



TOWN OF
VICTORIA PARK



Policy Committee Minutes – 22 May 2023



WE'RE OPEN
VIC PARK

Please be advised that a **Policy Committee** was held at **5:30 PM** on **Monday 22 May 2023** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Cr Jesvin Karimi – Presiding Member
23 May 2023

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1 Declaration of opening

Cr Jesvin Karimi opened the meeting at 5.30pm and gave an Acknowledgement of Country.

Acknowledgement of Country (by Presiding Member)

I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

2 Attendance

Mayor

Ms Karen Vernon

Banksia Ward

Cr Peter Devereux
Cr Wilfred Hendriks
Cr Luana Lisandro

Jarrah Ward

Cr Jesse Hamer
Cr Bronwyn Ife
Cr Jesvin Karimi

Chief Financial Officer

Mr Duncan Olde

Chief Community Planner

Ms Natalie Martin Goode

Manager Governance and Strategy

Ms Bernadine Tucker

Manager Business

Mr Trent Prior

Manager Community

Mr Paul Gravett

Meeting Secretary

Ms Natasha Horner

2.1 Apologies

Banksia Ward

Deputy Mayor Claire Anderson

Jarrah Ward

Cr Vicki Potter

Chief Executive Officer

Mr Anthony Vuleta

Chief Operations Officer

Ms Natalie Adams

Governance Projects Manager

Mr Brad Sillence

2.2 Approved leave of absence

Nil.

3 Declarations of interest

3.1 Declarations of financial interest

Nil.

3.2 Declarations of proximity interest

Nil.

3.3 Declarations of interest affecting impartiality

Name/Position	Cr Jesvin Karimi
Item No/Subject	7.6 - Policy Amendment – Policy 351 – Residential Parking Permits
Nature of interest	Impartiality
Extent of interest	I have met with several residents, including the petitioners, about their parking concerns and request for Residential Parking Permits to ease their parking concerns.

Name/Position	Mayor Karen Vernon
Item No/Subject	7.6 - Policy Amendment – Policy 351 – Residential Parking Permits
Nature of interest	Impartiality
Extent of interest	I have had discussions with residents seeking relaxation of residential parking permits policy and those that moved the recent petition.

Name/Position	Cr Jesse Hamer
Item No/Subject	7.6 - Policy Amendment – Policy 351 – Residential Parking Permits
Nature of interest	Impartiality
Extent of interest	I have met with Clint in regards to the issues around parking permits.

4 Confirmation of minutes

Due to a question raised about the unconfirmed minutes, this item was dealt with after item 7.7.

Cr Jesvin Karimi raised an alternate before the officer's recommendation.

COMMITTEE RESOLUTION:

Moved: Cr Jesvin Karimi

Seconder: Cr Wilfred Hendriks

That the Policy Committee recommends to Council that the Minutes of the Policy Committee held on 27 February 2023 be confirmed with the following amendment:

Under item 7.1 – Review of Policy 007 Long Service Leave, the vote count for the amended resolution be changed from "Carried (7-1)" to "Carried (8-0)".

Carried (6 - 0)

For: Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:

This is to rectify an administrative error.

5 Presentations

Nil.

6 Method of dealing with agenda business

Nil.

7 Reports

7.1 Additional meeting date for 2023

Location	Town-wide
Reporting officer	Mayoral and Governance Support Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	Nil

Recommendation from the Policy Committee:

That Council schedules a future Policy Committee meeting to be held on 21 August 2023 at 5.30pm.

Purpose

To set a Policy Committee meeting date after the 2022-2023 financial year and before the 2023 October elections.

In brief

- In April 2022, Council set the Policy Committee dates for the 2022-2023 financial year, with the final date being 22 May 2023.
- Due to elections scheduled for October 2023, the 2023-2024 financial year meeting dates will not be set until the new Policy Committee members have been appointed.
- It is likely that another Policy Committee will be required prior to elections.

Background

1. The Policy Committee Terms of Reference were adopted on 29 October 2019 and were last reviewed on 16 June 2020.
2. Over recent years, Council has conducted major reviews of its policies.
3. Policy 001 – Policy development and management states “A policy evaluation is to occur for each policy at least once every four years.”.

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.	Clear setting of meeting dates assist in allowing the committee to run efficiently and effectively, which in turn helps the community to understand the purpose, structure and function of the committee.

Engagement

Internal engagement

Stakeholder	Comments
Managers	Managers have indicated a number of upcoming policies that will need to go to Council.

Legal compliance

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Setting Policy Committee meeting dates schedule.	Minor	Unlikely	Medium	Low	TREAT risk by continuing set meeting dates once members have been appointed after elections.
Reputation	Not applicable.				Low	
Service delivery	Not applicable.				Medium	

Financial implications

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

Analysis

4. Following the elections scheduled for October 2023 and the establishment of Policy Committee and its members, a report will be presented to Council with the setting of the next financial year's meeting dates schedule.

Relevant documents

[Policy 001 – Policy development and management](#)

COMMITTEE RESOLUTION:

Moved: Cr Peter Devereux

Seconded: Cr Luana Lisandro

That the Policy Committee recommends that Council schedules a future Policy Committee meeting to be held on 21 August 2023 at 5.30pm.

