



TOWN OF  
VICTORIA PARK



## Agenda Briefing Forum Notes – 5 July 2022

---



**WE'RE OPEN**  
VIC PARK

Please be advised that an **Agenda Briefing Forum** was held at **6:30 PM** on **Tuesday 5 July 2022** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Her Worship the Mayor Karen Vernon**  
11 July 2022

## Table of contents

Item	Page no
1 About the Agenda Briefing Forum .....	3
2 Opening .....	4
3 Acknowledgement of country .....	4
4 Announcements from the Presiding Member .....	4
5 Attendance.....	6
5.1 Apologies .....	6
5.2 Approved leave of absence .....	6
6 Declarations of interest.....	7
7 Public participation time.....	8
8 Presentations .....	10
9 Deputations.....	10
10 Method of dealing with agenda business.....	10
11 Chief Executive Officer reports .....	11
11.1 Council resolutions status report.....	11
11.2 Quarterly progress report - July 2022 .....	14
11.3 Adoption of the Corporate Business Plan 2022-2027 .....	31
11.4 Review of the Local Government Property Local Law 2000 - public submission results.....	38
11.5 Millers Crossing Communications and Advocacy.....	42
12 Chief Community Planner reports.....	48
12.1 Access and Inclusion Plan 2022 - 2027 .....	48
13 Chief Operations Officer reports.....	58
13.1 Archer Mint Street Stage 1 TVP/21/13.....	58
13.2 Ceres Lane Reconstruction TVP/22/06.....	68
13.3 Extension of Concrete and Kerbing Services CTVP/22/03 .....	75
14 Chief Financial Officer reports.....	79
14.1 Schedule of Accounts - May 2022.....	79
14.2 Financial Statements - May 2022.....	83
15 Committee reports .....	87
16 Motion of which previous notice has been given .....	87
17 Public participation time .....	87
18 Questions from members without notice on general matters.....	87
19 Confidential matters .....	87
20 Closure .....	87

# 1 About the Agenda Briefing Forum

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

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

Members of the public that are directly impacted by an item on the agenda may participate in the meeting through a deputation. A deputation is a presentation made by one individual or a group up to five people affected (adversely or favourably) by a matter on the agenda. Deputations may not exceed 10 minutes. A [Deputation Form](#) must be submitted to the Town no later than 24 hours prior to the meeting and is to be approved by the Chief Executive Officer.

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

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

## Disclaimer

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

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

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

## **2 Opening**

Mayor Karen Vernon opened the meeting at 6:30pm.

## **3 Acknowledgement of country**

### **Acknowledgement of the traditional owners**

*Deputy Mayor Claire Anderson read the acknowledgement of country.*

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

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

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

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

*Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.*

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

## **4 Announcements from the Presiding Member**

### **4.1 Purpose of the Agenda Briefing Forum**

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

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

### **4.2 Notice of recording and live-streaming**

Due to technical difficulties the meeting was not live-streamed. The Town will endeavour to make any recording available on the Town's website after the meeting.

### **4.3 Conduct of meeting**

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

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

#### **4.4 Public participation time**

There is an opportunity to ask questions and make statements at the beginning and end of the meeting. The opportunity to ask questions and make statements at the end of the meeting is limited to the following:

- Those items on the agenda and
- Those members of the public who did not participate in the first public participation time at this meeting.

Public participation time will be held for 30 minutes. Any additional time must be by agreement from the meeting and will be in five-minute increments.

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

#### **4.5 Questions taken on notice**

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

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

## 5 Attendance

<b>Mayor</b>	Ms Karen Vernon
<b>Banksia Ward</b>	Deputy Mayor Claire Anderson Cr Peter Devereux Cr Wilfred Hendriks
<b>Jarrah Ward</b>	Cr Jesse Hamer Cr Bronwyn Ife Cr Jesvin Karimi Cr Vicki Potter
<b>A/Chief Executive Officer</b>	Ms Natalie Martin Goode
<b>A/Chief Financial Officer</b>	Mr Luke Ellis
<b>Manager Governance and Strategy</b> <b>Manager Property Development and Leasing</b> <b>Strategic Projects Manager</b> <b>Manager Technology and Digital Strategy</b>	Ms Bana Brajanovic Mr Paul Denholm Mr Rizwan Check Mr Ernie Prandl
<b>Secretary</b> <b>Meeting support</b> <b>Public liaison</b>	Ms Natasha Horner Ms Felicity Higham Ms Alison Podmore
<b>Public</b>	3

### 5.1 Apologies

<b>Chief Executive Officer</b>	Mr Anthony Vuleta
<b>Chief Operations Officer</b>	Ms Natalie Adams
<b>A/Manager Infrastructure Operations</b>	Mr Ben Lee
<b>Coordinator Communications and Engagement</b>	Mr Simon Duffecy

### 5.2 Approved leave of absence

<b>Banksia Ward</b>	Cr Luana Lisandro
---------------------	-------------------

## 6 Declarations of interest

### Declaration of financial interest

Nil.

### Declaration of proximity interest

Nil.

### Declaration of interest affecting impartiality

Name/Position	Cr Wilfred Hendriks
Item No/Subject	11.2 - Quarterly progress report - July 2022
Nature of interest	Impartiality
Extent of interest	Participant in walking football program in the Community Benefit Strategy.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.2 - Ceres Lane Reconstruction TVP/22/06
Nature of interest	Impartiality
Extent of interest	Met with residents of Ceres Lane to discuss their concerns and request for upgrades to the Laneway in 2020, and I've had continued email correspondence with those residents about the upgrade since then.

## 7 Public participation time

### Vince Maxwell, Victoria Park

1. *Made a statement acknowledging the passing of David Crann and brought to Council's attention the passing of Jenny Robinson in April 2022 who was actively involved in the community. He urged Council to seek other notable contributors from the community and offered his condolences.*

2. *[Regarding item 11.3] Rather than just increasing rates, what is Council planning to do to address this runaway increase in operational expenditure?*

The A/Chief Financial Officer took the question on notice.

3. *What is the Council going to do as far as directing the Town in how to address the increase in operational expenditure?*

Mayor Karen Vernon advised that Council will consider the recently adopted Strategic Community Plan, and the existing Long Term Financial Plan which contains the financial predictions for the next 10 years when the draft Corporate Business Plan is brought to Council in two weeks' time.

4. *Based on the advertised rates, can you confirm if a household with a GRV of 12500 will see a rate increase of 14.2% and that a household with a GRV of \$36,000 will get a rate cut of 5%?*

The A/Chief Financial Officer took the question on notice.

5. *Were Council told that three quarters of residential rates would increase by more than the 4.6% that the Council promoted in May, and some would increase by more than 14%?*

Mayor Karen Vernon advised that she does not recall those figures and does not recall being told those figures in any workshop.

6. *Can you clarify that you weren't informed of that?*

Mayor Karen Vernon advised that she was not made aware of the figures Mr Maxwell quoted.

### Mary Davies, Victoria Park

1. *Made a statement expressing her concerns about safety in the community and raised her concerns about the standard of services provided by the Town Rangers.*

Mayor Karen Vernon advised that the Town has a call centre that gathers the information from the caller and then informs the Ranger who may have had other higher priority matters. She advised that the Town will refer back to Ms Davies on the matters she raised.



**Mr Vince Maxwell, Victoria Park**

*1. What is the \$340 advertised waste levy based on and what is the logic in using this figure when it has no relationship to the true cost?*

The A/Chief Financial Officer advised that the information for the waste charge will be in the agenda for the Special Council Meeting. It will detail what is covered by the fee.

*2. Will the total waste budget this year be only \$5 million?*

Mayor Karen Vernon advised that it was not her understanding and advised that she understood that \$340 per rated household was for household residential waste only and not all the other services.

The A/Chief Financial Officer took the question on notice.

*3. Are you saying the \$340 is the cost of taking rubbish from a residential property?*

The A/Chief Financial Officer advised the basis for costings has been provided.

Mayor Karen Vernon took the question on notice.

*4. Why separate out only the waste service? Has the State Government forced Councils to have a separate waste levy?*

Mayor Karen Vernon advised that the Western Australian State Government has not legislated the requirement but it is one of the recommendations in the local government reforms.

The A/Chief Financial Officer advised that the separation allows for ratepayers to compare charges between local governments. There are other local governments who have already implemented the separate waste levy.

*5. Who owns the green light poles in Berwick Street?*

The Manager Property Development and Leasing took the question on notice.

*6. Does the Town know who owns what looks like a 5G base station on the poles and who put it there? Do telecommunication companies need to submit structural engineering requests for these devices to be attached to lights? Do they need to come to the Town for approval, given it is in a public area?*

The Manager Property Development and Leasing took the question on notice.

## **8 Presentations**

Nil.

## **9 Deputations**

Nil.

## **10 Method of dealing with agenda business**

Questions were received from elected members on the following items:

11.2 Quarterly progress report – July 2022

11.4 Review of the Local Government Property Law 2000 – public submissions results

11.5 Miller's Crossing Communications and Advocacy

12.1 Access and Inclusion Plan 2022-2027

13.1 Archer Mint Street Stage 1 TVP/21/13

13.2 Ceres Lane Reconstruction TVP/22/06

# 11 Chief Executive Officer reports

## 11.1 Council resolutions status report

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Outstanding Council Resolutions Report - June 2022 [11.1.1 - 34 pages] 2. Completed Council Resolutions Report - June 2022 [11.1.2 - 7 pages]

### Recommendation

That Council:

1. Notes the Outstanding Council Resolutions Report as shown in attachment 1.
2. Notes the Completed Council Resolutions Report as shown in attachment 2.

### Purpose

To present Council with the Council resolutions status reports.

### In brief

- On 17 August 2021, Council endorsed status reporting on the implementation of Council resolutions.
- The status reports are provided for Council's information.

### Background

1. On 17 August 2021, Council resolved as follows:

That Council:

1. Endorse the inclusion of Council Resolutions Status Reports as follows:

- a) Outstanding Items – all items outstanding; and
- b) Completed Items – items completed since the previous months' report to be presented to each Ordinary Council Meeting, commencing October 2021.

2. Endorse the format of the Council Resolutions Status Reports as shown in Attachment 1.

### Strategic alignment

<b>Civic Leadership</b>	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	The reports provide elected members and the community with implementation/progress updates on Council resolutions.

## Engagement

### Internal engagement

Stakeholder	Comments
All service areas	Relevant officers have provided comments on the progress of implementing Council resolutions.

### Legal compliance

Not applicable.

### Risk management consideration

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

### Financial implications

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

### Analysis

- The Outstanding Council Resolutions Report details all outstanding items. A status update has been included by the relevant officer/s.

3. The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 1 June 2022 to 27 June 2022. A status update has been included by the relevant officer/s.

### **Relevant documents**

Not applicable.

There were no questions asked or presentations made in relation to this item.

## 11.2 Quarterly progress report - July 2022

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Corporate Business Plan quarterly report - Completed deliverables - July 2022 [<b>11.2.1</b> - 5 pages]</li><li>2. Corporate Business Plan quarterly report - Progress report - July 2022 [<b>11.2.2</b> - 17 pages]</li><li>3. Corporate Business Plan quarterly report - Annual progress summary - July 2022 [<b>11.2.3</b> - 18 pages]</li><li>4. Five-year capital works program quarterly report - July 2022 [<b>11.2.4</b> - 17 pages]</li><li>5. Economic Development Strategy quarterly report - July 2022 [<b>11.2.5</b> - 7 pages]</li><li>6. Urban Forest Strategy quarterly report - July 2022 [<b>11.2.6</b> - 6 pages]</li><li>7. Reconciliation Action Plan quarterly report - July 2022 [<b>11.2.7</b> - 5 pages]</li><li>8. Disability Access and Inclusion Plan quarterly report - July 2022 [<b>11.2.8</b> - 6 pages]</li><li>9. Community Benefits Strategy quarterly report - July 2022 [<b>11.2.9</b> - 25 pages]</li></ol>

### Recommendation

That Council:

1. Receives the quarterly written progress reports, for July 2022, relating to the:
  - a) Corporate Business Plan
  - b) Five-year capital works program, including the 2021/2022 Annual Strategic Project Plan
  - c) Economic Development Strategy 2018-2023
  - d) Urban Forest Strategy
  - e) Reconciliation Action Plan
  - f) Disability Access and Inclusion Plan
  - g) Community Benefits Strategy
  - h) Climate Emergency Plan.
2. Requests the Chief Executive Officer to add outstanding 2021-2022 Corporate Business Plan corporate deliverables as actions in the Corporate Business Plan 2022-2027.

## Purpose

To present quarterly progress updates to Council on the actions, projects and outcomes listed within the plans and strategies included in the recommendation.

## In brief

- At the Ordinary Council Meeting on 16 July 2019, Council resolved that quarterly written progress reports be presented to Council on the Corporate Business Plan, Annual Strategic Project Summary, five-year capital works program and a selection of strategies and plans. A resolution in July 2021 requested that the progress report on the Climate Emergency Plan also be included.
- The progress reports were requested to enable Council to confidently oversee the Town's performance, allocation of finances and allocation of resources, as well as improve transparency and accountability to the Council and community.
- All progress reports for this quarter are attached to this report to be received by Council.

