



TOWN OF
VICTORIA PARK



Ordinary Council Meeting Agenda - 16 June 2020



**WE'RE OPEN
VIC PARK**

Please be advised that an **Ordinary Council Meeting** will be held at **6:30 pm** on **Tuesday 16 June 2020** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Anthony Vuleta – Chief Executive Officer
12 June 2020

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1 Declaration of opening

Acknowledgement of Country

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

This meeting is also being live streamed on the Town's website. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

In accordance with clause 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

When the presiding member speaks during public question time or public statement time any person then speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.3 No adverse reflection

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.4 Town of Victoria Park Meeting Procedures Local Law 2019

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Meeting Procedures Local Law 2019*.

3 Attendance

Mayor

Ms Karen Vernon

Banksia Ward

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

Jarrah Ward

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

Chief Executive Officer

Mr Anthony Vuleta

Chief Operations Officer

Mr Ben Killigrew

Chief Financial Officer

Mr Michael Cole

Chief Community Planner

Ms Natalie Martin Goode

Manager Development Services

Mr Robert Cruickshank

Manager Governance and Strategy

Ms Danielle Uniza

Secretary

Ms Amy Noon

3.1 Apologies

Nil.

3.2 Approved leave of absence

4 Declarations of interest

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

Declaration of financial interests

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

Declaration of proximity interest

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

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

Declaration of interest affecting impartiality

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

5 Public question time

Nil.

6 Public statement time

7 Confirmation of minutes and receipt of notes from any agenda briefing forum

Recommendation

That Council:

1. Receives the notes of the Agenda Briefing Forum held on 2 June 2020.
2. Receives the notes of the COVID-19 Response Working Group held on 21 May 2020.
3. Receives the notes of the COVID-19 Response Working Group held on 10 June 2020.

8 Presentation of minutes from external bodies

Recommendation

That Council:

1. Receives the notes of the Agenda Briefing Forum held on 2 June 2020.
2. Receives the notes of the COVID-19 Response Working Group held on 21 May 2020.
3. Receives the notes of the COVID-19 Response Working Group held on 10 June 2020.

9 Presentations

9.1 Petitions

9.2 Presentations

9.3 Deputations

10 Method of dealing with agenda business

Recommendation

That items 14.1, 14.2, 15.1, 15.2 and 15.3 be adopted by exception resolution, and the remaining items be dealt with separately.

11 Chief Executive Officer reports

11.1 Appointment of Elected Member to WALGA South-East Zone

Location	Town-wide
Reporting officer	Amy Noon
Responsible officer	Danielle Uniza
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council appoints one member to the Western Australian Local Government Association South-East Zone.

Purpose

To appoint an elected member to the Western Australian Local Government Association South-East Zone.

In brief

- The WALGA South-East Zone helps to shape the political and strategic direction of WALGA.
- The Town has two representatives on the WALGA South-East Zone.
- Cr Ronhhda Potter has submitted her resignation from the South-East Zone to the Chief Executive Officer.
- It is recommended that Council appoint a new member to replace Cr Ronhhda Potter.

Background

1. The Western Australian Local Government Association's (WALGA) structure includes a State Council and geographically aligned groups of local governments called zones, which advise the WALGA State Council.
2. The Town of Victoria Park belongs to WALGA's South Eastern Metropolitan Zone, which consists of two elected member representatives from each of the Cities of Armadale, Canning, Gosnells, South Perth and the Town of Victoria Park.
3. Zones have an integral role in shaping the political and strategic direction of WALGA. Zones are responsible for bringing relevant local and regional issues to the State decision making table along with developing policy and legislative initiatives for local government.
4. At the Special Council Meeting held on 29 October 2019, Council appointed Deputy Mayor Bronwyn Iffe and Cr Ronhhda Potter to the WALGA South-East Zone.

- On 14 May 2020, Cr Ronnhda Potter submitted her resignation from the South-East Zone to the Chief Executive Officer due to having other commitments that result in not being able to commit to attending all the scheduled meetings and subsequent responsibilities.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Having representation on external bodies ensures that Council has input into matters affecting the Town of Victoria Park and its community.

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Failure to have full membership on the WALGA South-East Zone could be perceived as the Town not being interested in the wider local government sector.	Moderate	Unlikely	Moderate	Elected members appoint member to WALGA South-East Zone.

Financial implications

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

Analysis

- It is recommended that Council appoint one member to the WALGA South-East Zone to replace Cr Ronnhda Potter.
- Past Town of Victoria Park representatives have been Mayor Karen Vernon (deputy) and Cr Brian Oliver (also a State Councillor).
- Elected members also sit on other Council committees and external bodies other than the WALGA South-East Zone. These details are provided below.

Council Committee or external body	Membership
Audit Committee	Cr Brian Oliver (Presiding member) Cr Jesvin Karimi Cr Wilfred Hendriks Mayor Karen Vernon
Chief Executive Officer Recruitment and Performance Review Committee	Deputy Mayor Bronwyn Ife (Presiding member) Cr Vicki Potter Cr Jesvin Karimi Cr Claire Anderson Mayor Karen Vernon Deputies: Cr Wilfred Hendriks Cr Ronhhda Potter Cr Brian Oliver Cr Luana Lisandro
COVID-19 Response Working Group	Mayor Karen Vernon Deputy Mayor Bronwyn Ife Cr Claire Anderson
Mindarie Regional Council	Mayor Karen Vernon
Tamala Park Regional Council	Cr Claire Anderson
Metro Central Joint Development Assessment Panel	Cr Vicki Potter Cr Ronhhda Potter Deputies: Cr Claire Anderson Cr Wilfred Hendriks
Canning College Board	Cr Jesvin Karimi
Perth Airports Municipalities Group Inc.	Cr Wilfred Hendriks Deputies: Chief Community Planner Mayor Karen Vernon
Western Australian Local Government Association South-East Zone	Deputy Mayor Bronwyn Ife Deputies: Cr Vicki Potter Cr Claire Anderson
South East Metropolitan Regional Road Sub-Group	Mayor Karen Vernon
Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association	Cr Wilfred Hendriks

9. Once the new representative is known, the Town will notify WALGA of the appointment. WALGA have no further requirements in relation to the appointment.

Relevant documents

[WALGA Zone Elected Member Prospectus](#)

12 Chief Community Planner reports

12.1 Archer Street and Mint Street - Draft Streetscape Improvement Plan

Location	Carlisle East Victoria Park
Reporting officer	Caden McCarthy
Responsible officer	David Doy
Voting requirement	Simple Majority
Attachments	Archer/Mint Streetscape Design

Recommendation

That Council advertises Archer Street and Mint Street - Streetscape Improvement Plan, contained in Attachment 1, for public comment.

Purpose

To present the Archer Street and Mint Street - Streetscape Improvement Plan, contained in Attachment 1, for Council endorsement to proceed to public advertising.

In brief

- A draft Streetscape Improvement Plan has been developed for Archer Street and Mint Street between Orrong Road and Albany Highway.
- The plan includes a concept design of the streetscape. Upon completion of the public comment period, a plan for staging the project will be finalised.
- Council's endorsement is sought to present the Streetscape Improvement Plan to the community for comment.
- The Streetscape Improvement Plan will be refined and then presented to Council for final approval following the public comment period.

Background

1. Archer Street and Mint Street connect Orrong Road and Albany Highway with Shepperton Road. The Armadale/Thornlie train line also intersects the streets.
2. The street is a key route connecting people to the Carlisle Town Centre, Carlisle Station, East Victoria Park Primary School and the East Victoria Park Town Centre.
3. A draft Streetscape Improvement Plan has been developed and is contained in Attachment 1. The plan has considered all aspects of the public land on the street including the road, footpath, verge and street trees.
4. The Town appointed a multi-disciplinary team including GTA Consultants, Place Laboratory, Roberts Day and Cossill & Webley Consulting to prepare a concept design and staging plan based on site analysis, community engagement and best practice transport planning and urban design. The design process included;

Literature review and site analysis culminating in an outline of opportunities and constraints;

- Existing street and car parking assessment;
- Online businesses and residents survey through Your Thoughts;
- Pop-up morning engagement to survey locals using the street;
- Concept design workshops with the project team to form the design;

5. This work has culminated in a draft plan in attachment one.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Authentic engagement with key stakeholders and the community has been undertaken.
CL03 - Well thought out and managed projects that are delivered successfully.	The draft plan has been the subject of a well-developed and monitored project plan. Further detailed design and construction will also be managed in compliance with the Town's project management practices.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The plan aims to create a desirable place that supports business and entrepreneurship by improving the public realm around our town centre's.
EC02 - A clean, safe and accessible place to visit.	A core objective of the project has been to improve safety and accessibility throughout the project area for all people who use the street.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	The design prioritises people in urban design by creating a more convenient, attractive and safe environment for people. This prioritisation was reinforced by the consultation results.
EN02 - A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around.	The plan includes upgrades to improve the integration of the transport network with greater access to local destinations for all transport modes.
EN03 - A place with sustainable, safe and convenient transport options for everyone.	The plan includes a design to create a substantially improved walking and cycling environment and improve access to public transport while creating a safer and calmer environment for private vehicles.
EN07 - Increased vegetation and tree canopy.	Implementation of the plan will result in substantial tree planting and retention that will contribute significantly to achieving the Town's Urban Forrest Strategy targets.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	The design creates an environment to encourage active modes of transport that improve public health and wellbeing.

Engagement

Internal engagement

Stakeholder	Comments
Street Improvement	The Street improvement team have provided technical advice and support throughout the project to inform the design. Some small sections of the plan are subject to further analysis conducted in the detailed design phase.
Place Planning	Opportunities to increase tree canopy coverage are encouraged. Providing a better environment for existing ficus trees is also encouraged.
Parking	Supports the design in principle. The Town may need to investigate the potential to relocate loading zones if any are impacted.

External engagement

Stakeholders	<i>Local Community</i>
Period of engagement	<i>February 2020 – March 2020</i>
Level of engagement	3. Involve
Methods of engagement	Community Survey (via Your Thoughts) Pop-up engagement at 47 Archer St (Thursday morning pop-up to reach regular users of the street and customers of local businesses – 3 hours). One on One interviews between Town Staff and 10 local businesses on Archer Street.
Advertising	Your Thoughts Social Media A3 Posters – Town facilities Post cards delivered to nearby residents and business owners
Submission summary	The Town received 116 completed surveys via Your Thoughts
Key findings	The key findings directly influenced the final design as outlined in the Masterplan report contained in Attachment 1 and summarised in the analysis section below.

Other engagement

Stakeholder	Comments
Public Transport Authority	The Public Transport Authority (PTA) required specific lane widths to be upheld to facilitate Bus movements along the street. PTA have also provided advice on potential bus stop relocations.
METRONET	The design should be flexible around the rail corridor to facilitate the removal of the level crossing.

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Some residents or businesses may dislike the design.	Moderate	Possible	Moderate	Further community consultation and engagement with businesses during the public comment period.
Reputational The Town does not implement the plan (for various reasons)	Moderate	Unlikely	Moderate	The Town will continue to progress this project with best practice in project management, engagement and design as well proactively plan financially to ensure implementation. This will include exploring potential funding available from external agencies to support delivery.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to complete the Streetscape Improvement Plan.
Future budget impact	<p>The Town is requesting a budget of \$80,000 in the 2020/21 financial year budget to proceed to detailed design for stage one of the project. This will provide a detailed design for the section of Mint Street from Albany Highway to Carnarvon Street.</p> <p>The Town will receive an opinion on the probable cost to construct the design following the public comment period. The staged construction of the design will</p>

likely be funded via Federal or State grants, from Town reserves and/or a loan.

If the design and subsequent staged construction is supported by Council then it will inform an update to the Town's Long Term Financial Plan.

Analysis

6. The Archer Street and Mint Street - Streetscape Improvement Plan relates to the full length of Mint and Archer Street between Orrong Road and Albany Highway. The plan has considered all public aspects of the street including the road, footpath, verge side streets and street trees.
7. The design process has included rigorous site analysis and community engagement. The amount and method of community engagement undertaken is outlined in the engagement section of this report and in Attachment 2. The engagement included a community survey with 116 responses, a pop-up engagement on Archer Street, and one on one interviews between Town Officers and several businesses on Archer Street.
8. The community engagement refined the vision and objectives for the project, building on the strategic outcomes outlined in the Town's Strategic Community Plan. A snapshot of the results of this engagement have been provided in Attachment 2.
9. GTA Consultants were appointed by the Town to lead the project team with support from Roberts Day, Place Laboratory and Cossill & Webley Consulting.
10. After conducting rigorous site analysis and community engagement the Town and the project team established the following objectives for the concept design.
 - Improve pedestrian and cycling accessibility and safety for people of all abilities, (especially primary school students).
 - Calm traffic and facilitate the safe and appropriate movement of all users of the street.
 - Encourages vibrancy and economic development on the street and in the precincts surrounding the site.
 - Encourage the use of Carlisle Station by creating a pedestrian friendly environment between the train line and the Carlisle Town Centre.
 - Improve pedestrian connectivity between Carlisle Station and the East Victoria Park Town Centre.
 - Maintain or improve any impact on the adjacent streets to ensure minimal impact to those members of the community.
 - Increase the tree canopy along the corridor as per the Town's Urban Forest Strategy.
11. The design determined four-character areas of the street that would require a place specific approach and receive different treatments to suit the street and meet the objectives of the design.
 - Character Area 1 (Albany Highway to Swansea Street): This area is intended to be a green, active transport friendly gateway supporting a transition from a residential area into a vibrant Town Centre.
 - Design:** The design for this area creates wider footpaths, opportunities for greening and road treatments that calm vehicle speeds approaching the East Victoria Park Town Centre.

Character area 2A (Swansea St to Bank Street): This section will be a community friendly accessible environment that improves access and amenity around key local destinations such as East Victoria Park Primary School and Carlisle Train Station.

Design: This section includes a protected bicycle lane with space for additional trees as well as road treatments that prioritise pedestrian access and calm traffic.

Character area 3 (Rutland Avenue to Mars Street): The vision for this area is to create a vibrant, accessible and attractive local centre to provide a local community hub that supports sustainable modes of transport.

Design: The treatments for this area are ambitious but flexible and will create a street environment that provides maximum comfort for pedestrians, aiming to be an attractive place to dwell and patronise local businesses.

Character area 2B (Mars Street to Orrong Road): Providing a safe and pleasant link to connect people to local services is the priority for this area.

Design: It will accommodate a significant number of additional trees to buffer a protected bicycle lane and footpath with decorative lighting. While this will include the loss of some informal on street parking, the design will facilitate slower traffic speeds and create an environment that will be safer and more pleasant to live, work and play.

12. Any alterations to the design will be made based on feedback received during the public comment period. A staging plan for how the design could be feasibly implemented will then be provided.
13. It is recommended that Council endorse the draft streetscape improvement plan for the purpose of public advertising. It is proposed to advertise the plan for a period of 21 days through June and July of 2020. The final plan will then be refined and presented to Council for final approval.
14. Advertising of the plan will be undertaken through the following methods:
 - Your Thoughts web page location with online submission form.
 - The Town's social media channels.
 - Emails directly to community members that were involved in the initial consultation.

Relevant documents

Not applicable.

12.2 Town of Victoria Park Place Plans Volume Series - Endorsement to Proceed to Public Advertising

Location	Bentley Burswood Carlisle East Victoria Park Lathlain St James Town-wide Victoria Park Welshpool
Reporting officer	David Doy
Responsible officer	Natalie Martin Goode
Voting requirement	Simple majority
Attachments	1. TVP Place Plan Volume Series FINAL v 4 [12.2.1 - 150 pages]

Recommendation	
That Council advertises the Town of Victoria Park Place Plans Volume Series for public comment.	

Purpose

The purpose of this report is to present the Town of Victoria Park Place Plans Volume Series contained in Attachment 1 for endorsement to proceed to public advertising.

In brief

- The preparation of Place Plans are a listed action in the Town’s Corporate Business Plan.
- The Place Plans are a fundamental shift in the Town’s approach to highlighting the future proposed actions and aspirations of the Town along with identifying likely budget and resourcing requirements to inform our medium to long term planning for the delivery of place outcomes. The Place Plans are a new approach to Local Government business planning in Western Australia and represent an evolution in the Integrated Planning and Reporting Framework.
- The Place Plans are a collection of ‘place-based’ action plans that guide the allocation of funding and resources in each of the Town’s neighbourhoods.
- The Places Plans include 10 Volumes and a total of 148 actions following an audit of 50 Strategies and Plans.
- The Place Plans have been built into the Town’s Integrated Planning and Reporting Framework to act as a ‘place filter’. The Place Plans filter the actions from the informing strategies and plans before being included in the Corporate Business Plan (which is reviewed and update annually) and internal Service Area Delivery Plans.

Background

1. The Town’s Corporate Business Plan identifies the following action to be completed:

Strategic Outcome	CL3 – Well thought out and managed projects that are delivered successfully
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Strategic Initiative	Action	17/18	18/19	19/20	20/21	21/22	Responsible Area
CL3.2 – Ensure the Towns projects result in great place outcomes	CL3.2.1 – Prepare Place Plans for each of the Town’s neighbourhoods			√			Place Planning

2. Traditionally councils have separated the responsibility of delivering great places across a variety of different disciplines. This discipline led approach inevitably ends in conflict and competition and, in some instances, can lead to less than desirable outcomes for places.
3. Instead the Town is working more collegially across the disciplines - or Service Areas - to improve place outcomes. This approach is coordinated by the Place Leaders in the Town’s Place Planning team.
4. Place Leaders are the vision keeper and manager for their respective neighbourhood. They have a broad understanding of the activities, issues and complexities of their neighbourhood. Place Leaders coordinate the preparation and implementation of their neighbourhood’s Place Plan.
5. The Town of Victoria Park Place Plans are a collection of ‘place-based’ action plans that guide the allocation of funding and resources in the Town’s neighbourhoods, informing the Town’s Corporate Business Plan, internal Service Area Delivery Plans and ultimately the creation of the annual budget.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL01 – Everyone receives appropriate information in the most efficient and effective way for them	The Place Plans provide an outline of the work being undertaken in each of the Town’s neighbourhoods, making it much easier for people to understand what is planned in each local area.
CL03 - Well thought out and managed projects that are delivered successfully.	The process of reviewing strategies and plans to arrive on a discrete and balanced list of actions for each neighbourhood ensures that projects are not created in isolation of other considerations and are well balanced to deliver a good place outcome.
CL04 - Appropriate information management that is easily accessible, accurate and reliable.	The Place Plans provide an outline of the work being undertaken in each of the Town’s neighbourhoods, making it much easier for people to understand what is planned in each local area.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Applying a place filter to all strategies and plans and embedding a place focus into the Town's Integrated Planning and Reporting Framework can be considered best practice and industry leading.

Engagement

Internal engagement

All Management Units that undertake activities that have an impact on the Town's neighbourhoods have been engaged multiple times over a 12-month period during the development of the Place Plans.

Elected Members reviewed a draft version of the implementation table for each volume. The detailed feedback has been incorporated into the final draft version contained in Attachment 1.

External engagement

Each of the Strategies and Plans audited during the development of the Place Plans has been subject to its own consultation and engagement program.