Carried (7 - 0)

For: Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Jesse Hamer, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

7.2 Policy evaluation - Policy 052 - Recording and Live Streaming

Location	Town-Wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Policy-052- Recording-and-live-streaming [7.2.1 - 3 pages]

Recommendation

That the Policy Committee recommends that Council defer review of Policy 052 – Recording and Live Streaming until changes to the *Local Government Act 1995* and associated regulations are implemented.

Purpose

That Council defer review of *Policy 052 – Recording and Live Streaming* (Policy 052) until changes to the *Local Government Act 1995* (the Act) are implemented.

In brief

- Policy 052 has been adopted by Council to guide the implementation of the audio and video recording, and live steaming, of meetings of Council and electors, and to establish how audio and video recordings will be used and made available.
- An evaluation of the policy was due to be presented to the Policy Committee in May 2023, however as part of the local government reform process the Local Government Act Amendment Bill 2023 has been passed by both Houses of Parliament and at the time of writing this report is awaiting Royal Assent.
- The Bill provides an ability for regulations to be made, including new requirements for recording of meeting proceedings.

Background

1. Policy 052 was first adopted by Council at its meeting held on 9 June 2015 (Item 10.1 refers) and has been amended on a number of occasions since that time.
2. The purpose of this policy is to guide the implementation of the audio and video recording and live steaming of meetings of Council and electors, and to establish how audio and video recordings will be used and made available.
3. Council at its meeting held on 12 April 2022 (Item15.6 refers) resolved for Policy 052 to be reviewed and evaluated by May 2023.
4. On 11 May 2023, the Local Government Act Amendment Bill 2023 passed through both Houses of Parliament which is intended to progress a number of reforms to the operations of local governments. The Bill provides, among other things, for regulations to be made to require the live streaming and recording of meetings, offering greater transparency into decision-making processes at council meetings.
5. The State Government intends to establish a tiered requirement for band 1 and 2 local governments to live stream broadcasts, while band 3 and 4 local governments will be required to publish audio recordings of meetings at a minimum. The Town is classed as a Teir 2 local government and currently

streams both its Agenda Briefing Forums and Council meetings over its website, as well as makes the recording available.

6. The new Regulations to be introduced, but yet to be developed, will now provide that all proceedings on confidential items must be recorded and provided to the Department of Local Government, Sport and Cultural Industries, if requested. This is not currently undertaken by the Town.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	The policy has been established to provide greater access to the community on activities and decisions made at Council meetings.

Engagement

Not applicable.

Legal compliance

[Part 2 of the Local Government \(Administration\) Regulations 1996](#)
[Local Government Amendment Bill 2023](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure / ICT systems/ utilities	Inadequate Recording Systems	Low	Possible	Low	Medium	Implement adequate technology for the recording of meetings.
Legislative compliance	The policy could be inconsistent with the legislation.	Low	Possible	Low	Low	Amend policy when legislation implemented if inconsistent or where the Local Government Act

						1995 or any other legislation supersedes the policy.
Reputation	Inconsistency with legislation could affect Town's reputation	Low	Unlikely	Low	Low	Amend policy when legislation implemented if inconsistent or where the Local Government Act 1995 or any other legislation supersedes the policy.
Service delivery	Not applicable				Medium	

Financial implications

Current budget impact	An allocation has been made in the Town's 2022-23 budget to address future requirements for the Council Chamber that will consider the new requirements for recording.
Future budget impact	Not applicable.

Analysis

- As part of the 2022-23 Corporate Business Plan, a scope of work is currently being developed investigating improvements to audio visual system in the Council Chamber. This project will now need to consider changes to the current recording software for meetings and associated processes, specifically recording of proceedings that are confidential and not open to the public.
- While it is not expected that any new regulations will affect the policy direction and requirements, and the current policy provisions are still sound, it is recommended that the Town defers any changes to the policy until regulation changes are implemented.

Relevant documents

Not applicable.

COMMITTEE RESOLUTION:

Moved: Cr Jesvin Karimi

Seconded: Cr Peter Devereux

That the Policy Committee recommends that Council defer review of Policy 052 – Recording and Live Streaming until changes to the *Local Government Act 1995* and associated regulations are implemented.

Carried (7 - 0)

For: Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Jesse Hamer, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

7.3 Policy evaluation - Policy 312 – Transaction card

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Policy-312- Transaction-card [7.3.1 - 3 pages]

Recommendation	
That the Policy Committee recommends that Council notes the review of the Transaction Card policy with no changes proposed.	

Purpose

To present the results of the review of the Town’s transaction card policy.

In brief

- The Town’s Transaction card policy was last reviewed and amended in April 2021.
- The current policy is considered appropriate, and no changes are proposed.

Background

1. The policy provides a framework to guide the establishment and implementation of appropriate systems and procedures for incurring expenditure and making payments specific to transaction cards.
2. The Town’s powers to procure goods and services using the correct methods whether it is using corporate credit cards, purchasing cards, store cards or other methods available.

Policy Statement

3. The Town is committed to ensuring the procurement of goods and services is managed appropriately, sustainably and transparently for the benefit of the community using the correct procurement methods.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL2 – Communication and engagement with the community	Finances are managed appropriately, sustainably and transparently for the benefit
CL3 - Accountability and good governance	Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

Engagement

Internal engagement

Stakeholder	Comments
Financial Services	Staff have provided comments on the current policy.

