities Purpose and Standards of Infrastructure Provision at the Aqualife Centre

File Reference:	Rec/13/3
Appendices:	No
Attachments:	Yes

Date:	27 April 2018
Reporting Officer:	K. Winterbourne
Responsible Officer:	L. Ellis
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation: That the Community Development Committee recommends that the Council Endorses aquatic infrastructure provision standards at 'District' level as shown in 'Table 10 Facilities Classifications and Descriptions' attached to and forming part of this report.

- To enable efficient and informed by decisions by Officers regarding facility and service provision to various aquatic users and groups a determination on the purpose of the aquatic facilities at the Aqualife Centre must be made.
- To guide scoping for any future renewal or repairs and responses to requests for works or equipment upgrades at the Aqualife Centre endorsement of a provision standard is required.

TABLED ITEMS:

- Aquatic Sports Strategic Facilities Plan.

BACKGROUND:

The Aqualife Centre has been operating since 2007 under direct Town of Victoria Park (the Town) management following a renewal and rebranding of the Somerset Swimming Pool. Annually the facility attracts 400,000 visitations and hosts five (5) aquatic clubs with aquatic bookings exceeding capacity at peak operating periods.

Current facilities include;

- 25metre heated indoor pool,
- 50metre heated outdoor pool,
- Heated Leisure pool;
- Hydrotherapy pool;
- Steam room and spa;
- Gymnasium and Group Fitness Studio;
- Creche;
- Café; and
- Meeting and Club rooms.

The former 'Department of Sport and Recreation' (DSR) (now Department of Local Government, Sport and Cultural Industries) published a report in 2012 titled 'Aquatic Sports Strategic Facilities Plan' (ASSFP) that aims to guide facility provision and development throughout the State making specific references to supporting the growth and facility access of aquatic sports and clubs. The plan identifies the Aqualife Centre as a 'District' facility within the 'Central' region due to the number and size of the water bodies (separate swimming pools) and its geographic location near the centre of the metro area.

Through the Town of Victoria Park's (the Town) 'Evolve' process, community feedback identified the Town's need to undertake an independent review to map strategies to align facility operation with community expectation.

The subsequent review, known as the 'Commercial Viability Project' (CVP) was conducted by an independent consultant through the second half of 2016. It included an examination of facility features and operations, data collation and review, consulting with staff and customer groups, and an analysis of competitors, industry trends, demographics and financials.

DETAILS:

Recommendations from the CVP broadly aligned with the Town's strategic outcomes such as optimising efficiency and financial performance and included specific detail relating to improving decision making and accountability for Officers based at the facilities and to more effectively manage aquatic clubs. To enable efficient and informed decisions a determination on the purpose of the aquatic facilities at the Aqualife Centre must be made.

Alongside operational decisions regarding services and facility access is the standard of infrastructure provision. To guide scoping for any future renewal or repairs and responses to requests for works or equipment upgrades at the Aqualife Centre the endorsement of a provision standard is required. The Aqualife centre is currently classified as 'District' facility meeting the criteria outlined in the attachment of having one 50 metre pool plus a second pool with a length of 25 metres. District level facilities are not identified as hosts for regional competitions with their associated equipment requirements such as competition standard timing or starting blocks and spectator viewing.

The ASSFP makes recommendations for facility development within Western Australia region by region. For the central region the report recommends no increases to provision standards to 2031.

Legal Compliance:

Nil

Policy Implications:

Nil

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Reputational. Inadequate community access aquatic facility	Minor	Likely	Moderate	Endorsed purpose to protect community access
Financial. Overprovision of aquatic equipment and infrastructure	Major	Possible	High	Infrastructure delivery endorsed at 'District' standard

Strategic Plan Implications:

Our vision for the future: The Town of Victoria Park: A dynamic place for everyone.

- We are Perth's most empowered engaged community.
- We are inclusive and connected with a thriving community.

Strategic Outcomes:

Social - To promote sustainable, connected, safe and diverse places for everyone.

- S1 A Healthy Community.

Civic Leadership – To show leadership by communicating with, empowering and supporting people in the community.

- C16 Finances are managed appropriately, sustainably and transparently for the benefit of the community.

Financial Implications:Internal Budget:

Nil

Total Asset Management:

Endorsement of infrastructure provision standards will enable effective and efficient asset management planning and reduce any risks and costs associated with overprovision.

Sustainability Assessment:External Economic Implications:

Endorsement of a 'District' level of facility infrastructure will assist in aligning provision standards to those identified by key stakeholders as required for the growth and sustainability of aquatic sporting clubs within the Town.

Social Issues:

Sustainable sporting Clubs provide a wide range of activities for community members to recreate and socialise in a safe, rewarding and active pursuit.

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The task of balancing services and space provided to the community, aquatic sporting clubs and commercial groups presents staff with ongoing challenges due to pool capacity limitations and specific program or service needs. To assist the staff in making decisions to meet the various needs an endorsed purpose is required.

In determining the purpose outlined in the recommendations the Town's strategic outcomes were considered in the context of aquatic facilities at the Aqualife Centre.