## Background

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

*That Council requests that the Chief Executive Officer:*

1. *Develops an Annual Strategic Project Summary for 2019/2020, containing a summary of the projects that are aligned to strategic outcomes in the Strategic Community Plan 2017-2027.*
  2. *Presents the 2019/2020 Annual Strategic Project Summary for adoption at the September Ordinary Council Meeting.*
  3. *Presents to Council, commencing from the October Ordinary Council Meeting, quarterly written progress reports on the actions, projects and outcomes within the Town's following plans and strategies:*
    - a. *Corporate Business Plan*
    - b. *2019/2020 Annual Strategic Project Summary*
    - c. *5 Year Capital Works Program*
    - d. *Economic Development Strategy 2018 – 2023*
    - e. *Urban Forest Strategy*
    - f. *Reconciliation Action Plan*
    - g. *Disability Access and Inclusion Plan*
2. The quarterly written progress reports were requested to enable Council to assess performance against strategies and plans, identify risks and significant variations in project performance and budgeting, receive information needed to be able to make informed decisions, and be able to take action to address any issues that arise. They were also requested to give Council and the community a higher level of transparency and accountability relating to strategic actions, plans and projects.
  3. At the Ordinary Council Meeting on 20 July 2021, Council resolved:

*That Council:*

    1. *Receives the community consultation results for the draft Climate Emergency Plan.*
    2. *Endorses the Climate Emergency Plan 2021 – 2031.*
    3. *Instructs the Chief Executive Officer to include the Climate Emergency Plan in the Quarterly written progress Reports to Council, commencing in the next quarter for 2021.*
  4. At the Ordinary Council Meeting on 12 October 2021, Council resolved to request quarterly progress reports on the programs within the Community Benefits Strategy 2019-2024.

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Regular reporting on agreed actions and deliverables enables the Council and community to have oversight of the Town's performance in achieving adopted strategies and plans.

## Engagement

Internal engagement	
Stakeholder	Comments
Operations	Operations coordinate the progress reports for the 2021/2022 Annual Strategic Project Summary and Five-Year Capital Works Program.
Governance and Strategy	Governance and Strategy coordinate the progress reports for the Corporate Business Plan.
Place Planning	Place Planning coordinate the progress reports for the Economic Development Strategy 2018 – 2023 and Urban Forest Strategy.
Community Development	Community Development coordinate the progress reports for the Reconciliation Action Plan and Disability Access and Inclusion Plan.
Events, Arts and Funding	Events, Arts and Funding coordinate the progress report for the Community Benefits Strategy.

## Legal compliance

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

## Risk management consideration

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



Legislative compliance	Not applicable.					Low	
Reputation	Negative public perception towards the Town if progress expectations are not being met.	Minor	Possible	Moderate	Low	<p>Risk to be treated by providing commentary and reasoning within progress reports where expectations are not being met.</p> <p>Avoid risk by frequently reporting to Council, allowing Council and community to be informed of progress in a timely manner and potentially mitigate further progress delays.</p>	
Service delivery	Not applicable.					Medium	

## Financial implications

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

## Analysis

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

## Corporate Business Plan

7. The status of actions from the CBP are as follows.

Strategic outcome	Total actions	No. of actions completed	No. of actions in progress	No. of actions overdue
Social	27	18	9	9
Environment	78	45	33	33
Economic	24	20	4	4
Civic Leadership	133	95	38	38

8. Actions completed within the reporting quarter are as follows.

Completed actions
CL8.4.1 - Complete the major review of the Strategic Community Plan
CL8.5.15 - Conduct a review of Leisure centres operations
CL8.5.19 - Conduct a review of People and Culture's operations
EC2.2.1 - Deliver the Safer Neighbourhoods Plan
EC2.3.1 - Review Parking Hotspot Zones 1 and 6
EN1.1.2 - Prepare the Local Planning Strategy
EN5.1.10 - Link adopted strategies to strategic asset planning
EN6.1.10 - Finalise the Kent Street Sandpit concept plan
S4.1.1 - Review the Town's Public Art Policy
S4.2.2 - Prepare the Scheme Heritage List

9. Outstanding actions are recommended to be included in the new Corporate Business Plan 2022-2027.

2021/2022 Annual Strategic Project Summary

10. The status of projects from the Annual Strategic Project summary are as follows.

Total projects	No. of projects on track	No. of projects for monitoring	No. of projects off track
19	14		5

Five Year Capital Works Program

11. The status of actions from the Five-Year Capital Works Program are as follows.

2021/2022

Total projects	Works in Progress	Not yet started	Complete
163	64	17 Not yet started 5 deleted	77

Approved project list for FY23 to FY25 to be updated post budget adoption.

2022/2023

Total projects	Works in Progress	Not yet started	Complete
88		88	

2023/2024

Total projects	Works in Progress	Not yet started	Complete
42		42	

2024/2025

Total projects	Works in Progress	Not yet started	Complete
27		27	

Deferred/Not nominated

Total projects	Works in Progress	Not yet started	Complete
11		11	

Economic Development Strategy 2018 – 2023

- The Economic Development Strategy 2018 - 2023 (EDS) outlines 50 actions required to achieve the seven pathways for sustainable economic growth over the next five years. The EDS was adopted by council in March 2019.
- The summary table below represents the number of actions progressed and completed since the adoption of the EDS.

Outcome	Total actions	No. of actions completed	No. of actions in progress	No. of actions not started
Pathway 1: Leadership	4	2	2	0
Pathway 2: Identity	2	0	2	0
Pathway 3: Local to Global Connections	5	0	3	2
Pathway 4: Smart Town- Digital Innovation	7	0	5	2
Pathway 5: Creating an Enabling Business Environment	8	1	6	1
Pathway 6: High Value Precincts	6	5	1	0
Pathway 7: High Value Sectors	18	1	16	1
<b>Total</b>	50	9	35	6

## Urban Forest Strategy

14. The Urban Forest Strategy (UFS) Implementation Action Plan (IAP) outlines 41 actions required to achieve the six strategic outcomes defined in the UFS over a 5-year period. The UFS was adopted by council in September 2018 and the IAP in September 2019.
15. The summary table below represents the number of actions progressed and completed since the adoption of the IAP.

<b>Strategic Outcome 1</b> Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by Council.	5	6	4
<b>Strategic Outcome 2</b> Maximize community involvement and collaboration in its implementation.	1	8	0
<b>Strategic Outcome 3</b> Increase tree diversity, whilst favoring local endemic and West Australian species that also support wildlife.	1	1	1
<b>Strategic Outcome 4</b> Maintain high standard of vegetation health.	3	2	1
<b>Strategic Outcome 5</b> Improve soil and water quality.	1	1	1
<b>Strategic Outcome 6</b> Improve urban ecosystems.	0	2	3

16. A summary of the progress for each of the actions from the UFS Implementation Action Plan is attached in a separate schedule.

## Reconciliation Action Plan

17. The Town's Reflect Reconciliation Action Plan (RAP) was adopted by Council in November 2018.
18. The document outlines strategies and actions to support opportunities to strengthen the community, build strong relationships and foster greater awareness and understanding of Aboriginal culture and history.

19. The status of actions from the Reconciliation Action Plan are as follows.

Category	No. of actions completed	No. of actions in progress/ongoing	No. of actions not started
Relationships	18	0	0
Respect	33	3	0
Opportunities	14	3	2
Tracking and Progress	2	1	1

A summary of the progress for each of the actions from the RAP is attached in a separate schedule.

**Disability Access and Inclusion Plan** The Town's Disability Access and Inclusion Plan was adopted by Council in September 2017 and is a legislative requirement for all local governments.

21. The status of actions from the Disability Access and Inclusion Plan are as follows.

Category	No. of actions completed	No. of actions in progress	No. of actions not started
Services and Events	5	1	0
Building and Facilities	3	1	0
Information	5	1	0
Quality Customer Service	5	0	0
Complaints	2	0	0
Public Consultation	3	0	0
Employment	5	0	0

22. A summary of the progress for each of the actions from the DAIP is attached in a separate schedule.

### Community Benefits Strategy

23. The Community Benefits Strategy (CBS) was launched on 2 December 2019.

24. The Town of Victoria Park, West Coast Eagles, Waalitj Foundation, and the Perth Football Club partnered in the design process of the CBS to collectively bring their own strengths to the partnership. The design process resulted in the creation of four programs, each program has a lead delivery partner to ensure its success.

25. The status of actions from the CBS are as follows:

<b>Program</b>	<b>No. of actions completed /ongoing</b>	<b>No. of actions progressing</b>	<b>No. of actions not started</b>
Youth engagement program	3	1	0
Healthy relationship awareness	7	1	1
Supporting local community organisations	4	3	0
Recreational groups and sports club development	4	1	1

26. A summary of the progress for each of the programs from the CBS is attached in a separate schedule.

### Climate Emergency Plan

27. The Town's Climate Emergency Plan (CEP) was adopted by Council on 20 July 2021.

29. The Climate Emergency Plan aims to:

- Achieve a zero-carbon target for emissions generated by the Town of Victoria Park by 2030. The timeframe of 2030 has been chosen because it is the timeframe needed to curb emissions and limit the seriousness of climate change impacts.
- Achieve at least 40% emissions reduction through direct action (i.e. not through carbon offsets).
- Support the community and businesses in working towards their own zero carbon target.
- Improve the resilience of the Town in responding to immediate climate change impacts.

30. The status of actions from the CEP are as follows.

<b>Category</b>	<b>No. of actions completed</b>	<b>No. of actions in progress/ongoing</b>	<b>No. of actions not started</b>
1 Embed a low carbon culture	5	1	2
2 Reduce emissions of facilities and assets	3	7	
3 Reduce waste emissions	No 2021/2022 actions		
4 Switch to low carbon and renewables	1		
5 Respond to immediate	3	2	2

climate change impacts		
6 Support and educate our community	5	3
7 Support and educate our businesses	5	2
8 Offset residual emissions	1	

31. This quarter, the key progress highlights of the Climate Emergency Plan are outlined below.
32. ClimateClever workshop series for residents, schools and businesses held June 2 and 5.
33. In partnership with the UFS team, held educational workshops on the value of tree retention, urban farming, and sustainable landscaping, including biophilic design in 2022:
  - (a) Workshop 1 -Urban Farming / Sustainability at home: Tuesday 5 April
  - (b) Workshop 2 -Climate proof cities – city design and transport: Wednesday 6 April
  - (c) Workshop 3 - Green lab kid's event: Tuesday 12 April
  - (d) Workshop 4- Biodiversity: Thursday 5 May
34. Established the Switched on Business awards program, to celebrate and recognise local businesses who are changing their practices to be more environmentally friendly or kicking their sustainability goals.
35. Electric vehicle workshop held 26 May.
36. Partnered with Green Services to provide free energy advice and home audits to our community.
37. Procured service with Climate Change Response to install an energy monitoring/quality management system for council buildings, which will result in energy and emissions savings long term.
38. Establishment and approval of Terms of Reference and internal advisory group to oversee the implementation of the Climate Emergency Plan.
39. Development of guidance document to assist with the below action:
40. Require the construction of future Council owned buildings and assets to meet either:
  - (a) A minimum 5 Star Green Star for New Buildings certification from the Green Building Council of Australia (GBCA) or equivalent, or
  - (b) Demonstrate that all minimum requirements under the Green Star for New Buildings Positive category from the GBCA have been met, or
  - (c) A minimum 5 Star NABERS Energy and Waste rating for the commercial office space.
41. Reviewed the Operational Agreement with Kensington Secondary School re: fire break management between the school and Kensington Bushland.



42. Community planting days will be held: Sunday 3 July at Forward Reserve- Naidoc themed event; Sunday 31st July Kent St – National Tree Day event. As part of this, local businesses in the vicinity of the locations will be engaged, such as through a 'my tree story' with business owners as means to promote.
43. The Town has developed a green building guidance document. This is with a view to integration into Town building project delivery process to ensure the targeted credits/requirements of the tools are considered and accommodated in project planning and delivery
44. In terms of sustainability-based incentives for residents, the Town held an Autumn Seed Service for residents through the Grow It Local program.
45. As per the Council resolution, progress reports will be presented to Council on a quarterly basis, in October, February, April and July.

## Relevant documents

[Corporate Business Plan](#)

[Economic Development Strategy 2018 – 2023](#)

[Urban Forest Strategy](#)

[Reconciliation Action Plan](#)

[Disability Access and Inclusion Plan](#)

[Climate Emergency Plan](#)

[Community Benefits Strategy](#)

### Questions and responses

#### Cr Peter Devereux

*1. Does the Town have a recent estimate of current tree canopy using the methodology used for the 2016 calculation?*

The A/Chief Executive Officer advised that the Town does not use the exact same methodology from 2016. The difference in the methodology is 3m to 5m height of trees which is superior and provides better data. Further information is available on the Town's website but if we were to use the new data, the mapping indicates the Town has 12.3% canopy coverage for trees over 3m and 9.4% canopy cover for trees over 5m.

*2. Do we have a figure for 2016 using that new method of cover?*

The A/Chief Executive Officer advised that the Town does not.

*3. Can you advise the extent of community involvement with the urban forest strategy implementation compared to contractors in planting, maintaining and increasing tree canopy target of 20%?*

The A/Chief Executive Officer advised that almost all planting can be done by contractors, however the aim of the Urban Forrest Strategy is to have community participation and connection which provides long-term education. It is not the Town's preference to have contractors doing all the

work.

*4. What is the proportion of work? Is the majority being contractor and not community?*

The A/Chief Executive Officer took the question on notice.

*5. Has the Town individually or via WALGA used lessons learned from the development or rollout of other Reconciliation Action Plans in WA councils such as the Town of Vincent or City of Fremantle?*

The A/Chief Executive Officer took the question on notice.

The Mayor advised that along with other elected members she attended the Carrolup Gallery at Curtin for truth telling, along with members from the City of Canning and the City of South Perth. The Mayor along with other elected members and Town staff participated in a meeting with other local government elected members and staff to share experience of their journeys in the development of Reconciliation Action Plans and to consider the next steps. Curtin University is finalising its final Reconciliation Action Plan and gave some very good recommendations.