Engagement following endorsement

Stakeholder	Comments
Local Community	<p>It is proposed to advertise the Place Plans for a period of 28 days using the following methods:</p> <ul style="list-style-type: none"> • LinkedIn; • Social media; • Town's website consultation; • Elected Members Hub update; • Your Thoughts information, FAQs; • Direct emails; and • eNews articles. <p>Each project identified within the Place Plans will be the subject of its own individually designed consultation and engagement program based on the particulars of that project.</p>

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational: The Town is not able to deliver on the program of work	Minor	Possible	Moderate	This is the first time the Town has worked cross functionally to build a list of actions to be undertaken in the Town's

outlined in the Place Plans.	neighbourhoods over a four-year period. The Town will need to monitor the implementation of these actions and adjust timing on an annual basis based on resources and funding available and any change in community priorities. The Place Plans are the key list from which projects are selected for inclusion into the Integrated Planning and Reporting Framework (IPRF) including the Corporate Business Plan, with the process for selection to include scoping and apportioning of budgets (Annual Budgets and Long Term Financial Plan), adequate resourcing (Workforce Plan) and whole of life costs (Asset Management Plans).
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Financial implications

Current budget impact	There is sufficient budget to complete the development of the Place Plan Volume Series.
Future budget impact	The actions within the Place Plans will inform future Corporate Business Plans. Projects can be selected (based on the recommended timing in the Place Plans) for inclusion into the Corporate Business Plan, and if this occurs, they will need to be individually scoped and costed to inform the budget.

Analysis

1. The Place Plans are the culmination of a review and analysis of the Town's issue specific strategies and plans; a review of relevant data sets; and a current understanding of best practice. The list of Town Strategies and Plans that have been reviewed are outlined below.

Table 1: Reviewed Strategies and Plans

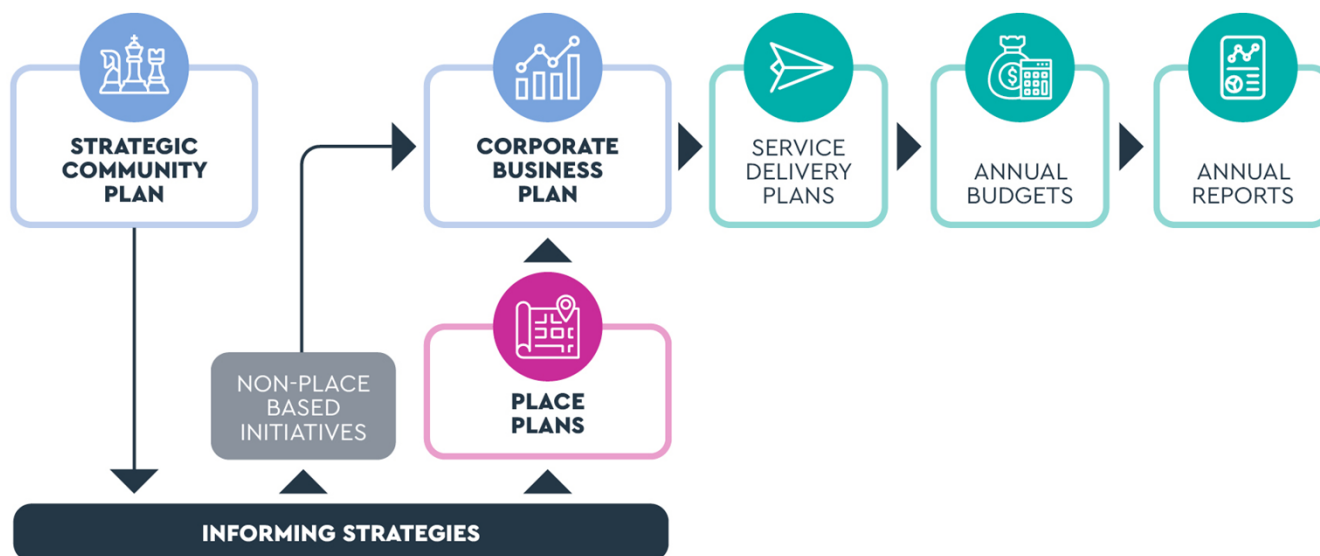
1. Strategic Community Plan 2017 - 2032
2. Corporate Business Plan
3. Draft Local Planning Strategy 2020
4. Activity Centres Strategy 2018
5. Municipal Heritage Inventory 2000

6. Integrated Movement Network Strategy 2013
7. City of South Perth and Town of Victoria Park Joint Bicycle Plan 2018
8. Economic Development Strategy, Pathways to Growth 2018-2023
9. Environment Plan 2013-2018
10. Foreshore Access and Management Plan 2015
11. Healthy Vic Park Plan 2017 - 2022
12. Land Asset Optimisation Strategy 2013
13. Public Art Strategy 2018 -2023
14. Reconciliation Action Plan 2018
15. Safer Neighbourhoods Plan 2017 -2022
16. Social Infrastructure Plan 2018 (received)
17. Residential Character Study 2020
18. Town of Victoria Park Urban Design Study 2000
19. Urban Forest Strategy 2018
20. Lathlain Park Management Plan 2016
21. Lathlain Community Activity Zone Design Report 2017
22. Lathlain Precinct Structure Plan 2000
23. Carlisle Precinct Structure Plan 2003
24. Burswood Peninsula District Structure Plan 2015
25. Belmont Park Structure Plan 2013
26. Albany Highway Built Form Study 2013
27. Raphael Precinct Community-Based Structure Plan 2002
28. Albany Highway Townscape Review 1996
29. Bentley & Curtin University Specialised Activity Centre Structure Plan 2018
30. Technology Precinct Masterplan 2004-2011
31. Discussion Paper: Social and Economic Innovation Management Strategy – Bentley Technology Precinct 2008

32. Bentley Technology Precinct – Network Activation Strategy 2008
33. Greater Curtin Masterplan 2013
34. Streets Ahead Action Planning: Albany Highway Urban Public Spaces 2019 - 2022
35. Public Open Space Strategy 2019
36. Parking Management Plan 2012
37. Disability and Inclusion Plan 2017 - 2022
38. Community Benefit Strategy 2019
39. Strategic Waste Management Plan 2019
40. Burswood Station East Planning Studies 2019
41. Belmont Park Stage 1 Place Framework and Strategy 2018
42. Camfield Drive Concept Plan 2019
43. Victoria Park Drive Concept Plan 2019
44. Edward Millen Park Masterplan 2020
45. Taylor McCallum Concept Plan 2017
46. City of Perth City Planning Strategy 2019
47. Etwell Street Local Centre Revitalisation Plan 2019
48. SERS Kensington Bushland Site Management Plan
49. Kensington Bushland Protection Strategy 2005
50. Burswood Station, Victoria Park, Carlisle Station and Oats Street Station Access Strategies 2020

2. The Place Plans provide a critical cross-departmental lens on these strategies and plans. Clear, detailed and relevant projects are carried over, while high level strategic statements are, where appropriate, extrapolated into clearer projects. This ensures that the Place Plans contain clear, actionable projects that can be planned, budgeted and delivered within the Town's capacity over a four (4) year period.
3. Consultation and community involvement will be delivered for each individual project in accordance with the Town's Policies. Every project is unique, and the level of community engagement and involvement will be assessed on a project-by-project basis.
4. The Place Plans directly inform the Town's Corporate Business Plan, which is a requirement for all Local Governments. An outline of the role of the Place Plans in the Towns Integrated Planning and Reporting Framework is provided below.

TOWN OF VICTORIA PARK INTEGRATED PLANNING + REPORTING FRAMEWORK



5. The Place Plans provide a clear, one-stop shop for the community to access critical information about their neighbourhood, while also providing the means for a cross-departmental approach to the delivery of great place outcomes.
6. Volume 1 is an introduction to the Town's Place Plans Volume Series that includes an explanation of the Town's place approach and outlines the major initiatives of the Town (including associated funding and resources) that are common to all of the neighbourhoods.
7. Volumes 2 to 10 include the Place Plans for each of the Towns neighbourhoods. Each Place Plan lists a suite of specific projects and tasks required to be undertaken in each neighbourhood. Each Place Plan can be read as a document in its own right.
8. The Town's neighborhoods are arranged into the following volumes:
 - Volume 2: Burswood Peninsula;
 - Volume 3: Burswood South;
 - Volume 4: Lathlain;
 - Volume 5: Carlisle;
 - Volume 6: Welshpool
 - Volume 7: Victoria Park
 - Volume 8 : East Victoria Park
 - Volume 9: St James
 - Volume 10: Curtin/Bentley
9. Each Volume is structured to include:
 - An Introduction to the Place Plans;
 - A Place Snapshot (including a historical, demographic, economic and environment snapshot);
 - An explanation of the purpose of the Place Plans;
 - How to read the document;

- A brief explanation of each actions including:
 - Diagnosis: What is the issue or opportunity;
 - Analysis: A brief commentary on the issue or opportunity;
 - Solution: The action planned to be undertaken; and
- An implementation framework.

The document also identifies projects that:

- Contribute to mitigating and adapting to climate change (45 actions);
- Contribute to the Town’s canopy coverage targets (65 actions);
- Require advocacy from the Town to be able to deliver (64 actions); and
- Could be considered as forming a part of the Town’s recovery from the COVID-19 pandemic (109 actions).

10. The Volume Series contains a total of 148 actions across 50 strategies and plans.

11. It is recommended that Council endorse the Town of Victoria Park Place Plan Volume Series to proceed to public advertising for a period of 28 days.

Relevant documents

Not applicable.

Further consideration

The following changes have been made to the Town of Victoria Park Place Plans Volume Series and answers provided following Elected Member questions at the 2 June 2020 Agenda Briefing Forum.

- Action 3.08 *‘Investigate and improve the Great Eastern Highway/Canning Bridge Underpass’* has been reworded to *‘Investigate and improve the Great Eastern Highway/Canning Highway Underpass’*.
- Action 9.02 repeats the description of Victoria Park Town Centre twice in the analysis section. This has been updated to now read *“...two commercial nodes on Albany Highway the Victoria Park Town Centre and East Victoria Park Town Centre”*.
- There are no plans for the drainage basing at 89-91 Bishopsgate Street. Action 5.10 identifies the need to investigate the drainage basins current functionality and opportunities for repurposing. *“Action 5.10 - In partnership with the Water Corporation review the functionality and potential repurposing of the sump at 89-91 Bishopsgate Street”*.
- The Social Infrastructure Plan review is due to be completed in the 2020 and 2021 financial year. A presentation to Council will occur prior to the reviewed Social Infrastructure Plan being presented for endorsement to advertise.
- The reference to the Town declaring a climate change emergency in 2019 has been amended to 2018.

12.3 Community Safety Round Table extension

Location	Town-wide
Reporting officer	Alison Braun
Responsible officer	Natalie Martin Goode
Voting requirement	Simple majority
Attachments	1. COVI D 19- W A-roadmap [12.3.1 - 1 page]

Recommendation

That Council:

1. Due to COVID-19 extends the timeline to deliver a Community Safety Forum from 30 June 2020 to 31 December 2020, unless proved contrary to federal or state government recommendations prohibiting the holding of an event.
2. Requests that the Chief Executive Officer presents a further report back to Council on the outcomes of the Community Safety Forum within 60 days of it being held.

Purpose

Due to COVID-19 the Town is seeking approval for an extension to deliver the Community Safety Forum prior to the end of 31 December 2020 unless contrary to federal or state government directives prohibiting the holding of such an event and to subsequently provide a report to Council within 60 days of the holding of the Forum.

In brief

- At the 17 March 2020 Ordinary Council Meeting Council resolved to hold a Community Safety Forum by June 2020.
- Although current Western Australian Police Statistics indicate crime and antisocial behavior within the Town has reduced during the months of March and April 2020, there has been public perception that crime and antisocial behavior is increasing.
- COVID-19 has led to the Federal Government issuing restrictions on the number of people able to gather in public and private spaces. These restrictions have led to the Town cancelling all events, community gatherings and community forum consultations.
- With Federal restrictions beginning to ease the Town requests an extension to 30 December 2020 to facilitate the Community Safety Forum to ensure the community have an opportunity to actively participate.

Background

1. From the months of November through to February 2020 the Town experienced an increase in concerns raised by community and local businesses regarding crime and antisocial behavior related to rough sleeping and homelessness.
2. At its 18 February 2020 Ordinary Council Meeting, Council resolved to hold a Community Safety Forum by June 2020 and requested a report to Council be provided at the March 2020 Ordinary Council Meeting including the details and any associated costs.

3. The 18 February 2020 Ordinary Council Meeting Council resolution requests the Chief Executive Officer to:
 - *“Hold a public Community Safety Forum by 30 June 2020, for the purpose of allowing the community:*
 - a) *To discuss their concerns and ideas for improving community safety in the Town.*
 - *Invite key stakeholders to the Community Safety Forum, including, but not limited to:*
 - a) *WA Police Minister;*
 - b) *Kensington Police;*
 - c) *Victoria Park MLA Ben Wyatt; and*
 - d) *Neighbourhood Watch WA.*
 - *Provide a report to Council in March outlining details of the proposed event, and any costs that may require a variation to the 2019/20 Annual Budget.*
 - *Provide a report to Council within 60 days of the holding of the Forum.”*

4. At the 17 March 2020 Ordinary Council Meeting Council resolution
 - *Council approve a budget variation for \$2,000 to deliver a community safety forum, prior to the end of the 2019/20 financial year, unless that proves to be contrary to federal or state government recommendations prohibiting the holding of an event, prior to 30 June 2020.*

5. On 15 March 2020 the Western Australian Government declared a state of emergency. On 23 March 2020 at midday the Australian Government announced social distancing measures to protect the Australian community from the spread of the coronavirus by restricting all non-essential gathering with no more than two people in public together, unless from the same household.

6. On 27 April 2020 phase 1 of the 4-phase roadmap of the COVID-19 coronavirus: Roadmap of Western Australians was activated seeing a lift in restrictions with a limit increase of gatherings up to 10 people. On 18 May 2020 phase 2 of the 4-phase roadmap was activated increasing gatherings of 20 people indoors and 30 people outdoors.

Strategic alignment

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	The delivery of evidence-based initiatives and community forums that result in the community feeling heard and safe.
S03 - An empowered community with a sense of pride, safety and belonging.	A community that understands the issues of crime and antisocial behavior in a broader community context and has the tools and resources to manage their own personal safety.
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	A community that is heard, understood and actively involved in decision making processes that directly impact their wellbeing and safety.

Engagement

Internal engagement

Community Development	Information sought on current trends in crime and antisocial behavior across the Town, current initiatives and feedback on the provision of a Community Safety
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	Forum.
Rangers	Information sought on current trends in crime and antisocial behavior across the Town.
Parks	Information sought on current trends in crime and antisocial behavior across the Town.

Other engagement	
Kensington Police	Information and support sought. Kensington Police advised they require high Station level internal approval before attending a public event with State Government Elected Members.
Office of the Minister of Police, the Hon Michelle Roberts MLA	Information and support sought. The office of the Minister of Police advised that a formal invitation with complete details is required before a formal response could be issued. Office of the Minister of Police, the Hon Michelle Roberts MLA raised concerns regarding the forum model and potential risk of disruptive behavior.
Office of the Hon Ben Wyatt MLA	Information and support sought. The office has advised they have held a community forum previously, but not regarding such an emotive topic. The office of Hon Ben Wyatt Will stated the proposal will be considered when a request with full details is submitted.
Neighborhood Watch WA State Coordinator	Advised will attend the forum to discuss the new Neighborhood Watch model and answer any relevant questions.

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Risk: The Community are not provided with an opportunity to actively engage in the forum	Moderate	Likely	High	Forum to be held in person providing an opportunity for all cohorts of the community to attend and participate.
Financial Impact May exceed budget due to the nature of	Moderate	Likely	Low	Ensure the project is delivered successfully with clear deliverables and outcomes.

Financial implications

Current budget impact	Nil
Future budget impact	\$2,000 To be considered in the 20/21 Annual Budget.

Analysis

7. As the Australian Government's response to the COVID-19 pandemic is entering a new phase, governments are gradually easing restrictions around public gatherings. The easing of restrictions may allow for a community safety forum to be held prior to 31 December 2020. This however is pending on when restrictions are lifted.
8. In consultation with Western Australian Police Force crime statistics provided to the Town reveal crime and antisocial behavior within the Town has considerably reduced during the periods of March and April 2020. This is attributed to government restrictions associated with gatherings and border closures. However there remains a public perception with crime and antisocial behavior.
9. The Town understands the value of providing community with an opportunity to discuss safety, crime and antisocial behavior in an open forum.
10. Although governments are gradually easing restrictions there may not be community appetite to gather in large groups such as a community forum. This could potentially have a negative impact and the Town may receive negative comment from the community. It would be encouraged Town officers engage with community to gauge appetite for such event prior to proposing a forum date.
11. Prior to COVID-19 the Town implemented the Suburb Safety Sessions initiative in partnership with the WA Police, Place Planning and Neighborhood watch. These sessions are likely to recommence when phase 3 is activated. The community safety forum will complement the existing suburb focused Suburb Safety Sessions and provide the community the opportunity to continue the conversation and lead initiatives and ideas that may arise from the community safety forum.
12. The Town of Victoria Park's COVID-19 Response Strategy outlines Council's overall approach to responding and recovering from the COVID-19 pandemic. The aim of this strategy is to detail how the Town will facilitate the recovery of its community through 3 key phases, survive, revive and thrive. During a time of uncertainty, restrictions and the dissolution of normal life, the opportunity to facilitate a Community Safety Forum may assist in bringing the community together to work through adversity to ensure our community feels safe in reintegrating back into social life and is optimistic about its future.

Relevant documents

Not applicable.

12.4 COVID Response Working Group - Endorse Terms of Reference

Location	Town-wide
Reporting officer	Christy Neems
Responsible officer	Natalie Martin Goode
Voting requirement	Simple majority
Attachments	1. Terms of Reference - COVID Response Working Group - As endorsed by CRWG 10062020 [12.4.1 - 3 pages]

Recommendation

That Council endorses the Terms of Reference of the COVID Response Working Group as included in the attachment.

Purpose

The purpose of this report is for Council to endorse the Terms of Reference of the COVID Response Working Group as required by *Policy 101 Governance of Council Advisory and Working Groups* (Policy 101).

In brief

- At the Special Council Meeting on 7 May 2020 it was resolved to establish a COVID-19 Response Working Group to oversee the development and delivery of a COVID-19 Action Plan.
- The first meeting of the Working Group occurred on 21 May 2020 where draft Terms of Reference were discussed.
- The second Working Group meeting occurred on 10 June 2020 to adopt the Terms of Reference.
- The adopted Terms of Reference are included as an attachment.

Background

1. At the Special Council Meeting on 7 May 2020 it was resolved that Council:
 - "1. *Adopts the COVID-19 Response Strategy, as attached.*
 - Notes that the Chief Community Planner has been appointed as the Local Recovery Coordinator.*
 - Establishes the COVID-19 Response Working Group for the purpose of implementing the COVID-19 Response Strategy with the following objectives:*
 - Overseeing the development and delivery of the COVID-19 Action Plan*
 - Reporting to Council regularly on its progress*
4. *Appoints the following members to the COVID-19 Response Working Group:*
 - Local Recovery Coordinator (Chief Community Planner)*
 - Mayor*
 - Deputy Mayor Bronwyn Ife and Cr Claire Anderson*
 - Chief Executive Officer*
 - Chief Financial Officer*

f. Chief Operations Officer

5. Requests that the Chief Executive Officer presents a further report back to Council by its July 2020 Ordinary Council Meeting to present the COVID-19 Response Working Group's terms of reference, including any further recommendations for appointment, if required."