Legal compliance

The powers to borrow are prescribed in Section 6.20 of the Local Government Act 1995.

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
E.g. Financial Borrowing beyond the financially sustainable capacity of the Town	Moderate	Likely	High	Implement System and procedures for transaction cards
Environment	N/A			
Health and Safety	N/A			
Infrastructure/ ICT Systems/ Utilities	N/A			
Legislative compliance			Low	
Reputation			Low	
Service Delivery			Low	

Financial implications

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

Analysis

- The Town has reviewed the policy and no changes are proposed.

Relevant documents

Local Government Act 1995

Practice 312.1 Store Card

Practice 312.2 Credit Card

Policy 301 Procurement

COMMITTEE DISCUSSION:

The committee discussed:

- clause 3 and the Chief Financial Officer being the officer to authorise the card to Chief Executive Officer
- clause 3 and what the limit on the transaction card is
- a proposed amendment and whether an increase to the limit could be determined by Council.

Cr Jesvin Karimi raised an alternate before the officer's recommendation.

ALTERNATE MOTION:

Moved: Cr Jesvin Karimi

Seconded: Cr Wilfred Hendriks

That the Policy Committee recommends that Council adopt Policy 312 – Transaction Card with the following changes:

1. delete ", contractors and entities" from the paragraph under the heading "Policy Scope";
2. replace "corporate credit card" with "transaction card" from the paragraph under the heading "Policy Scope";
3. in item 2 replace "corporate credit cards, store cards are" with "transaction card is";
4. in item 3 replace "corporate credit card or store card" with "transaction card";
5. in item 6 replace "corporate credit cards" with "transaction cards are to".

Reason:

To correct inaccuracies identified in the attached policy.

PROCEDURAL MOTION

Moved: Mayor Karen Vernon

Seconded: Cr Jesvin Karimi

That item 7.3 - Policy evaluation - Policy 312 – Transaction card be referred to a future Policy Committee.

Carried (7 - 0)

For: Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Jesse Hamer, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:

To enable the administration to tidy up the wording and give some consideration for the delegation register and this issue of having a card in the first place and for the Chief Executive Officer to increase the purchasing limit on those cards.

7.4 Policy amendment - Policy 352 - Workzone Permits

Location	Town-wide
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	1. Policy-352- Parking-work-zones-at-building-sites (Current) [7.4.1 - 3 pages] 2. Policy 352 Parking work zones at building sites May 2023 [7.4.2 - 5 pages]

Recommendation

That the Policy Committee recommends that Council adopts the amended Policy 352 - Parking work zones at building sites as attached.

Purpose

To adopt amendments to Policy 352 Parking work zones at building sites.

In brief

- Policy 351 Residential Parking Permits is subject to frequent requests for amendments from the Community and is currently subject to a petition.
- Policy 352 has been reviewed due to its links to permit parking and to ensure alignment and relevance in formatting and content.
- Additional permit class has been added to allow for periodic maintenance work of high-rise buildings in the Burswood Peninsula precinct.
- Other than formatting and the addition of an additional permit class, no other material changes have been made to policy 352.

Background

Policy review

1. At the OCM 23 February 2023, Council received the petition from Clinton Bielawski requesting Council to provide equitable parking arrangements for residents of Willis Street and adjacent streets. Part of this request, was a review of Policy 351 Residential Parking Permits.
2. Policy 352 is linked to Policy 351 Residential Parking permits, and both are being reviewed to ensure alignment and relevance in terms of formatting and content.
3. Policy 352 has been subject to a request for amendment from Axis Apartments for a review of the Policy to enable ongoing high-rise maintenance at the Burswood Peninsula precinct.
4. Policy 352 was last reviewed and amended 12 April 2022.

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	To facilitate parking for necessary work to be undertaken within the Town.

Engagement

Internal engagement	
Stakeholders	Comments
Place Planning	No changes required.
Street Improvement	No changes required.

Legal compliance

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not adopting these changes risks reputational damage concerning not being responsive to community needs.	Insignificant	Almost certain	Medium	Low	TREAT risk by adopting the policy amendment.
Service	Not applicable				Medium	

Financial implications

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

Analysis

5. Feedback received from the Manager at Axis Apartments is that the current work zone permits are not fit-for-purpose with their unique needs, which require the attendance of a variety of trades for both scheduled and ad-hoc maintenance of the high-rise buildings within the Burswood Peninsula Precinct. This presents a particular problem on Optus event days, when the Town undertakes parking compliance activity.
6. With a view to fully transition to digital permits for all permit types and prevent misuse of paper permits, maintenance permits will be self-serviced by the applicant via the Town's digital permit dashboard, currently being sourced and tested.
7. With an additional permit class, the Ongoing Maintenance Permit, formatting of the Policy has been revised to align with Policy 351.
8. Section 24 (g) of the Policy has been amended to allow for parking contrary to "No Stopping" or "No Parking" conditions where expressly permitted. This has been included to assist with works in high density areas impacted by no stopping restrictions, for example, the Burswood Peninsula, where no other alternative exists.
9. No other material changes have been made to Policy 352.