*6. Can you advise when the first data from the energy monitoring and management service for council buildings will be received?*

The Manager Property Development and Leasing advised that the new utility management system has been procured. The Town is working with the supplier 'Climate Change Response' and anticipates data will be available in August 2022 when the system is fully established.

*7. Can you advise if the terms of reference for the internal advisory group overseeing the climate emergency plan implementation are available for elected members?*

The Manager Property Development and Leasing advised that the terms of reference will be added as an attachment to the report.

*8. Is this green building guidance document available to elected members and the community?*

The Manager Property Development and Leasing advised that the document has been developed for internal operational use and is not intended for the general community. The document can be provided to elected members.

### **Cr Wilfred Hendriks**

*1. Should the acronym for Healthy Relationships Strategy Group be HRSG instead of HSRG?*

The Mayor advised that it should be HSRG and it will be changed.

### **Mayor Karen Vernon**

*1. When did Localised cease operations? And why?*

The A/Chief Executive Officer advised Localised notified the Town on 9 May 2022 that they were ceasing operations on 31 May 2022. The reason given was that the platform 'needed to change direction to remain sustainable'.

*2. How much did the Town spend in total in delivering the UFS Implementation Action Plan outcomes for the financial year ending 30 June 2022?*

The A/Chief Executive Officer advised that pending the end of financial year reconciliation, spend is expected to be \$880,000 plus staff costs of \$120,000.

*3. How many trees (not shrubs) did the Town plant in financial year 2022?*

The A/Chief Executive Officer advised the Town does not calculate tree planting numbers for financial years but planting seasons. In 2021 it was 3,921 trees and for 2022 it is estimated that 3,600 trees will be planted. Final numbers will be available on the website when the planting season is finished.

*4. How many trees planted in the period described as financial year 2022 died?*

The A/Chief Executive Officer advised that the Town only records data on street trees for the Leafy Streets Program. The estimate during summer is about 100 or 10%. The final figures are still being calculated and will be provided to elected members when ready.

*5. How much did it cost in total to plant the trees in financial year 2022, meaning the purchase, planting and maintenance in that season?*

The A/Chief Executive Officer advised that the estimated cost is \$215 per tree including the tree, labour, soil preparation, and tree reservoir. The total cost to plant the trees is \$215 times 3,000 trees.

*6. . How much did it cost per tree?*

The A/Chief Executive Officer advised that the cost is \$215 per tree.

*7. How much did the Town receive from DPLH to fully fund the ongoing (annual) capture and processing of canopy mapping in 2020 and 2022?*

The A/Chief Executive Officer advised that the Town didn't receive funding from the department for capturing tree canopy. The Town advocated for the department to continue their own funding of the canopy mapping as the Town uses that data.

*8. Would you consider making a small amendment to the narrative, so it does not read like the Town sought or received funding from the Department of Planning, Lands and Heritage?*

The A/Chief Executive Officer advised that it would be considered.

*9. Why is the Kent Street sandpit project referred to in the quarter progress in connection with this action when the Concept Plan endorsed in May does not include an environmental resource centre to be established in the sandpit?*

The Manager Property Development and Leasing advised that an environmental resource centre was considered but not pursued. The Town is still considering the integration of a resource centre into the broader precinct.

*10. Could consideration be given to rewording that part of the narrative as whilst an environmental resource centre is in Action 2H for the Jirdarup Precinct, it is not specifically for Kent Street?*

*11. How much did the Town spend in total delivering the Climate Emergency Plan outcomes in the financial year ended 30 June 2022?*

The Manager Property Development and Leasing advised that the estimate is \$51,331.

*12. How many people attended each of the workshops referred to in paragraphs 32, 33 and 35?*

The Manager Property Development and Leasing advised that 12 people attended the Climate Clever workshop series business event and 5 people attended the schools/homes event. Twenty-six people attended workshop 1 urban farming/sustainability at home. Forty-three people attended workshop 2 climate proof cities, city design and transport. Seventeen people attended workshop 3 the Green Lab kids event and 20 people attended workshop 4 - biodiversity. Fifty-five people attended the electric vehicle workshop.

*13. How much did it cost the Town per person to deliver the workshops referred to in paragraphs 32, 33 and 35?*

The Manager Property Development and Leasing advised that the Climate Clever workshop was \$5,000 per year for the entire program and workshops were not charged separately. The Climate Proof Cities' guest speaker fee for Dr Julian Bolleter was \$825 or \$19.20 per person. The Green Lab kids workshop catering was \$50 and facilitators were \$2,640 adding up to \$158 per person for a full day youth workshop. The urban farming/sustainability at home guest speaker fee for Chris Ferreira was \$726 or \$27.92 per person. There was no cost for the biodiversity workshop presented by Dr Kingsley Dixon. The electric vehicle workshop guest speaker Dr Chris Jones, President of the Australian Electric Vehicle Association, was paid \$250 or \$4.50 per person.

*14. How many people accessed Green Services advice as referred to in paragraph 36?*

The Manager Property Development and Leasing advised that 32 people accessed the program with the start date being early in the 2022 calendar year.

*15. How much did it cost the Town to procure the services referred to in paras 34, 36 and 37?*

The Manager Property Development and Leasing advised that paragraph 34 was nil cost,

paragraph 36 was \$5,000 and paragraph 37 was \$18,216 noting for comparison the next quote was \$40,000.

*16. How much did it cost the Town to produce the document and conduct the review referred to in paragraphs 39 and 40?*

The Manager Property Development and Leasing advised that the cost was nil apart from officer time to develop and review.

*17. How many local businesses were engaged ahead of the Community Planting Day on 3 July 2022?*

The Manager Property Development and Leasing advised that one business, Amazon, joined the planting day.

*18. As Amazon is not located in the Town, how did their staff participate?*

The Manager Property Development and Leasing took the question on notice.

*19. Is the document in paragraph 42 the same document referred to in paragraph 39?*

The Manager Property Development and Leasing advised that there is a double up.

*20. How many Town residents accessed the Autumn Seed Service arranged by the Town through Grow it Local?*

The Manager Property Development and Leasing advised that 76 town residents accessed the service.

### **Further consideration to be added to the Ordinary Council Meeting agenda**

1. Include information on the percentage breakdown of planting completed by contactors and by community.
2. Include information on what specific learnings were gathered from other local government organisations when developing the Reconciliation Action Plan.
3. Amend the incorrect acronym for Healthy Relationships Strategy Group.
4. Include the Climate Emergency Action Plan Terms of Reference as an attachment to report.
5. Provide the Green Building Guidance document to elected members.
6. Amend the wording to indicate that the Town has not sought or received funding from the Department of Planning, Lands and Heritage.

7. Include information on whether the Kent St sandpit project status update can be reworded.
8. Include information on how Amazon employees became involved in the Community Planting Day.

## 11.3 Adoption of the Corporate Business Plan 2022-2027

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Corporate Business Plan 2022-2027 [11.3.1 - 66 pages]

### Recommendation

That Council:

1. Adopt the Corporate Business Plan 2022-2027, as at attachment one.
2. Request the Chief Executive Officer to present a mid-year review and further iteration of the plan by February 2023 containing:
  - (i) budgets against actions
  - (a) service performance measurement
  - (b) operational risk profiles
  - (c) service area workforce projections
  - (d) service area operating financial projections.

### Purpose

To present the Corporate Business Plan 2022-2027 for adoption.

### In brief

- The Town is required to have a Corporate Business Plan (CBP) under legislation.
- The current CBP becomes obsolete on 30 June 2022.
- A new Strategic Community Plan (SCP) was adopted by Council in April 2022.
- A new CBP has been developed that integrates the delivery of informing strategies, governance responsibilities and business improvement.
- Delays with adopting the SCP and reviewing informing strategies along with resourcing constraints related to resignations, staff leave and competing priorities have meant that not all content planned has been included. It is recommended that a further iteration of the plan be developed and presented to Council by February 2023.

### Background

1. The Local Government Act 1995 and Local Government (Administration) Regulations 1996 require the Town to have a Corporate Business Plan.
2. The current CBP spans from 2017-2022 and becomes obsolete on 30 June 2022.
3. The new Strategic Community Plan 2022-2032 was adopted by Council in April 2022. The previous vision and mission remained unchanged and a new purpose, community priorities and Town objectives have been introduced. Each of these form the basis for which the CBP has been developed to achieve.
4. Adoption of the new SCP triggered a major review of the CBP. Council made a resolution in April 2022 to approve the delay for the presentation of the CBP. The text of that point of Council Resolution 76/2022 is provided below.

3. Approves the delay for the presentation of the Corporate Business Plan 2022-2027 to the July 2022 Ordinary Council Meeting.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Planning actions that will be delivered allows the Town to manage resources and sets the basis for reporting progress.
CL2 - Communication and engagement with the community.	The CBP communicates what the Town will do to achieve the priorities that allow the Town to create the vision for the future, as set out in the SCP.
CL3 - Accountability and good governance.	The CBP allows Council and the community to have oversight of the Town’s performance and how resources are managed to deliver outcomes.

## Engagement

Internal engagement	
Stakeholder	Comments
C-Suite	<p>Provided input into the plan for actions related to their areas.</p>
Managers	
Service Area Leaders	
Subject-matter experts	
Elected members	
	<p>A workshop was held with elected members in March 2022 to get feedback on the proposed actions. Several items were suggested including:</p> <ul style="list-style-type: none"> <li>• links to strategies and plans needing to be clear</li> <li>• actions needing to all be at a similar level of detail</li> <li>• the need to be clear on who is responsible for reporting on actions</li> <li>• action format needing to be simple to understand</li> <li>• the need to balance actions over multiple years.</li> </ul> <p>Feedback in relation to specific actions was also provided.</p> <p>Actions and their presentation format were revised and provided to elected members for feedback in June 2022. Feedback was provided by one elected member to expand the intent of waste education programs and undertake them in multiple years. The action was amended to allow for broader focus however, the implementation of the program is only listed for 2022-23. Once a program is implemented, it will become a service delivery activity rather than an action for each year. This can be captured using a service key performance indicator.</p>



## Legal compliance

[Section 5.56 of the Local Government Act 1995.](#)

[Regulation 19DA of the Local Government \(Administration\) Regulations 1996.](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Failure to adopt a revised CBP will mean that the Town is not compliant with the requirement to make a corporate business plan for the district.	Moderate	Unlikely	Medium	Low	TREAT by adopting the proposed CBP.
Reputation	Failure to adopt a CBP could result in negative public perception as the community will not know how the Town is planning on achieving the priorities and objectives in the SCP over the next five years.	Minor	Unlikely	Low	Low	TREAT by adopting the proposed CBP or providing clear direction to enable a CBP to be adopted.
Service delivery	Failure to adopt a CBP could mean that clear direction through activities and goals is not set to enable the Town to achieve the	Moderate	Unlikely	Medium	Medium	TREAT by adopting the proposed CBP or providing clear direction to enable a CBP to be adopted.

priorities and objectives in the SCP.

## Financial implications

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

## Analysis

5. The Corporate Business Plan 2022-2027 has been developed collaboratively across the Town and with elected member feedback, with a focus on integrating the delivery of informing strategies, governance responsibilities and business improvement.
6. While the majority of the plan is being presented to Council, some content remains outstanding. Delays with adopting the SCP and reviewing informing strategies along with resourcing constraints related to resignations, staff leave and competing priorities have meant that not all content planned has been included. The Town proposes to commit to including this information in a revised plan, presented to Council, by February 2023. The information to be included is:
  - a) budgets against actions
  - b) service performance measurement
  - c) operational risk profiles
  - d) service area workforce projections
  - e) service area operating financial projections.
7. The proposed plan is split into eight sections – introduction, actions, services, structure, partnerships, measuring performance, financial summary and sustainability ratios.

## Introduction

8. The introduction provides context for the plan such as the Town's strategic direction, what a CBP is, how the CBP should be used and details about the new program structure that relates to the actions planned for each financial year.

## Actions

9. The actions section is the majority of the CBP. It sets out what will be done over the next five financial years for the Town to work towards achieving the community priorities and Town objectives in the Strategic Community Plan 2022-2032.
10. The format of the action plans was designed to show staff and elected members how actions align and contribute to achieving the strategic direction that will ultimately enable the Town to become a dynamic place for everyone. It communicates to the community how the Town's efforts all link back to what they said the Town's priorities should be for the future, as part of the SCP. It was also designed to prompt those involved to consider whether actions needed to be introduced to progress a priority, based on the Town objectives.

11. For each action, details of what is expected, the date for completion, the responsible service area and related strategy or plan has been included. The estimated budget for each action will be included in the revised plan proposed to be presented to Council in February 2023.
12. The nature of proposed actions varies. In some cases they may seem quite detailed and at a low level while others are bundled into sub-programs that relate to the Town's informing strategies. The reason for the variation is that certain actions needed to be included in detail to demonstrate clearly how a Town objective would be achieved.
13. Some actions are also listed more than once across priorities. This is due to strategies and plans relating to more than one community priority, with a lot of what the Town does not occurring in isolation. The Town plans to set another level of actions as part of service area planning, to break down efforts further. This will inform the content for progress reporting to Council.

## Services

14. Rather than replicating the current CBP format, it was decided to list all services provided to the community by the Town, rather than concentrating on the service area groups that the Town is organised in. The purpose of this was to communicate the services the community receives and provide a basis for better performance measurement and risk management related to service delivery. It is also hoped that the cross-functional focus on providing services to the community will further promote the Town's new adopted purpose of sustainably serving, empowering and connecting community.
15. This section prepares the Town for proposed changes to the *Local Government Act 1995*, where service plans are required to provide transparency about the functions delivered and what they cost. Although specific details of the changes are not yet known, there will be a need to change how the Town thinks about communicating service delivery.
16. In the revised plan proposed to be presented to Council by February 2023, key performance indicators will be set against each service to allow Council and the community to monitor performance of the Town. Operational risk profiles will also be developed for each service to help with aligning risk management to compliance and business improvement. This promotes a cross-functional approach to risk management where risk events are considered against the service provided rather than siloed in service areas.