2. The relevant clauses of Policy 101 state:

"28. Each group is responsible for drafting its own terms of reference, inclusive of:

- a. Purpose
- b. Objective
- c. Membership including roles and composition
- d. Meeting procedures including, but not limited to, its general conduct, meeting frequency, administration and other such requirements

29. Within three months of establishment, the Chief Executive Officer, with agreement from members of that group, is required to present a group's proposed terms of reference to Council for adoption."

- 3. The first meeting of the Working Group occurred on 21 May 2020 where draft Terms of Reference (TOR) were considered. The draft TOR were based on the template provided in *Schedule B - Sample recommendation for the adoption of a group's terms of reference* of Policy 101.
- 4. The second Working Group meeting occurred on 10 June 2020 to adopt the Terms of Reference.
- 5. The adopted Terms of Reference are included as an attachment.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL09 - Appropriate devolution of decision making and service provision to an empowered community	The setting of an appropriate governance framework for Council-appointed working groups will enable the appropriate devolution of decision making.

Engagement

Internal engagement	
Stakeholder	Comments
Governance	Feedback was sought in relation to the draft TOR

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational A lack of clarity on the operation of the working group may result in dissatisfaction from members of that group.	High	Likely	High	The TOR are adopted as recommended and as required by Policy 101.

Financial implications

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

Analysis

6. The summary of the format of the TOR is outlined below.

- Purpose: to oversee the development and delivery of the COVID-19 Action Plan and report to Council regularly on its progress.
- Term: 12 months with an option to extend.
- Membership: members to be appointed by Council.
- Roles, responsibilities and reporting requirements: e.g. attend meetings, comply with the Code of Conduct, collaborate, evaluate outcomes, monitor progress and review reports.
- Meeting procedures: e.g. acknowledgement of country, election of presiding member and deputy, monthly meetings, guest and observer attendance, agenda and meeting notes.
- Variations: variations to the TOR to be approved by Council

Relevant documents

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

12.5 COVID-19 Community Response Grants

Location	Town-wide
Reporting officer	Alison Braun
Responsible officer	Natalie Martin Goode
Voting requirement	Absolute majority
Attachments	Nil

Recommendation

That Council endorse the 11 grant funding applications for the Town's COVID-19 Community Restart Grant program as indicated in paragraph 14 of this report.

Purpose

To present to Council the recommended applications for the Town's COVID Community Restart Grant program for endorsement.

In brief

- On 11 March 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic. On 15 March 2020, the WA government declared a state of emergency for Western Australia.
- Since the Western Australian government declared the emergency, the Town has prepared and executed a range of immediate support measures appropriate to what is described as the 'response' phase.
- At the May 2020 Ordinary Council Meeting, Council approved the reallocation of \$70,000 from the existing Community Development 2019/20 budget to be repurposed for a COVID-19 response community grant program.
- Applications for the Restart Community Grants opened Friday 22 May and closed Friday 5 June 2020. The Town received a total of 25 applications, of the 25 applications 16 met the Town's selection criteria.
- A panel of six Town officers evaluated the 16 applications and from the evaluation nominated 11 successful applicants to present to Council for endorsement.

Background

1. At a Special Council Meeting on 7 April 2020, Council resolved that:
"Requests the Chief Executive Officer to prepare a report to the Ordinary Council Meeting in May 2020 outlining the options for establishing a donation program to support not-for-profit or charitable organisation's located in the Town in providing assistance and support to the local community."
2. At the 19 May 2020 Ordinary Council Meeting, Council approved the reallocation of \$70,000 from within the existing Community Development 2019/20 budget to be repurposed for a COVID-19 response community grant program and resolved that:
"The Chief Executive Officer present a further report with recommendations for the allocation of the grant funding".
3. Local Government has indicated that it has a key role to reduce the spread of COVID-19, support community wellbeing, deliver emergency responses, implement stimulus projects and drive community recovery.

4. To support the community through the survival phase the Town conducted an assessment of the financial position of the Community Development portfolio to ascertain what community support could be provided by means of financial support through a community grant funding program.
5. It was identified that within the Community Development budget were funds potentially unable to be expended due to projects and services unable to be progressed or be delivered due to the COVID-19 pandemic. The unexpended funds from within Community Development were pooled and presented to Council for endorsement of a COVID-19 Restart Community Grants.
6. The COVID-19 Restart Community Grants was accessible via an expression of interest on the Town's website for applications up to \$10,000.
These funds will be made available to:
 - a. assist in the relief of people in need as a direct or indirect consequence of the conditions imposed by COVID-19
 - b. support collaboration between stakeholders who aim to work towards a common goal and share services
 - c. provide relief and support of residents (including homeless residents) within the Town
 - d. increase community capacity and encourage community-led programs to address local needs
 - e. services that can be delivered in compliance with social distancing, in accordance with federal and state-imposed restrictions applicable at the time of delivery.
7. The Community Restart Grant's were designed to be simple, limiting red tape whilst ensuring a robust approval process to support the success and prosperity of the Town's community while ensuring transparency of funding in accordance with Community Funding Policy 114.
8. The Community Restart Grants were to provide immediate funding to support community projects and services to meet the changing needs of the community during COVID-19. The grants are a part of the Town's COVID-19 recovery strategy, Restart Vic Park, which aims to reconnect and revive our local community.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Un-utilised funds are reallocated and repurposed to the direct benefit of the local community.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	A community that is safe and welcoming to all citizens.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	Vulnerable community members have direct access to health and support services during the pandemic
S02 - An informed and knowledgeable community.	Local service providers have every opportunity to

	continue to support the community through innovative information sharing and education initiatives
S03 - An empowered community with a sense of pride, safety and belonging.	An empowered suite of local service providers who are supported by the Town to deliver services and initiatives that inflict a sense of pride, safety and belonging within the local and broader community
S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage.	Art, culture, education and heritage initiatives are supported and championed to create a sense of belonging and connection during the pandemic

Engagement

Internal engagement

Community Development	Consultation - preparation and management of the grant program
Communications	Consultation - advertising and communication
Finance	Consultation - re-allocation of available funds into a community grant
Town Internal Grant panel	Review - of applications against eligibility criteria and policy <i>114 Community Funding</i>

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town should applications not be funded	Moderate	Moderate	Low	Transparent approval process through an Ordinary Council Meeting
Financial Funds not allocated prior to end of 2019/20 financial year	Moderate	Moderate	Low	Immediate appointment of contracts after June Ordinary Council Resolution Payment of invoices to successful applicants by June 30

Financial implications

Current budget impact	Total grant value is \$69,908 Sufficient funds exist within the 19/20 annual budget.
Future budget impact	Not applicable.

Analysis

9. The Restart Community Grants provides eligible applicants the opportunity to apply for funding up to \$10,000 for community-led initiatives that safely address social issues arising within the community due to COVID-19.
10. The Community Restart Grants program opened for a period of two weeks commencing 25 May 2020 and closing 5 June 2020.
11. The application consisted of seven questions with a maximum weighting score of four points per question. The questions were aligned with the Towns Restart Vic Park Recovery Strategy and the Towns Strategic Community Plan outcomes.
12. The Town received 25 applications that requested a total of \$173,987 in grant funding. Of the 25 applications nine applications did not meet the Town's selection criteria, therefore were ineligible and removed from the formal assessment process.
13. The Towns assessment process is summarised as follows.

Assessment criteria

- a. The application has been fully completed and received by the Town in accordance with grant requirements
- b. The applicant has supplied quotes for all purchases in accordance with the grant funding request
- c. The application is clear, and includes realistic objectives, timeframe and budget
- d. The applicant's mission, objectives, and products do not conflict with the values and objectives of the Town
- e. There is demonstrated evidence of a community need or gap in current service delivery
- f. The applicant is not requesting explicit endorsement of the applicant itself, or its product
- g. Any conflict of interest has been declared and assessed as reasonable
- h. The grant meets all funding eligibility requirements (i.e. acquittal of previous grant)
- i. The applicant is able to obtain appropriate approvals, permits, insurances and license's
- j. The Town reserves the right to discuss an application with a third party, if necessary, to assist in assessing the application.

Assessment process

- a. Applications are assessed by the Town's funding panel in line with Community Funding Policy 114
 - b. A report presented to Council with recommendations for endorsement
14. An internal assessment process was conducted by the Town's funding panel and the Town recommends the following applications be approved for a Restart Community Grant.

Name of Applicant	Project Description	Funding Requested
Connect Vic Park	<p>Connect 60+Mind, Body and Soul</p> <p>Connect60+ is a 10-week in-person wellness program for people 60+ living independently and at risk of declining function and quality of life associated with social isolation, especially due to COVID-19 restrictions.</p>	\$4,950.00
Fusion WA	<p>Kent Street High School Mentoring Program</p> <p>The mentoring and life skills program is an “in class” program run weekly for identified “at risk” students at Kent Street High School. This program focuses on equipping and empowering students impacted by COVID-19 with useful skills and awareness for managing themselves, their mental health and relationships.</p>	\$9,805.00
GLBTI Rights Aging Inc.	<p>Talking Generations/A Fabulous Xmas in July (two events)</p> <p>Talking Generations is an afternoon tea where members of the LGBTIQ and wider community come together with guest speakers.</p> <p>A Xmas in July will be an evening of cabaret and community games. Hosted by talent drag superstar.</p> <p>These are socially engaging events that allows people to explore the perceptions and improve wellbeing and make new friendships and connections particularly in the context of emerging from an isolating COVID environment.</p>	\$3,690.00
Harold Hawthorne Community Centre	<p>VP55+Club</p> <p>Small special interests clubs for people 55+ living in the Town of Victoria Park.</p> <p>Provide weekly opportunities for participants to join in activities of interest for overall wellbeing and social connection to their community.</p> <ul style="list-style-type: none"> • VP Coffee club • VP Communal Garden club • VP Click club (online/computing) • VP book club 	\$10,000.00

	<ul style="list-style-type: none"> VP Art club 	
Nardine Wimmins Refuge	<p>COVID-19 Cleaning</p> <p>Provide Women and Children experiencing family domestic violence with crisis accommodation and imperative case management to assess their identified needs and develop and support plan in collaboration with the family to assist them to achieve a safe supportive and positive future outcomes. Nardine is a purpose built communal refuge, with 5 purpose built private rooms for clients and their children, accompanied with shared areas such as, kitchen, dining, bathrooms, counselling rooms, children's toy /playroom, outdoor areas.</p> <p>To engage a professional cleaner and garden to assist with ensuring cleanliness/hygiene standards are maintained, and upkeep of gardens allowing families to socialise safely in this current pandemic environment.</p>	\$10,000.00
Tracey Gibbs (Artist)	<p>Wildflower Trail</p> <p>To install 12 miniature murals of wildflowers on walls around the Town. A map will be created for community to find the wildflowers. The murals will be at ground level to make it easy spotting of young children. They will feature bright and vibrant Western Australian native flowers.</p>	\$3,846.00

<p>Victoria Park Community Centre</p>	<p>Restart the Strip</p> <p>The Community Centre will collaborate with local businesses to create 4 community events. The centre will engage local food business to showcase what they do through courses which will be delivered in person (COVID-19 restrictions permitting) and simultaneously online.</p>	<p>\$4,413.00</p>
<p>Riverview Community Services</p>	<p>Asylum Seeker HUB COVID-19 Emergency Relief Project</p> <p>This project seeks to increase the welfare support available for people seeking asylum and temporary protection visa holders impacted by COVID-19. It will provide essential bill assistance including rent, emergency accommodation and medical. This assistance will be supplied through the Asylum Seeker Hub.</p>	<p>\$9,000.00</p>
<p>Carlisle/Victoria Park (CVP) Toy Library Incorporated</p>	<p>Re-Start and Expansion Kick-Start – Phase 1 – Storage and key collection items.</p> <p>The CVP Toy Library is in a rebuilding and growth phase. This will involve redesigning the current shelving layout and purchasing additional shelving. This will allow CVP to process, display and make available a larger number of donated and new toys that are currently in the storeroom. They will purchase some key collection items that are central to their mission of providing local families with access to toys and equipment that they would not otherwise be able to afford.</p>	<p>\$3,862.00</p>
<p>Victoria Park Soccer Club</p>	<p>Rejuvenation of Parnham Park Club room and soccer equipment.</p> <p>The grant is to replace lost club sponsorship income that was budgeted (\$8,000) to be utilised to purchase equipment needed for playing soccer (specifically goal nets, paint for goalposts and pitch line marking and uniforms).</p>	<p>\$6,042.00</p>

	Purchase interior equipment to activate the space and to comply with the guidelines on socialising within the post COVID-19 post environment.	
Victoria Park Cricket Club	Cricket Club Sustainability a continuation This grant is to ensure that the cricket club can accommodate the following during this time of financial duress due to the COVID-19. It is for maintenance of playing equipment and facilities and essential game equipment.	\$4,300.00

15. If Council endorses the recommended applicants will be notified of the decision within five business days of the community funding program round closure.
16. Successful grant applicants will be required to submit invoices to the Town for the allocated funding amount by 30 June 2020 to ensure all funds are expended prior to the end of the 19/20 financial year.
17. To ensure the Community Restart Grants provide the required support to the community during the survival phase, the successful applicants will be required to deliver projects within a specified timeframe from 1 July 2020 to 31 December 2020 to stimulate social activity and create opportunities for reconnection and interaction to inspire community optimism about the future.
18. Successful grant applicants are required to complete the Towns acquittals reporting within three months of completion of the project.

Relevant documents

[Policy 114 Community Funding](#)

13 Chief Operations Officer reports

13.1 McCallum Park Active Area - Concept Design

Location	Victoria Park
Reporting officer	Jack Bidwell
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. McCallum Park Active Area Concept Report [13.1.1 - 34 pages]2. McCallum Park Active Area Community Engagement Report [13.1.2 - 20 pages]3. McCallum Park Active Area Public Submissions [13.1.3 - 8 pages]

Recommendation

That Council:

Approves the McCallum Park Active Area Concept Report

Acknowledges the submissions received during the public advertising period

Lists the detailed design for consideration in the draft 2020/21 Annual Budget deliberations

Purpose

To consider and approve the concept design report for stage 2 of the Taylor Reserve & McCallum Park Masterplan - McCallum Park Active Area.

In brief

- Stage 2 of the Taylor Reserve & McCallum Park Masterplan has been designated as the McCallum Park Active Area.
- The McCallum Park Active Area design has been presented in the form of a concept design and community engagement report which captures the collaborative design process undertaken with the community to establish the sites uses.
- The design refinement for stage 2 was developed through a series of community engagement exercises to ensure it provides the right mix of passive and active spaces to cater for a wide variety of users.
- The design consists of an upgrade to the basketball courts, new skate and scooter facilities, a new pump track, landscaping, pathways, shading, seating, a café area, viewing spaces and car parking.
- If Council approves the concept design and budget is secured in 2020/21 FY to proceed with detailed design, the Town will be able to proceed to ensure the project is "shelf-ready".

Background

1. In 2015 the Town finalised the Foreshore Access Management Plan which developed a framework for the consistent management of the Swan River foreshore. This plan identified the need for a Masterplan for Taylor-McCallum Reserve to guide the future development of the site.

2. The revised Masterplan was endorsed by Council in March 2018 following significant community consultation. At the same time, the detailed design was prepared for stage 1 - river edge treatments and endorsed by Council. Part of the river edge treatments have been delivered within the Town's maintenance/capital budgets with matching funds through the Department of Biodiversity, Conservation and Attractions.
3. In 2018, the Taylor Reserve & McCallum Park Masterplan was identified as the number 7 priority project by Elected Members to inform our planning and inform the Long-Term Financial Plan for major proposed future projects and initiatives.
4. Following the endorsement of the revised Masterplan and the commencement of works on a portion of stage 1 – River-edge wall, the Town commenced community engagement and design refinement on stage 2 – McCallum Park Active Area.
5. The Town engaged a design team consisting of an Emerge Associates, Skate Sculpture and New Line Skateparks to undertake the co-design process which would determine the community's design aspirations for the space and shape the concept plan.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The design was developed through a series of physical and online engagement activities with the community.
CL03 - Well thought out and managed projects that are delivered successfully.	The project is being delivered using the Town's draft Project Management Framework to ensure effective management of the project.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	If delivered, the project will deliver a space that attracts visitors from local, state, national and international communities.
EC02 - A clean, safe and accessible place to visit.	The design renews and upgrades existing facilities and provides new facilities to ensure the area is up to current safety standards delivers universally accessible areas.

Environment	
Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.	The design considers and enhances the existing walking, cycling and road networks to ensure it's easy for everyone to, from and around the space.
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	The detailed design will include water sensitive urban design initiatives to increase sustainable stormwater drainage solutions.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well	The upgrade of the space will create a vibrant reserve for both passive and active users that invites people

managed.	from all areas of the world to the Town.
EN07 - Increased vegetation and tree canopy.	The design significantly increases the tree canopy coverage in the area through the inclusion of trees and garden beds.

Social	
Strategic outcome	Intended public value outcome or impact
S01 - A healthy community.	A mix of sports and activities in the area encourages healthy living by increasing the availability of facilities for physical activity.
S04 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.	The hype-court basketball court murals will connect our community through art, with a proposal for Aboriginal influenced artwork.

Engagement

Internal engagement

Place Planning	Review and input into the concept design
Stakeholder Relations	Input into the communications and community engagement process
Project Management Office	Management of the project and input into the report
Finance	Review of the report
Operations	Review and input into the concept design
Asset Management	Review of the concept design

External engagement

Stakeholders	Town wide
Period of engagement	2 Nov 2019 - On-site co-design workshop and skate filming session 2-18 Nov 2019 – Survey 11 Dec 2019 – Christmas Twilight Markets pop up session 13 Dec 2019 – 10 Jan 2020 – Survey 28 Mar 2020 – 12 Apr 2020 – Public comment period
Level of engagement	Involve
Methods of engagement	On-site design workshop, pop up listening post, online and hard copy survey, online and hard copy submission form.
Advertising	Town website, on-site posters, stakeholder emails, Your Thoughts, social media and Town eNewsletters

Submission summary	<p>105 submissions on the first Survey – Design Ideas</p> <p>107 submissions on the second Survey – Concept Design Feedback</p> <p>50 submissions received during the public comment period.</p> <p>39 supported the design</p> <p>6 supported the design with some concerns</p> <p>5 opposed the design</p>
Key findings	<p>The final concept design was refined into the concept report and provided to the community for public comment. 90% of submissions received indicated they supported the design.</p> <p>The comments provided during the public comment period were assessed by the project team and used to refine the final concept design which included increased shaded areas, further tree planting locations and adjustments to skate and BMX facilities to include more variation for different age groups.</p>

Other engagement	
Water Corporation WA	Watercorp were engaged due to a drainage easement over the site, under the basketball courts. Indicative support has been given to the Town for the design with minor conditions to be resolved through the detailed design process.