Relevant documents

[Fees and Charges](#)

[Town of Victoria Park Vehicle Management Local Law 2021](#)

COMMITTEE DISCUSSION:

The committee discussed:

- whether two weeks for application processing is sufficient
- what options are available if the two weeks is not sufficient
- whether the eligibility for the permit is limited to strata managers of apartment complexes or for any person
- whether the electronic application is instantaneous or manually assessed by an officer
- whether allowing 10 permits would increase congestion and impact parking availability to other visitors
- consideration for the proposed and possible restrictions for the permit
- research for the development of the permit has largely pertained to the Burswood Peninsula area
- whether applications will require submission of vehicle registration numbers
- the amount of time it takes for administration to process applications and issue permits
- what the proposed cost is for the online maintenance
- whether a permit is valid for 12 months
- whether one holder can have up to 10 permits
- how the Town is going to monitor permit use
- the potential loss of costs.

RECOMMENDATION:

Moved: Cr Jesvin Karimi

Seconded: Cr Jesse Hamer

That the Policy Committee recommends that Council adopts the amended Policy 352 - Parking work zones at building sites as attached.

PROCEDURAL MOTION:

Moved: Mayor Karen Vernon

Seconded: Cr Jesse Hamer

That item 7.4 - Policy amendment - Policy 352 - Workzone Permits be referred to a future Policy Committee.

Carried (7 - 0)

For: Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Jesse Hamer, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:

To consider the issues about whether the ongoing maintenance permit should be restricted as to time, what the cost will be for applicants for such permits, and also consideration for who is eligible to make the applications.

7.5 Policy amendment - Policy 301 - Purchasing

Location	Town-wide
Reporting officer	Manager Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Purchasing Policy 301

Recommendation

That the Policy Committee recommends that the Council adopts the amended Policy 301 - Purchasing as attached.

Purpose

To provide the Council with an updated Purchasing Policy to include the three pillars of corporate sustainability and support for local business, disability enterprises or aboriginal businesses.

In brief

- An amended Policy 301 Purchasing policy to include the consideration of the three pillars of corporate sustainability (social, economic, environmental) and support of local business, disability enterprises or aboriginal businesses as part of the Town's procurement process.

Background

1. A concept forum was held in December 2021 to discuss how to address triple bottom line sustainability through procurement and one of the outcomes sought was consideration to the current procurement policy.
2. In December 2021 the Town's procurement plans were updated to include a mandatory evaluation section relating to sustainable procurement with a suggested evaluation ranking of between 5% and 20% to be used within appropriate tenders.
3. A policy committee meeting held 22 August 2022 decided that the Policy Committee refer item 7.5 - Review of Policy 301 - Purchasing to a Concept Forum in October 2022 to allow elected members to have a more detailed conversation about the use of weighting for future procurement.
4. Currently, procurement processes do not mandate rules on the use of sustainable procurement, local suppliers, disability enterprises and aboriginal businesses.

Strategic alignment

Civic Leadership

Community priority

Intended public value outcome or impact

CL1 – Effectively managing resources and performance.

Ensure Councils purchasing systems are compliant with legislation and best practice.

CL3 - Accountability and good governance	Ensures Council policy is compliant with legislative requirements.
Economic	
Community priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	Promoting local suppliers and suppliers who support the Town's community needs through local employment, use of local subcontractors or other local suppliers, creation or funding of training opportunities and other initiatives for social inclusion within the local community.
Environment	
Community priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Minimising damage to the environment by supporting suppliers who have adopted environmentally friendly solutions in their operations and businesses.

Engagement

Other engagement

John Filippone (Procurement Plus)	Procurement Plus, a specialised procurement consultancy, was engaged to review the current policy 301 – Purchasing, and provide recommendations based on best practice within government agencies.
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Legal compliance

The legislation below should always be included.

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

[Local Government \(Functions and General\) Regulations 1996](#)

[Policy 312 Transaction Card](#)

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	N/A				Low	
Environmental	Procurement of	Moderate	Possible	Medium	Medium	Procurement of

	non-sustainable suppliers could be selected as there is not a requirement for preference for sustainable procurement.					non-sustainable suppliers could be selected as there is not a requirement for preference for sustainable procurement.
Health and safety	N/A				Low	
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	N/A				Low	
Reputation	Suppliers providing local economic benefit or sustainable procurement may be a lower preference than other suppliers.	Moderate	Possible	Medium	Low	Treat risk by Council adopting an updated purchasing policy which includes preference for local benefit and sustainable procurement.
Service delivery	N/A				Medium	

Financial implications

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

Analysis

- Following on from the Concept Forum held on October 2022 a further review of Policy 301 Purchasing has been undertaken to include the consideration of the three pillars of corporate sustainability (social, economic, environmental) and support of local businesses, disability enterprises or aboriginal businesses. The changes to the policy will ensure that the qualitative criteria evaluations include consideration to local economic benefit and provides a preference to sustainable procurement through the qualitative assessment.

COMMITTEE DISCUSSION:

The committee discussed:

- a marked up version of the attachment
- the rationale for extending the definition of local business to the Town's surrounding areas
- consideration for 'buying local'
- environmentally sustainable procurement and best value for money considerations
- consideration for weighting assessments for procurement
- whether there is a mechanism other than to reflect higher weighting for environmental sustainability
- issues with applying a hard weighting due to the Town's breadth of procurements
- how Council will have oversight over this policy
- how can the Town make a commitment to purchasing everyday recycling or recycled products
- whether there are any concrete examples of criteria for the policy and who would decide on the weighting
- what percentage of recycled products/paper the Town currently uses
- clause 18 and considerations for businesses being directly contracted
- how the purchasing policy was applied with Policy 112 - Visual Arts
- when this policy will next be reviewed.