## Structure

17. The structure section shows how the Town is organised to deliver the actions and services previously listed in the plan.
18. Currently only the Town's organisation structure is included with a commitment to include workforce projections and financial projections in the revised plan proposed. These projections also link to the reviews of the Workforce Plan and Long-Term Financial Plan that are scheduled for completion in 2022-2023.

## Partnerships

19. A new partnerships section is being proposed to give a brief overview of groups that the Town is part of resulting from memorandums of understanding. It shows how the Town is working with others to progress priorities beyond the Town's boundaries. This information is not currently centralised but activities are reported annually to Council in December. Inclusion of this section not only informs the

community of objectives and outcomes but also provides a shared understanding between Council and the Town about partnerships that need to be reported on annually.

### Measuring performance

20. The proposed performance measurement section outlines how the Town plans on measuring, monitoring and reporting performance to senior management, Council and the community.
21. It details performance measurement related to community priorities, Town objectives, service performance and operational performance.
22. The intention of the increased focus on performance measurement is to enable data to be gathered that helps Council and the community have oversight of the operations of the Town. Rather than rely on the completion of actions to determine performance, performance measurement at each level will allow for indications of progress and decisions to be made based on data.
23. If the proposed plan is adopted, the Town plans to engage with elected members to use performance measurement information to refresh how the Town currently presents quarterly progress reports.

### Financial summary and sustainability ratios

24. These sections are the same as the Town's current CBP with updated figures.
25. This information will need to be further amended once the review of the Town's Long-Term Financial Plan is completed.

### Next steps

26. Following Council adoption, the plan will be graphically designed and made available.
27. The Town is currently procuring a strategy and corporate performance system that will allow for all actions and performance measurement to be monitored against the Town's strategic direction. This will assist with quarterly progress reporting to Council.
28. If supported by Council, a revised version of the plan that delivers on the commitments in the recommendation will be presented to Council by February 2023.

## Relevant documents

[Strategic Community Plan 2022-2032](#)

[Integrated Planning and Reporting Framework and Guidelines](#)

[Corporate Business Plan 2017-2022](#)

## Questions and responses

### Mayor Karen Vernon

*1. Can the document be made shorter?*

The Manager Governance and Strategy advised the length can be reviewed before being presented to Council again in February 2023. There is not sufficient time between the Agenda Briefing Forum and the Ordinary Council Meeting to make changes now. If Council adopts the document in its current form, there will be an opportunity for elected member feedback before it is presented again in February 2023.

*2. Could the Town create a simplified plan on a page version that can be seen quickly as an accompaniment or attachment to the Corporate Business Plan?*

The Manager Governance and Strategy advised that the Town can look into it and provide this in February 2023.

*3. What is the main reason for presenting a mid-year review and further iteration of the plan by February 2023?*

The Manager Governance and Strategy advised that the main reason for presenting this document again to Council is to include what is listed under a, b, c, d and e. The Town would like to make additional improvements, to add budget to the actions, service performance measures, operational risk profile, service area workforce projections and service area operating financial projections.

*4. How does the timing for the proposed review of the Corporate Business Plan match up with the development of our next Long-Term Financial Plan? Will there be any alignment of those documents together or do you see the Long-Term Financial Plan being developed in a different timeframe?*

The Manager Governance and Strategy advised that when the new Chief Financial Officer starts they will discuss alignment. An update can be provided once there is a better idea on how the process will be run.

### **Further consideration to be added to the Ordinary Council Meeting agenda**

Nil.

## 11.4 Review of the Local Government Property Local Law 2000 - public submission results

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council:

1. Acknowledges that no submissions were received, in accordance with Section 3.16(3) of the *Local Government Act 1995*.
2. Acknowledges that a review of the local law was undertaken by the Town, in accordance with Section 3.16(1) of the *Local Government Act 1995*.
3. Requests the Chief Executive Officer to present an amendment local law by July 2023, in accordance with Section 3.16(4) of the *Local Government Act 1995*.
4. Requests the Chief Executive Officer to add an action to the Corporate Business Plan 2022-2023 to "Develop an amendment local law for the *Local Government Property Local Law 2000*."

### Purpose

For Council to acknowledge that a review of the *Local Government Property Local Law 2000* was undertaken and request that an amendment local law be presented by July 2023.

### In brief

- A review of the Local Government Property Local Law 2000 was undertaken by the Town.
- No submissions were received from the community during the public consultation period.
- Several issues and improvements were identified by staff during the review.
- The Town recommends that an amendment local law be prepared and presented to Council by July 2023.

### Background

1. At the Ordinary Council Meeting on 12 April 2022, Council resolved:

*That Council gives local public notice of its intent to review the Town of Victoria Park Local Government Property Local Law 2000 in accordance with section 3.16 of the Local Government Act 1995.*

2. Local public notice was given and a public submission period occurred from 5 May to 19 June 2022.
3. Town employees were engaged during this period on whether there was a need for any amendments or improvements to the local law.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL3 - Accountability and good governance.	Reviewing and amending local laws enables them to suit the current environment.

## Engagement

Internal engagement	
Stakeholder	Comments
C-Suite, Managers and Service Area Leaders	Suggestions for amendments were made that relate to the inclusion of drones and e-rideables.

External engagement	
Stakeholders	All community.
Period of engagement	5 May to 19 June 2022.
Level of engagement	2. Consult
Methods of engagement	Written submissions.
Advertising	<ul style="list-style-type: none"> <li>Perth Now advertisement – 5 May 2022.</li> <li>Public noticeboards at administration building and library.</li> <li>Town website.</li> <li>Your Thoughts.</li> <li>Facebook – 5 May 2022.</li> </ul>
Submission summary	No submissions were received.
Key findings	Nil.

## Legal compliance

[Section 3.16 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	Failure to resolve that a review has taken place will mean the Town isn't compliant with the requirements of the <i>Local Government Act 1995</i> .	Insignificant	Rare	Low	Low	TREAT by resolving to acknowledge review.
Reputation	Not applicable.				Low	
Service delivery	Failure to initiate an amendment local law may mean that the local law doesn't suit the current environment.	Insignificant	Unlikely	Low	Medium	TREAT by resolving to request an amendment local law.

## Financial implications

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

## Analysis

- There were no submissions received from the community however, Town staff have identified potential amendments and improvements that could be made to the local law.
- It is recommended that an amendment local law be developed and presented to Council by July 2023. This timeframe will allow for the responsible service area to deliver what is required of a review, while



also enabling the completion of other commitments listed for the financial year in the proposed Corporate Business Plan.

## **Relevant documents**

[Local Government Property Local Law 2000](#)

[Minutes from the Ordinary Council Meeting – 12 April 2022](#)

### **Questions and responses**

#### **Cr Wilfred Hendriks**

*1. What are some of the key potential amendments and improvements the Town have identified?*

The Manager Governance and Strategy advised that as outlined in the internal engagement section of the report, potential amendments and improvements relate to the inclusion of drones and e-rideables to the local law. These will be considered as part of the amendment process, if Council resolves that an amendment local law is to be developed.

#### **Further consideration to be added to the Ordinary Council Meeting agenda**

Nil.

## 11.5 Millers Crossing Communications and Advocacy

<b>Location</b>	Carlisle
<b>Reporting officer</b>	Coordinator Communications and Engagement
<b>Responsible officer</b>	Manager Stakeholder Relations
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council accepts the progress regarding the actions taken to advocate to the Minister for Planning and the Member for Victoria Park for Miller’s Crossing to be reserved as “Parks and Recreation”.

### Purpose

Outline the progress of advocacy efforts of the Town regarding Miller’s Crossing as per the 12 April 2022 OCM resolution of Council.

### In brief

- Council resolved to undertake further advocacy efforts in relation to the retention of the Miller’s Crossing open space as park land at the OCM held on 21 April 2022, with a further report to be provided on the outcomes of these efforts by July 2022.
- The advocacy efforts relate to the Town’s consideration of Amendment 56 to TPS1, as further modified in accordance with the Minister for Planning’s decision to up-code the proposed residential density of the Miller’s crossing lots from R30 to R60.
- Since 9 May 2022 the Town has supported the Mayor and CEO to advocate for Miller’s Crossing to be reserved as “Parks and Recreation”.
- While the advocacy efforts to date have reached a high number of people, the response from the community has been minimal.

### Background

1. Amendment No. 56 to Town Planning Scheme No. 1 (TPS1) relates to the land known as ‘Miller’s Crossing’ in Carlisle. This land is comprised of three lots being Lot 1003 (No. 7) Raleigh Street, Lot 1004 (No. 6) Raleigh Street, and Lot 1005 (No. 45) Bishopsgate Street.
2. The amendment also relates to one lot in East Victoria Park adjacent to John Bissett Reserve, which is used by the community and maintained by the Town as part of that reserve, being Lot 1002 (No. 2-8) Beatty Avenue.
3. Amendment 56 has been the subject of protracted considerations by the Western Australian Planning Commission (WAPC) in its roles both as advisory body to the Minister for Planning and landowner of the lots. The WAPC has indicated its intention to sell the Millers Crossing lots for residential development in the medium to longer term.
4. The decision by the Minister for Planning in August 2021 has required the Town to re-advertise and further modify Amendment 56 by increasing the proposed residential density of the Miller’s Crossing lots from R30 to R60.
5. At the 12 April 2022 OCM Council resolved the following:

- a. "That Council:
1. Continues to support the original intention of Amendment No 56 for Lots 1003 and 1004 Raleigh Street, Carlisle and Lot 1005 Bishopsgate Street, Carlisle (known as Miller's Crossing) to be reserved as "Parks and Recreation";
  2. Requests the Mayor and the Chief Executive Officer to advocate to the Minister for Planning and the Member for Victoria Park for Miller's Crossing to be reserved as "Parks and Recreation";
  3. Requests the Chief Executive Officer to report to Council by July 2022 as to the progress of that advocacy.
  4. Should the Minister for Planning determine to proceed with the Residential R60 zone currently proposed to also support the following modification:
 

A Local Development Plan is required to be adopted by the local government prior to the subdivision or development of the Residential R60 zoned land comprising Lots 1003 (No. 7) and 1004 (No. 6) Raleigh Street, and Lot 1005 (No. 45) Bishopsgate Street, Carlisle, that were formerly partly located within the Robert's Road 'Other Regional Road' reservation under the Perth Metropolitan Region Scheme. The Local Development Plan shall address issues of vehicular access, environmental sustainability, landscaping (including replacement of trees lost) , building setbacks and the retention and conservation of mature trees on and surrounding the land as part of any future development."
6. The reasoning provided for the above decision, which was an amendment to the Officers Recommendation, can be summarised as follows:
- Precedent set by a recent decision with respect to the City of Melville
  - The original intent of Amendment 56 to confirm additional public open space
  - A view that the local community has always supported and continues to support the site as becoming public open space
  - The need to undertake further advocacy to rezone the site to Parks and Recreation.
7. Further background information can be found in the 14 April 2022 OCM report.

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The local community feels well informed that their concerns have been genuinely considered by the Town's administration and Elected Members as part of the decision-making process.

## Engagement

External engagement	
Stakeholders	Followers of the Town's Facebook and LinkedIn pages, subscribers to the Town's newsletter (eVIBE), and visitors to the Town's Your Thoughts engagement website.
Period of engagement	Advocacy has been ongoing since 9 May 2022.
Level of engagement	1. Inform

Methods of engagement	Advocacy efforts have utilised the Town's social media channels, Your Thoughts website and Town e-newsletter (eVIBE).
Advertising	<p>The following communication and advertising tools have been used to drive the Town's advocacy efforts.</p> <ul style="list-style-type: none"> <li>• Mayor video filmed at Miller's Crossing.</li> <li>• Letter template to Hannah Beazley MLA created and made available online.</li> <li>• Original Your Thoughts page detailing scheme amendment was updated to include latest info, video and letter template.</li> <li>• Mayor video shared to Town's social media (Facebook and LinkedIn)</li> <li>• Mayor video boosted as a paid Facebook advert for two weeks (\$56)</li> <li>• 2x organic Facebook posts (9 May, 26 May) and 1x organic LinkedIn post (10 May).</li> <li>• Feature story in June edition of the Town's e-newsletter (eVIBE)</li> </ul> <p>All advertising has directed to the Town's Your Thoughts project page for more information and to download the letter template.</p>
Submission summary	Not applicable - the primary call to action is for community members to send a letter in support of retaining Miller's Crossing to the Member for Victoria Park using the template provided.
Key findings	<p>Despite significant reach, the Town's advocacy efforts have resulted in little community action, with a relatively small amount of people following through to the Your Thoughts page and very few downloads of the letter template.</p> <p>The full communication and engagement statistics from the Town's advocacy efforts to date are detailed below.</p> <p>Since 8 May 2022:</p> <p>Your Thoughts: 100 unique visitors, 112 total page visits, 18 letter template downloads, 3 Mayor video views</p> <p>2x organic Facebook posts (combined totals): 4,901 people reached, 48 reactions, 7 comments, 8 shares, 80 link clicks</p> <p>Facebook advert: 4,703 people reached, 5 reactions, 1 comment, 1 share, 16 link clicks.</p> <p>Mayor video: 4,100 3-second views, 1,200 15-second views, 175 1-minute views</p> <p>LinkedIn: 759 people reached, 16 likes, 17 link clicks</p> <p>Feature in June eVIBE:</p>

1,140 email opens, 26 link clicks

## Other engagement

CEO/Mayor

On Friday 22 April 2022, Mayor and CEO met with Hannah Beazley MLA to discuss the advocacy campaign relating to Miller's Crossing and request support in its implementation. The Local Member continues to engage with the Minister on this issue.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	N/A	N/A	N/A	N/A	N/A	N/A
Environmental	N/A	N/A	N/A	N/A	N/A	N/A
Health and safety	N/A	N/A	N/A	N/A	N/A	N/A
Infrastructure/ ICT systems/ utilities	N/A	N/A	N/A	N/A	N/A	N/A
Legislative compliance	N/A	N/A	N/A	N/A	N/A	N/A
Reputation	N/A	N/A	N/A	N/A	N/A	N/A
Service delivery	N/A	N/A	N/A	N/A	N/A	N/A

## Financial implications

**Current budget impact**

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

**Future budget impact**

Not applicable.