- S1 – A Healthy Community
 - 1.1 - The aquatic facilities are in place to facilitate positive health outcomes through maximum Community utilisation.
 - 1.3 Clubs and commercial groups and will be supported where and as often as possible without negatively impacting community access or amenity and in-line with the purpose and standard of provision.
- Cl6 – Finances are managed appropriately, sustainability and transparently for the benefit of the Community.
 - 1.2 Operate the facility in a cost-effective manner

Due to the intensive use and ageing structure of the outdoor 50 metre pool at Aqualife it is likely works will be required in coming years. The endorsement of a provision standard, in tandem with a clear purpose will allow staff to effectively manage asset renewal to meet agreed standards that are aligned with strategic direction from the Department of Local Government, Sport and Cultural Industries. Risks associated with overprovision or overspecifying can be effectively mitigated ensuring a cost-effective and appropriate standard.

CONCLUSION:

The intent of defining the purpose and standards of provision of the aquatic facilities at the Aqualife Centre is to guide staff decision making regarding club, community and commercial requests for space or support and in ensuring that capital works via either renewal or repair align with Council's determination of provision standards as per the ASSFP.

RECOMMENDATION/S FROM THE COMMUNITY DEVELOPMENT COMMITTEE

1. **That Council endorse the purpose of the aquatic facilities at the Aqualife Centre as:**
 - 1.1 **To facilitate positive health outcomes through maximum utilization;**
 - 1.2 **Operate the facility in a cost-effective manner; and**
 - 1.3 **Support clubs and commercial operations without negatively impacting community access or amenity**
2. **The Council endorses aquatic infrastructure provision standards at 'District' level as shown in 'Table 10 Facilities Classifications and Descriptions' attached to and forming part of this report.**

Table 10 Facilities Classifications and Descriptions

	Pool Requirements	Additional Infrastructure Requirements
State/National/International	Facility must have two or more 50 metre pools (minimum one indoor pool) of relevant competition standard for each of the aquatic sports.	The facility must provide access to the appropriate dry land training facilities for each sport. The facility must have adequate spectator amenities for competitions such as car parking and aquatics related infrastructure.
Regional	Regional facilities must have a minimum of two 50 metre pools, one with deep water to accommodate water polo competition and diving (1 and 3 metre springboard) OR One 50 metre pool, one 25 metre pool and a pool capable of accommodating water polo and diving activities (1 and 3 metre springboard).	Either option must also have a minimum of one indoor pool, be capable of hosting regional competitions with adequate spectator facilities.
District	The facility requires a minimum of one 50 metre pool, plus a second pool with a minimum length of 25 metres.	The facility must be capable of supporting water polo or diving (1 metre and 3 metre springboard) local competitions.
Neighbourhood	The facility will either have a 50 metre or 25 metre pool with leisure water.	

8.2 Embargo Bar

File Reference:	PAR/18/23
Appendices:	No
Attachments:	No

Date:	12 April 2018
Reporting Officer:	M. Owens
Responsible Officer:	K. Griggs
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – The Community Development Committee receives the report.

- Embargo Bar is a pop up event that operates for brief periods of time around the Perth metro area, run by The Event Mill
- Between 07/01/18 and 14/03/18 Embargo Bar was set up in the Town on the McCallum Park foreshore
- The Town received a variety of feedback on the event from the local community, visitors, and other stakeholders
- This summary report has been written to inform the Community Development Committee

TABLED ITEMS:

Nil

BACKGROUND:

The Town provides event space on its parks and reserves under RENC1 Recreation Reserves – Hire, adopted at Council Meeting 1 July 1994. Administration has used this policy as the basis for all of its activities relating to hiring parks and reserves under the remit of the Town. Operational procedures that are used to hire these spaces are in alignment with the procedure detailed within policy RENC1.

McCallum Park and Taylor Reserve are popular event spaces. Located on the Swan River foreshore these spaces are sought after to host events due to the size of the space, accessibility, infrastructure, nearby amenities, and views of the river and the City. McCallum Park and Taylor Reserve hosts 107 events per year, including large scale events with regional to national reach including Perth Garden Festival, Perth 4WD and Adventure Show, The Million Paws Walk and Ride to Conquer Cancer. The Town has previously approved long term bookings at McCallum and Taylor Reserve in the past, with Events Perth setting up an event space to run private Christmas and End of Year functions for a variety of organisations between 25 November 2015 and 20 December 2015, with 17 functions being held during this period.

“Pop-Up” bars and entertainment spaces have existed in the global marketplace for some time, recently growing rapidly in popularity in Australia and Western Australia (WA) as cities strive to be destinations of choice for entertainment and tourism. The phenomena first gained strength after the significant downturn of the retail industry in early 2010’s leading retailers to explore temporary outlets to increase exposure and revenue without the associated overhead costs.

The WA State Government has confirmed its support for pop-up retail, events, and entertainment spaces, with some conditions. Commentary from the State Government indicates support for existing licenced premises to host small festivals and pop-up event spaces under their existing liquor licence approvals, instead of event companies and non-licenced premises moving into a temporary space for operation. Embargo Bar's current operating model is to move into temporary event spaces to establish a venue as they do not have a permanent licenced premise in which to operate.

The Town was first contacted by The Event Mill regarding Embargo Bar on 21 August 2017 and with a collaborative effort from the Town, The Event Mill and other agencies, Embargo Bar was operational on a portion of McCallum Park between 11 January 2018 and 11 March 2018.