RECOMMENDATION:

Moved: Cr Jesvin Karimi

Seconded: Cr Jesse Hamer

That the Policy Committee recommends that the Council adopts the amended Policy 301 - Purchasing as attached.

AMENDMENT:

Moved: Mayor Karen Vernon

Seconder: Cr Bronwyn Ife

1. Amend the definition of "Local Business" to read as follows:

"Local Business" is defined as a business that is located within the boundaries of the Town.

2. To insert the following new clause 7 and renumber thereafter:

"7. When assessing value-for-money, the Town must consider the environmental sustainability of the proposed goods and services (such as energy efficiency, environmental impact and the use of re-usable, recycled and recyclable products)."

Carried (4 - 3)

For: Cr Jesvin Karimi, Mayor Karen Vernon, Cr Jesse Hamer and Cr Bronwyn Ife

Against: Cr Luana Lisandro, Cr Peter Devereux and Cr Wilfred Hendriks

Reason:

Local businesses should be within the Town boundaries and preferenced first. I see no reason to include businesses outside the boundary of the Town.

To try to tie the concept of value-for-money closely to the notion of environmental sustainability.

COMMITTEE RESOLUTION:

Moved: Cr Jesvin Karimi

Seconded: Cr Jesse Hamer

That the Policy Committee recommends that the Council adopts the amended Policy 301 - Purchasing as attached; subject to the following:

1. Amend the definition of "Local Business" to read as follows:

"Local Business" is defined as a business that is located within the boundaries of the Town.

2. To insert the following new clause 7 and renumber thereafter:

"7. When assessing value-for-money, the Town must consider the environmental sustainability of the proposed goods and services (such as energy efficiency, environmental impact and the use of re-usable, recycled and recyclable products)."

Carried (4 - 3)

For: Cr Jesvin Karimi, Mayor Karen Vernon, Cr Jesse Hamer and Cr Bronwyn Ife

Against: Cr Luana Lisandro, Cr Peter Devereux and Cr Wilfred Hendriks

7.6 Policy amendment - Policy 351 - Residential Parking Permits

Location	Town-wide
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	1. Policy-351- Parking-permits (Current) [7.6.1 - 7 pages] 2. Policy 351 Parking permits May 2023 [7.6.2 - 6 pages]

Recommendation

That the Policy Committee recommends that Council adopts the amended Policy 351 - Parking Permits as detailed in Attachment 2.

Purpose

To adopt amendments to Policy 351 Parking Permits.

In brief

- Policy 351 Parking Permits is subject to periodic requests for amendments from the Community and is currently subject to a petition.
- Place Planning are moving to de-couple on-site parking minimums for residential and commercial land within the Town.
- De-coupling eligibility for residential parking permits from the R-Codes does not negatively impact the goals of the Integrated Transport Strategy or Parking Management Plan
- Residents will be eligible for one residential parking permit, as per the fees and charges schedule.
- Residential parking permits will be valid within the defined Residential Parking Permit Areas as indicated on the Town's website.

Background

Policy review

1. At the OCM 23 February 2023, Council received the petition and powerpoint presentation from Clinton Bielawski requesting Council provide equitable parking arrangements for residents of Willis Street and adjacent streets. Part of this request, was a review of Policy 351 Parking Permits.
2. Eligibility for residential permits are the subject of periodic requests.
3. Policy 351 Parking permits is linked to Policy 352 Parking work zones at building sites and both are being reviewed to ensure alignment and relevance in terms of content and formatting.
4. Policy 351 Parking Permits was last reviewed and amended April 2022.
5. In response to residential demand and feedback regarding the limitations of one permit/one vehicle as insufficient, the Town changed its internal process (2022) and now permits up to three vehicles to be listed on each residential permit, with only one vehicle being permitted to use the permit at any one time. This gives eligible residents the flexibility to alternate vehicles parked on-street at any one time.
6. The issue of parking permits is in consideration of the Town's endorsed Intergrated Transport Strategy and Parking Management Plan.

7. Residential parking permits is tightly linked to the on-site parking requirements of the State Planning Policy 7.3 Residential Design Codes (R Codes), with eligible residents being afforded one Residential Permit.

Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	To enable residents within the Town access to equitable parking in the area where they reside.

Engagement

Internal engagement	
Place Planning	<p>There is no reason why Policy 351 couldn't be more flexible and de-coupled from the R-Codes. Permits could be allocated to households and that permit could be used between multiple vehicles and even tradies.</p> <p>Place Planning / Urban Planning will review Local Planning Policy 23 – Parking, later this year with the intent to remove (or at least significantly reduce) minimum parking requirements for businesses, and encourage reduced on-site parking to maximise development potential and efficiencies of space use.</p> <p>Residential permit parking on the street is ok, but a space cannot be guaranteed, and the free availability of spaces does not necessarily encourage mode shift to active transit modes e.g. walking / cycling / public transport or reduce vehicles / household, especially given the high level of accessible to active modes afforded to residents in Vic Park.</p> <p>Residential permit parking on the street is ok, but a space cannot be guaranteed, and the free availability of spaces does not necessarily encourage mode shift to active transit modes e.g. walking / cycling / public transport or reduce vehicles / household, especially given the high level of accessible to active modes afforded to residents in Vic Park.</p> <p>From ITS/PMP perspective congestion has benefits ie. slows traffic so roads safer, makes non-resident parking less attractive / discourages non-resident parking</p> <p>More permits issued will result in less capacity and likelihood of finding a bay, potentially forcing mode shift away from cars.</p>
Street Improvement	<p>A comprehensive analysis of crash data on the section from Albany Highway to Berwick Street has revealed that 40% of the recorded accidents are related to on-street parked vehicles. It is worth noting that allowing residents to</p>