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town if the design was not endorsed by Council.	Minor	Rare	Low	Provide Elected Members details on the community engagement process undertaken with the community to create the design and indicate the level of public support for the concept.
Reputational Negative public perception to the Town if the project does not proceed past the concept stage in the short term future due to a decrease in public interest and possible requirement	Minor	Possible	Moderate	Maintain internal and external advocacy for funding towards the next stage of the project to ensure progression is maintained.

to repeat community engagement				
Financial Impact The Town is unable to afford to deliver the project in a single stage.	Catastrophic	Possible	High	Investigate alternative delivery funding methods including a staged delivery and advocacy for external funding through the detailed design phase.
Service Interruption Adjustments to the design requested by Council may impact the delivery of other projects due to additional resourcing required to undertake further community consultation.	Moderate	Unlikely	Moderate	Minor adjustments can be made during the detailed design phase. Major adjustments can be made but will require further community consultation and delay the next stage of the project.

Financial implications

Current budget impact	Sufficient funds exist within the current annual budget to address this recommendation.
Future budget impact	To continue the project to detailed design, a budget of \$200,000 would be required in the 2020/21 Annual Budget. Note - To continue the project to construction, indicative probable costs are that a budget of approximately \$5,000,000 would be required once a detailed design is complete and works are tendered. This could occur later in 2020/21 and future years pending approved funding. Works are likely to be delivered in a staged approach over multiple years. The project may also be considered for inclusion in the Long Term Financial Plan to set aside funds for future delivery.

Analysis

- The McCallum Park Active Area concept design was refined over a 4-stage design and engagement process:
 - Stage 1 - Site analysis and opportunity mapping;
 - Stage 2 - Concept exploration through an on-site workshop and online engagement;
 - Stage 3 - Concept design feedback; and

Stage 4 - Public comment on the final draft concept design.

7. The process commenced in September 2019 and was finalised in April 2020 following the public comment period.
8. During the public comment period on the final draft concept design, the Town received 50 submissions, of which 90% supported the design.
9. After reviewing the comments, the Town and design consultants made the following adjustments to the McCallum Park Active Area concept design:
 1. Minor adjustments to the skate/scooter/BMX areas to allow for more flexible spaces that accommodate a wider range of age and skill groups while still staying true to the co-design process;
 2. Increased hard roof shaded areas;
 3. Increased tree coverage across the site;
 4. Increased number of garden beds in areas of large paved surfaces; and
 5. Noted to increase variation in surface types during the detailed design.
10. The concept design considers the value of the amenity, connectivity and connection to the wider parkland. It, therefore, provides the opportunity to bring a new and vibrant experience to the community and visitors of McCallum Park. The final proposed design will cater for both active recreation and passive experiences both from within the project site and connection to the future playground and Swan River.
11. The concept design includes a new pedestrian platform that connects into the proposed pedestrian and cycling bridge over Heirisson Island currently being investigated by the Department of Transport. The platform will not be scoped in the detailed design and is instead proposed to be negotiated with the Department of Transport as a separate scope of works if the proposed bridge proceeds.
12. Should Council approve the McCallum Park Active Area concept report and provide a budget in the 2020/21 Annual Budget, the Town would proceed to a Detailed Design phase. The Detailed Design phase includes preparing technical plans (based on the approved concept) that can be used by contractors for construction, a staging plan, detailed cost estimates and tender documentation. This Detailed Design phase is scheduled to be completed within the 2020/21 financial year.
13. The timing for the future upgrade of the McCallum Park Active Area will ultimately be a future decision for Council when more accurate concept level costings are available. The delivery of the capital works is estimated to take 12-24 months following detailed design depending on approved funding/staging.
14. Council may choose to prioritise this work in the 2020/21 financial year or retain it as a 'shelf-ready' project for funding advocacy to State and Federal Governments. During the preparation of detailed designs, the Town will also investigate potential funding options.
15. The preparation of the detailed design in 2020/21 will align to the towns COVID-19 Recovery Strategy Survive theme by providing a contract of works to a local design contractor during the recovery phase.
16. It is recommended that Council approve the McCallum Park Active Area Concept Report and seek to consider funding for detailed design in the 2020/21 Annual Budget.

Relevant documents

None applicable.

13.2 Edward Millen Master Plan Detailed Design Tender

Location	East Victoria Park
Reporting officer	Jon Morellini
Responsible officer	Ben Killigrew
Voting requirement	Absolute majority
Attachments	Nil

Recommendation

That Council:

1. Awards the contract associated with the Edward Millen Reserve Landscape Master Plan Tender TVP/20/0 issued through the open tender process through Tenderlink, to Hassell Ltd (ABN: 24 007 711 435), for Detailed Design for Edward Millen Reserve Landscape Master Plan, with the terms and conditions as outlined in the contract, for the lump sum price of \$323,580 ex GST.
2. Approves a budget amendment of \$23,580.00 for this project to be costed from PMO consultancy GL 17782.1029.

Purpose

For Council to accept the submitted tender from Hassell for the delivery of detailed design documentation and other relevant investigations required to progress to construction tender for the Edward Millen Reserve Landscape Masterplan.

In brief

- The Town is currently undertaking two separate processes relating to the Edward Millen Reserve Landscape Masterplan, one for the grounds and landscaping and one for the buildings and facilities. This report relates to the former.
- Detailed Design for Edward Millen Reserve Landscape Master Plan Tender TVP/20/05 was published through an open tender process through Tenderlink on 25 March 2020 closing on 20 April 2020.
- Suppliers were requested to provide the design development and detailed design in preparation for tender, construction and delivery so that the Town can subsequently proceed to construction tender.
- Ten consultants completed submissions for the scope of works. The respondents were:
 1. Aspect Studios
 2. Cardno WA
 3. Emerge Associates
 4. Epcad
 5. Hassell
 6. Hodge Collard Preston
 7. Lantern Creative
 8. Place Laboratory
 9. Plan E
 10. Tim Davies Landscaping
- The average price across all submissions was \$304,471

- The approved municipal funding allocation for this item is \$300,000 which is insufficient to let the tender and as such a budget amendment for an additional \$23,580 is required.
- An evaluation of the tender submissions against the prescribed criteria has been completed, and it is recommended that Council accepts the submission made by Hassell Ltd and enters a contract to deliver detailed design documentation for construction tender.

Background

The Edward Millen Redevelopment includes two key areas within a total of 4.7 hectares. The heritage-listed buildings and an area of land surrounding those buildings is part of the built form heritage redevelopment. The reserve parklands which are the link between the heritage-listed buildings and Albany Hwy are the subject of a separate project - the Edward Millen Master Plan.

On the 18 February, Council endorsed the preferred master plan design with the request to delete a specific footpath, include a water feature and acknowledged the submissions received during the public advertising.

The Town procured a specific investigation into a Water Play feature for the Master Plan with multiple options and costings provided.

On the 19 May, the Council acknowledged that further investigation into a water feature for Edward Millen Park Masterplan has been completed and approved the Edward Millen Park Masterplan to proceed to detailed design without a water play/space feature.

The Town has undertaken the required tender process to procure the services to deliver the Detailed Design phase for Edward Millen Master Plan. The resultant detailed design will be presented back to Council for endorsement.

Compliance criteria

The request for quotation/tender included several compliance and qualitative criteria which Tenderers were required to address to be considered for evaluation.

Evaluation process

Evaluation of the tenders was undertaken by a panel of three, who reviewed the tender submission against criteria weightings as detailed below:

<p>Relevant experience</p> <p>Describe your experience in completing /supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it "Relevant Experience":</p> <p>i) Provide details of similar work; ii) Provide scope of the Respondent's involvement including details of outcomes; iii) Provide details of issues that arose during the project and how these were managed; iv) Demonstrate competency and proven track record of achieving outcomes; and v) Demonstrate sound judgement and discretion.</p>	<p>Weighting 20%</p>
<p>Strategy & Project Delivery</p> <p>Tenderers must address the required information in an attachment and label</p>	<p>Weighting 20%</p>

<p>it: (Strategy to Deliver the Project)</p> <p>i) Strategy: Project understanding; Project Schedule; ii) Technical Details as enquired in 'Part 2 – Specification'; iii) Project Team structure, Names; Functions Departments; iv) Technical Skills & Expertise (CV's to be provided).</p>	
<p>Current capability</p> <p>Tenderers must address the following information in an attachment and label it "Capability":</p> <p>i) Organisational capacity and capability ii) Organisational structure iii) Organisational vision and mission alignment iv) Plant, equipment and materials; and v) Any contingency measures or back up of resources including personnel (where applicable).</p>	<p>Weighting 15%</p>
<p>Demonstrated understanding</p> <p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Supply details and provide an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding". Areas may include:</p> <p>i) A project schedule/timeline (where applicable); ii) The process for the delivery of the goods/services; iii) Training processes (if required); and iv) A demonstrated understanding of the scope of work</p>	<p>Weighting 15%</p>
<p>Price</p>	<p>Weighting 30%</p>

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The tender is part of the delivery of a key strategic project. Detailed design will continue the progress with the Edward Millen Redevelopment project.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Tenders are a transparent and financially responsible process for the benefit of the rates payers and community.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Detailed Design of the Edward Millen Reserve Master Plan will build in the design element which seeks to

	create a safe and accessible place for the community.
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Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	Detailed Design of the Edward Millen Reserve Landscape Master Plan will build a design that puts people first and help to enhance the character of the Town.

Social	
Strategic outcome	Intended public value outcome or impact
S03 - An empowered community with a sense of pride, safety and belonging.	Detailed Design of the Edward Millen Reserve Landscape Master Plan will build a design that increases the safety of the Reserve and an overall sense of pride for the community.

Engagement

Internal engagement	
Stakeholder	Comments
Senior Procurement Officer	Provided advice and acted as a probity advisor throughout the process.
	Comment SPO:
	The tendering process used was compliant with <i>Local Government (Functions and General) Regulations 1996, Pt 4 Div 2, s.3.57</i> and The Town's Procurement Guidelines. Preferred Tenderer Status has been awarded to Hassell Ltd awaiting Council approval at which time a formal letter of award and formal instrument of agreement will be executed.

Legal compliance

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

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

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town may result if the Lathlain Park	Moderate	Likely	High	Community consultation about the project. Community Engagement workshops.

Redevelopment goes ahead.

Financial implications

Current budget impact

Council Delegation 1.24 – Limits on Delegations to CEO requires all tenders exceeding \$200,000 to be by Council determination.

Efficient funds do not exist within the budget initially assigned to this project. There is currently \$300,000 available and an additional \$23,580 is required. It is proposed that the \$23,580 additional funding required be transferred from the Project Management consultancy budget.

Future budget impact

This report relates to the delivery of a detailed design for the project. The approval of any associated capital works will require a further decision of Council to provide budget.

Relevant documents

[Council policy FIN4 Purchase of Goods and Services.](#)

Analysis

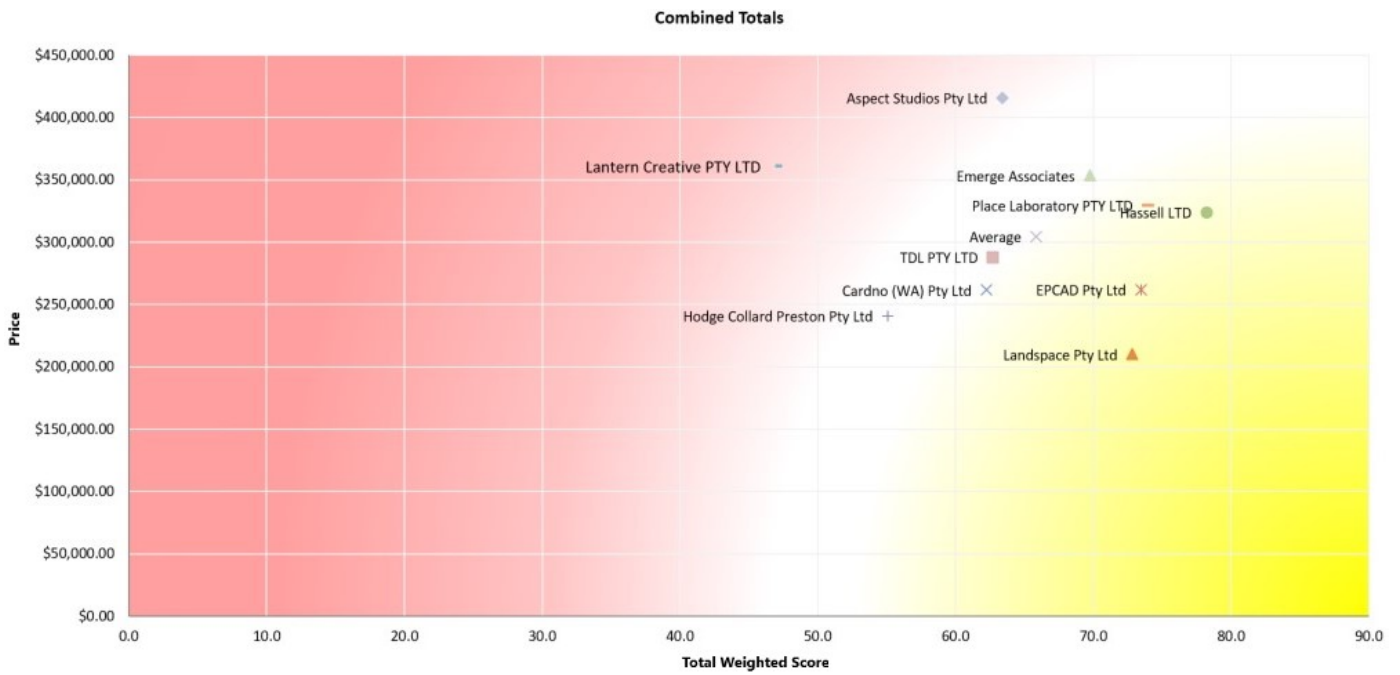
The assessment of the submissions was formally undertaken by a panel that included:

- Property Development Manager
- Place Leader (Urban Design)
- Senior Place Leader (Urban Forest)

The Town received 10 submissions.

Hassell provided the strongest submission overall and was ranked the preferred proponent by all panel members after their independent assessments.

The evaluation of the submissions against the quantitative and qualitative criteria are shown on the graph below.



Further consideration

Following from a question from an Elected Member at Agenda Briefing Forum regarding the heritage status of the bus stop along Albany Highway, investigations with the Perth Electric Tramway Society and the Town's Local History Officer have concluded the age of the structure appears to be between circa 1930-1940s but investigations are continuing. State records show the Victoria Park Tram line terminating at Patricia Street around 1933, one block shorter than the location of the stop. However, in 1941 the Tram line was extended down Welshpool Road to a Munitions Factory during WWII so it is possible that the structure may have been used temporarily as a Tram Stop at this point in time.

The Bus/Tram stop was not in the scope of the Master Plan, however the landscaping surrounding it is. Upon investigation, there are some repairs and renewal of the structure required and a request for budget to address this will be put forward in the 20/21 budget. These repairs will be undertaken as part of the Town's normal asset management and not as part of the project.

13.3 TVP/20/01 Maintenance of Bores, Pumps and Associated Works

Location	Town-wide
Reporting officer	Gregor Wilson
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council awards the contract associated with Tender TVP/20/01, to Acemark Investments ATF The McFadden Trust T/A Hydroquip Pumps, (ABN: 39 381 609 619) for Maintenance of Bores, Pumps and Associated Works, with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.

Purpose

To seek Council approval to appoint a preferred contractor to carry out the Maintenance of Bores, Pumps and Associated Works as the value of the tender exceeds \$250,000. It is estimated that the contract will cost in the order of \$90-210k over the next three years.

In brief

- TVP/20/01 Maintenance of Bores, Pumps and Associated Works was advertised in the West Australian newspaper on 18 April 2020 and released via the Tenderlink portal on the same day.
- The tender submission deadline closed at 2pm on the 5 May 2020.
- Suppliers were requested to provide a schedule of rates for bore, pump and associated works maintenance, and emergency repairs.
- The approved municipal funding allocation for this item comes out of various parks budgets and is estimated between \$30,000 - \$70,000 per annum. The contract is for three years with possible two x 12-month extensions.
- Five Submissions were received. All were deemed compliant.
- An evaluation of the tender submissions against the prescribed criteria has been completed, and it is recommended that Council accepts the offer made by Acemark Investments ATF The McFadden Trust T/A Hydroquip Pumps, (ABN: 39 381 609 619) and enters into a contract to carry out the required works.

Background

0. The Town of Victoria Park has over 92 hectares of irrigated public open space, (POS) including eight active reserves utilised by multiple sporting clubs.
 1. 46 bores/pumps service the POS.
 2. Each year several bores and pumps are serviced as part of planned maintenance to prevent breakdowns in peak irrigation season, as well as emergency repairs to keep POS in the best condition possible.

3. The Tender Scope of Works covers maintenance, repairs, replacement of pumps and motors, electrical works, fault diagnosis, servicing developing and chemical treatment of bores, larger-scale reticulation repairs and fabrication and design.

Compliance criteria

4. The compliance criteria requested from tenderers was as follows:
 - Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.
 - Provide a minimum of three references. You should give examples of work provided for your referees where possible.
 - Complete Respondents Offer.
 - Complete Pricing Schedule.
 - Corporate Information
 - Respondents to submit an organisation profile. Advise if an agent for another party, include the name and address of Principal.
 - Respondent to confirm the ability to pay all debts in full as and when they fall due; and Advise of any current litigation as a result of which you may be liable for \$50,000 or more.
 - Will you be able to fulfil the Financial Requirements from your own resources or from resources readily available to you to pay all your debts in full as and when they fall due?
 - Advise of any actual or potential conflict of interest in the performance of your obligations under the contract, or if any such conflict of interest likely to arise during the contract.
 - Provide details of the insurance coverage that meets the insurance requirements for this Request. A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.
 - If this contract involves the supply of Services to the public, then the successful Contractor will to the extent practicable, implement the Principal’s “Disability Access and Inclusion Plan” prepared under the Disability Services Act 1993 for the duration of the contract as outlined in clause 1.11.

Evaluation process

<p>Occupational Health and Safety</p> <ul style="list-style-type: none"> i). Provide a detailed overview of the Tenderers OSH System and processes, and ii). Provide evidence to how these systems will be implemented on-site will be addressed within this contract. iii). Provide specific insight and evidence of how high-risk works will be managed and reported to the Principal 	<p>Weighting 20%</p>
<p>Relevant Experience and Capacity to Provide the Required Services</p> <ul style="list-style-type: none"> i). Provide an outline of your company’s position within the industry. Include examples of any previous State and/or Local Government contract work of a similar nature. ii). Provide details of similar work; iii). Provide scope of the respondent’s involvement including details of outcomes; iv). Provide details of issues that arose during the project and how these were managed; v). Demonstrate competency and proven track record of achieving outcomes; and vi). Demonstrate sound judgement and discretion. vii). Provide details of professional referees for which you have undertaken work of a 	<p>Weighting 40%</p>

similar nature to that specified in this contract.	
NOTE: The Town reserves the right to contact referees.	
Price	Weighting 40%

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Selecting a suitably qualified and experienced contractor through a public tender process allows for transparency and appropriate costs for services

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	Maintaining pump and bore infrastructure, contributes to safe, clean and accessible POS

Environment	
Strategic outcome	Intended public value outcome or impact
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	Access to good quality green spaces contribute to better physical and mental health outcomes for the community.