## Analysis

8. The Town's advocacy efforts since 9 May reached a large amount of people, with a total online reach of over 10,000 people and 175 full views of the Mayoral video. However, the Town's advocacy efforts did not effectively drive action, with low click throughs, minimal online discussion and only 17 downloads of the letter template.
9. The Town's intent is to report to Council at the August 2022 OCM following the finalisation of advocacy efforts. This report will include a resolution in relation to Amendment 56.

## Relevant documents

Not applicable.

### Questions and responses

#### Cr Wilfred Hendriks

*1. Has a petition, either online or written, been considered as a form of advocacy?*

The A/Chief Executive Officer advised that it was not considered appropriate for the Town to lead the petition as these are ordinarily community led. The Town can support and promote a community-led petition.

*2. Is it possible to start one and would there be enough time to obtain the number of signatures needed to have an impact?*

The A/Chief Executive Officer advised that it was not considered appropriate for the Town to lead but they could support a community-led petition.

#### Mayor Karen Vernon

*1. Is there any reason why the letter sent to the Minister for Planning, the Honourable Rita Saffioti, back in April 2022 requesting a meeting has not been included in the report?*

The A/Chief Executive Officer advised that it would be included in the report for the Ordinary Council Meeting.

*2. Can the multiple meetings had between the Mayor, CEO and Member for Victoria Park also be included?*

The A/Chief Executive Officer advised that the information could be included.

## **Cr Wilfred Hendriks**

*1. Are elected members allowed to lead a community-led petition?*

The Manager Governance and Strategy advised that ideally elected members should not be involved in a community-led petition. Although they are part of the community, if an item were to come to Council it may create potential issues.

## **Mayor Karen Vernon**

*1. Would there be an issue with an elected member leading or participating in a petition to the State Government?*

The Manager Governance and Strategy advised that it is fine if the petition is to the State Government.

## **Further consideration to be added to the Ordinary Council Meeting agenda**

1. Include information on approaches made in writing by the Mayor and Chief Executive Officer to the Minister for Planning.
2. Include information on the multiple meetings the Mayor and Chief Executive Officer made to the Member for Victoria Park.

## 12 Chief Community Planner reports

### 12.1 Access and Inclusion Plan 2022 - 2027

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Community Development Officer - Inclusion
<b>Responsible officer</b>	Manager Community
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. DRAFT ACCESS AND INCLUSION PLAN 2022-2027 AB F.1 [12.1.1 - 35 pages]</li><li>2. Engagement Report - Access &amp; Inclusion Plan 2022-27 [12.1.2 - 7 pages]</li></ol>

#### Recommendation

That Council:

1. Approves the advertising of the Access and Inclusion Plan 2022-2027, as at attachment one, for public comment.
2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present the proposed Access and Inclusion Plan 2022-2027 to the August 2022 Ordinary Council Meeting.

#### Purpose

To present Council with the draft Town of Victoria Park Access and Inclusion Plan 2022-27 and seek approval to release the plan for a public comment period.

#### In brief

- *The Disability Services Act 1993* (the Act) requires all local governments to develop and implement a Disability Access Inclusion Plan (DAIP) every five years.
- As the Town's current plan expires in June 2022, work has progressed on development of a new contemporary plan, encompassing the core requirements as outlined by the Department of Communities.
- Findings from the community and stakeholder engagement process undertaken during March – June 2022 have informed development of the new plan.
- The Town is now seeking approval from Council to release the plan for public comment prior to returning to Council for final endorsement.

#### Background

1. Members of the community, people living with disability, their families and carers have the same rights as other people to access services, facilities and programs. These rights are protected within International, National and State legislation which make it unlawful to discriminate against a person living with disability.
2. *The Disability Services Act 1993* (the Act) requires all local governments to develop and implement a Disability Access Inclusion Plan (DAIP) every five years.
3. The Town's current Disability Access and Inclusion Plan 2017-2022 is due to expire in June 2022.



4. In October 2021, the Town employed a fixed-term contract Social Policy Specialist to assist with review of the existing plan, and development of a new plan, as well as support review and development of four other social plans.
5. In November 2021, work progressed on understanding the current situation using desktop research of state and interstate access and inclusion plans, inclusion frameworks, better practice examples, and engagement with the Department of Communities. This information provided a solid platform for review of the existing plan and to help inform areas for improvement moving forward.
6. Between March and June 2022, community engagement was undertaken through a variety of channels with a board cross section of Victoria Park stakeholders. Engagement approaches were modified to navigate COVID-19 requirements. Findings from the engagement process are contained in Attachment 2 Access and Inclusion – Engagement Report.
7. The Town has achieved solid progress in a number of key outcome areas since 2017, reflected in the background engagement material, and captured within the new plan. Outcomes achieved are also communicated via Quarterly Reports to Council and community, and annually to the Department of Communities.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Developing a formal approach related to access and inclusion challenges allows the Town to effectively plan and manage resources and performance.
CL2 - Communication and engagement with the community.	Communicating with and seeking involvement from people and stakeholders with interests in improved access and inclusion is critical to improving outcomes and social change in this area.

Social	
Strategic outcome	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	By developing and implementing an access and inclusion plan, this allows the Town to proactively facilitate inclusivity, and celebrate diversity in the local area, and lead by example more broadly.

## Engagement

Internal engagement	
Stakeholder	Comments
ToVP Staff	Participation in all of staff engagement survey
Community Development	Participation in staff workshop and discussion on draft actions.
Events, Arts and Funding	
Library Services	

Place Planning	
People and Culture	
Stakeholder Relations	
Communications and Engagement	
Customer Service	
Street Improvement	
Environmental Health	
Technical Services	
Development Services	
Project Management Office	
Finance / Procurement	
Technical and Digital Strategy	
Records	
C-Suite	Participation in all of staff engagement survey
Elected Members	Participation in online engagement. Several Councilors are also members of the Access and Inclusion Advisory Group.

<b>External engagement</b>	
Stakeholders	<ol style="list-style-type: none"> <li>1. People living with disability, their families and carers</li> <li>2. Representatives and advocates for people living with disability</li> <li>3. Residents</li> <li>4. Broad community</li> <li>5. Not for profit sector</li> <li>6. Community sector</li> <li>7. Local Businesses</li> <li>8. Access and Inclusion Advisory Group</li> <li>9. School students</li> </ol>
Period of engagement	March – June 2022
Level of engagement	3. Involve

Methods of engagement	<p>Due to COVID-19 protocols, community engagement approaches were modified to enhance safety and inclusion opportunities.</p> <ol style="list-style-type: none"> <li>1. Access and Inclusion Advisory Group workshops / online engagement</li> <li>2. Your Thoughts Engagement Platform (with supplementary support offered to assist participation) <ol style="list-style-type: none"> <li>a. Online survey,</li> <li>b. Ideas forum</li> <li>c. Tell Your Story</li> </ol> </li> <li>3. Hard copy survey</li> <li>4. All of staff online survey</li> <li>5. Staff engagement workshops</li> <li>6. Follow up internal action and resource conversations</li> <li>7. Primary school drawing and written exercise</li> </ol>
Advertising	<ol style="list-style-type: none"> <li>0. E-Vibe Newsletter</li> <li>1. Media releases</li> <li>2. Town website</li> <li>3. Your Thoughts page</li> <li>4. Linked In</li> <li>5. Local Newspaper public notice</li> <li>6. Public notices on noticeboards in Admin Building and Library</li> <li>7. Social Media</li> <li>8. Direct emails to community networks and service providers</li> <li>9. Direct email to reference groups</li> <li>10. Local schools</li> </ol>
Submission summary	See Attachment 2 Access and Inclusion – Engagement Report
Key findings	<p>See Attachment 2 Access and Inclusion – Engagement Report for more details</p> <p>Physical access had the largest response, featuring in more than 400 ideas.</p> <p>School aged children would like the Town to focus on making recreational community spaces and buildings more physically accessible.</p> <p>The community would like more smaller scale events which celebrate and consider access and inclusion needs.</p> <p>The community would like increased employment opportunities for people living with disability, specifically in local businesses, and in frontline leadership positions in Local Government.</p> <p>Town to lead and support cultural change, by raising awareness and education particularly for more empathetic and non-judgmental work environments across the local area.</p> <p>Overall, 79% of survey responses indicated the level of access and inclusion for people living with disability in the Town was ‘very good’ or ‘reasonable’.</p>

Through a ranking process, the community told us Outcome Areas 7 (Employment), 3 (Access to Information) and 2 (Access to Town Buildings and Facilities) are the highest priorities for action at this time.

## Other engagement

Stakeholder	Comments
Department of Communities (Disability Services)	Confirmation of process requirements in the development of a new plan. Confirmation regarding future use of the seven key outcome areas.

## Legal compliance

[Part 5 of the Disability Services Act 1993](#)

## 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	N/A				Medium	
Health and safety	N/A				Low	
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	Not adopting a formal Access and Inclusion Plan means the Town is non-compliant with the <i>Disability Services Act 1993</i> .	Moderate	Likely	High	Low	TREAT risk by Approving release of the draft Access and Inclusion Plan 2022-27 for public comment.
Reputation	Not releasing the draft plan for public comment means there is significant risk that stakeholders are unable to provide feedback which could lead to	Moderate	Likely	High	Low	TREAT risk by Approving release of the draft Access and Inclusion Plan 2022-27 for public comment.

	dissatisfaction with the Town and Council.	
Service delivery	N/A	Medium




## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	<p>Additional funds may be required in future budgets, however the amounts required will be determined via further investigation, aligned to proposed priority works.</p> <p>Future budget impacts will be considered by Council through the budget deliberation process prior to works / activities being endorsed and undertaken.</p>

## Analysis

8. An access and inclusion plan is used by the Town of Victoria Park to:
  - a. Define priorities, processes, and short and long-term plans
  - b. Prioritise budget and resource allocations
  - c. Direct the shape of the Town in terms of land use, infrastructure, service and asset management, operations and planning
  - d. Direct workforce planning
  - e. Inform other key strategies and plans such as the Local Planning Strategy
  - f. Inform the Town's position on issues
  - g. Provide context for staff reports to Council, communications and events
  - h. Collect and evaluate performance metrics
9. There are many groups in the community who experience accessibility and inclusion challenges, and therefore benefit from a formal approach. They include:
  - a. People living with disability and carers
  - b. Elderly people
  - c. Parents with infants, young children and prams
  - d. Aboriginal and Torres Strait Islander people
  - e. People with mental illness
  - f. People with physical impairments, injuries and disabilities
  - g. People from different cultural backgrounds
  - h. People who speak a primary language other than English
    - i. People with temporary injuries
10. In recent years, there has been movement toward removing Disability from the title of Access and Inclusion Plans (AIPs). This reflects that plan priorities are relevant for people living with disability, as well as many other groups as outlined above.

11. In light of this shift, it is proposed to name the new document, the Town of Victoria Park Access and Inclusion Plan 2022-27.
12. The Town’s Access and Inclusion Advisory Group have indicated support for this change, based on the above rationale.
13. Based on community feedback and research findings, the draft Plan contains five goals, which subsequently integrate the core seven pillars as prescribed by the Department of Communities.
14. The top three priority areas identified by stakeholders include 1) Employment; 2) Access to Information; 3) Access to Town Buildings and Facilities.

Goal	Descriptor	Outcome	Priority
<b>Goal 1: Customer experience</b>	Our community experience social and cultural inclusion through Town of Victoria Park services and events, with quality access to information and customer service support.	1. Services and Events	
		2. Information	
		3. Quality Customer Services	
<b>Goal 2: Physical access</b>	Our community experience ease of access to all Town of Victoria Park buildings and facilities, through public open spaces and places in the community; with assets continually improved through the Town’s annual Capital Works Program.	4. Buildings and Facilities	
<b>Goal 3: Active Citizenship</b>	Everyone in our community can proactively participate in our local democracy by easily raising issues and providing regular feedback which informs development of the Town’s policy and services.	5. Complaints	
		6. Public Consultation	
<b>Goal 4: Employment</b>	All community members have the opportunity to be employed at their local government, and to retain that employment through adequate support to do their job.	7. Employment	
<b>Goal 5: Governance and Impact</b>	The Town will monitor, measure and evaluate the outcomes of our work, sharing our collective progress regularly with our stakeholders in order to better understand the evolving opportunities and impacts related to access and inclusion within the Town.	All	

15. Proposed deliverables related to the above Goals and Outcome areas are included in the plan. These will form the nucleus of annual implementation plans.

16. The Town will continue to work internally and externally with key partners to ensure deliverables are achieved.
17. The draft Access and Inclusion Plan 2022-27 is now presented to Council for advertising for public comment for a three-week period. During this time, the Town will also seek feedback from the Department of Communities.
18. Upon integration of relevant feedback, the final Access and Inclusion Plan 2022-27 will be presented to Council for formal adoption.
19. The Town will have the plan graphically designed after final endorsement.