obtain parking permits for durations exceeding 24 hours may increase the occupancy of parked vehicles in the area and consequently heighten the risk of accidents. Therefore, this factor should be taken into account when making parking-related decisions.

Legal compliance

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not adopting these changes risks reputational damage concerning not being responsive to community needs and increased administrative burden responding to enquiries / complaints.	Moderate	Possible	Medium	Low	TREAT risk by adopting this policy amendment.
Service delivery	Not applicable				Medium	-

Financial implications

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

Analysis

8. On review of the existing policy, a high degree of duplication was noted relating to eligibility, the applications process, payment criteria and terms/conditions. This duplication has been removed, with uniform components addressed at the beginning of the Policy. Unique permit information is included under each permit class.
9. The Place Planning team have advised that broadening the eligibility of Residential permits is not seen as misaligning to the Town's Integrated Transport Strategy.
10. Due to on-street capacity constraints, residents who reside on lots with more than 2 dwellings are ineligible to apply.
11. Given parking is free and unrestricted from 8pm each day, existing timed restrictions are seen as sufficient to cater to most visitors' needs. Furthermore, as the impact of loosening the eligibility of residential parking permits is not currently known, it's recommended visitor permits are not made available.
12. Parking capacity on public streets in close proximity to a capital city is a high value offering. The table below shows Local Governments within WA lag those in other states, where it's common practice to apply a charge to residential parking permits.

LGA	Cost	# Permits / house	Visitor Permits	Comments
City of Perth	3-6 months: \$61 7-12 months: \$118	1 per property	0	
City of Vincent	\$0	Single House – 3 Group Dwelling (Town House – 2 Multi Dwelling – 1	0	
City of South Perth	-	-	-	Ratepayers receive an extra hour of free parking in selected car parks and roadside parking areas along the South Perth Foreshore. Currently, there is one hour of free parking, and this additional hour will provide residents with a total of two hours of free parking.
City of Subiaco	\$0	3	2	
City of Belmont	\$0	1	0	
City of Canning	\$0	2	2	