DETAILS:

In the lead up an event the Town has certain responsibilities to ensure a safe and compliant event is held on its parks and reserves. The first step of any event is to approve the physical space, location and related logistics. The Event Mill completed the Parks and Reserves Booking Form and submitted the necessary documentation to confirm the event space. Approval to use the space was granted via letter on 11 October 2017, however this approval is for the space only and after it was granted Embargo Bar were required to begin the approval process for the event itself to take place through the Town's Environmental Health Team and relevant State Government Departments such as Racing, Gaming and Liquor.

While Embargo Bar was operating the Town received a variety of both positive and negative feedback. Most of this feedback was constructive towards the benefits and detractors of this style of event taking place on McCallum Park for a three month period. In total the Town received 13 emails from the community about Embargo, and several phone calls directly to Administration. The main themes related to;

- The Town supporting a pop-up bar with a commercial gain, when local traders are self-reporting to be struggling economically;
- traffic and parking congestion;
- noise complaints when electronic music was played; and
- the long term booking (3 months).

Embargo Bar were responsive to requests from the Town to adjust their operations to reduce their impact on the surrounding residents, often actioning request instantly and on the day the Town contacted them. The major challenges of parking and noise control were both managed easily with proactive actions from Embargo Bar. Parking controllers were implemented on Friday and Saturday nights. Noise levels were constantly monitored by Embargo management and by Town of Victoria Park staff in response to complaints and were adjusted depending on the circumstances of the day.

Social and Cultural Measurements:

During the operation of Embargo Bar the Town purchased and began using Culture Counts to start measuring the social impact of services the Town delivers. Culture counts was used at Embargo Bar to measure the:

- atmosphere and vibrancy;
- suitability of the venue location;
- how connected people felt to the community; and

- enthusiasm to participate in a similar event.

Embargo Bar carried out 282 onsite surveys and 402 open public survey (open online surveys). The results of the Culture Counts surveys are tabled below:

Embargo Bar Open Public Survey – 402 total responses		
<i>Dimension</i>	<i>Question</i>	<i>Score out of 100</i>
Atmosphere	I enjoy the atmosphere here	90
Local Impact	It is important for the local area	90
Enthusiasm	I would take part in something like this again	93
Connection	It helped me feel connected to people in the community	86
Events	This is a great location for events	92
Vibe	I enjoy the vibrancy and the people in this place	92

Embargo Bar On Site Survey 23 to 25 March – 102 total responses		
<i>Dimension</i>	<i>Question</i>	<i>Score out of 100</i>
Atmosphere	I enjoy the atmosphere here	92
Local Impact	It is important for the local area	90
Enthusiasm	I would take part in something like this again	91
Connection	It helped me feel connected to people in the community	75
Events	This is a great location for events	87
Vibe	I enjoy the vibrancy and the people in this place	89

Embargo Bar On Site Survey 30 March to 1 April – 180 total responses		
<i>Dimension</i>	<i>Question</i>	<i>Score out of 100</i>
Atmosphere	I enjoy the atmosphere here	84
Local Impact	It is important for the local area	83
Enthusiasm	I would take part in something like this again	87
Connection	It helped me feel connected to people in the community	71
Events	This is a great location for events	79
Vibe	I enjoy the vibrancy and the people in this place	83

Embargo Bar have reported approximately 4,500 adult attendees per week, plus numerous families with children on top of that number, with some weekends bringing in larger crowds such as the Australia Day weekend. As captured through the Culture Counts surveys, the feedback they received on site and online was extremely positive.

Legal Compliance:

During the operation of Embargo Bar the Town received a letter regarding the Deed of a portion of land of McCallum Park, and the conditions of the Deed when the land was transferred from the Crown to the Town's responsibility. The Town sought legal advice in relation to the Deed, and had adjusted its booking approval process to include contacting the Department of Planning, Lands and Heritage in regards to future McCallum Park and Taylor Reserve events.

The Town is waiting to receive an official response from the Minister for Lands regarding the operation of Embargo Bar or similar commercial operations on parks and reserves. Current policy direction from the State Government is still in development via amendments to the Liquor Licencing Act and various other pieces of legislation to allow easier access to pop-up options for established Licence Premises.

Policy Implications:

RECN1 Recreation Reserves - Hire enables the administration to hire parks and reserves and details a procedure that the administration must follow when doing so.

RECN2 Events on Parks and Reserves – Notification to Local Residents instructs the Administration to inform the local community when an event will take place.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<p>Financial Impact, Service Interruption, Compliance, Reputation.</p> <p>Risk: Commercial events are not able to be approved on Taylor Reserve or McCallum Park</p> <p>Consequence: The ability of the Town to meet its strategic community plan outcomes would be reduced. Loss of over \$100,000 revenue annually. Damage to Towns reputation.</p>	<p>Major (4)</p>	<p>Possible (3)</p>	<p>High (12)</p>	<p>Administration has modified its park and reserve booking process to confirm bookings on Taylor Reserve and McCallum Park are legally compliant.</p> <p>The Town will continue working with local businesses and the community to deliver safe and compliant events to mitigate any damage to the Towns reputation.</p> <p>No mitigation possible for financial loss, if the bookings don't proceed then the Town will lose the revenue.</p>
<p>Compliance</p> <p>Risk: Possibility that</p>	<p>Major (4)</p>	<p>Unlikely (2)</p>	<p>Moderate (8)</p>	<p>The Administration works cross</p>