## Relevant documents

[Town of Victoria Park Disability Access and Inclusion Plan 2017-2022](#)

### Questions and responses

#### Deputy Mayor Claire Anderson

*1. Is the move to remove the word disability from the title of access and inclusion plans a recommendation from the Department of Communities?*

The A/Chief Executive Officer advised that while this is not a recommendation, they were consulted and sent a draft of the Town's plan which they endorsed and supported. The Town reviewed other local government plans which used the same terminology and were also supported by the Department. These local governments were Mandurah, Stirling, Joondalup, Harvey and Augusta Margaret River.

*2. Has it been a direction or recommendation from the Department of Communities to broaden the scope of access and inclusion plans?*

The A/Chief Executive Officer advised that the Town has engaged with the Department in making sure the seven key outcomes are covered. While they have not specifically said you must remove certain words, they have supported the plan and have said all key seven outcomes are covered. The stakeholder engagement with the community supported broadening the plan. The attachment to the report regarding consultation outlines several of the outcomes in the feedback and identifies the issues raised by the community.

#### Cr Peter Devereux

*1. Do we have information on the demographics of the groups who provided input to the plan given the engagement report only mentions some of these groups?*

The A/Chief Executive Officer advised that the Town did not ask questions about people's cultural background, ethnicity or sexual orientation, so it does not have the demographics.

#### Mayor Karen Vernon

*1. Does the Disability Services Act require a Disability Access and Inclusion Plan, not an Access and Inclusion Plan having regard to the wording in section 28 sub-section 1 of the Act?*

The A/Chief Executive Officer advised that it does specifically refer to a Disability Access & Inclusion Plan, but that clause also refers to schedule 2 which has 17 criteria that are quite specific and are covered off in the draft Access and Inclusion Plan.

*2. How can we comply with Schedule 2 of the Act if we end up designing and administering programs for all people instead of for people with disabilities?*

The A/Chief Executive Officer advised that the draft Access and Inclusion Plan does refer to disability in all seven of the outcomes. The draft has 46 actions where previously the Town had 31. All seven outcomes in the heading read for people living with disability so they are specifically mentioned in each of the outcomes.

*3. Are we at risk of failing to focus on planning for people living with a disability if we broaden the focus into an Access and Inclusion Plan that may prioritise access and inclusion for all people, but at the expense of those with a disability?*

The A/Chief Executive Officer advised that the recommended name change from Disability Access and Inclusion Plan to Access and Inclusion Plan does not dilute actions for people with a disability. When you compare the draft Access and Inclusion Plan with the current Disability Access and Inclusion Plan, it has some stark differences and enhances actions relating to people with a disability while also including other minority groups. The new plan has a comprehensive definition of disability, it includes a strategic concept taking in national, state and local legislation and policy that relates to disability. It talks about the function and role of local government and how it functions for disability. The number of actions has increased from 31 to 46 and people with a disability are specifically referenced in all of the 46 actions. The change theory is also explained in the new Access and Inclusion Plan and is more outcome focused.

*4. What is the basis for your response to Council saying that community engagement feedback had raised broadening the focus as I can't find it in the community engagement feedback report?*

The A/Chief Executive Officer advised that it can be found in attachment 2, on page 3.

*5. Where does it indicate that we had to broaden our horizons beyond disability access and inclusion?*

The A/Chief Executive Officer advised that on page 3 outcome 1, the right hand column has insights with the most frequent ideas. The third dot point down says inclusion and diversity (LGBTQIA+, all ages, Culturally and Linguistically Diverse) It is shown again in outcome 2 at the top of page 4 where it talks about inclusion and LGBTQIA+. There are several references in there.

*6. Do you have a breakdown of how many times these broader based references to access and*



*inclusion in a social way were part of the feedback?*

The A/Chief Executive Officer took the question on notice.

*7. Can elected members be provided with the Town's Project Management Frameworks referred to in 12.1.3 of attachment 12.1.1?*

The A/Chief Executive Officer advised that it could be provided.

*8. Can elected members be provided with the Town's Recruitment Policy and Management Practice referred to in 4.1.3 of Attachment 12.1.1?*

The A/Chief Executive Officer advised that it could be provided.

**Cr Peter Devereux**

*1. Can details from the desktop research of State and interstate Access and Inclusion plans be provided?*

The A/Chief Executive Officer advised that the Town will attempt to provide it for the Ordinary Council Meeting.

**Cr Jesse Hamer**

*1. Are the extra actions due to the broader scoping actions or are they disability focused?*

The A/Chief Executive Officer advised they would be both. There is some crossover but they can be quite different.

**Further consideration to be added to the Ordinary Council Meeting agenda**

1. Include information on the number of times broader based references to access and inclusion in a social way, were part of the feedback.
2. Provide a copy of the Town's Project Management Framework referred to in 12.1.3 of Attachment 12.1.1 to elected members.
3. Provide a copy of the Town's Recruitment Policy and Management Practice referred to in 4.1.3 of Attachment 12.1.1 to elected members.
4. Include information on the examples of best practice from desktop research.

## 13 Chief Operations Officer reports

### 13.1 Archer Mint Street Stage 1 TVP/21/13

<b>Location</b>	Carlisle
<b>Reporting officer</b>	Strategic Projects Manager
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. CONFIDENTIAL - Submission Schedule Archer Mint Revitalisation [13.1.1 - 3 pages]</li><li>2. CONFIDENTIAL - Archer Mint Stage 1 Tender Assessment Report [13.1.2 - 42 pages]</li></ol>

#### Recommendation

That Council awards the contract associated with RFT TVP/21/13 Archer Mint Revitalisation Stage 1 streetscape construction issued through Tenderlink, to Bos Civil Pty Ltd (ABN: [ 16 618 643 477]), with the terms and conditions as outlined in the contract for the lump sum price of \$1,903,120.380 (Ex-GST).

#### Purpose

For Council to accept the tender submitted by Bos Civil for the Archer Mint streetscape works between Bishopgate Street and Planet Street as part of the Archer Mint Streetscape Improvement Program previously endorsed by Council.

#### In brief

- The Public Tender TVP/21/13 consists of civil and landscaping works between Raleigh and Mars Street at Carlisle. It forms part of the first of a four-stage project aiming to transform the existing Archer-Mint Street between Orrong Road and Albany Highway into a vibrant corridor.
- The Public Tender TVP/21/13 for stage 1 was published through Tenderlink on 12 March 2022 and closed on 12 April 2022.
- Suppliers were requested to provide a lump sum price for the stage 1 streetscape construction on Archer Mint Street.
- The Town received one submission from Bos Civil, which was deemed compliant for \$3,497,100 (Ex-GST).
- A budget of \$1,500,000 was included in the 2021/22 financial year and has been included as part of the proposed capital works listing for 2022/23.
- Insufficient funds in the Town's Budget 2021/22 required further negotiations with the preferred candidate to reduce the project scope and meet budget needs. Therefore, it is proposed to construct the road section between Bishopgate Street and Planet Street including their respective intersections as part the present report and defer to 2023/24, Raleigh to Planet Street and Planet to Mars Street sections subject to the approval of future annual budgets.

## Background

1. A street improvement plan for Archer Mint Street was prepared between Orrong Road and Albany Highway, which includes a concept design of the streetscape as well as a staging plan. The Plan recommended proceeding with the detailed design for Stage 1.
2. The Plan was subsequently endorsed by Council at the September 2020 meeting - Council Resolution (508/2020).
3. A detailed design for stage one between Raleigh and Mars Street was completed in December 2021 with a view to be constructed in FY 21/22.

## Compliance criteria

4. Tender submissions must comply with the advice provided under the compliance criteria, as indicated in Section 6.12 of the tender documents.
5. The Town's procurement officer assessed all submissions for compliance against the compliance criteria.
6. The submission was deemed compliant.

## Evaluation process

### Relevant experience

In addition to your Referees provided in Section 6.3, please provide a brief overview of your experience relevant to this project, for example, civil work associated with undertaking retrofitted streetscape work in a commercial area and within a Distributor B Road environment. Please also provide a list of projects detailing the project name, the client, the project value, and the value of your contract as part of the overall project. Any previous experience with the nominated sub-contractors to be included with this information.

- Overview of your organisation
- List of Relevant Projects

Weighting  
25%

### Organisation capacity

Please outline you organisation' capacity to undertake this work. Provide information such as;

- Organisation Structure Chart
- A brief introductory CV (one or two paragraphs) of key personnel
- Role of key personnel in the project
- Current committed Contracts
- Nominated subcontractors
- List of plants and equipment including:
  - a. Model
  - b. Make

Weighting  
10%

<ul style="list-style-type: none"> <li>c. Capacity</li> <li>d. Year of Manufacture</li> </ul>	
<p><b>Demonstrated understanding</b></p> <p>Please provide;</p> <ol style="list-style-type: none"> <li>1. An overview of the methodology you will undertake to complete the works.</li> <li>2. A Staging Plan of the works and how you propose that the street will remain open through the work and accessible to vehicles and pedestrians.</li> <li>3. An indicative Construction Program (Gantt Chart) of the Works.</li> <li>4. How you will manage communication with residents and shop owners and ensure that property access and suitable access to shops will be maintained.</li> </ol>	<p>Weighting 15%</p>
<p><b>Sustainability</b></p> <p>Sustainability in terms of Economic, Social, Environmental and Local Business Support is important to the Town of Victoria Park. Please provide an overview of your sustainable business practices that will be associated with this project including the following;</p> <ol style="list-style-type: none"> <li>1. How many Aboriginal employees or sub-contractors will be engaged under this contract?</li> <li>2. How will the work create an economic benefit for the local community within the Town of Victoria Park? For example, what supplies, materials and sub-contractors will be sourced from within the Town of Victoria Park. Please make sure you complete the estimate of "Percentage of Content from within the Town of Victoria Park" contained within the Pricing Schedule.</li> <li>3. Provide an overview of your Environmental Management System and outline what you believe are the key environmental management issues associated with this project.</li> </ol> <p>Provide details of any other sustainability practices that you think are relevant to this project</p>	<p>Weighting 10%</p>
<p><b>Price</b> Lump sum contract price</p>	<p>Weighting 40%</p>

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Engagement with an external agency to seek alternative funding sources to reduce impact on municipal funds related to construction cost.

Economic	
Community priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Improving the public realm will provide a more comfortable and inviting experience for visitors to the center and improve the likelihood of businesses' coming out' onto the street and upgrading their shopfronts.

Environment	
Community priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The design includes an opportunity to increase our urban tree canopy along Archer and Mint Street in line with the Town's Urban Forest Strategy and Public Open Space Strategy.
EN6 - Improving how people get around the Town.	Creation of a slow-speed, pedestrian-focused precinct with shared spaces where various transport modes such as public transport, walking, and cycling can interact.

Social	
Community priority	Intended public value outcome or impact
S1 - Helping people feel safe.	The shared space design with raised intersections and adequate signs prioritizes pedestrians and cyclists over vehicles aiming to improve road safety.

## Engagement

Internal engagement	
Stakeholder	Comments
Internal staff	Comments were included as part of the design process
Procurement	Procurement officer involved in the public tender process with the preparation of tender documentation and evaluation process.
Street Improvement	The Street Improvement Team provided technical advice and support throughout the project to inform the design.
Place Planning	The Place Planning team was actively engaged during the project to ensure alignment of the detailed design and tender documentation with the endorsed concepts designs.
Parking	The Parking team was consulted with support to the design.

External engagement	
Stakeholder	Comments
Community	Residents, business owners, Elected Members were consulted during the design process.
Other engagement	Western Power, PTA, DOT (Department of Transport) and relevant utility service providers were consulted during the design process.
Methods of engagement	<ul style="list-style-type: none"> <li>• One-on-one meetings with impacted business owners</li> <li>• On-site signage plan</li> </ul>

- Your Thoughts feedback site
- Post cards drop to nearby residents and landowners
- Regular updates via the Towns digital channels on the project
- Engagement with PTA and Western Power to align with current operations and UGP programming
- Development of a traffic management plan to maintain access and sequencing of the works to mitigate impact on pedestrian, parking, and bus operations

## 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 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	Failure to comply with financial requirements under the Act in relation to Procurement.	Moderate	Likely	Medium	Low	Treat- Go through a public tender.
Financial	Approval delay related to the grant Funding	Moderate	Possible	Medium	Low	Treat- Submission of the grant application as soon as possible and ongoing communication with the external funding body
Financial	Insufficient funds to deliver the project	Moderate	Likely	Medium	Low	Treat- Careful budget assessment throughout the lifecycle of the contract.
Environmental	Failure to comply with environmental requirements of the work.	Moderate	Possible	Medium	Low	Share- Review Contractor's construction methodology, risk and controls prior to work starting.

Health and safety	Potential injuries from works.	Moderate	Possible	Medium	Low	Share- Review Contractor's construction methodology, risk and controls prior to work starting.
Legislative compliance	Not applicable					
Reputation	Residential and business complaints during the works.	Moderate	Likely	Moderate	Low	Treat- Notify residents via the website social media and Letter-drop prior to construction start.
Service delivery	Project completion delay	Moderate	Possible	Medium	Low	Share- Continuous review of the construction program and identification of key project milestones.

