



TOWN OF  
VICTORIA PARK

## Agenda Briefing Forum Agenda – 4 March 2025

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**WE'RE OPEN**  
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 4 March 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mr Carl Askew – Chief Executive Officer**  
27 February 2025

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# 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 at the Agenda Briefing Forum must be related to agenda items only.

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).

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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**

## **3 Acknowledgement of country**

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

*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**

All participation in the meeting will be audio recorded and live-streamed on the Town's website. The live-stream will be archived and made 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 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.

#### **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'.

## **5 Attendance**

<b>Mayor</b>	Ms Karen Vernon
<b>Banksia Ward</b>	Cr Claire Anderson Cr Peter Devereux Cr Peter Melrosa Cr Lindsay Miles
<b>Jarrah Ward</b>	Cr Sky Croeser Cr Jesse Hamer Deputy Mayor Bronwyn Ife
<b>Chief Executive Officer</b>	Mr Carl Askew
<b>Chief Operations Officer</b> <b>Chief Financial Officer</b> <b>Chief Community Planner</b>	Ms Natalie Adams Mr Duncan Olde Mr David Doy
<b>Manager Governance and Strategy</b> <b>Acting Manager Place Planning</b>	Ms Bernadine Tucker Mr Jack Hobbs
<b>Secretary</b> <b>Public liaison</b>	Ms Winnie Tansanguanwong Ms Tomoko Kidahashi

### **5.1 Apologies**

### **5.2 Approved leave of absence**

<b>Jarrah Ward</b>	Cr Daniel Minson
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## **6 Declarations of interest**

### **6.1 Declarations of financial interest**

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the Council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration.

An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest, where they are providing advice or a report to the Council. Employees may continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

### **6.2 Declarations of proximity interest**

A person has a proximity interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5) of the *Local Government Act 1995*) of land that adjoins the persons' land.

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

A member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration.

Employees are required to disclose their proximity interests where they are providing advice or a report to the Council. Employees may continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

### **6.3 Declarations of interest affecting impartiality**

Elected members (in accordance with Code of Conduct for Council Members, Committee Members and Candidates) and employees (in accordance with the Code of Conduct for employees) are required to declare any interest that may affect their impartiality in considering a matter. The declaration must disclose the nature of the interest. This declaration does not restrict any right to participate in or be present during the decision-making process.

- 7 Public participation time**
- 8 Presentations**
- 9 Deputations**
- 10 Method of dealing with agenda business**

# 11 Chief Executive Officer reports

## 11.1 Council Resolutions Status Report - February 2025

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Governance Officer
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Outstanding Council Resolutions Report February 2025 [ <b>11.1.1</b> - 32 pages] 2. Completed Council Resolutions Report February 2025 [ <b>11.1.2</b> - 8 pages]

### Summary

The Council Resolution status reports are provided for Council's information.

#### 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.

### 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.*

### Discussion

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

The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 23 January 2025 to 27 February 2025. A status update has been included by the relevant officer/s.

### Legal and policy compliance

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.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable.		Low	
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	Not applicable.		Medium	
Compliance Breach	Not applicable.		Low	
Reputation	Not applicable.		Low	
Service delivery interruption	Not applicable.		Medium	

## Engagement

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

## Strategic alignment

Civic Leadership	
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.

## 12 Chief Community Planner reports

### 12.1 40kmh on Local Streets - Request to proceed to community engagement phase

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Place Leader - Transport
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. 40 Kmh on Local Streets Rationale - Perth Inner City Group Feb 2025 [12.1.1 - 18 pages]

#### Summary

The 40kmh Safer Speeds Project is working to improve road safety by reducing speeds on local roads. The Perth-Inner City Group (PICG) is taking an area-wide approach to coordinate implementation, reduce costs, and provide consistency for community living within the Perth inner city, which includes the Town of Victoria Park (the Town).

The purpose of this report is to seek consent to undertake community information campaign consultation for the 40kmh Safer Speeds Project as it applies to the Town.

#### Recommendation

That Council:

1. Requests the CEO to undertake a community information campaign in partnership with the Perth Inner City Group, for the 40kmph Safer Speeds Project as it applies to the Town of Victoria Park.
2. Requests the CEO to provide a further report to Council by June 2025 summarising the results of the community education campaign and recommendations on next steps for progressing the 40kmph Safer Speeds Project.