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process
Parks staff	Provided advice on the current contract and recommended changes for this tender

Legal compliance

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

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

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational:	Moderate	Likely	High	Appoint a suitable contractor to

Negative public perception towards the Town may result from poor quality POS in the event that a bore fails.				service the Town's bores and pumps.
Injury: Injury to players due to poor quality active turf areas	Moderate	Likely	High	Ensure irrigation systems are operating properly, contributes to the quality of the playing surface, reducing potential injuries.
OSH: High Risk Works; <ul style="list-style-type: none"> Uncontrolled works conducted in 'confined spaces' leading to death or injury of workers. Uncontrolled diving operations in low visibility fresh water resulting in death or injury. 	Very High	Unlikely	High	<ul style="list-style-type: none"> Action Plan to be implemented for the control of high-risk works. Permits to be issued for confined space operations. JSA and SWMS to be viewed and approved prior to commencement of works.

Financial implications

Current budget impact	<p>The provision of TVP/20/01 Maintenance of Bores, Pumps and Associated Works is likely to cost between \$150,000 and \$350,000 over a potential five-year term. Therefore, a tender process is required.</p> <p>Sufficient funds exist within the current budget to address this recommendation.</p>
Future budget impact	Funds relating to this tender will be included in future maintenance budgets.

Relevant documents

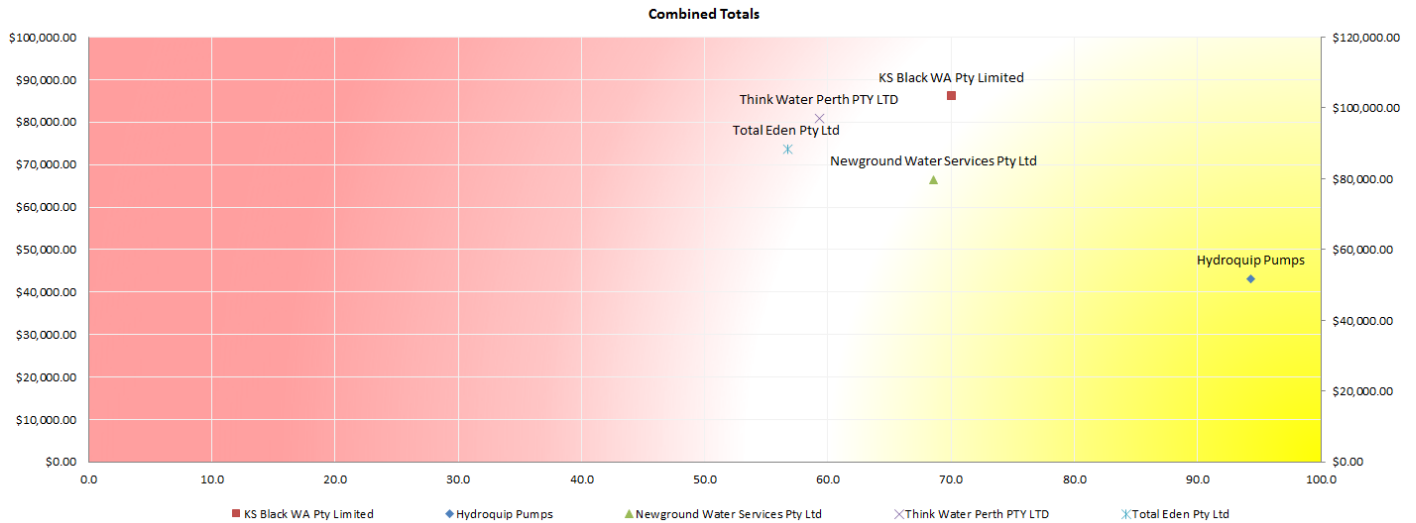
[Council policy FIN4 Purchase of Goods and Services.](#)

Analysis

- The assessment of the submissions was formally undertaken by a panel that included:
Reserves and Capital Works Supervisor

Team Leader Irrigation
 Community Development Officer (Clubs, Events and Bookings)

6. The Town received five submissions. Of these submissions, all were compliant.
7. The evaluation of submissions against the quantitative and qualitative criteria are shown on the graph below.



Tender Evaluation Chart

8. The panel members conducted individual assessments of all tender responses and submitted their evaluation summaries to the Senior Procurement Officer (SPO). The SPO generated a combined evaluation summary that ranked Hydroquip Pumps Pty Ltd as the highest respondent. The panel's deliberations have found that Hydroquip Pumps Pty Ltd represents the best value for money option for the Town of Victoria Park and recommends Council award the contract for TVP-20-01 Maintenance of Bores, Pumps & Associated Works to Hydroquip Pumps Pty Ltd.

13.4 Lathlain Precinct Redevelopment Project Zone 1 Community and Sport Club Facility Project Advisory Group Update

Location	Carlisle Lathlain
Reporting officer	Kevin Cunningham
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. Community member nomination PLACEHOLDER [13.4.1 - 1 page] 2. RE V 0 Terms of Reference Project Advisory Group LPRP Zone 1 Community and Sports Club Facility Proj [13.4.2 - 2 pages]

Recommendation

That Council:

1. Endorses the Terms of Reference of the Project Advisory Group, at attachment 1.
2. Appoints two Elected Member representatives in the Project Advisory Group.
3. Appoints the one representative from Perth Football Club, and one representative for Western Australian Football Commission, to the Project Advisory Group.
4. Appoints two community members to the Project Advisory Group, in line with the selection criteria and expression of interest requirements in attachment 2.

Purpose

This update responds to a March 2020 Ordinary Council Meeting resolution for Item 13.2 in respect to the establishment of a Lathlain Precinct Zone 1 Community and Sport Facility Project Advisory Group for the purpose of supporting and advising Council with the development of concept plans for Community and Sport Club Facility.

In brief

- The WAPC Approved Lathlain Park Management Plan July 2017 (LPMP) is a community-informed Planning document that will guide the LPRP Zone 1 project plan or Project Initiation Document (PID) and the preparation of a new concept plan.
- For the preparation of the PID a combined Project Advisory Group, inclusive of Elected Member representation, members of the community, Town Officers and external stakeholders (Perth Football Club, WA Football Commission) is to be formed to guide the concept plan preparation.
- The Project Advisory Group will ensure that the preparation of the revised concept plan is compliant with the LPMP.
- Council are advised that under Policy 101, clause 7 and clause 13 advertising of the community vacancies should follow endorsement of the Terms of Reference, which includes community member criteria and its composition. Also in accordance with Policy 101, the name is Project Advisory Group.
- In order to address the Council resolution, the community member criteria, and group composition have been anticipated, with an invitation of Expression of Interest from the community actioned simultaneously with the development of a Terms of Reference for Council endorsement.
- The recommended nominations for Community Members will, therefore, be an attachment to the report when presented to OCM but may not be available for Agenda Briefing Forum.

Background

1. The resolutions were specifically:
 3. *Endorses the establishment of a Lathlain Precinct Zone 1 Community and Sport Club Facility Project Steering Group for the purpose of supporting and advising the Council with the development of concept plans for the Community and Sport Club Facility.*
 4. *Request the CEO to develop a Terms of Reference for the Project Steering Group.*
 5. *Endorse the Project Steering Group to include membership of the following stakeholders including but not limited, to:*
 - Community
 - Perth Football Club
 - Town of Victoria Park Staff
 - Town of Victoria Park Elected Members
 6. *Request the CEO to advertise for Expressions of Interest for representation of the Stakeholder Groups listed in point 3.7. Request the CEO to provide a report back to its June meeting for Council to consider the project steering group's terms of reference and nominations received to represent the stakeholders listed in point 3."*
2. The purpose and objective of the LPRP Zone 1 Project Advisory Group as derived from the endorsed Council motion is:

Supporting and advising the Council with the development of concept plans for the Community and Sport Club Facility by providing advice and guidance to Council through the Project Executive, for the preparation by the Project of the LPMP compliant Design Concept Plan for the staged development of the LPRP Zone 1 community and sports club facility.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The mandated Project will be managed in accordance with the Towns PRINCE2 applied project principles and workflow

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

Legal compliance

Not applicable.

Risk management consideration (for the project)

Risk and	Consequence	Likelihood rating	Overall risk	Mitigation and
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consequence	rating		analysis	actions
Property Further deterioration of the existing Structures (Grandstand). The buildings becoming unsafe for use and occupation.	Moderate	Likely	High	Continue annual engineering structural audits and recommendations; ongoing repairs in accordance with recommendations; Building condemned and no longer accessible for accommodation or by the public.
Reputational Negative public perception towards the Town may result from a structure related failure and personal injury in the existing grandstand	Moderate	Likely	High	Community consultation about the project. Community engagement workshops.
Reputational Negative public perception related to the expenditure of Town funds for required rectification works	Moderate	Possible	Moderate	Ongoing community engagement and communication of the requirements and potential outcomes.

Financial implications

Current budget impact	<p>Sufficient funds exist within the annual budget in respect to the creation of this Project Advisory Group.</p> <p>The residual of the current Operational Budget carryover funding is \$375,000.</p>
Future budget impact	The creation of the Project Advisory Group is not intended to impact Future Budget.

Analysis

3. The establishment of this Project Advisory Group accords with the PRINCE2 Project Management methodology for Directing a Project and is informed by Town Policy 101. Establishment of this Group is resolved at Council, inclusive of endorsing its purpose and objective, participant composition and criteria for membership.
4. The Group is established as an advisory one only (Policy 101) and has no authority to direct, nor to make decisions (other than decisions in respect to its own operation), nor to approve or to instruct. The Group, or any individual participative member, shall -
 - a. Not commit or authorise the expenditure of any Town funds in respect to the Project;
 - b. Not correspond with any party in regard to their participation;
 - c. Not speak for or on behalf of the Town or Council;
 - d. Not issue any press release;
 - e. Not issue any instruction to Town staff.
5. Community members formally appointed to an advisory group are participating members of that Group.
6. Should any community member be unable to fulfil their role on the Group Policy 101 procedures shall be followed.
7. The CEO appointment of Officers will be at the discretion of the CEO and the CEO will advise Council of the appointments once made. Participatory Officers appointed to the Group are to provide professional and technical advice relevant to the Project and conduct research in line with the group's purpose and objectives. The Group shall always be cognisant of the project scope and funding constraints in providing its advice.
8. Group participation shall be on an individual basis and Group consensus, while welcome, need not be required.
9. It is anticipated that there may be differing, conflicting or ambiguous feedback from respective members in relation to different participant imperatives.
10. The Town shall record advisory information but Council shall receive it wholly at their discretion and are in no way compelled to accept or apply any feedback, opinion, comment or guidance from the Group participant membership.
11. The Terms of Reference are effective upon endorsement by Council at OCM and continue until the endorsement by Council of a Design Concept Plan for the staged development of LPRP Zone 1 community and sports club facility.
12. The life of this Group shall be from the date of the first meeting and shall cease from the date of Design Concept Plan endorsement, or as directed by Council.
13. The anticipated period for preparation and delivery of that Design Concept Plan is prior to 30 June 2021, and unless otherwise resolved by Council the Group will cease from that date.
14. The Group shall be comprised of:

Community Group Represented	Participant
Whole of Town of Victoria Park	Elected Member
Lathlain and Carlisle Locality (Banksia Ward)	Elected Member
Lathlain/ Carlisle Residents	Community member

Town Residents	Community member
Football Event Users	WA Football Commission representative
Perth Football Club User	PFC representative
Town Officer	Locality Planning Compliance
Town Officer	Asset Management Officer of the Town

15. The Officer participant members are advised as:

Locality Planning Compliance	Manager Development Services
Town Asset Management	Manager Strategic Assets

16. Project ex-officio facilitation is from the Project Executive; the Project Manager for provision of information and presentations; and Project Administration for secretarial and governance support. The Project ex-officio non-participant Officers are advised as :

Project Executive	Chief Operations Officer
Project Manager	Strategic Project Manager
Project Administration	Executive Assistant COO

17. The Project Manager shall present and refer information to the Group and is the person the presiding member liaises with on the required preparations of the Group;

18. Project Administration shall arrange meeting times, prepare and distribute the agenda, take and share the minutes.

19. The Group Elected Member participant members shall be appointed by Council.

20. The Membership Criteria for respective Community participant membership shall be their evidence for their -

Membership Criteria	Weighting
<ul style="list-style-type: none"> Being a ratepayer and resident for a minimum of 5 years who has been part of the community group they will represent 	20%
<ul style="list-style-type: none"> Having a project relevant qualification and expertise (Planning, Architecture, Engineering or similar) 	15%
<ul style="list-style-type: none"> Being able through experience, network or skill to broadly represent their relevant representation community group 	25%
<ul style="list-style-type: none"> Ability to work collaboratively with others holding differing opinions in a group 	10%

- Willingness to equitably and fairly represent their relevant community group

30%

21. All memberships expire at the end of the Group's term.
22. No Remuneration - Members appointed to a Group are not entitled to a sitting fee, or any such type of remuneration.
23. Each member of the Group is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely progress for the objectives of the Group.
24. Each member shall abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.
25. The specific roles for each membership type are as follows:

Elected members	Are responsible for ensuring that the Group adheres to the direction set by Council, contributing respectively from either a Town-wide or locality perspective, and ensure delivery of the Group's objective.
Community members	Are responsible for responding for their represented group and for the delivery of the Group's objectives within the scope of their skills, knowledge and capabilities.
Participating Officers	Are responsible for contributing for their professional and technical expertise to assist informed responses.
Non-participating Officers	Are responsible for facilitating, presenting and informing the Group, and receiving the Group members advice.

26. At the first meeting the Group will elect a presiding member and deputy presiding member. The presiding member will consult on the day-to-day operations of the Group (inclusive of ensuring adherence to the Group's terms of reference and to Policy 101) and work with the Project Manager in respect to project information, required preparations, the agenda, and the schedule of meetings. The Group will meet as required, upon the calling of the meeting by the presiding member. The Group may only make decisions in respect to its day-to-day operations and these are to be made by consensus (i.e. members being satisfied with a decision even though it may not be their first choice). If consensus is not possible, the presiding member can make the final decision.
27. The Group shall report to Council by way of its minutes.
28. As the Town is still seeking expressions of interest from members of the community, Perth Football Club, and Western Australian Football Commission, the names of recommended applicants will be provided prior to the Ordinary Council Meeting.
29. At the Ordinary Council Meeting, Council will need to nominate two elected members.

Relevant documents

[Policy 101.](#)

13.5 Extension to CDS elected member and community roundtable forum

Location	Town-wide
Reporting officer	John Wong
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	Nil

Recommendation

That Council endorses an extension of time for the Town to convene an elected member and community roundtable forum for the Container Deposit Scheme (CDS) to September 2020, dependent on continued easing of physical distancing and other restrictions as a result of the COVID 19 pandemic response

Purpose

For Council to consider and endorse an extension of time to arrange an elected member and community roundtable forum for the CDS

In brief

- In September 2019, Council considered the impact of the CDS, and what role the Town may undertake in support of this State government initiative. A number of recommendations were made, two of which related to a requirement for an elected member and community roundtable forum to be held by June 2020, with various organisations to attend.
- Since that time, WA has been heavily impacted by external influences, the most significant being the Coronavirus (COVID 19) pandemic. This has caused a postponement of the start date of the CDS operation by the State Government, originally scheduled for 2 June 2020, but now provisionally set for 1 October 2020.
- The ability of the Town to arrange the forum has also been severely impacted by the COVID 19 pandemic as well as a shortage of resourcing in the waste-related capacity of the Town, and Council endorsement of an extension to the timing for the forum is sought.

Background

1. The September 2019 Council item on the CDS was presented to assess what role the Town may play to support the State government initiative.
2. The CDS (now also referred to as a "Containers for Change" scheme) allows for refunds on eligible containers delivered to refund points (the majority of beverage containers between 150ml and 3L in volume, including plastics, glass and metals). To achieve the orderly administration of the CDS, a Scheme Coordinator is tasked with the establishment of a collection network through contracts with refund point operators, transporters and processors on a not for profit basis; as well as ensuring that containers on which refunds have been claimed or paid are recycled or reused and not disposed of to landfill. The operations of the CDS are to be supported by State Government regulations.

3. Essentially, the CDS aims to reduce litter, increase recycling, protect the environment and provide opportunities for social enterprise participation.
4. The September 2019 Council item recommended a number of actions to be taken by the Town. These included convening a community information session, developing any required planning policies to deal with the CDS introduction, providing a report to review the scheme post-implementation, and also to arrange for an elected member and community roundtable forum. The forum was anticipated to be held by June 2020.

Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN04 - A clean place where everyone knows the value of waste, water and energy.	To liaise, engage and support organisations and local government bodies to provide a comprehensive CDS network for the Town, providing opportunities for community and social bodies for funding and employment.

Engagement

Internal engagement	
Stakeholder	Comments
Technical Services	Review and provide input review progress on the CDS
Planning Services	Review and provide input for planning requirements relevant to the CDS
CEO Office	Provide advice on future engagement for forum
Engagement	Suggested an external consultant delivery due to lack of internal resource. Concerns raised on community fatigue on engagement

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town may result from any lack of	Moderate	Possible	High	Liaise and engage with, consider and support organisations committed to bidding and operations under the CDS. Subsequent review of CDS

involvement with the CDS.				operations.
Reputational Lack of Town engagement resource and community fatigue on engagement	Moderate	Possible	High	Accept fatigue risks and deliver with external consultant support should existing funds allow

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation, however the Town has limited staff resources to deliver these functions and will need to divert staff resources from other initiatives to deliver this one.
Future budget impact	<i>Not applicable.</i>

Analysis

5. Since the September 2019 Council item, the community information session was convened, and appropriate government organisations were represented, with attendance from some community members and other bodies.
6. The Town has also liaised with and considered a request from a community organisation (The Recycle Hub – TRH) to lease part of the depot to operate a refund collection point under the CDS. It is noted that TRH was the only body to receive endorsement for the right to operate a refund collection point for the Victoria Park/South Perth municipal areas.
7. This matter was considered by Council at its meeting of 17 March 2020. Council rejected the unsolicited bid to lease part of the depot land based on the assessment of the proposal. However, the Town has remained open to receiving further advice from TRH on any separate support that it may require in securing other leasing opportunities for the operation of a collection refund point under the CDS.
8. At the same time as considering the TRH request in the March 2020 Council item, the Town also considered the requirement for local planning processes which may be required under the CDS. From a planning perspective, the Town elected not to prepare or adopt a Local Planning Policy to deal with the CDS as only one applicant has been approved for the Town/City of South Perth, and the State government was considering incorporating deemed provisions in regulations to exempt development from approval. This approach by the State government has subsequently been confirmed as the West Australian Planning Commission has indicated it will enact legislative changes to the Planning and Development (Local Planning Schemes) Regulations 2015, which will outline criteria for CDS infrastructure to be exempt from development approval (i.e. location, size, visual appearance etc.).
9. With the advent of the COVID 19 pandemic, many wider programs have been significantly affected. The introduction date for the CDS has been deferred to 1 October 2020, although it is noted that

this date may well extend further into the future, depending on current and ongoing easing of economic and social restrictions.

10. The COVID 19 pandemic has also significantly affected the ability of the Town to arrange events and forums such as the one proposed for the CDS. It is intended to reset the timing for the roundtable forum to be held by the end of September while noting that this timing is also dependent on wider easing of economic and social restrictions.
11. The Town intends to continue its efforts in liaising with and promoting the involvement of local organisations in the CDS.

Relevant documents

Not applicable.

Further consideration

14 Chief Financial Officer reports

14.1 Schedule of Accounts for April 2020

Location	Town-wide
Reporting officer	Ann Thampoe
Responsible officer	Michael Cole
Voting requirement	Simple majority
Attachments	1. Payment Summary Report - April 2020 [14.1.1 - 8 pages]

Recommendation

That Council:

0. Confirms the accounts for 30 April 2020, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
1. Confirms the direct lodgment of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

Purpose

To present the payments made from the municipal fund and the trust fund for the month ended 30 April 2020.