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<p>commercial events on Town Parks and Reserves are not compliant with relevant Local, State and Federal legislation.</p> <p>Consequence: Community outrage and complaints. Potential legal action over noise. Potential fines or investigations if negligent in the Towns responsibilities.</p>				<p>functionally across teams on a regular basis to ensure all events and activities are compliant with relevant legislation within the Town's remit.</p> <p>The Parks and Reserves Booking Form, and Public Event Application Form both request all relevant information from event organisers to approve and ensure their event is safe and compliant.</p>

Strategic Plan Implications:

A dynamic place for everyone

- We are Perth's premier place for entertainment and entrepreneurship.

Economic

Ec1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.

Financial Implications:Internal Budget:

The Town received \$32,867.50 revenue from the Embargo Bar booking.

Total Asset Management:

Nil

Sustainability Assessment:External Economic Implications:

Pop-up events have the potential to increase revenue and market reach of local businesses who are willing to run a pop-up space on a Town park or reserve. Commentary from the State Government that supports existing Licenced Premises to operate a pop-up event or space under their existing licence will increase their revenue potential.

Social Issues:

Activating and utilising the Town's parks and reserves for public events open to everyone is a key service to address the social outcomes listed in the Strategic Community Plan.

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The Town is fortunate to be responsible for public open space of such high quality as Taylor Reserve and McCallum Park. As developments and urban infill consume more space to meet the needs of the growing population, the foreshore space will become more unique and valuable to the community. Utilising this space with events, pop-up venues, concerts, and various other activations can lead to positive outcomes for the Town, community and visitors to the area, whilst also raising revenue.

CONCLUSION:

This report has been prepared for the information of the Community Development Committee. It summarises the process the Town implemented to approve both the Park booking, and the Public Event to allow Embargo Bar to operate on a portion of McCallum Park for a three month period.

RECOMMENDATION/S:

The Community Development Committee receives the report.

9 WORKSHOP TOPICS AND PRESENTATIONS

9.1 Victoria Park Centre for the Arts – Quarterly Progress Report

Ms C (Claire) Szmekura, Director, Victoria Park Centre for the Arts will provide the Committee with a Quarterly Progress Report.

9.2 Workshop item- Public Art Strategy

Date:	27/April 2018
Reporting Officer:	L. Cornelius
Responsible Officer:	K. Griggs
Executive Summary:	
<ul style="list-style-type: none"> • Feedback is sought from the Community Development Committee on the draft Public Art Strategy 2018-2023 • The Public Art Strategy 2018-2023 will guide the next five years of public art within the Town • The Public Art Strategy 2018-2023 will inform the Arts and Culture Plan, and will be a working document. 	

ATTACHMENT: Public Art Strategy 2018-2023

BACKGROUND:

At the Economic Development Committee meeting on 3 November 2016 the Creative Arts Officer provided an update on the conclusion of the 2013-2015 Public Art Master Plan and recent community requests for consideration in future public art commissions.

The completed artworks from the 2013-2015 Public Art Masterplan include:

- *'Sporting Walk of Fame'* by Anna Crane at Aqualife.
- *'Lunar Movement'* by Damian Butler at Lathlain Place.
- PUBLIC2015 by FORM at various locations through the Town.
- Public Outdoor Ping Pong at various passive reserves in the Town.
- *'Everything is True'* by Abdul Rahman Abdullah at Kate Street Reserve.
- *'Wednesday's Child'* by Abdul Rahman Abdullah at Burswood.
- *'Hyatti'* by Ayad Alqaraghooli at Duncan Reserve, Victoria Park.
- *'Shared Stories'* by Olga Cironis Hayman Road, Bentley.
- *'Organicia'* by Nic Compton at Archer Street, Carlisle.
- *'Cockatoos'* by Sharon White at Rotary Park, St James.
- *'The Swan River Bunyip'* by Jahne Rees at G.O.Edwards Park.

At the Ordinary Council Meeting on 9 May 2017, the RECN7 Public Art Policy was endorsed. The purpose of this policy is to guide the Town's aspirations to be a leader of contemporary public arts and to further develop the cultural identity of Town of Victoria Park. The Public Art Policy is operationalised through the Public Art Management Plan.

At the Community Development Committee meeting on 12 March 2018, the Manager

Community, Kaitlyn Griggs, presented on the Town's draft Public Art Strategy 2018 -2023 to seek initial feedback. The Public Art Strategy 2018-2023 has since been further developed and is now presented for discussion and feedback.

DETAILS:

The Town recognises the important role played by public arts in expressing the cultural identity of the Town; as well as that the Town's economic and social wellbeing. This is closely associated with innovation, creativity and diversity of its cultural life.

The purpose of the Public Art Strategy 2018-2023 aims to continue to promote the character and identity of the Town through creating local or regional landmarks over the next five years. This is achieved by physically enhancing public places, through creating points of interest, animating spaces and providing beauty, character or colour to places/environments.