## Financial implications

<b>Current budget impact</b>	Not applicable.
<b>Future budget impact</b>	<p>Sufficient funds do not sit in the 2022/23 proposed annual budget which creates a variance of \$548,850 against the capital project. By accessing the LRCI funding a budget amendment for the variance will be proposed at August's ordinary council meeting for an increase in grant funds to be received to offset the increase in capital expense if the recommendation is supported.</p> <p>Due to the timing of the upcoming annual budget, this variance has not been captured as part of the 2022/23 proposed annual budget document.</p> <p>The remaining scope of Stage 1 is proposed to be included as part of the Long Term Financial Year process for FY23/24.</p>

## Analysis

7. The assessment of the submissions was formally undertaken by a panel that included:
  - Strategic Projects Manager
  - Strategic Projects Manager
  - GIS and Assets Officer



8. The Town received one submission, which was deemed compliant.
9. The submission from BOS Civil was considered as value-for-money given the current competitive construction market and the perspective to deliver the key infrastructure of the Carlisle Town Centre within budget.
10. An evaluation of submission against the qualitative criteria was conducted as per the evaluation Plan.
11. The evaluation of the submission against the quantitative and qualitative criteria resulted in BOS Civil Pty Ltd being the recommended tenderer based on the following points:
  - (a) Previous experience on complex streetscape projects with the Town ( Etwell Street Revitalisation project)
  - (b) Strong understanding of vehicles and traffic movement along Archer Mint with a detailed staging plan
  - (c) A reputable project team with sound experience in complex projects.
12. A financial evaluation against the draft budget was conducted:
  - A reputable project team with sound experience in complex projects.
  - The initial tenderer's submission price is \$3,497,100 (Ex- GST)
  - The draft budget FY 22/23 is insufficient, with \$1,500,000 available only.
  - An internal meeting with the Procurement officer, Strategic Projects Manager and evaluation panel members was held on 13/05/2022. Diverse options were investigated to reduce contract costs while maintaining "value for money" including price clarification on distinct items, change of road surface and staging.
  - A second meeting was organised at the Town with the preferred tenderer on 16/05/2022, resulting in the following actions:
    - Revised road section between Bishopgate and Planet Street including raised intersections slowing down traffic, new lighting, furniture, and wider footpaths enhancing the streetscape.
    - Road surface changes from paving to red asphalt at the intersections aligned with the endorsed concepts plan by the Council.
  - The revised submission from BOS Civil was received on 1/06/2022 at \$1,888,120.38 (Ex-GST).
  - To meet the total construction cost, an additional \$548,850.00 is required. It is proposed that funding will be acquired through:
    - *Local Road Infrastructure Program ( LRCIP) Phase 3* - \$548,850.00
  - In June 2022, The Town notified the Department of Infrastructure of the nomination of Archer Mint Stage 1 for the LRCIP Phase 3. The Department confirmed that the Town could nominate this project provided that a formal application was submitted by July 2022.
  - The following table presents the outcomes of discussions with the Department of Infrastructure and negotiation with the recommended contractor.

<b>Financial summary table</b>	
<b>Town of Victoria Park FY 22/23</b>	
Draft Budget Archer Mint Stage 1	\$ 1,500,000.00
LRCIP Phase 3 (1)	\$ 548,850.00
<b>Total budget</b>	<b>\$2,048,850.00</b>

Construction stage 1	\$ 1,903,120.38
Western Power streetlighting works	\$ 134,140.00
Contingency (2)	\$ 11,589.62
<b>Total expenditure</b>	<b>\$2,048,850.00</b>

(1) Contract award is subject to successful grant funding application.

(2) Contingency is recommended for unforeseen activities during construction.

## Next steps

- Once the contract is awarded, the Communication Plan will be updated, notifying the Community about the revised scope and providing regular construction updates related to project impacts in a timely manner.

## Relevant documents.

[Policy 301 – Purchasing](#)

### Questions and responses

#### Cr Wilfred Hendriks

*1. In the officers recommendation the contract price is \$1,903,120.38. In the report, item 12, dot point 6, it states the revised submission from BOS Civil was received on 1/06/2022 at \$1,888,120.38. What is the reason for the \$15,000 difference?*

The Manager Strategic Projects advised that the amount of \$15,000 is a provisional sum due to cost increase for street furniture because of supply chain disruption.

*2. Should the revised amount be changed to \$1,903,120.38 so that it is in line with the amount in recommendation?*

The Manager Strategic Projects advised that the final submission is \$1,903,120.38 and the change will be made.

*3. In the brief on page 47 of the agenda, dot point six has an error. It states Raleigh to Planet Street and Planet to Mars Street is to be deferred but it should state that Raleigh Street to Bishopsgate Street and Planet to Mars Street is to be deferred. Can this be corrected for the Ordinary Council Meeting?*

The Manager Strategic Projects advised that yes this is an error and will be corrected?

*4. How much extra would the cost be to include the section between Planet Street and Mars Street,*

*which would then complete a whole section from Archer Street to Star Street?*

The Manager Strategic Projects advised that for the section of road between Planet Street and Mars Street to be included in the tender, it would need further input from the tenderer. The Town would need to liaise with the preferred tenderer. Depending on the request it could be discussed with the contractor once appointed. There could be project implications with if including sections above what was included in the draft budget for financial year 2022/2023.

**Mayor Karen Vernon**

*1. If you were to go back to the tenderer to ask them about the cost of including the Planet Street to Mars Street section, can this only be done after they have been awarded the tender or would you go back before the matter goes back to Council in two weeks' time?*

The Manager Strategic Projects advised that the Town would need to seek information from the tenderer to obtain that price. Doing this before the tender has been awarded will present some problematic limitations to work through.

*2. Would the discussions be considered inappropriate given the report suggests the Town has already had discussions with this party ahead of awarding this tender to reduce contract proposal?*

The Manager Strategic Projects advised the Town is still in negotiations with the preferred contractor. The Town hasn't awarded a contract, so the Town could go back and seek additional information if requested as part of this process.

**Further consideration to be added to the Ordinary Council Meeting agenda**

1. Amend error in the recommendation to show inclusive of provisional amount of \$15,000.
2. Amend error in dot point 6 of the report to show Raleigh Street to Bishopsgate Street and Planet to Mars Street is to be deferred.
3. Include information on the extra cost associated with extending works to include Planet Street to Mars Street.

## 13.2 Ceres Lane Reconstruction TVP/22/06

<b>Location</b>	Burswood
<b>Reporting officer</b>	Manager Infrastructure Operations
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. CONFIDENTIAL - RFT TVP 22-06 Ceres Lane Tender Assessment Report [13.2.1 - 18 pages]

### Recommendation

That Council:

1. Awards the contract associated with RFT TVP/22/06, to MG Group (ABN: [90 126 134 147]), for the reconstruction of Ceres Lane, (Right of Way (ROW) 33), with the terms and conditions as outlined in the contract, for the lump sum price of \$594,400 (excluding GST).

### Purpose

To seek the Council's endorsement to accept the offer made by MG Group for the reconstruction works proposed for Ceres Lane and to award contract TVP/22/06 to the same.

### In brief

- TVP/22/06 Ceres Lane reconstruction was published through Tenderlink and the Town's website.
- Suppliers were requested to provide a lump sum cost for the supply and delivery of the reconstruction works for Ceres Lane.
- A budget of \$390,000 was included in the 2021/22 financial year and has been included as part of the proposed capital works listing for 2022/23. Between the proposed budget and the amount outlined in the contract there is a variance of \$204,400.
- An evaluation of the tender submissions against the prescribed criteria has been completed, and it is recommended that Council accepts the submission made by MG Group and enters into a contract to progress the reconstruction works.

### Background

1. As part of the Town's program for rights-of-way, Ceres Lane has been identified for reconstruction in the 2021/22 financial year.
2. On Saturday, 26 March 2022, the Town called tenders from suitably qualified and experienced civil contractors to undertake the reconstruction of Ceres Lane.
3. The Town engaged the services of Core Business Australia Pty Ltd (CORE) to prepare the Request for Tender (RFT) documentation and compile the RFT. CORE ran the tender utilising CORE's Tenderlink Tender Portal.
4. Tenders were only able to be submitted electronically to CORE's secure Tenderlink Tender Portal at [www.tenderlink.com/corebusiness](http://www.tenderlink.com/corebusiness).
5. The tender was automatically closed at 2:00pm WST, Tuesday 12 April 2022.
6. Two responses were received at the time of closing. None of the responses were assessed as non-compliant.

7. A public tender opening was held at 3.00pm WST on Tuesday, 12 April 2022 at the Town of Victoria Park Administration Building at 99 Shepperton Road. The meeting was attended by CORE's Managing Director who was authorised by the Town of Victoria Park's CEO to open tenders in accordance with Regulation 16 (3) (a) (ii) of the Local Government (Functions and General) Regulation 1996; also in attendance were the Town's Procurement Officer, two of the Town's Strategic Projects Manager, the Town's Depot Technical Officer, the Town's Street Operations Coordinator, the Town's Engineering Technical Officer and CORE's Project Support Officer.
8. No one from the public attended the opening. Tenders were opened from the electronic tender box by the issue of the tender box key by Tenderlink via email to CORE.

## **Compliance criteria**

9. Tenders were assessed against the following compliance criteria:
  - (a) Compliance with completion of the Form of Tender
  - (b) Compliance with the Conditions of Tendering (the RFT)
  - (c) Compliance with the deviation from the RFT requirements
  - (d) Compliance with key personnel requirements of the request
  - (e) Compliance with Occupational Health and Safety requirements of the request
  - (f) Compliance with the Insurance requirements of the request
  - (g) Compliance with and completion of the Price Schedule
10. A tender requirement was that each respondent advised whether their response complied with the above compliance criteria. The CORE Project Support Officer must also confirm if each response did comply.
11. If the tenderer marked the box to say that their tender complied, they are assessed Compliant. If the assessment panel deemed that their response was in fact, compliant, they are given a further assessment of compliant. Each tender needed to achieve two assessments of compliance in order to progress to be assessed unless they are also given an assessment of Conditional.
12. Some aspects of the tender may not comply fully or may not comply at all but can be brought into compliance through a request for further information or clarification, in which case they are given the assessment of Conditional. If the assessment of Conditional was deemed to be minor enough, the response can still be progressed to the next stage of assessment.
13. Where the respondent has nominated a non-compliance or has been assessed as non-compliant, they will be given the rating of Non-compliant. If the respondent received two assessments of non-compliant against any one criteria, it will be set aside and assessed no further.
14. If a respondent has not answered the compliance question, they are given the assessment of 'Not Answered', and this automatically earns them a Non-compliant assessment from the panel and their response is set aside and assessed no further.
15. Compliance checks were completed by CORE prior to sending evaluation forms out to the voting members of the Evaluation Panel.
16. None of the responses was assessed as non-compliant.

## Evaluation process

<p><b>Relevant experience</b></p> <p>i). Please provide a brief overview of your experience relevant to this project, for example, civil work associated with reconstructing urban roadways in confined locations.</p> <p>ii) Please also provide a list of projects detailing the project name, the client, the project value and the value of your contract as part of the overall project. Any previous experience with the nominated sub-contractors to be included with this information.</p>	<p>Weighting 25%</p>
<p><b>Organisation capability</b></p> <p>Please outline your organisation’s capacity to undertake this work. Provide information such as:</p> <ol style="list-style-type: none"> <li>1. Organisation Structure Chart</li> <li>2. A brief introductory CV (one or two paragraphs) of key personnel</li> <li>3. Role of key personnel in the project</li> <li>4. Location of the depot from which the project will be delivered.</li> <li>5. List of plant and equipment, including model, make, capacity and year of manufacture</li> </ol>	<p>Weighting 10%</p>
<p><b>Methodology</b></p> <p>Please provide:</p> <ol style="list-style-type: none"> <li>1. An overview of the methodology you will undertake to complete the works.</li> <li>2. A Staging Plan of the works and how you propose that the laneway will be accessible to vehicles and pedestrians over the period of the works.</li> <li>3. An indicative Project Plan of the works.</li> <li>4. How you will manage communication with residents and shop owners and ensure that property access and suitable access to shops will be maintained.</li> </ol>	<p>Weighting 15%</p>
<p><b>Sustainability</b></p> <p>Please provide an overview of your sustainable business practices that will be associated with this project, including the following;</p> <ol style="list-style-type: none"> <li>1. How many Aboriginal employees or sub-contractors will be engaged under this contract?</li> <li>2. How will the work create an economic benefit for the local community within the Town of Victoria Park? For example, what supplies, materials and sub-contractors will be sourced from within the Town of Victoria Park. Please make sure you complete the estimate of “Percentage of Content from within the Town of Victoria Park” contained within the Pricing Schedule.</li> <li>3. If you are using Sub-contractors, how will you ensure they are being paid in accordance with the agreed terms of payment?</li> <li>4. Provide an overview of your Environmental Management System and outline what you believe are the key environmental management issues associated with this project.</li> <li>5. Provide details of any other sustainability practices that you think are relevant to this project.</li> </ol>	<p>Weighting 10%</p>
<p><b>Price</b></p> <p>Respondents were required to complete a “Price Schedule” with the final basis of the tender being a schedule of rates. To this, indicative hours of each machine/personnel/activity were applied to come up with a total indicative cost of works</p>	<p>Weighting 40%</p>

## Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN6 – Improving how people get around the Town	The reconstruction of the laneway will make the roadway suitable for residents to safely access their properties.

## Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.

## Legal compliance

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

[http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/wa/consol\\_act/lga1995182/s3.57.html](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/wa/consol_act/lga1995182/s3.57.html)

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

[http://classic.austlii.edu.au/au/legis/wa/consol\\_reg/lgagr1996474/](http://classic.austlii.edu.au/au/legis/wa/consol_reg/lgagr1996474/)

## 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					Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not completing the ROW program in a timely manner may impact the Town's	Moderate	Possible	Medium	Low	Progress program through tender award

	reputation.					
Service delivery	Not completing this project may result in a low standard laneway for use by the abutting developed properties	Moderate	Possible	Medium	Medium	Progress the project

## Financial implications

<b>Current budget impact</b>	Not applicable.
<b>Future budget impact</b>	<p>Sufficient funds do not sit in the 2022/23 proposed annual budget which creates a variance of \$204,400. A budget amendment for the variance will be proposed at August's ordinary council meeting for the funds to come out of the road renewal reserve if the recommendation is supported.</p> <p>Due to the timing of the upcoming annual budget, this variance has not been captured as part of the 2022/23 proposed annual budget document.</p>

## .Analysis

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

- Street Operations Coordinator
- Senior Design Engineer
- Strategic Projects Manager
- Project Support Officer, Core Business Australia

18. The Town received two submissions. Both submissions were compliant.

19. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

20.