In brief

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

Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the Local Government (Financial Management) Regulations 1996.
2. Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment is to be noted on a list compiled for each month showing:
 - (a) The payee's name
 - (b) The amount of the payment
 - (c) The date of the payment
 - (d) Sufficient information to identify the transaction
3. That payment list should then be presented at the next Ordinary Meeting of the Council, following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.
4. Any questions received prior to the finalisation of the report will be included along with the responses within the Schedule of Accounts report for that month.

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

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn		0
Creditors – EFT Payments		4,379,625
Payroll		1,099,208
Bank Fees		9,469
Corporate MasterCard		4,646
		5,488,448

Strategic alignment

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

Legal compliance

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

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

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Compliance Council not accepting Schedule of Accounts	Moderate	Unlikely	Moderate	Provide reasoning and detailed explanations to Council to enable informed decision making.
Financial impact Misstatement or significant error in Schedule of Accounts	Major	Unlikely	Moderate	Daily and monthly reconciliations. Internal and external audits.
Financial impact Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls. Internal audits. Segregation of duties.

Financial implications

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

Analysis

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

Relevant documents

[Procurement Policy](#)

14.2 Financial Statements for the month ending 30 April 2020

Location	Town-wide
Reporting officer	Ann Thampoe
Responsible officer	Michael Cole
Voting requirement	Simple majority
Attachments	1. Financial Statements for the month ending April 2020 [14.2.1 - 40 pages]

Recommendation

That Council accepts the Financial Activity Statement Report – 30 April 2020, as attached.

Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 30 April 2020.

In brief

- The financial activity statement report is presented for the month ending April 2020.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the Local Government (Financial Management) Regulations 1996.

Background

1. Regulation 34 of the Local Government (Financial Management) Regulations 1996 states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:
 - (a) Revenue
Operating revenue and non-operating revenue – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment has been provided.
 - (b) Expense
Operating expense, capital expense and non-operating expense – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and in these instances, an explanatory comment has been provided.
3. For the purposes of explaining each material variance, a three-part approach has been applied. The parts are:
 - (a) Period variation
Relates specifically to the value of the variance between the budget and actual figures for the period of the report.
 - (b) Primary reason(s)
Explains the primary reason(s) for the period variance. Minor contributing factors are not reported.
 - (c) End-of-year budget impact

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

Strategic alignment

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

Engagement

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

Legal compliance

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

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Financial impact Misstatement or significant error in financial statements	Major	Unlikely	Moderate	Daily and monthly reconciliations. Internal and external audits.
Compliance Misstatement or significant error in financial statements	Moderate	Unlikely	Moderate	Internal review of monthly financial activity statement. External audits of monthly financial statements.
Financial impact Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls. Internal audits. Segregation of duties.

Financial implications

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

Analysis

4. The Financial Activity Statement Report – 30 April 2020 complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that the Financial Activity Statement Report – 30 April 2020 be accepted.

Relevant documents

Not applicable.

14.3 Permit Parking Options for Businesses

Location	East Victoria Park Victoria Park
Reporting officer	Amadeus Rainbow
Responsible officer	Luke Ellis
Voting requirement	Absolute majority
Attachments	Nil

Recommendation	
That Council: <ol style="list-style-type: none">Endorses the implementation of three permit parking options for businesses within the Town for the 2020-21 Financial Year	

Purpose

To seek endorsement for the implementation of three permit parking options for businesses within the Town.

In brief

- Council resolved to Request the CEO report to Council on recommendations for Permits for businesses without onsite parking to support local businesses and expand on the existing residential permits currently offered by the Town.
- The Town recommends the implementation of three permit parking options for businesses within the Town throughout the 2020/21 financial year
- The recommended permit parking options are:
 - Loading Zone (non-commercial vehicles)
 - Private parking bay
 - Commercial Permit

Background

1. Council resolution (383/2020), at the meeting held on 21 April 2020, stated:
 - (a) "Request the CEO report to Council on recommendations for Permits for businesses without onsite parking to the June OCM."
2. Historically the Town has received limited requests for permits for businesses without onsite parking. Two recent requests were:
 - (a) In July 2018, where the Town agreed to provide a local car dealership work zone permits for 14 parking bays on Albany Highway for two months, while undertaking building works.
 - (b) In April 2019, where the owner of a hospitality business in East Victoria Park requested a permit, as there was no on-site parking available on their premises. The Town met with the owner, making them aware of the Town's 40 unrestricted parking bays within 100m of their premises, and offered the owner a private parking bay. The owner chose to take advantage of the Town's free and unrestricted parking bays.
3. Since 2014 only one business has utilised the Town's offering of a private parking bay, in King George St car park.

4. Tables 1, 2 and 3 show how the Town's current offering of commercial permits compare to other Local Government Authorities (LGA's) detailing short term permits, permits in car parks and permits on-street in time restricted parking areas:

(a) Table 1 - Short term permits:

	Permit	Fee per day
Town of Victoria Park	Work zone	\$10.00
City of Perth	Street Parking Bay Booking (Commercial)	\$76.00 (Mon - Sat) \$38.50 (Sun)
City of Subiaco	Commercial parking permit	\$20.00
City of Fremantle	Reserved bay parking permit (Commercial)	\$58.50 (guaranteed bay) \$23.30 (non-guaranteed bay)
City of Fremantle	Loading Zone (non-commercial vehicles)	\$11.70

(b) Table 2 - Permits in car parks:

	Permit	Conditions	Annual Fee
Town of Victoria Park	Private parking bay	Dedicated 24/7 parking bay	\$2,000
City of Perth	Long Term Permit Parking	12 hours, Mon – Fri, parking bay not guaranteed	\$2,760 - \$5,760 (depending on car park)
City of Perth	Long Term Permit Parking	Dedicated 24/7 parking bay	\$3,840 - \$9,948 (depending on car park)
City of Subiaco	Parking permits for businesses	24/7 parking access, bay not guaranteed	\$1440
City of Vincent	Monthly Parking Permit	24/7 parking, parking bay not guaranteed	\$2,160

(c) Table 3 - Permits on-street in time restricted parking area:

	Permit	Eligibility	Annual Fee
Town of Victoria Park	None		
City of Vincent	Commercial parking Permit	Where a minimum of Three parking bays cannot be provided on the commercial property.	\$1,736

Town of Cambridge	Commercial parking Permit	Where a minimum of Three parking bays cannot be provided on the commercial property.	\$2,500
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Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	Support local businesses with accessible parking options.
EC02 - A clean, safe and accessible place to visit.	Support local businesses with accessible parking options.

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning (Economic Development)	Economic Development is supportive of the range of permit options available and the flexibility of short terms and long-term options.

Legal compliance

[*Town of Victoria Park Parking and Parking Facilities Local Law 2008*](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town may result if the Town issue too many permits on residential streets.	Moderate	Likely	High	Ensure that a maximum of 20% of any residential street is used for permit parking
Compliance, increased parking non-compliance in areas where permits are in use.	Minor	Likely	Moderate	Ensure permit users are made aware of how to use their permit. Issue warnings for first offence of non-compliance, and if required, improve signage.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	<p>The proposed permit fees will be listed for consideration in the schedule of fees and charges in the Town's Annual Budget for 2020-2021:</p> <ul style="list-style-type: none">(a) Permit Application: \$30 per permit(b) Annual Permit Renewal: \$30 per permit(c) Permit Replacement: \$30 per permit(d) Commercial Permit: \$1,000 per year

Analysis

5) The Town has identified the following opportunities when comparing commercial permits other LGA's offer local businesses:

- (a) **Loading Zone:** The Town's Loading Zones can only be used for 30 minutes by a commercial vehicle, used for commercial or trade purposes and engaged in the picking up or setting down of goods. In practice this excludes private vehicles. However, some businesses may want to use a private vehicle for 'picking up or setting down of goods' for their business.

This is why the City of Fremantle offers Loading Zone permit for non-commercial vehicles. Therefore, the Town recommends implementing Loading Zone permits. Based on the City of Fremantle's implementation, the recommended conditions for these Loading Zone permit are:

- (i) Application fee applies (cost recovery)
- (ii) Restricted to non-commercial vehicles
- (iii) Standard Loading Zone restrictions apply
- (iv) Restricted to one of the Town's Loading Zones
- (v) Annual renewal fee applies (cost recovery)

- (b) **Private parking bays:** The Town provides private parking bay agreements, which provides a business an allocated parking bay in one of the Town's car parks. This is similar to the City of Perth, however, they provide businesses more options with agreements for parking 5 days a week and agreements for parking 7 days a week at significantly higher rates.

To increase the Town's flexibility with private parking bay agreements, the Town recommends setting the fee on a per day basis. This will allow businesses to sign up to private parking bay agreements, for parking on the days the business chooses.

For example, a business which operates 6 days a week, can enter a private parking bay agreement, where they only pay 6 days a week, for the length of the agreement. Signage will allow other users of the car park to utilise allocated parking bays, outside of the days specified in private parking bay agreements. The Town has recommended \$5.00 per day for 'Private parking bays' in the proposed 2020-2021 schedule of Fees and charges.

(c) **Commercial permits:** The City of Vincent and Town of Cambridge offer permits to businesses that do not have a minimum of Three parking bays on their commercial property. Informed by other LGA implementations, the recommended conditions for these Commercial Permits are:

- (i) Application fee applies (cost recovery)
- (ii) Restricted to commercial property with no on-site parking
- (iii) Restricted to one per commercial property
- (iv) Restricted to one of the Towns time restricted parking zones
- (v) No guarantee of parking bay
- (vi) Permit fee of \$1,000 per year
- (vii) Annual renewal fee applies (cost recovery)

- 1) The Town's 2020-2021 schedule of Fees and charges already includes the fees for 'Private parking bays'. However, the following fees need to be added to the Town's 2020-2021 schedule of Fees and charges, to be able to implement these permits:
 - (a) Permit Application: \$30 per permit
 - (b) Annual Permit Renewal or replacement : \$30 per permit
 - (c) Commercial Permit: \$1,000 per year.
- 2) These fees and the ongoing provision of these permits will be reviewed as part of the future budgets.
- 3) As the Towns current Permit Policy does not include these permits, following an application for Loading Zone or Commercial Permit, the Town will enact the CEO's delegated authority to issue a temporary permit during the 2020-2021 financial year. If the Town finds these permits to be popular, they will be formalised during the next review of the Permit Policy.
- 4) The Towns parking, place planning and communications team will develop a communications plan to support the implementation of these permits during the 2020/21 financial year.
- 5) The Towns parking and place planning teams will also collate feedback from businesses and the business advisory group once established on the suitability of these permits and what could be improved in subsequent years.

Relevant documents

Not applicable.

Further consideration

Following the Agenda Briefing Forum meeting held on 2 June 2020, the below additional information is provided in response to questions posed.

1) Work zone permits

This report gave an example of where the Town agreed to provide a local car dealership permits for 14 parking bays. Work zone permits are currently and will continue to be available to applicants conducting activity or trade which obstructs part of a public thoroughfare, including roads, parking bays, footpaths or verges. Examples of when a Work Zone Permit would be needed are:

- (a) Construction/landscaping works – storage of materials on verge, skip bin on verge or road reserve.
- (b) Work areas – scaffolding, painting, use of machinery and equipment.

- (c) Not for profit fundraising activities such as membership drives, promotions, collections, sausage sizzles.
- (d) Sea containers on the verge or road reserve.

The Town's website provides information and application forms for Work zone permits at: www.victoriapark.wa.gov.au/Build-and-develop/Work-zone-permit

2) Permits issued to vehicles

As with the current process with residential parking permits, the proposed permits will be issued to a specific vehicle. If circumstances change, businesses can update the information on the vehicle details held by the Town at no charge.

3) Parking Zone

Parking zone generally refers to the restriction on a part of a street. For example, the part of a street that is restricted to 4 hour parking. In the case of the Commercial Permit, it would be restricted to a street designated on the Permit. The designated street would be the closest side street from the business, off Albany Highway.

15 Committee Reports

15.1 Review of Policy 113 Homelessness - The Town's Role

Location	Town-wide
Reporting officer	Anastasia Brooks
Responsible officer	Alison Braun
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee

That Council:

1. Repeals the current Policy 113 Homelessness – The Town’s role
2. Adopts a new Policy 113 Homelessness – The Town’s role, as included in attachment 7.1.7, inclusive of the following change that Clause 9 be amended to read: “The Town will collect accurate data to understand, monitor and respond to trends regarding homelessness in the community, and engage in evidenced based advocacy with local state and federal governments”

Purpose

To present the findings of the review of Policy 113 Homelessness – The Town’s role conducted between May 2019 and May 2020, for Policy Committee’s recommendation to Council.

In brief

- In 2018 the Town was approached by the Supporting People with Basic Needs group requesting a collaborative review of Policy 113 Homelessness. The Supporting People with Basic Needs group and Town staff formed a collaborative group in May 2019 to commence the Homelessness – The Town’s role review.
- At the Ordinary Council Meeting 20 August 2019, Council resolved to review 23 policies in the 2019-2020 financial year. Council further resolved to request that a report be presented to the 17 September 2019 Ordinary Council Meeting. At the 17 September OCM Council endorsed Policy 113 Homelessness to be presented to Council June 2020.
- Amendments proposed to Policy 113 Homelessness incorporate feedback received over three engagement periods and a public submission period. Feedback was received from the local service provider network – the Supporting People with Basic Needs group, internal Town service areas and the broader community.

Background

1. In 2018 the Town was approached by the Supporting People with Basic Needs group requesting a collaborative review of Policy 113 Homelessness. Representatives from the Supporting People with Basic Needs group and Town staff formed a collaborative group in May 2019 to commence this review.
2. The Supporting People with Basic Needs Network is a group comprised of service providers operating in Victoria Park and local community members who are working together to address the issue of homelessness by raising awareness about homelessness, sharing information about services provided and working collaboratively with the Town to review the Town’s Homelessness Policy.

3. At the Ordinary Council Meeting held on 20 August 2019 Council endorsed the review of Policy 113 Homelessness by June 2020.
4. At the Ordinary Council Meeting 20 August 2019, Council resolved to review 23 policies in the 2019-2020 financial year. Council further resolved to request that a report be presented to the 17 September 2019 Ordinary Council Meeting. At the 17 September OCM Council endorsed Policy 113 Homelessness to be presented to Council June 2020.
5. On 4 December 2019 the Supporting People with Basic Needs group held a final workshop on content to include in the policy for the community to make comment. Following the workshop, on 15 December 2019 Supporting People with Basic Needs group submitted a proposed draft policy for the Town's further community engagement and final review.
6. The review of Policy 113 Homelessness incorporated a total of three engagement periods and a public submission period:
 - i. Engagement with the Supporting People with Basic Needs group from May 2019 to November 2019
 - ii. Engagement with internal Town service areas between December 2019 and January 2020
 - iii. Engagement with the broader community during February 2020
 - iv. Public submission period between 14 April 2020 and 4 May 2020.

Strategic alignment

Social	
Strategic outcome	Intended public value outcome or impact
S02 - An informed and knowledgeable community.	Commitment from the Town to provide information and support to vulnerable community members, community organisations and the community more broadly.
S03 - An empowered community with a sense of pride, safety and belonging.	Acknowledgement from the Town that vulnerable community members have the right to access public services and amenities and be treated with compassion.

Engagement

Internal engagement	
Stakeholder	Comments
Service areas: Aqualife and Leisurelife, Assets, Building Services, Communications and Engagement, Community Development, Customer Service, Digital Hub, Environmental Health,	Discussions held on the impact of homelessness on service areas and opportunities for further action. Feedback sought on amendments proposed by service providers in first engagement period.

Environment, Financial Services, Governance, Healthy Community, Library Services, Parking, Parks Operations, Place Planning, Planning (Urban), Project Management Office, People and Culture (Safety and Emergency Management), Street Operations	
C-Suite	Feedback sought on amendments proposed by service providers in first engagement period.
Elected Members	Feedback sought on amendments proposed across engagement periods through Elected Member Portal (April 2020).

External engagement	
Stakeholders	<p>Service providers - Six services from the Supporting People with Basic Needs group</p> <ul style="list-style-type: none"> • Sussex Street Community Legal Service • Victoria Park Youth Accommodation • Connect Victoria Park • Victoria Park Community Centre • Kensington PCYC • Communicare WA <p>Broad community</p> <ul style="list-style-type: none"> • 302 community members during the broad community engagement period, representing people who live or work in the Town, businesses, community organisations and who have lived experience of homelessness <p>Public submission period</p> <ul style="list-style-type: none"> • Seven community members during the public submission period
Period of engagement	<p>Service providers</p> <ul style="list-style-type: none"> • May 2019 to November 2019 <p>Broad community</p>

	<ul style="list-style-type: none"> February 2020 <p>Public submission period</p> <ul style="list-style-type: none"> 14 April to 4 May 2020
Level of engagement	4. Collaborate
Methods of engagement	<p>Service providers</p> <ul style="list-style-type: none"> Monthly meetings <p>Broad community</p> <ul style="list-style-type: none"> Online survey via Your Thoughts Hard copy survey Community workshop <p>Public submission period</p> <ul style="list-style-type: none"> Online survey via Your Thoughts Hard copy survey Feedback also accepted via email
Advertising	<ul style="list-style-type: none"> TV sliders at Town buildings Printed flyers distributed to community meeting hubs and businesses eNewsletters, including eVIBE, Biz News and Your Thoughts Newspaper advertisements Town social media channels Targeted emails to community organisations
Submission summary	<p>Broad community</p> <ul style="list-style-type: none"> 282 completed online surveys One completed hard copy survey 19 community workshop participants <p>Public submission period</p> <ul style="list-style-type: none"> Six completed online surveys One email feedback
Key findings	<p>Service providers</p> <ul style="list-style-type: none"> Proposed changes to the structure and content of Policy 113 Homelessness, including a list of policy principles and commitment statements. <p>Broad community</p> <ul style="list-style-type: none"> Provided feedback on proposed policy principles and case study examples to inform expectations around the Town's role. <p>Public submission period - Seven submissions received</p>

- One submission supporting the draft
- Three submissions supporting the draft but with some concerns
- Two submissions opposing the draft
- One submission not stated

Other engagement

Stakeholder	Comments
Lived experience advisor	<p>Feedback sought on amendments proposed across engagement periods.</p> <p>Feedback captured during public submission period and recorded within report contained in Attachment 4.</p>

Legal compliance

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

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<p>Reputational Lack of clarity on the Town's role in relation to homelessness resulting in dissatisfaction from the community.</p>	Moderate	Possible	Moderate	Adoption of the amended policy informed through community engagement.

Financial implications

Current budget impact	Nil.
Future budget impact	<p>It is anticipated there will be costs associated with implementing the policy and draft Homelessness Policy Implementation Plan in addition to what is proposed within the Families, Youth and Homelessness portfolio 2020/21 budget.</p> <p>Implementation costs include:</p> <ul style="list-style-type: none"> • Estimated feasibility study and trial of an external outreach service provider, \$50,000 • Participation in the City of Perth's synchronised rough sleeper count, \$3000

\$25,000 will be presented to Council in the People and Culture 2020/21 budget for consideration. This amount is to provide training to staff on assisting vulnerable community members, a further action within the draft implementation plan.