Legal Compliance/ Industry Advice:

Nil

Policy Implications:

Related policies include:

- Local Planning Policy 29 Public Art Private Developer Contribution
- RECN3 Visual Arts
- RECN7 Public Art Policy

Related Management Plans include:

- Art Collection Management Plan
- Percent for Art Developers Handbook
- Mural Arts Plan Commissioning and Maintenance
- Public Art Management Plan

It is a requirement of the Town's Public Art Policy that the artwork must enhance public engagement, enjoyment and understanding of the continuous integration of public art throughout the Town

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation/Actions
Financial, Service Interruption Lack of allocated internal resources to facilitate the Public Art Strategy 2018-2023	Moderate	Possible	Moderate	Tender external organisations to project manage public art initiatives to clearly defined brief set by the Town.

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation/Actions
Reputation Public Artwork receives negative media or community attention regarding budget allocation	Moderate	Possible	Moderate	Introduce a clear communication strategy to educate/ inform the community of the concept of the artwork.

Strategic Plan Implications:

The Town of Victoria Park's Strategic Community Plan 2017 – 2032 vision: A dynamic place for everyone.

Strategic Outcomes:

Social – To promote sustainable, connected, safe and diverse places for everyone.

- S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage

Financial Implications:

The Town currently funds the commissioning and installation of public art by placing an amount of its annual rates into a Community Art Reserve fund. The Community Art Reserve balance at 23/04/2018 is at \$641,088.52 which is earmarked for expenditure over the next five years as detailed in the Public Art Strategy 2018-2023.

Social Issues:

Aligned to the Town's vision of being the most empowered and engaged community, the Community Development Committee and Future Planning Community, along with the Aboriginal Engagement Strategy Group, the Disability Access & Inclusion advisory group and Community Sounding Board will provide guidance on the appropriate procurement, selection and installation of public art.

Cultural Issues:

The Town's approach to public arts commissioning is driven by a focus on contemporary, quality and professional significant artwork that elevates the status of the Town as an investor in a culturally-enriched environment that activates public spaces to increase people traffic.

The Public Art Strategy 2018 -2032 is the foundation for the Town's commitment to enhance the built and natural environment of the Town to reflect 'a dynamic place for everyone' by commissioning artists for the placement of relevant and meaningful public artworks.

Environmental Issues:

Nil

OFFICER COMMENT:

The Public Art Strategy 2018-2023 will provide operational direction in relation to the expenditure of the Community Art Reserve, and will guide the Town's practice relating to public art over the next five years. The Public Art Strategy 2018 – 2023 will be reviewed annually to ensure that it aligns to capital works and precinct master plans, along with the objectives of the Strategic Community Plan 2017 - 2032.

The Public Art Strategy 2018-2023 will inform the Arts and Culture Plan, and will be a working document.

Feedback is sought from the Community Development Committee on the draft Public Art Strategy 2018-2023.

9.3 Arts and Culture Plan - Scope

Date:	24 April 2018
Reporting Officer:	K. Griggs
Responsible Officer:	N. Martin Goode
Executive Summary:	
<ul style="list-style-type: none"> • The Town will seek to engage a consultant in 2018/19 for the development of an Arts and Culture Plan. • A non-binding request for quotation process would commence in June 2018, with the contract between the successful applicant and the Town being conditional upon the 2018/19 budget approval process. 	

BACKGROUND:

For approximately one year, the Community Development Committee has requested that the Town's Administration undertakes a strategic approach towards Arts and Culture to support an appreciation of arts, culture, education and heritage within our Town, and to help the Town express its cultural diversity. Subsequently the Town will be undertaking a quotation process for a suitably qualified and experienced consultant to develop a five year Arts and Culture Plan, scope of which is below.

DETAILS:

According to the Department of Local Government, Sport and Cultural Industries, engagement in Arts and Culture has the capacity to enrich and transform individuals, communities, and environments. It is fundamental to human existence, especially to our history, identity, creativity and desire for place and enjoyment.

Places with appropriate cultural infrastructure and creative spaces encourage people to linger longer and participate within the life of the community, whilst creating a vibrant and dynamic place. It is widely recognised that there is a strong link between culture and tourism, and how a vibrant and dynamic community can enhance a city or town's reputation and branding as a destination of choice for entertainment, art and culture.

Scope of works

The Town is seeking a suitably qualified and experienced applicant to develop;

- A five year Arts and Culture Plan for the Town, inclusive but not limited to;
 - plan and undertake community consultation and engagement in partnership with the Town to gain an understanding of the community's vision and goals relating to cultural development and diversity
 - identify the role and function of culture including performing arts, creative industries, community art and public art, in expressing our cultural diversity and identity
 - identify strategies to enhance creative industry sector development and the cultural economy
 - identify strategies to create opportunities for the community to participate within, and be immersed in, cultural experiences in unlikely and exciting ways

- identify investment strategies relating to public art over the next five years
- identify cultural infrastructure requirements and investment opportunities
- another value add ideas, strategies and approaches

Legal Compliance/ Industry Advice:

There is no legislative requirement to have an Arts and Culture Plan.

Desktop research indicates that the following WA Local Government Authorities have Culture Plans;

- City of South Perth
- City of Melville
- City of Busselton
- Shire of Mundaring
- City of Gosnells

A significant portion of Eastern State Local Government Authorities also have Culture Plans.