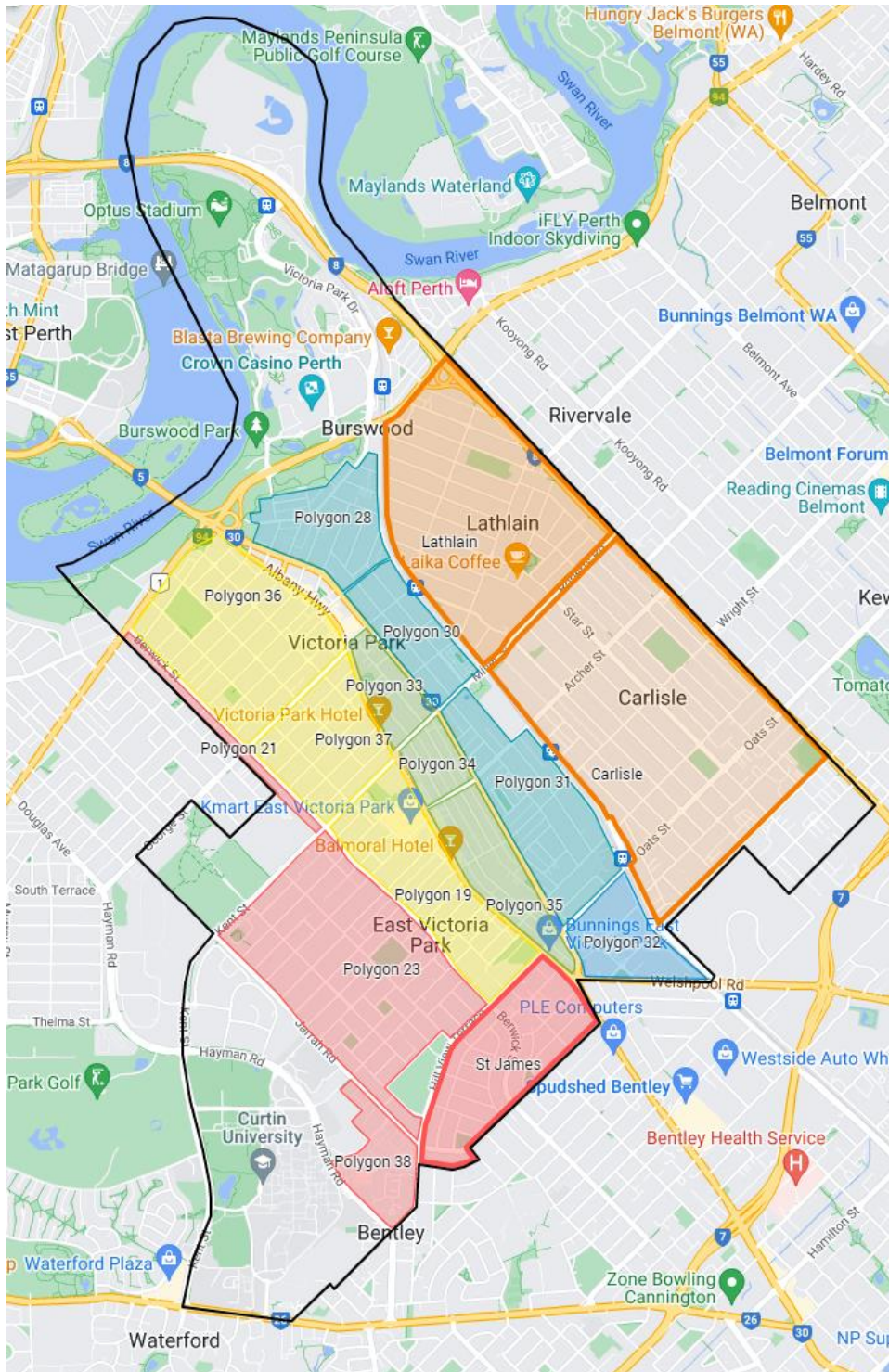
LGA	Cost	# Permits / house	Visitor Permits	Comments
City of Adelaide	From \$0 – \$382.50 plus \$15 Administration Fee	Properties built before 1976 – 1-2 Properties built after 1976 – 1 Daily care (medical) - 1 Short-term - 1	0	Apartments are not eligible
City of Sydney	Standard Permit (Vehicles not in green guide) 1st permit - \$84 2nd Permit - \$129 Green concessions from \$44 – 255 depending level of emission Pensioner concessions from \$14-\$112	<ul style="list-style-type: none"> Zone A – If no onsite parking available entitled to 1 permits Zone B – if no on-site parking available entitled up to 2 permits 	Between 10 - 60 permits per household depending on the Zone the property is located	
City of Whitehorse (Metro LGA - Victoria)	One Permit - \$14 Two permit* - \$76 Three permits* - \$194 *Combined cost	<ul style="list-style-type: none"> One dwelling 3 permits Two to three dwellings 2 permits per dwelling Four to fifteen dwellings 1 permit per dwelling More than 15 dwellings No permits- 	0	
City of Melbourne	First permit issued at the property (12-month permit): \$47 Second permit (12-month permit): \$137 Visitor voucher booklet (18 vouchers): \$47.	No off-street parking spaces, you can apply for up to two permits One off-street parking space, you can apply for one permit	18 single use	Fees are waived for applicants who hold one of the following cards: <ul style="list-style-type: none"> Pensioner Concession Card Veteran's Affairs Pensioner Concession Card Repatriation Health Card for either TPI or War Widow.

13. It is prudent to develop Residential Parking Permit Areas giving greater flexibility to residents and also reduce the complexity of administering and enforcing residential parking permits to individual streets. See the following as an example of defined areas within the City of Vincent.



14. It is proposed the Town apply the following Residential Permit Parking (segmented) corridors. Broadening areas in this manner gives flexibility to action the Parking Management Plan without the need to adjust and republish area maps. The following is to be noted:

- () Only residents adjacent to timed parking restrictions may apply for a residential parking permit.
- (a) All other restrictions and relevant Local Law conditions will continue to apply.
- (b) Due to mixed property use along Albany highway, residential parking permits do not apply in any timed parking areas along Albany Hwy.



15. The example below shows that each corridor will be broken down into segments to contain vehicles in close proximity to the applicants' home address.



Relevant documents

[Policy 351 Parking Permits \(Current\)](#)

RECOMMENDATION:

Moved: Cr Jesvin Karimi

Seconded: *Lapsed for want of a seconder*

That the Policy Committee recommends that Council adopts the amended Policy 351 - Parking Permits as detailed in Attachment 2.

Due to a want of a seconder, the item lapsed.

7.7 Policy amendment - Policy 112 - Visual Arts

Location	Town-wide
Reporting officer	Arts Development Officer
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Policy-112- Visual-arts [7.7.1 - 2 pages]2. Policy 112 Visual Arts Marked Up - May 2023 [7.7.2 - 2 pages]3. Policy 112 Visual Arts Clean - May 2023 [7.7.3 - 2 pages]

Recommendation:

That the Policy Committee recommends that Council adopts the amended Policy 112 – Visual Arts as attached.

Purpose

To review the content of Policy 112 – Visual Arts (Policy 112).

In brief

- At its meeting of 21 April 2021, Council adopted a work plan to review several policies. Policy 112 was identified as one of the policies to be reviewed.
- Policy 112 applies to the Town’s visual art collection.
- A review of the policy has been completed concluding that the scope of Policy 112 is still relevant and only minor amendments are proposed.