Tender	Rank
Delta Pty Ltd	2
MG Group	<b>1</b>

21. A full evaluation of the submissions is contained in the attached evaluation report. However, because it contains commercially sensitive information, it has been included as a confidential attachment.

22. Current market conditions (material delays, labour shortages etc.) appear to have resulted in a premium in the pricing of the tender, well in excess of the budget allowance. However, these market conditions



are not expected to change soon. To progress the ROW program in a timely manner, it is, therefore, necessary to fund the shortfall in funding through the Road Renewal Reserve.

23. The necessary amendments to budgets regarding the use of the Road Renewal Reserve are identified in the budget section of the report, and Council endorsement of these changes is sought to allow for the award of the tender and completion of works in the 2022/23 financial year.

## Relevant documents

[Policy 301 – Purchasing](#)

(<https://www.victoriapark.wa.gov.au/About-Council/Policy-library/Policy-301-Purchasing>)

Rights of Way Strategy as adopted by Council on 14 December 2022

([https://www.victoriapark.wa.gov.au/About-Council/Council-meetings/Minutes-Agendas?dlv\\_OC%20CL%20Public%20Meetings=\(pageindex=2\)](https://www.victoriapark.wa.gov.au/About-Council/Council-meetings/Minutes-Agendas?dlv_OC%20CL%20Public%20Meetings=(pageindex=2)))

### Questions and responses

#### Mayor Karen Vernon

*1. Can you advise what the breakdown of the increased costs of \$204,400 are related to?*

The Manager Property Development and Leasing advised that the increased cost related to labour, material and supply across the industry.

*2. Are you able to elaborate on what materials have gone up in price?*

The Manager Property Development and Leasing took this question on notice.

*3. Was consideration given to reducing the scope of the work to bring the project closer to the budget estimate, as was done with item 13.1?*

The Manager Property Development and Leasing advised that options to descope or re-scope the project were reviewed, along with options for adding the project to existing contracts. These options may not present the best outcomes.

*4. Is there an option for Council to consider deferring this project to the next financial year?*

The Manager Property Development and Leasing took this question on notice.

*5. Is there a reason why the revised cost for this project in the officer's report says it is \$204,000 more than the draft budget predicted of \$390,000? Why couldn't we put the revised cost in the draft budget given it is yet to be adopted, instead of having to do a budget variation in August?*

The A/Chief Financial Officer advised that the Town did not include it in draft budget as increased project costs had not been identified early enough to discuss in workshops. The Town was wary of making amendments that elected members were not already aware of when putting the budget

together. It is expected that the Town will be doing a large number of variations for a number of projects over the next few years, so there will be amendments like this going through Council to change the budget.

*6. Is there any reason why it cannot be included in the draft budget, as the budget could be amended before the officer's report on it is released later this week?*

The A/Chief Financial Officer advised that the increased workload with updating a statutory document and reports would put pressure on the team.

*7. Has consideration been given to deferring some other capital works item that is valued around \$200,000 from the budget, so more money doesn't have to be drawn from reserves to accommodate the increase expected for this tender?*

The A/Chief Financial Officer advised that options were considered but those options are not certain at this point. The Town is not in a position to prepare recommendations on what we would defer or not. To do that on budget night would be difficult.

*8. With more time could staff consider for example the road renewal program and identify road renewal works to the value of \$200,000 that could be deferred to the next year for this to proceed?*

The A/Chief Financial Officer advised that it could be possible.

**Further consideration to be added to the Ordinary Council Meeting agenda**

1. Include information on what materials have contributed to the increased cost.
2. Include information on whether it is possible to defer this project to the next financial year.

### 13.3 Extension of Concrete and Kerbing Services CTVP/22/03

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Project Officer
<b>Responsible officer</b>	Manager Infrastructure Operations
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. CONFIDENTIAL - CTV P-22-03 Separable Portion 5 rates [ <b>13.3.1</b> - 3 pages]

#### Recommendation

That Council approves an extension of contract CTVP/22/03 (Asphaltech Pty Ltd ABN 26 064 520 869, for concrete and kerbing services) through the acceptance of the contract's optional Separable Portion number 5, subject to approval of the 2022/23 financial year road renewal projects (for Miller Street, Berwick Street, Raleigh Street, Mars Street and Etwell Street); and also subject to the rates of supply of services based on the original tendered rates for the contract.

#### Purpose

To seek Council approval for the endorsement of an extension to CTVP/22/03 through the acceptance of the optional Separable Portion number 5.

#### In brief

- As part of streamlining the tendering process for the road renewal program, the Town invited tenderers to submit bids for Separable Portions of project works related to concrete and kerbing services.
- Council approved the contract award to Asphaltech in December 2021 for Separable Portions 1 to 4 relating to several 2021/22 financial year road renewal projects.
- Separable Portion 5 work rates (related to the 2022/23 financial year projects) were included as an option to the tender, but the scope of project works, and budgeting processes were not sufficiently developed to allow for this option to be taken up at the time.
- With the finalisation of project works and subject to approval of the road renewal budgets for the 2022/23 financial year, the Council's endorsement to extend the contract through the acceptance of the optional Separable Portion number 5 is sought.

#### Background

1. In October 2021, the Town sought quotations for concrete and kerbing services through the WALGA eQuotes platform, covering five Separable Portions of work, with Separable Portion 5 being an optional scope (with rates only being sought).
2. Council considered the contract award in its meeting on 14 December 2021 (resolution 311/2021). It approved the award of Separable Portions 1 to 4 covering several road renewal projects listed for the 2021/22 financial year.
3. Separable Portion 5 (for the 2022/23 financial year road renewal projects) was not accepted at the time because the works had not been defined, and the budgetary processes for that financial year had not been sufficiently advanced.
4. The contract is still current (with defects liability periods yet to end under the existing Separable Portions), and this component of the contract is available to be pursued based on the contractual scope

of work (under section 2.2 of the contract). The Town, therefore, retains its ability to implement the option concerning Separable Portion 5 if required.

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Ensuring that project works are subjected to appropriate tendering and contractual guidelines.

Environment	
Community priority	Intended public value outcome or impact
EN5 - Providing facilities that are well-built and well-maintained.	To ensure that road renewal programs are maintained on a timely basis.

## Engagement

Internal engagement	
Stakeholder	Comments
Technical Services	Exercise of option for Separable Portion 5 rates provides the best outcome.

## Legal compliance

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

[http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/wa/consol\\_act/lga1995182/s3.57.html](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/wa/consol_act/lga1995182/s3.57.html)

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

[http://classic.austlii.edu.au/au/legis/wa/consol\\_reg/lgagr1996474/](http://classic.austlii.edu.au/au/legis/wa/consol_reg/lgagr1996474/)

## 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 obtaining best value for money for scope of services.	Moderate	Possible	Moderate	Low	Treat. Award under existing contract which was subjected to tendering requirements. Alternative separation of these services infers disadvantaged

						bidding when considered in isolation.
Environmental	Not applicable					Medium
Health and safety	Not applicable					Low
Infrastructure/ ICT systems/ utilities	Not applicable					Medium
Legislative compliance	Noncompliance with tendering regulations.	Moderate	Possible	Moderate	Low	Treat. Consider endorsement of an option already allowed under contract, which has previously been subjected to tendering requirements.
Reputation	Not applicable					Low
Service delivery	Not applicable					Medium

## Financial implications

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

## Analysis

5. The contractor has indicated that it is willing to enter an extension for the 2022/23 financial year projects with the rates for Separable Portion 5 as tendered (as per confidential attachment).
6. From the point of view of meeting statutory regulations, the rates applicable for the services have already been subjected to the requisite tendering requirements. A contract variation is allowable under the Local Government (Functions and General) Regulations 1996, section 11 (2)(j). The acceptance of the option in relation to Separable Portion 5 is simply taking up the available contract option.
7. It is also noted that the contractor has a contract in place for the supply and laying of asphalt until December 2022 (engaged for a three-year period, with two one-yearly extensions under contract CTVP/19/21). This resulted from a tendering process in October 2019 (Council award at its meeting of 19 November 2019 under resolution 241/2019).

8. The Town may seek alternative tenders for the supply of concrete and kerbing services only (the option of tendering for the supply and laying of asphalt is effectively prohibited by the existing contract in place). However, any bids for this service (which represents the other main service involved with road renewal project works) will be placed at a disadvantage because of the relatively limited scope when only considering this in isolation.
9. While the final costs for the 2022/23 road renewal project have not been determined through engineering drawings and rate applications, the contract option relating to Separable Portion 5 does not specifically require this to be undertaken. These rates have however been considered in determining the works to be completed under the projects within the overall budget costs for 2022/23 (together with asphalt and other works as required).
10. It also makes sense for the two major aspects of road renewal project works (namely, asphalt supply and laying; and concrete and kerbing services) to fall under one contractor. This ensures that one contractor is responsible for scheduling the major aspects of works involving road renewal projects.
11. Based on these factors, it is considered that the best alternative for the engagement of concrete and kerbing services is to extend the existing contract CTVP/22/03 through the acceptance of Separable Portion 5 for the approved 2022/23 financial year road renewal projects. This specifically covers the road renewal projects for Miller St (Albany to Shepperton), Berwick St (Balmoral to Hill View), Raleigh St (Oats to Brigg), Mars St (President to Kew) and Etwell St (Riverview and Northampton roundabouts); with an overall total budget of around \$1.5 million to be approved for the entire project works in the 2022/23 financial year.
12. Council approval is therefore sought to engage the contractor through the exercise of the option for Separable Portion 5 under the existing contract.

## Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

## 14 Chief Financial Officer reports

### 14.1 Schedule of Accounts - May 2022

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Finance Manager
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Payment Summary - May 2022 [ <b>14.1.1</b> - 8 pages]

#### Recommendation

That Council:

1. Confirms the accounts for May 2022 as included in attachment 1, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
2. Confirms the direct lodgment of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

#### Purpose

To present the payments made from the municipal fund for the month ended 31 May 2022.

#### In brief

- Council is required to confirm payments made from the municipal 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. The payment list and the associated report was previously presented to the Finance and Audit Committee. Given this Committee's scope has changed to focus more on the audit function, the payment listings will be forwarded to the Elected Members ahead of time. Any questions received prior to the finalisation of the report will be included along with the responses within the Schedule of Accounts report for that month.

5. 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
<b>Municipal Account</b>		
Creditors – EFT Payments		\$6,070,517.14
Payroll		\$1,177,700.29
Bank Fees		\$10,799.45
Corporate Master Card		\$7,667.57
Cancelled EFTs		(\$5,500.00)
<b>Total</b>		<b>\$7,261,184.45</b>

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL2 – Communication and engagement with 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.
CL3 – Accountability and good governance.	The presentation of the payment listing to Council is a requirement of Regulation 13 of <i>Local Government (Financial Management) Regulation 1996</i> .

## Legal compliance

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

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

## Risk management consideration

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



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

## Financial implications

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

## Analysis

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

## Relevant documents

[Procurement Policy](#)

There were no questions asked or presentations made in relation to this item.

## 14.2 Financial Statements - May 2022

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Finance Manager
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Financial Activity Statement Report - 31 May 2022 [14.2.1 - 43 pages]

### Recommendation

That Council accepts the Financial Activity Statement Report – 31 May 2022, as attached.

### Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 31 May 2022.

### In brief

- The financial activity statement report is presented for the month ending 31 May 2022.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.
- The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended 31 May 2022.

### 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. Number all paragraphs from here on, not including tables.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:

#### 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.

#### 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:

#### Period variation

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

**Primary reason(s)**

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

**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**

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL2 – Communication and engagement with the community.	To make available timely and relevant information on the financial position and performance of the Town so that Council and public can make informed decisions for the future.
CL3 – Accountability and good governance.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the <i>Local Government (Financial Management) Regulations 1996</i> .

**Engagement**

<b>Internal engagement</b>	
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 impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Misstatement or significant error in financial statements	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.

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

## Financial implications

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

## Analysis

- The Financial Activity Statement Report – 31 May 2022 complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report – 31 May 2022 be accepted.

## Relevant documents

Not applicable.

There were no questions asked or presentations made in relation to this item.

## **15 Committee reports**

Nil.

## **16 Motion of which previous notice has been given**

Nil.

## **17 Public participation time**

Nil.

## **18 Questions from members without notice on general matters**

### **Cr Wilfred Hendriks**

*1. A part of the Urban Forest Strategy is to put trees on all verges. Can residents refuse a tree being planted on their verge?*

The A/Chief Executive Officer advised that the Town has a program where staff and the community can propose areas to plant trees on street verges or in parks. These are referred to the implementation working group who consider proposals every month. There are safety and service reasons why some verges cannot have a tree.

### **Mayor Karen Vernon**

*1. Can people refuse to have a tree on their verge?*

The A/Chief Executive Officer took this question on notice.

### **Cr Peter Devereux**

*1. When will the plan on a page for the Integrated Transport Plan be put on the website?*

The A/Chief Executive Officer took this question on notice.

## **19 Confidential matters**

Nil.

## **20 Closure**

There being no further business, Mayor Karen Vernon closed the meeting at 8:11pm.