Policy/ Strategic Document Alignment:

- Strategic Community Plan 2017-2032
- Social Infrastructure Plan
- Draft Economic Development and Tourism Plan
- Draft Public Art Strategy 2018-2023

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<p>Financial impact</p> <p>Failing to have an Arts and Culture Plan may result in an ad-hoc approach to cultural development and diversity, and missed opportunities.</p> <p>The Town does not have the internal resources to develop an Arts and Culture Plan at present.</p>	Moderate	Likely	High	Go out to quotation for the development of an Arts and Culture Plan

Strategic Plan Implications:

The Town's vision is a dynamic place for everyone.

Strategic Outcomes:

Social – To promote sustainable, connected, safe and diverse places for everyone.

- S4- A place where all people have an awareness and appreciation of arts, culture, education and heritage.

Financial Implications:

\$60,000 has been allocated in the 2018/19 financial year for a consultant to undertake an Arts and Culture Plan. A non-binding request for quotation process would commence in June 2018, with the contract between the successful applicant and the Town being conditional upon the 2018/19 budget approval process.

The Quotation process will seek a lump sum fixed price quotation. A recent request for quotation process for the Library Operational Review resulted in submissions ranging from \$11,000-\$57,000.

Cultural and Social Issues:

The United Nations Education Scientific Cultural Organization's (UNESCO) definition of culture provides a useful touchstone "the set of distinctive spiritual, material, intellectual and emotional features of a society or social group that encompasses not only art and literature, but lifestyles, ways of living together, value systems, traditions and beliefs".

Environmental Issues:

Nil

OFFICER COMMENT: Feedback is sought on the Scope of Works for the Arts and Culture plan from the Community Development Committee.

9.4 Access and Inclusion – Council Chambers Voting System

The Manager Community will provide the Committee with a progress update on the electronic voting system for Council Chambers.

9.5 WALGA Advice Procurement v's Debt Recovery

Date:	26 April 2018
Reporting Officer:	T. McCarthy
Responsible Officer:	B. Killigrew
Executive Summary:	
<ul style="list-style-type: none"> • Victoria Park Youth Accommodation (VPYA) has proposed that it carry out a project for the Town (the Homelessness Strategy) in lieu of an outstanding debt to the Town incurred as rent owing on premises at 8 Kent Street, East Victoria Park, formerly occupied by VPYA. • It is recommended that should the Town require the services of an external agency to carry out the Homelessness Strategy or any other relevant project, a procurement process should be followed. • If the VPYA subsequently submit a successful proposal through any procurement process, that consideration be given, following suitable professional advice, to accept part or all of the proposed cost of their services against monies owed. 	

BACKGROUND:

At the Ordinary meeting of Council held 14 March 2017, Council resolved:

1. *Victoria Park Youth Accommodation Inc. (VPYA) be required to pay the outstanding rent on the premises at 8 Kent Street, East Victoria Park, a property owned by the Town and occupied by VPYA, and that failure by VPYA to pay the outstanding rent within three (3) months of issue of demand to do so, or VPYA making a payment arrangement acceptable to the Town, will result in the collection of outstanding rent being placed with a collection agency.*
2. *The Mayor and the Chief Executive Officer be authorised to issue to VPYA notice to vacate premises at 8 Kent Street, East Victoria Park, by 15 May 2017.*
3. *A lease of any Town owned property to VPYA not be considered by Council until the matter of outstanding rent for 8 Kent Street is dealt with in accordance with any resolution passed by Council in respect to this report.*

VPYA subsequently vacated the property at 8 Kent Street, without payment of back rent being made. VPYA has disputed that it is required to pay the outstanding amount claimed by the Town. VPYA has engaged Corrs lawyers to act on their behalf in disputing the account. The outstanding debt as at 27 April 2018 is \$48,502.77.

VPYA has made a without prejudice offer to settle the debt by payment of an amount of \$5,000, and the carrying out of a project for the Town on an in-kind basis. The value of the proposed project, supporting the drafting of the Town's Homelessness Strategy, has not been determined.

DETAILS:

VPYA has requested for its position to be noted as follows;

- That VPYA does not owe the Town of Victoria Park any money and it has consistently made the following points in correspondence between its lawyers (Corrs Chambers Westgarth) and the firm representing the Council:

- the "Acknowledgement of Conditions of Occupancy" document does not include an actual rental amount payable in the period until a formal lease is executed
- a formal lease was never executed
- during its occupancy at 8 Kent Street, East Victoria Park, VPYA paid \$10,648.93 in outgoings and maintenance of the property in addition to paying \$600 per month in rent
- no formal opportunity was provided to VPYA to discuss the basis of how the proportion was determined at 75% of commercial value.
- VPYA believe that the value of its social infrastructure contribution has not been properly considered
- VPYA's offer for an in-kind contribution was a genuine attempt to resolve the dispute, but to do so in a manner that reflected that VPYA is committed to working in partnership with the Town.