The draft Homelessness Policy Implementation Plan 2020-2023 is contained in Attachment 6.

Analysis

7. Amendments proposed to Policy 113 Homelessness incorporate feedback received over the three engagement periods and the public submission period, from the Supporting People with Basic Needs group, internal Town service areas and the broader community.

Service provider engagement

8. The Supporting People with Basic Needs group expressed concern with the content and delivery of Policy 113 Homelessness in its current form. Issues highlighted by the group included:
 - i. A narrow policy focus which does not adequately recognise the multiple touch points the Town's service areas have with people who are homeless or at risk of homelessness
 - ii. The absence of a management practice to operationalise Policy 113 Homelessness, resulting in a lack of clarity on the Town's role in relation to supporting people who are homeless, at risk of homelessness or the community organisations who service vulnerable community members
9. A number of activities were undertaken by representatives from the Supporting People with Basic Needs group and the Town between May 2019 and November 2019. Two key activities were the mapping of local services and demand, and an audit of Western Australian and some Eastern States' local government policies on homelessness. On review of these documents, the following amendments to the policy were suggested by the group:
 - (i) A policy objective that recognises the broad role and responsibility of the Town to contribute to minimising the impact of and ending homelessness in the community
 - (ii) A list of policy principles to demonstrate a commitment from the Town to housing as a human right, supporting vulnerable groups and collaboration with the sector
 - (iii) A list of policy commitments rather than policy aims, in order to specifically articulate the intent of the policy
 - (iv) Reference to a management practice and implementation plan, which is absent in the current policy

Internal engagement

10. Discussions with internal Town service areas took place from December 2019 to January 2020. As a broader policy focus had been determined in the engagement period with service providers, Town Teams across the organisation were asked to provide input into how homelessness intersects with or impacts the work of their service area, and whether there are opportunities for further action.
11. Homelessness intersects the Town on many levels. Almost all service areas are directly or indirectly impacted by homelessness, including but not limited to
 - (i) taking calls and responding to complaints from the community of rough sleepers and anti-social behavior in public areas

- (i) delivering programs, services and events to people at risk of homelessness, including in digital literacy, social inclusion and health promotion
 - (ii) working with developers constructing or modifying short-term accommodation sites or facilities to run homeless services
 - (iii) developing community education materials and delivering awareness raising events in partnership with local service providers
 - (iv) removing and disposing of waste and belongings left by rough sleepers in public spaces
 - (v) working with property owners of abandoned or pre-demolition buildings to discourage squatting
12. Staff across service areas expressed a willingness to provide information and support, within their roles, to people who are homeless, at risk of homelessness or community organisations who service vulnerable community members. A list of potential actions and requirements was compiled for future consideration and are contacted in the report in Attachment 2.
13. Feedback was also sought from service areas on the amendments proposed by service providers in the first engagement period. Key areas of feedback included:
- (i) the operational elements proposed in the policy would sit more appropriately within an implementation plan or management practice, leaving a more strategic policy vision
 - (a) facilitating affordable housing is outside of the scope of a policy on homelessness. A consistent, coordinated approach across the Inner City is required if a significant increase in the rate of affordable housing development is determined a priority of the region.

Broad community engagement

14. The review of the policy was opened to the broader community in February 2020. Engagement with the broader community included an online and hardcopy survey and community workshop. Survey respondents and workshop participants were requested to provide feedback on a set of draft policy principles and several activities which had been undertaken by Western Australian and Eastern States' local governments around homelessness.
15. As the Western Australian State Government's 10-Year Strategy on Homelessness was released in December 2019, the community was asked to provide feedback on policy principles which were suggested by the Supporting People with Basic Needs group as well as others which were included in the State strategy. The principles ranked highest during the broad community engagement period included:
- (i) compassionate approach – the Town will show respect, compassion and care
 - (i) access to public spaces – the Town will ensure access to spaces is safe and inclusive, and everyone's needs are respected
 - (ii) right to housing – housing is a basic human right, essential to individuals' health and participation in society
 - (iii) whole of community response – the Town will work collaboratively with all stakeholders to contribute to ending homelessness
 - (iv) no wrong door – people are provided information and support no matter which stakeholder or service they connect with

16. The feedback provided on activities that have been undertaken by local governments provided insight into the roles the survey respondents and workshop participants considered most appropriate for the Town. A high level of support was demonstrated around activities whereby local governments played the following roles:
- (j) advocacy to other levels of government
 - (i) sharing or distributing information to the community
 - (ii) facilitating community organisations coming together
 - (iii) partnering with community organisations
 - (iv) employing an informed and respectful approach to working people who are homeless or at risk of homelessness who connect with the Town
17. Further to these roles, directly delivering services which are traditionally held by State Government or community organisations was mentioned in the survey responses. Approximately 11% of survey responses indicated that delivering services which are traditionally held by State Government or community organisations was also a role the respondent supported the Town undertaking.
18. Further research will need to be undertaken to ascertain whether current service delivery is meeting demand, or if greater promotion of existing services is required.

Policy review

19. The collaboration with Supporting People with Basic Needs group draft policy and the extensive engagement across Town service areas and the broader community was used collectively to define Policy 113 Homelessness.

Key changes proposed in the amended policy include:

- (j) a widened policy objective to articulate the broad role and responsibility of the Town to respond to homelessness
 - (i) a list of definitions, including homelessness, rough sleepers, severely crowded dwellings, at risk of homelessness and housing stress to capture the many and diverse types of homelessness that exist in the Town
 - (ii) clear policy statement, divided into three sections:
 - (0) Policy principles which reflect the feedback and preferences of the broader community
 - (1) Policy commitments that clarify the strategic 'roles' the Town undertakes as expressed across engagement periods
 - (2) A policy implementation section which details how the policy is delivered
20. Additionally, as actions were proposed across the three engagement periods, a draft Homelessness Policy Implementation Plan was developed to accompany the reviewed policy.
21. The draft implementation plan will be finalised after Council decision-making on the review of Policy 113 Homelessness. The draft implementation plan is contained in Attachment 6.

Public comment

22. The redrafted policy and implementation plan were released for a public comment period between 14 April 2020 and 4 May 2020. 7 submissions were received, with the report contained in Attachment 4. Following the public comment period, the following change to the redrafted policy was made:
 - () including 'previous experiences of homelessness' as a factor which can contribute to someone becoming homeless within the 'at risk of homelessness' definition.
23. The final draft Policy 113 Homelessness – The Town's role is contained in Attachment 5 for Policy Committee consideration for recommendation to Council.

[All Paths Lead to a Home – Western Australia's 10-Year Strategy on Homelessness 2020-2030](#)

Further consideration

Following the meeting of the Policy Committee on 20 May 2020 the following additional information is provided:

24. The Homelessness Policy Implementation Plan attached provides Council context for how the policy will be implemented. As the implementation plan is an operational document, it is not recommended for adoption.
25. The version of the policy attached for adoption includes a tracked change reflecting the amendments recommended by the Policy Committee.

15.2 Review of GEN7 Strategic Management of Land and Property Assets

Location	Town-wide
Reporting officer	Jon Morellini
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee	
That Council	
<ol style="list-style-type: none">1. Repeals the GEN7 Strategic Management of Land and Property Assets2. Adopts Policy 221 Strategic Management of Land and Building Assets at attachment 7.2.2 with the deletion of the comments and acceptance of tracked changes.	

Purpose

To present the amended Policy 221 Strategic Management of Land and Building Assets to the Policy Committee for the recommendation for Council adoption.

In brief

- Policy GEN 7 Strategic Management of Land and Property Assets was adopted at the 11 March 2014 Council meeting and had a review in August 2015.
- The Land Asset Optimisation Strategy was adopted in September 2013 and had implications for Policy GEN 7 Strategic Management of Land and Property Assets which have now been incorporated into the amended version entitled Policy 221 Strategic Management of Land and Building Assets.
- The Town of Victoria Park owns and manages a large number of land and building assets on behalf of its Community. Policy 221 along with Policy 310 Leasing and Policy 222 Asset Management – Infrastructure are used together as a suite of policies to appropriately manage this significant asset base in the best interests of the residents and ratepayers.
- Policy 221 Strategic Management of Land and Building Assets provides guidance for the Town of Victoria Park to consider a framework for its freehold and vested reserve land and Town controlled property assets and make decisions, using a systematic informed approach, with respect to the management, retention, disposal or acquisition of such assets.
- The amendments to Policy GEN 7 have been tracked and provided as a tracked version and a clean version with comments both are attached.

Background

At its meeting held on 17 September 2019, Council adopted a work plan to complete the review of several policies. Policy GEN 7 Strategic Management of Land and Property Assets was one of the policies identified for review.

In order for the Town to continue to progress towards greater sophistication in the management of its Town owned or controlled land and building assets, a review of policy GEN 7 Strategic Management of Land and Property Assets, has been undertaken to incorporate several updates.

The Town is working towards greater policy control and strategic thinking with all its land and building assets, the new amendments to policy GEN 7 Strategic Management of Land and Property Assets is part of the process in realising this objective for the Town.

Specifically the Town's land and building assets will be used to achieve the following:

- Delivery and execution of the Town's service requirements to the Community.
- Delivery of strategic projects as identified in the Strategic Community Plan and Corporate Business Plan;
- Facilitation of environmental, economic and social benefits to the Community;
- Stimulation and regeneration of areas within the Town of Victoria Park;
- Where appropriate enable the adoption of a commercial approach to the management of the land property assets capable of producing an income; and
- Expansion of a land and building asset base that will facilitate additional income streams for the Town.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL04 - Appropriate information management that is easily accessible, accurate and reliable.	By updating the existing policy, the public will understand with greater transparency more accurate and reliable information about the Town's land and building assets.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the Community.	By updating the existing policy, the public will understand with greater transparency the finances about the Town's land and building assets.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	By updating the existing policy with greater business case methodology, the public value achieved will be of higher accountable governance and objective decision-making.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	By updating the existing policy with investment and commercial aspirations, the public impact will be for greater opportunity to potentially deliver more places of commerce, tourism that generates jobs and entrepreneurship.

Environment	
Strategic outcome	Intended public value outcome or impact
EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character.	By updating the existing policy with investment and development aspirations, the public outcome will be for greater opportunity to potentially deliver more Council involved urban design and housing options.

Engagement

Internal engagement	
Asset Management	Discussions have been undertaken in the development of this Policy review.
Property Development and Leasing	Discussions have been undertaken in the development of this Policy review.

Legal compliance

[Section 3.58 Local Government Act 1995](#)

[Section 3.59 Local Government Act 1995](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Financial The Town does not achieve the highest and best use of its current land and building assets.	Moderate	Likely	High	Adoption of the amendments to Policy 221, allowing a more systematic and objective decision-making process to deliver greater return and outcomes for the Community.

Financial implications

Current budget impact	There is no current budget impact.
Future budget impact	Not applicable.

Analysis

In conducting the review, the Town has considered the ability to create greater revenue from current and potential land, property and facility holdings. This is with the intent to reduce reliance on rates for income, allowing greater financial and economic stability.

In examining the effectiveness of this policy, the Town wants to ensure that decisions made about the use of Town of Victoria Park land and building assets ensure maximum return to the Town be either realising a commercial level of financial return or by fulfilling a community benefit aligned to the vision of the Town of Victoria Park.

The amendments to Policy GEN 7 are aimed to align and facilitate the delivery of the Land Asset Optimisation Strategy recommendations.

The review of this policy is considered the initial step to further inform the Property Asset Management Plan, Strategic Management of Land and Building Assets Management Plan and the creation of a Property Investment Policy.

The policy has been amended to allow a proactive approach to acquiring strategic investment properties for the Town’s long term vision and community needs.

The policy has been amended to account for in greater detail the proceeds of sale distributions. This will allow the continuation of a key objective of the Land Asset Optimisation Strategy to build upon the Towns property portfolio and generate an alternative revenue source for the Community and ratepayers.

The following key changes have been made to the policy:

Clause	Change	Reason
Clause 2 - Definitions	Relocated into Property Classification Clause 6.	A more appropriate location in the Policy. Specific definitions not seem as required for the Policy.
Clause 3 - Principles	Now Clause 5 - Additional principles have been added.	To capture the financial characteristics of land and the management from a portfolio perspective. Some key land economic fundamentals have also been added specifically for vested reserves to be used for on-going community services as opposed to freehold land, this is due to the economics of land appreciated over time.
Clause 2 - Definitions	Now Clause 6 – Community has been added to the Civic properties classification	To capture the number of community groups providing services which may not be defined as a civic service.
Clause 2 - Definitions	Now Clause 6 – Strategic has been added to the Investment properties classification	The word Strategic has been added to help clarify the intent. An example would relate to the acquisition of the car yard on Albany Hwy which may not provide a strong commercial yield but will form part of a greater strategic outcome for the

		Town.
Clause 4 – Use of Proceeds	Now Clause 8 – More specific allocation of funds in relation to the Property Classifications.	The changes in the Use of Proceeds clause provides greater guidance and allows a portfolio approach for the land and building assets of the Town.
New Clause 13 and 14	Additional Clause 13 and 14 added	This clause is to allow the proactive a pragmatic ability to make acquisitions which a strategic nature, this allow the Town to have flexibility in a commercial environment, ultimately approval still rests with the Council.

Relevant documents

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

[Land Administration Act](#)

[Policy 310 Leasing](#)

[Policy 222 Asset Management – Infrastructure](#)

15.3 Review of Policy 222 Asset Management

Location	Town-wide
Reporting officer	Jayde Robbins
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee

That Council:

1. Repeals Policy ENG14 Asset Management Infrastructure.
2. Adopts Policy 222 Asset Management as at attachment 7.3.1

Purpose

To repeal previous Policy ENG14 Asset Management Infrastructure and replace with amended Policy 222 Asset Management, as presented to the Policy Committee and recommend Council adoption.

In brief

- The Asset Management Policy, previously Policy number ENG14, was last reviewed in August 2015.
- On 20 August 2019 Council resolved to review the Asset Management Policy, now Policy 222, this financial year.
- The Town of Victoria Park is responsible for the management of a number of assets that are grouped in the following asset classifications:
 - Property
 - Transport
 - Recreation
 - Plant and Equipment
 - Information and Communication Technology
- Policy 222 Asset Management guides the asset management principles and framework that the Town will apply to ensure that services delivered are provided sustainably through the appropriate management of its assets/infrastructure.

Background

1. At its meeting held on 20 August 2019, Council received a report relating to the minor review of the Town's Policy Manual. At that meeting, Council resolved to review 23 policies within this financial year and requested that a report be presented back to Council setting out the proposed policy review work plan.

2. Council at its meeting on 11 November 2019 adopted a work plan to complete the review of several policies. Policy 222 Asset Management was one of the policies identified for review.
3. The amended Policy aims to have clear objectives guiding the development of an asset management strategy and framework for the Town to apply to ensure:
 - a) asset management practices and decisions align with the outcomes of the Strategic Community Plan
 - b) assets are maintained and are performing at a service level desired by our Community
 - c) assets are appropriately planned, acquired and managed considering their whole of life costs.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The Asset Management Policy ensures informed decisions are made about any major renewal, acquisition and or upgrade to an asset. The Strategic Asset Advisory Team will have oversight of all future capital planning and apply asset management and project management principles to prioritising the annual capital works program.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the Community.	The Policy ensures asset planning decisions are based on an evaluation of alternatives that consider the "whole of life" of an asset through acquisition, operation, maintenance, renewal and disposal. All long-term asset maintenance and renewal costs will be detailed in the asset management plans and projected in the long term financial plan. The Town will report on asset management sustainability in accordance with the Department of Local Government reporting ratios.

Economic	
Strategic outcome	Intended public value outcome or impact
EC02 - A clean, safe and accessible place to visit.	The Policy aims to ensure assets are well maintained in accordance with the asset management plans and at the service levels expected from the Community. Also implying access improvements to assets occur in asset planning/capital project planning – referring to the Town's Disability Access and Inclusion Plan.

Environment	
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Strategic outcome	Intended public value outcome or impact
EN02 - A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around.	The Policy is guidance to ensure the Town is delivering on its Transport Asset Management Plan, and transport assets are being well maintained and renewed to ensure they are safe and meet the level of expectation of the Community.
EN03 - A place with sustainable, safe and convenient transport options for everyone.	The Policy is guidance to ensure the Town is delivering on its Transport Asset Management Plan.
EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.	The Policy is guidance to ensure the Town is delivering on its Property Asset Management Plan. The Policy guides good asset management practices ensuring facilities are being planned, built and well maintained and providing the services at a level required by the Community.
EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.	The Policy is guidance to ensure the Town is delivering on its Recreation Asset Management Plan. Parks, playgrounds and reserves are being adequately maintained to ensure they are safe and inviting spaces for the Community to enjoy.

Engagement

Internal engagement

Stakeholder	Comments
SAAG	A Strategic Asset Advisory Group (SAAG), represented by a cross-section of internal teams, including asset custodians, strategic planners, finance and project management, will be responsible for providing oversight and influence to the Town's Capital Works planning process.
Financial Services	Discussions have been undertaken in the development of this Policy review about asset capitalisations and financial reporting requirements concerning Asset Management.
Operations	The Operations team will be guided by the Asset Management Policy and will provide input into the Asset Management Strategy, framework and be delivering on the Asset Management Plans.
Engineering Services	Engineering team will be guided by the Asset Management Policy and will provide input into the Asset Management Strategy, framework and be delivering on the Asset Management Plans.
Asset Planning	Asset Planning is responsible for the review of the Asset Management Policy. The Building Assets Team provided input and discussions on Policy review.

Legal compliance

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

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Finances The Town cannot fund the required replacement of assets. Resources limited for the delivery and on-going maintenance of assets. Not being able to achieve targets in Asset Ratio reporting.	Major	Possible	High	Ensuring Capital works are evaluated in a whole of life assessment and costs are projected in long term financial plans. The Policy also guides the timely replacement of current assets. Monitor ratios regularly and manage accordingly.
Reputational Asset failures and assets not performing at the level of service required by the Community.	Major	Possible	High	Ensure objectives in the Asset Management Plan align with the Strategic Community Plan. Community engagement outcomes are considered in Asset Management Plans. Implementing asset management practices such as regular condition audits/structural audits which inform works programs.

Financial implications

Current budget impact	There is no current budget impact.
Future budget impact	Not applicable

Analysis

- The previous Policy ENG14, as well as being outdated, was very high level, repetitive and lacked clear guidance, therefore has been reviewed into a new structure and layout.
- The revised Policy 222 Asset Management follows the same principles of the original Policy, however further aligns to the outcomes of the Strategic Community Plan, includes policy definitions and guidance on asset capital planning processes.

6. The Town is committed to making informed decisions in relation to its assets. The revised Policy initiates the development of an overarching Asset Management Strategy that guides the implementation of an asset management framework to embed asset management business processes and principles within the organisation.
7. The internal asset management framework will be developed alongside the implementation of a new asset management software system and will detail the Town's data management processes, condition audits, asset valuations, asset maintenance planning, performance management and defined asset management roles and responsibilities.
8. The core focus of Policy 222 is to implement a life-cycle approach to the management of infrastructure assets by evaluating asset planning decisions considering not only the whole of life costs but also current and future environmental, economic and social outcomes.
9. Asset Management Plans for each asset class are the operational day to day asset management practices, including long term projections of asset maintenance and replacement costs that inform the Long Term Financial Plan. The Asset Management Plans are living documents and will have a full review in alignment with the Corporate Business Plan to ensure Strategic objectives are aligned and adapted.
10. Under this Policy, the Town will measure and report on asset management sustainability in accordance with the requirements of the Integrated Planning and Reporting Framework.
11. The Asset Management Working Group has now evolved into a Strategic Assets Advisory Group, and their responsibilities have expanded to provide broader skill and oversight to the Town's asset management practices, and capital works planning processes.