Background

1. Council adopted Policy 112 – Visual Arts (Policy 112) in 2014.
2. Council last reviewed Policy 112 on 12 April 2022, Council resolution 73/2022.
3. The policy evaluation schedule for 2022/2023 was adopted by the Council at the April 2022 Ordinary Council Meeting (Item 15.6). Policy 112 was one of the policies identified for review.
4. Policy 112 was due to be presented to Policy Committee in February 2023. This item was delayed due to the Notice of Motion (NoM) regarding the Town’s Art Collection which could have influenced the intent and detail of the policy. The NoM was discussed at the Council Forum on 6 December 2022, and a report to Council relating to the Town’s Art Collection was tabled at the OCM 23 March 2023.
5. This policy guides the Town’s aspirations to be a leader of contemporary visual arts and to further develop the cultural identity of the Town of Victoria Park.

Strategic alignment

Social	
Community priority	Intended public value outcome or impact
S4 - Improving access to arts, history, culture and education.	The Town recognises the important role played by visual arts in expressing the cultural identity of the Town of Victoria Park, as well as the broader benefits of associating a place with art, rather than art with a specific place.

Engagement

Internal engagement	
Stakeholder	Comments.
Arts Development Officer	Minor amendments suggested to assist clarity of terms / definitions.
External engagement	
Local Government Authorities – City of South Perth, City of Joondalup, City of Subiaco, City of Perth.	Consulted with LGAs to benchmark Policy 112 and best practice pertaining to policy direction.

Legal compliance

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	A lack of clarity amongst Town of Victoria Park stakeholders may lead to financial decisions outside the scope of this policy.	Minor	Likely	Medium	Low	Treat risk by adding Definitions to Policy 112.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	

Infrastructure/ ICT systems/ utilities	Not applicable.	Medium	
Legislative compliance	Not applicable.	Low	
Reputation	A lack of clarity amongst Town of Victoria Park stakeholders may lead to operational decisions that create a reputational risk.	Low	Treat risk by adding Definitions to Policy 112.
Service delivery	Not applicable.	Medium	

Financial implications

Current budget impact	Not applicable.
Future budget impact	Future procurement of artworks for the Town's art collection will be guided by annual budget amounts endorsed by Council in that financial year.

Analysis

6. The scope of Policy 112 – Visual Art is still relevant.
7. A minor amendment is requested to provide further clarity within the policy:
 - a) Inclusion of definitions to clarify the parameters of the policy to both internal and external stakeholders.
 - b) Update the 'Related Documents' in the policy.

Relevant documents

[Arts and Culture Plan](#)
[Policy 301 - Purchasing](#)
[Policy 112 - Visual Arts](#)

RECOMMENDATION:

Moved: Cr Jesvin Karimi

Seconded: Cr Peter Devereux

That the Policy Committee recommends that Council adopts the amended Policy 112 – Visual Arts as attached.

AMENDMENT:

Moved: Mayor Karen Vernon

Seconded: Cr Luana Lisandro

Insert the following new clauses to the policy:

5. The Town shall maintain an Art Collection register including photographic, location and acquisition records of every artwork acquired by the Town.
6. The Town shall ensure the conservation of the Visual Art collection through:
 - a. appropriate display, storage, management and maintenance;
 - b. regular valuation and insurance;
 - c. recognition as an asset of the Town.
7. The Town shall promote community access to, and appreciation of, the Visual Art collection through a variety of means, including:
 - a. displaying individual artwork at the Town's buildings;
 - b. online access to a digital photographic catalogue of the collection;
 - c. holding a public exhibition of a portion of the collection on a regular basis, at a minimum every 3 years, subject to budget approval."

Carried (7 - 0)

For: Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Jesse Hamer, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Reason:

The Town's Visual Art collection is a valuable community asset. It is important for the collection to be catalogued, managed and recognised for asset management and insurance purposes. As the Town does not own a dedicated art exhibition space, the collection is currently housed across various locations within the Town's buildings, most of which are not publicly accessible. The collection should be made accessible to the community for viewing, through an online catalogue and a physical exhibition of selected works from the collection on a regular basis to meet the strategic objective of improving the community's access to arts, history, culture and education (S4).

COMMITTEE RESOLUTION:

Moved: Cr Jesvin Karimi

Seconded: Cr Peter Devereux

That the Policy Committee recommends that Council adopts the amended Policy 112 – Visual Arts as attached; subject to inserting the following new clauses to the policy:

5. The Town shall maintain an Art Collection register including photographic, location and acquisition records of every artwork acquired by the Town.
7. The Town shall ensure the conservation of the Visual Art collection through:
 - a. appropriate display, storage, management and maintenance;
 - b. regular valuation and insurance;
 - c. recognition as an asset of the Town.
8. The Town shall promote community access to, and appreciation of, the Visual Art collection through a variety of means, including:
 - a. displaying individual artwork at the Town's buildings;
 - b. online access to a digital photographic catalogue of the collection;
 - c. holding a public exhibition of a portion of the collection on a regular basis, at a minimum every 3 years, subject to budget approval.

Carried (7 - 0)

For: Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Mayor Karen Vernon, Cr Jesse Hamer, Cr Wilfred Hendriks and Cr Bronwyn Ife

Against: Nil

Cr Jesse Hamer left the meeting at 7.16pm.

The presiding member then proceeded to deal with item 4 - Confirmation of minutes.

8 Meeting closed to the public

Nil.

9 Closure

There being no further business, Cr Jesvin Karimi closed the meeting at 7.17pm.

I confirm these minutes to be true and accurate record of the proceedings of the Committee.

Signed:

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Dated this:

Day of:

2023