Legal Compliance/ Industry Advice:

The Governance Officer at WALGA has verbally advised:

- Engagement of a debtor to carry out in-kind work for recovery of part of a debt by the debtor would not be in accordance with procurement policy.
- Before engaging VPYA to carry out any in-kind work, the Town would, under its procurement policy, need to test the market as to the value of the service and what other providers of similar services could offer.
- The preferred and usual procedure for recovery of a debt would be for the Town to negotiate a settlement with VPYA – unlike the current proposal.
- The Town would need to determine that it definitely requires the service to be provided if it were to consider VPYA to perform any work/service.
- Some level of delegation or Council authorisation would be required in order to engage VPYA to carry out any in-kind work and some agreement authorised of what the final agreed settlement would comprise of.
- There would be concern that providing services to the Town in lieu of an outstanding debt could create a precedent for others who have a debt to the Town to use a similar mechanism to settle part or all of a debt.

Policy Implications:

Policies FIN3 DEBT COLLECTION and FIN4 PROCUREMENT POLICY need to be complied with. Direct engagement of VPYA to carry out in-kind project work without obtaining quotes from alternative suppliers could be in contravention of the practice guidelines in respect to consistency and control over procurement.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Risk that engagement of VPYA to carry out an in-kind project for the Town will be in breach of Fin4: Procurement	High	High	High	Council would need to resolve counter to policy FIN4: Procurement Policy in order to authorise VPYA to carry out an in-kind

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Policy.				project for the Town.

Strategic Plan Implications:

The Town's vision is a dynamic place for everyone.

Strategic Outcomes:

- En5- Appropriate and sustainable facilities for everyone that are well maintained and well managed
- Provide the local government with clear understanding of community well-being priorities over a longer time frame (social, economic, environmental and civic leadership) and to understand long-term impacts based on research that will translate to service, asset and land use planning requirements.
- Ensure that there are appropriate civic infrastructure multi-use community spaces for people to enjoy.

Financial Implications:

The matter of the outstanding rent will be addressed in a further report to Council

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil.

OFFICER COMMENT:

Aligned to normal procurement processes under the *Local Government Act 1995* and the Town's procurement policies, it is recommended that should the Town require the services of an external agency to carry out the Homelessness Strategy or any other relevant project, the usual procurement process should be followed and if VPYA submit a proposal and are the successful entity, then consideration be given at that stage, with the appropriate professional advice, to accepting part or all of the proposed services in lieu of monies owed.

9.6 Reserve Usage: Commercial, Community, and Youth - Hire Fees and Subsidies

Date:	23 April 2018
Reporting Officer:	C. Robertson
Responsible Officer:	K. Griggs
Executive Summary:	
<ul style="list-style-type: none"> • Since OCM 7 December 2000 the Town has not charged junior clubs reserve hire fees • There are currently three junior clubs using Town facilities with approximately 1250 members • The Town received feedback from other Local Governments confirming they do not charge junior clubs • Participation in junior sports promotes long term commitments to physical activity and development of social skills 	

BACKGROUND:

At the OCM on 7 December 2000, Council passed a motion that;

- Junior sporting clubs with non-profit making objectives using Council's sporting grounds not be charged a seasonal ground hire fee or associated costs including clubrooms or electricity
- Seasonal junior sporting groups and Dr Geoff Gallop MLA be advised of the abolishment of fees for ground hire and associated costs as outlined in (1) above.

At the time this was passed there were a total of four junior clubs with a combined total of 300 members using the facilities per year. The total amount waived in 2000 and onwards, was \$4435.92 (the combined total for all clubs).

DETAILS:

The Town has a set fees and charges structure for Commercial, Community Groups and Senior clubs wishing to hire reserve and facilities, as endorsed in the Long Term Financial Plan and Annual Budget.

The Town maintains the endorsed practice of not charging fees for junior clubs. As of 2018 there are three large junior clubs using Town reserves and facilities with a significant increase in teams and junior membership numbers from the year 2000.

Club	Name of Reserve / Facility	Number of team	Total members
Victoria Park Raiders Junior Football Club	Higgins Park	20 junior teams	430 junior members
Curtin University Junior Football Club	Raphael Park	25 junior teams	320 junior members
South Perth Junior Cricket Club	Raphael Park, Higgins Park, Harold Rossiter Reserve	24 junior teams	500 junior members

Bench Mark analysis against other local government practices relating to Junior Clubs.

Local Government area	Do they charge a hire fees for Junior?	Amount	Waiver process
City of Canning	No	\$0 seasonal \$7.50 per session for casual training bookings	Don't charge Junior clubs
City of Bayswater	No	\$0	Clubs based within City of Bayswater are not charged fees (policy is being reviewed in 2019)
City of South Perth	No	\$0	Advise Club in approval letter fees have been waived
City of Stirling	No	\$0 Do charge for use of floodlights	Don't charge Junior clubs hire fees for use of reserves

Legal Compliance/Industry Advice:

Department of Local Government, Sport and Cultural Industries (DLGSC) does not have a position on charging junior sporting clubs for hire of venues or facilities.

Policy Implications:

Refer to 7 December 2000 OCM resolution.