Relevant documents

[Transport Asset Management Plan](#)

[Property Asset Management Plan](#)

[Recreation Asset Management Plan](#)

[Plant & Equipment Asset Management Plan](#)

[Information and Communication Technology Asset Management Plan](#)

15.4 Review of Policy 223 Private use of Town Vehicles

Location	Town-wide
Reporting officer	Brad McLean, John Wong
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee

That Council:

1. Rescinds Policy 223 Private use of Town vehicles.
2. Adopts Policy 223 Fleet Management Light Vehicles.

Purpose

The purpose of this report is to allow the review of Policy 223 Private Use of Town vehicles.

In brief

- Policy 223 Private use of Town vehicles (formerly ADM1) has been amended to be the guiding Fleet Management operational policy for the Town's light fleet.
- The current Policy is related explicitly to private vehicle usage only.
- The proposed Policy 223 Fleet Management Light Vehicles was not endorsed at the February Policy review committee.
- The proposed Policy was discussed in the April 2020 Concept Forum, and the identified changes have been applied.

Background

1. The current ADM1 Private use of Town vehicles Policy has been revised to become the operational guidance document for Fleet Management. The new version outlines the requirements of owning and maintaining the Town's fleet, including the purchasing and disposal methods required. The Fleet Management Practice documents all other operational matters about Fleet Management.
2. The current ADM1 private use of Town vehicles Policy was introduced and adopted on the 28/07/1998. It was implemented to change and document vehicle usage parameters for employees from limited private usage to full private usage and community usage to commute usage. The changes to full private usage enabled the Town to reduce its Fringe Benefits Tax liability at that time.
3. Private usage staff contribution rates have been retained in the proposed Policy and have been updated based on the State Government vehicle usage rates as outlined in the Senior Officers Vehicle Scheme (SOVS).
4. The Town has been actively reducing its light fleet number and generally does not offer full private use of vehicles to new staff unless for operational purposes. Emphasis on the phasing out of the remaining low operational need vehicles has been added to the proposed Policy.

5. The Town's C-Suite and People and Culture have implemented additional operational measures to reduce the Town's light fleet number further. They have also increased the fortnightly contribution rate payable by staff who have private use of a council vehicle by pegging it ultimately at the rate applied by the State Government.

Strategic alignment

Environment	
Strategic Outcome	Intended public value or impact
CL05 - Innovative, empowered and responsible organisational culture with the right people in the right jobs.	Assist in offering tools to help the organisation employ the best staff for the job.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	Ensure that the vehicles the Town uses are fit for purpose and offer the best value for money.

Engagement

Internal engagement	
Stakeholder	Comments
People & Culture (HR)	Reviewed the contractual obligations of private vehicle usage within staff employment contracts
Finance	Sought advice on contribution rates requirements
C Suite	Reviewed Fleet Management Practice including private usage and contribution rates

Other engagement	
Other LG's	Sought advice on how other LG's document their contribution rates as well as to compare private usage rates
WALGA	Contacted through HR for advice on amending contribution rates

Legal compliance

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

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Inequity between existing and new staff benefits relating to fleet	Moderate	Likely	High	Any proposed policy amendments should be cognisant of potential impacts to the Town's employment contracts, equitable and staff and be implemented over time as new staff are contracted to the Town or unusual or unique individual conditions phased out where possible
The Town may be subject to breach of contract and open to litigation if the Town's current employment contracts and Enterprise Agreement (EA) conditions are affected	Moderate	Likely	High	Any proposed amendments to the Policy to be cognisant of potential impacts to the Town's employment contract and EA conditions

Financial implications

Current budget impact	Nil.
Future budget impact	Budget savings in the future possible with a reduction in private usage of vehicles and reduction in light fleet

Analysis

- The revised Policy's main objective is to identify the need for a fleet of motor vehicles essential for operational requirements to service the community. When used in conjunction with the Fleet Management Practice, it identifies the types of light vehicles that will be used and how they are chosen, as well as how they will be purchased and disposed of.
- The following key changes have been made to the Policy:

Change	Reason
--------	--------

Policy change overall	Parts of the existing Policy was over 10 years old and needed updating such as the additional reference to current industry information related to environmental, emissions and safety standards.
Fortnightly contribution rate increased in line with State Government rate.	A new method has been employed to calculate the contribution rate intended to minimise the cost of vehicle ownership to the Town. The determination of the annual contribution rate for the private use of a council vehicle by employees was reviewed. Currently, the fortnightly rate is based on the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs. The State Government vehicle usage rates as outlined in the Senior Officers Vehicle Scheme (SOVS) was considered more determinative of the actual costs and benefits for the private use of a local government vehicle.
High level approach to reduce fleet size.	To facilitate a further reduction of the fleet size by having operational need as the main criteria when future staff recruitment decisions involving a Council car are made. C Suite will be involved in the final decision process of such recruitments.
Fleet Management Practice to support Policy 223 as guiding documents.	The Management practice is intended to be the operational guidance document used in the management of the Town's light fleet to complement this Policy.

Relevant documents

Town of Victoria Park Enterprise Agreement 2016.

15.5 Creation of Policy 261 Sustainable Events

Location	Town-wide
Reporting officer	Brendan Nock
Responsible officer	Ben Killigrew
Voting requirement	Simple majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee

That Council:

1. Receives the report and draft Sustainable Events Policy for consideration
2. Advertises the draft Sustainable Events Policy for public comment, with the following changes made to the Policy:
 - a. removal of clauses 2(c) and 2(d) and the Policy renumbered accordingly; and
 - b. amendment of clauses 2(a)(ii) and 6(a)(ii) to delete the words "bottled water or".
3. Requests that the Chief Executive Officer presents a further report back to the Policy Committee with the results of the public comment and any proposed amendments to the Sustainable Events Policy by October 2020

Purpose

In response to a Council Resolution in December 2019, this report seeks Committee and Council endorsement for community consultation on the proposed Sustainable Events Policy for the Town.

In brief

- The Town has investigated the feasibility of developing a Sustainable Events Policy for the Town relating primarily to environmental sustainability.
- Given the Town's existing commitment to environmental sustainability, the administration believes that many of the principles from the 2016 Sustainability Fair and the provisions of Policy 260 Single-use Plastic and Polystyrene could be integrated into a Town of Victoria Park Sustainability Policy.
- Based on the above, a proposed Sustainable Events Policy has been drafted for consideration by the Policy Committee and Council.
- Applying to all Council-run events and Council-approved external events on Town land or in Town-owned facilities, the Sustainable Events Policy aims to reduce waste, improve resource recovery and promote sustainable transport options for events coordinated or approved by the Town.

Background

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

That Council:

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

recommendation back to Council.

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

Historically the Town itself has explored environmental sustainability in events run or supported by the Town. In 2016 the Town piloted a Sustainability Fair. This event was the first of its kind to focus on sustainability and to be run sustainably.

The Town has also established as a part of core business other environmental sustainability initiatives related to events, such as non-permissible balloon releases and a policy banning single-use plastic and polystyrene on Town land or at Town events.

The Town has also researched what other Councils are undertaking in the sustainable event space. The City of Fremantle has a dedicated Sustainable Events Policy (attached).

Strategic alignment

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

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

Engagement

Internal engagement

Stakeholder	Comments
Community Development	Community development team have been engaged in the investigation into the feasibility of a Sustainable Events policy. The team are supportive of the development of said Policy.

Legal compliance

Not applicable.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Reputational Negative public perception towards the Town by vendors, public with the implementation of the Policy; or if there is little community buy-in.	Medium	Likely	High	a. Robust community education, communication about the Policy and acceptable sustainable options. b. Allow an appropriate transition period before implementing the Policy.
Financial Facilities, associated suppliers (e.g. event vendors) – particularly in the areas of food, drink and retail – and the community may be negatively affected by the Policy if there is an increased cost to use a sustainable option.	Medium	Likely	High	a. Robust community education, communication about the Policy and acceptable sustainable options. b. Allow an appropriate transition period before implementing the Policy. c. Consideration of operating subsidies or financial incentives to affected community groups

Financial Cost of implementing the Policy at an operational level, and potential associated reduction in the delivery of services to the community.	Medium	Likely	High	a. Estimate the cost/s and ensure they are provided in future operating budgets.

Financial implications

Current budget impact	<p>None expected as a result of the consultation of this Policy within the community.</p> <p>Bans on single-use plastic and polystyrene are now part of the Town’s core business and budget. Therefore, the anticipation is that there would not be a significant additional financial impact across the Town’s service areas. Alternatively, as part of event planning in the current fiscal year, these costs could be accommodated.</p>
Future budget impact	<p>None expected as a result of the consultation of this Policy within the community.</p> <p>If the Town further develops and implements a Sustainable Events Policy then it is likely that costs will be incurred. It is suggested that the relevant operating budgets reflect this and be considered during the annual budget process.</p>

Analysis

Given the Town’s existing commitment to sustainability, many of the principles from the 2016 Sustainability Fair and the provisions of Policy 260 Single-use Plastic and Polystyrene can be integrated into a Town of Victoria Park Sustainable Events Policy.

In addition to non-permissible single-use plastic and polystyrene at events, these principles include:

- All printed marketing on recycled paper.

- No single use, disposable ‘giveaways’ at events.

- No products containing palm oil.

- Have appropriate waste bins at events (e.g. general waste, recycling, organics/compostable).

- If retail vendors are to provide bags, ensure they are paper only.

Encourage:

People to bring their own cutlery, crockery, water bottle and keep cup, or provision of reusable food/drink items.

Retail vendors to only use eco-friendly cleaning products.

Provision of vegan and vegetarian options/vendors at events.

Car-pooling and the use of public transport to events.

Have a plan for how to take away waste from the event.

Preference towards local suppliers wherever possible.

Preference to sustainable goods such as fair-trade coffee, seasonal, free range, organic and locally grown foods.

Internal practice:

Provide venue summaries or other materials electronically wherever possible, on a disc or through a web page.

Consider displayed posters rather than paper information flyers.

Use reusable tokens rather than disposable paper tickets for selling of services if possible.

Use recycled, sustainable, upcycled goods in workshops.

Attached to this report is a proposed draft Sustainable Events Policy for the consideration of the Policy Committee.

The Sustainable Events Policy will help the Town to reduce its ecological footprint and minimise impacts on the environment by incorporating:

Sustainability principles into event planning and management.

Implementing waste avoidance strategies and maximising resource recovery for events.

Implementing efficiency measures to reduce water consumption.

Reducing greenhouse gas emissions through sustainable transport options.

Enhancing environmental awareness and fostering environmentally responsible behaviour in all relevant stakeholders to build their capacity to plan, organise, deliver or participate in a sustainable event.

The Sustainable Events Policy applies to all Council-run events and Council-approved external events on Town land or in Town-owned facilities, except those events that do not require Town approval or activities operating under a current lease agreement from the Town.

The draft Sustainable Events Policy should be released for consultation prior to finalisation and presentation to the Policy Committee.

Relevant documents

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

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

REC N1 RECREATION RESERVES – HIRE

Policy 260 Single-use Plastic and Polystyrene

Plastic Free Vic Park guideline

Strategic Waste Management Plan

Further consideration

Following the meeting of the Policy Committee on 20 May 2020 the following additional information is provided:

1. Attached to this report is an updated version of the Policy with the amendments recommended by the Policy Committee, shown as tracked changes.

15.6 Review of the Policy Committee

Location	Town-wide
Reporting officer	Liam O'Neill
Responsible officer	Danielle Uniza
Voting requirement	Absolute majority
Attachments	{attachment-list-do-not-remove}

Recommendation from the Policy Committee

That the Policy Committee:

1. Recommends that Council:
 - a. Establishes the Policy Committee as a standing committee of Council.
 - b. Adopts the revised terms of reference for the Policy Committee as at attachment 1.
 - c. Adopts the workplan of the Policy Committee for the 2020-2021 financial year as at attachment 2.
 - d. Appoints the following elected members as members of the Policy Committee for terms expiring on the next election day:
 - i. Mayor Karen Vernon
 - ii. Deputy Mayor Bronwyn Ife
 - iii. Cr Brian Oliver
 - iv. Cr Vicki Potter
 - v. Cr Claire Anderson
 - vi. Cr Ronhhda Potter
 - vii. Cr Jesvin Karimi
 - viii. Cr Wilfred Hendriks; and
 - ix. Cr Luana Lisandro
2. Sets the following dates for its next meetings, to be held at 5.30pm in the venue determined by the Chief Executive Officer:
 - a. 29 June 2020
 - b. 27 July 2020
 - c. 24 August 2020
 - d. 28 September 2020
 - e. 26 October 2020
 - f. 23 November 2020
 - g. 22 February 2021
 - h. 22 March 2021
 - i. 19 April 2021

Purpose

To review the Policy Committee prior to its expiry of 30 June 2020 and determine if it should continue.

In brief

- The Policy Committee's term expires on 30 June 2020.
- There is a need to review whether the committee should continue.
- Based upon feedback from elected members, it is recommended that the Policy Committee become a standing committee of Council under revised terms of reference.
- It is also recommended that the scope of the committee allow for the referral of other forms of policy and legislation by Council.

Background

1. At its meeting on 29 October 2019, Council established the Policy Committee as a committee of the whole Council. This committee is term-limited until 30 June 2020 and was intended to complete the 2019-2020 policy review workplan. The meeting of 20 May 2020 is the final meeting required to complete this workplan.
2. As this is the final scheduled meeting of the current Policy Committee, it is appropriate to review whether the committee should continue.
3. Council has adopted a policy review workplan for the 2020-2021 financial year. This plan would see Council review 21 policies in the next financial year.
4. On 23 March 2020, elected members were requested to complete a survey to seek their views on the success of the Policy Committee.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Reviewing the committees of Council ensures that elected members are confident with their involvement in decision-making processes

Engagement

Internal engagement	
Stakeholder	Comments
Elected members	<p>Elected members provided feedback through a survey on the Councillor portal. Seven responses were received. A summary of the feedback is provided below.</p> <ul style="list-style-type: none"> • There was 77% confidence that the Policy Committee had resulted in policies that better set Council's position. • There was 77% agreement with the statement: <i>"Through the Policy Committee, elected members have a better opportunity to provide input into the policy review/setting process than previously."</i>

- There was 68% satisfaction with the decisions on policies that have been sent to a Concept Forum prior to the Policy Committee.
- While some policies were suggested that should have gone to a concept forum before the committee, there was no majority in favour of any particular policy.
- Five of seven favoured local planning policies being considered by the committee.
- 2/7 respondents supported local laws being considered by the committee and 1/7 supported amendments to the Local Planning Scheme being considered by the committee.

Urban Planning

Urban Planning are of the view that having local planning policies considered at an ABF and OCM, without Committee consideration, has been effective. Urban Planning would support local planning policies going through a committee process if it is likely to result in improved policy outcomes. There is no evidence to date that policies that have not gone through a committee process have been deficient or not met community needs, noting that elected members still have the opportunity to amend local planning policies through the current process of having them considered at an ABF and OCM.

In considering whether local planning policies should be presented to the committee, other considerations should include:

- a. the need for reports to be completed two weeks earlier than is currently the case where reports are presented to the ABF and OCM. While this in itself is not an issue, rather than all reports being written and prepared by Planning staff within one specific period each month (as is currently the case for presentation to ABF and OCM), presentation of reports to the committee will require reports to be written and reviewed over two periods each month (one time per month for committee reports and one time per month for ABF/OCM reports). This may impact upon opportunities for staff to deliver other work given the increased frequency of report writing per month.
- b. members of the public who lodged a submission on a new or amended local planning policy not being able to make a public statement at a committee meeting. While it is acknowledged that opportunity exists for members of the public to make a statement at the subsequent ABF/OCM, as debate and consideration on the policy has already occurred at the committee meeting, some members of the public may feel aggrieved that they were unable to make a public statement to the committee and that consideration of the policy at an ABF/OCM is a *fait accompli*.
- c. whether the committee wishes to consider all local planning policies or only specific ones, and if the latter identify which specific ones.

If elected members are of the view that improved policy outcomes will result from having local planning policies considered at a committee as well as an ABF and OCM, then it would be recommended that specific local planning policies of interest to the committee be identified and that only those be presented for committee consideration.

Legal compliance

[Section 5.8 of the Local Government Act 1995](#)

[Section 5.10 of the Local Government Act 1995](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
Compliance The Town does not complete the policy review schedule as endorsed by Council.	Moderate	Unlikely	Moderate	The Policy Committee, Council and CEO ensure the policy workload is achievable in the time period.
Reputational Policies and legislation are submitted to the Council which do not meet Council's requirements	Moderate	Likely	High	Elected members identify those policies and laws that need further discussion prior to report request a concept forum item on the policy or law.

Financial implications

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

Analysis

- Results from the survey provided to elected members show that policy review through the Policy Committee was appropriate. Since its establishment in May 2020 meeting, the Policy Committee has conducted 17 policy reviews, considered five new policies, and the minor review of the policy manual. A number of amendments have been proposed to policies from the Committee prior to its adoption by Council. The committee has completed the assigned workplan within the time expected, pending the items presented at the May 2020 meeting being presented to Council in June. Based on this, it is recommended the committee be established as a standing committee of Council.

Revised terms of reference

6. In order to make the committee a standing committee, some amendments to the terms of reference are required. The two key amendments are:

Removing the 30 June 2020 end date for the committee; and

Allowing referral of local planning policies, local laws and local planning scheme to the committee.

7. The information provided by elected members in the survey indicated an appetite to consider local planning policies. The terms of reference has been amended to increase its scope to allow for this, as well as for the consideration of local laws or town planning scheme amendments, should they be referred to the committee by Council.

Committee workplan

8. Based upon the revised terms of reference, a committee workplan has been developed as at attachment 2. This workplan includes the 21 Council policies adopted for review in the 2020-2021 financial year. Based upon Urban Planning's feedback, the committee is recommended to consider which local planning policies it may wish to consider in the coming financial year so that it can be added to its workplan when endorsed by Council. The local planning policies and their current indicative review date are listed in attachment 3.

Committee meeting dates

9. The committee currently meets on the Wednesday following the Ordinary Council Meeting. This is recommended for adjustment. The current meeting cycle, being the day after an Ordinary Council Meeting, creates a four-week meeting cycle. It is proposed to instead hold the committee meetings on the fourth Monday of the month at 5.30pm to better align with the preparation of reports for Council and Committee. This change is date will see recommendations by the Policy Committee presented to the next immediate Agenda Briefing Forum and the Ordinary Council Meeting.

Relevant documents

Not applicable.

16 Applications for leave of absence

Nil.

17 Motion of which previous notice has been given

Nil.

18 Questions from members without notice

19 New business of an urgent nature introduced by decision of the meeting

20 Public question time

21 Public statement time

22 Meeting closed to the public

22.1 Matters for which the meeting may be closed

22.1.1 Annual CEO Performance Review 2019/20 – Stage 2 Process

22.2 Public reading of resolutions which may be made public

23 Closure