REC N1 Recreation Reserves - Hire enables the administration to hire parks and reserves and details a procedure that the administration must follow when doing so.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Financial Risk: Clubs will increase registration fees to cover hire costs charged by the Town Consequence: Increased fees will reduce the number of families that can afford to register	Moderate (3)	Likely (4)	High (12)	No mitigation possible, clubs have limited means to raise funds outside of registration fees.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
their children in organised sport.				
<p>Financial Risk: Clubs will expect better facilities</p> <p>Consequence: Clubs will ask for upgrades to club rooms, floodlights and for extra facilities such as cricket nets</p>	Major (4)	Likely (4)	High (16)	The Town will need to budget for Capital Works projects to improve facilities at active reserves used by junior clubs.
<p>Development Risk: Less children will be enrolled in Sport</p> <p>Consequence: Children will not have access to the developmental benefits of sport participation</p>	Moderate (3)	Likely (4)	High (12)	The Town can use the funds raised from fees to offer sporting programs at a non-cost prohibitive rate. However there will be an associated human resource cost with the delivery of the programs.
<p>Social impact Risk: Less Children are enrolled in junior sport, particularly excluding children who come from a low socioeconomic backgrounds.</p> <p>Clubs could lose players to other clubs whose LGs don't charge fees</p>	Moderate (3)	Likely (4)	High (12)	The Town can use the funds raised from fees to offer sporting programs at a non-cost prohibitive rate. However there will be an associated human resource cost with the delivery of the programs.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Consequence: Reduced access to an inclusive environment where children develop social skills				
Community trust Risk: Community outrage at charging junior fees Consequence: Damage to the Town's reputation and trust within the community	Moderate (3)	Likely (4)	High (12)	The Town can use the funds raised from fees to offer sporting programs at a non-cost prohibitive rate. However there will be an associated human resource cost with the delivery of the programs.

Strategic Plan Implications:

The Town's vision is a dynamic place for everyone.

Strategic Outcomes:

Social – To promote sustainable, connected, safe and diverse places for everyone.

- S3 - an Empowered community with a sense of pride, safety and belonging.

Environment - to promote sustainable, liveable, healthy and green places for everyone

- Appropriate and sustainable facilities for everyone that are well built, maintained and well managed.

Financial Implications:

If the junior clubs were to be charged aligned to the senior clubs, based off the most recent application forms the total hire fees for a season would be;

- Victoria Park Raiders Junior Football Club, \$64,367.20
- Curtin University Junior Football Club, \$61,085.50
- South Perth Junior Cricket Club, \$63,174.40
- **Total: \$188,627.10**

The clubs are not required to report to the Town or meet any criteria to have the fees waived.

Social Issues:

Information from the DLGSC highlights the importance of sport participation during childhood. One of the main benefits is forming positive physical activity behaviours, with evidence showing experience at younger age can develop into a lifelong commitment to physical activity. Organised sport also promotes social development by teaching life skills such as teamwork, decision making and resilience.

Increased fees will restrict families abilities to enrol their children in junior sports clubs, particularly those of lower socioeconomic backgrounds. It has been identified that participation in junior sports has social development benefits.

Cultural Issues:

Nil

Environmental Issues:

Nil

OFFICER COMMENT:

Information from other Local Governments and DLGSC indicates the Town's practice of not charging junior clubs hire fees is the consistent approach across Western Australia. The physical and social development benefits of participating in junior sport highlight the value in keeping clubs as financially accessible as possible. The Town's policy of not charging hire fees aligns with the Strategic Community Plan's social and environmental outcomes.

Junior sporting clubs are administered by volunteers, and have limited means to raise funds. The main avenues to generate income are sponsorship, running a canteen on match days and hosting an annual quiz night. Applying reserve hire fees to junior clubs would have a significant financial impact, potentially requiring clubs to raise registration fees.

The Town currently implements the KidSport program, funded by the DLGSC. This program provides up to \$150 to eligible residents for their children to enrol and participate in a sporting club. This is an additional way the Town is supporting junior and youth clubs.

10 MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

(required 3 ½ business days prior to the meeting, in writing to the CEO.)

11 NEW BUSINESS OF AN URGENT NATURE

12 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Forthcoming Agenda Items	
Reports	
Community Development Strategy	July 2018
West Coast Eagles Community Benefit Strategy	Late 2018
Workshop Topics	
Community Development Strategy	June
Connect Victoria Park Village Hub Project	June - Bi-Monthly Update

Forthcoming Agenda Items	
Presentations / Deputations	
Asset Based Community Development	TBC

13 CLOSURE

ALTERNATE MOTION / AMENDMENT SUBMISSION



To: HIS WORSHIP THE MAYOR:

Please be advised that I wish to move an ALTERNATE MOTION / AMENDMENT

Name of Elected Member:

Signature:

Date of Submission:

Council Meeting Date:

Item Number:

Item Title:

Alternate Motion / Amendment: *(strike out which is not applicable)*

Note: Motions to Stand Alone

All decisions of the council must be in the form of motions that are clear in their intent and enable a person to understand what has been decided without reference to another motion or information contained in the body of a report.

Reason:

Note: Explanation for changes to Recommendations

Administration Regulation 11 requires the minutes to include written reasons for each decision that is significantly different from the written recommendation. Members must therefore provide a written reason in the space provided above.



**DECLARATION OF
FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT
IMPARTIALITY**

**TO: CHIEF EXECUTIVE OFFICER
TOWN OF VICTORIA PARK**

Name & Position	
Meeting Date	
Item No/Subject	
Nature of Interest	Financial Interest* <i>(*Delete where</i> Proximity Interest* <i>not applicable)</i> Interest that may affect impartiality*
Extent of Interest	
Signature	
Date	

Section 5.65(1) of the Local Government Act 1995 states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed”.