#### Background

1. Council adopted the Town's Integrated Transport Strategy (ITS) in April 2022.
2. The ITS aims to improve road safety for all road users through various initiatives including the Town advocating, as a member of the Perth Inner-City Group (PICG), for "*support for legislative change and policy support for the wider roll out of lower speed limits throughout the Town and wider inner-city area*" (Action #23).
3. The PICG is a voluntary alliance of five inner-city local governments including the Town, City of Perth, City of South Perth, City of Subiaco and City of Vincent with the purpose of collaborating across borders to make the Perth inner-city the most appealing destination for residents, visitors, businesses, and investors.
4. In July 2024, the PICG identified implementing an inner-city slow speed zone as an advocacy priority.
5. The PICG is taking a united approach to reduce the speed on local roads from 50kmh to 40kmh as part of the 40kmh Safer Speeds Project (the Project).

6. The Project follows the successful implementation of a safer speeds trial and subsequent area-wide speed reduction on local roads within the City of Vincent.
7. From April to December 2024, Town staff have participated in progressing Stage 1 of the Project, including project planning, commencing funding applications for signage and the preliminary stages of design.
8. A Concept Forum was held with Elected Members on the Project in October 2024, including the progress to date and lessons learnt from the City of Vincent.

## Discussion

9. Reducing speed limits on local roads to 40kmph can significantly reduce the severity of crashes, therefore reducing the likelihood of fatalities. Slower speed limits also support healthier streets and can enhance the liveability of the inner city. These benefits of the Project, and others, are outlined in detail in the Perth Inner City Group 40kmh Project Rationale at Attachment 1.
10. Stage 2 of the Project proposes all PICG members undertaking simultaneous community engagement on the proposal with a community education focus.
11. The Project’s community engagement plan is currently being prepared in close collaboration between PICG members.
12. It is intended that each PICG local government will undertake engagement activities across March – April, 2025 to demonstrate alignment with united branding, messaging and methods.
13. The Administration is seeking Council’s support to undertake community engagement, in partnership with other PICG member Councils, in accordance with Stage 2 of the Project.
14. It is recommended that a further report be provided to Council summarising the results of the community engagement and with recommendations on next steps for progressing the 40kmh Safer Speeds Project.

## Relevant documents

[Policy 103 Communication and engagement](#)

## Legal and policy compliance

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>	<p>The passing of this recommendation does not result in funds being required in future budgets, however, should Council resolve to subsequently implement Stage 3 of the Project this may result in additional funds being required in future budgets, primarily for the capital costs of signage.</p> <p>At this point in time the project is proceeding on the predication that the Road Safety Commission will be contributing to the cost of signage for each of the PICG local governments however a public commitment has not yet been made.</p>

Details of the estimated future budget impacts in relation to progressing to Stage 3 of the Project, including the status of the Road Safety Commissions contribution, will be provided in a further report to Council after the conclusion of community consultation.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not progressing to community consultation as part of the Project in collaboration with other PICG Councils may increase costs to the Town to progress the project independently.	Low	Low	TREAT by undertaking community consultation in collaboration and alignment with timing of other PICG member Councils.
Environmental	Not applicable		Medium	
Health and safety	Failure to progress the Project to community consultation will delay the Projects safety benefits being realised for community members	Low	Low	TREAT by undertaking community consultation in collaboration with other PICG member Councils.
Data, Information Technology and Cyber	Not applicable		Medium	
Assets	Not applicable		Medium	
Compliance Breach	Not applicable		Low	
Reputation	Failure to progress the project to community consultation may result in negative public perceptions of the Council's commitment to achieving the Town's strategic objectives for road safety	Low	Low	TREAT consent to progressing the Project to community consultation and provide clear communications explaining the rationale and implications of the
Service delivery interruption	Not progressing to Stage 2 in line with other PICG Councils may impact on the service delivery of other projects under the Integrated Transport Program.	Low	Medium	TREAT by undertaking community consultation in collaboration with other PICG member Councils.

## Engagement

Internal engagement	
Stakeholder	Comments
Communications	Advice provided to the PICG on community engagement approach for the Project.
Street Improvement	Input into project planning and the preliminary stages of design as part of Stage 1 of the Project.
Place Planning	Input into project planning and the preliminary stages of design as part of Stage 1 of the Project.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Undertaking community consultation for the 40kmh Safer Speeds Project provides the community with the opportunity to have their say on the proposed speed limit reduction for local roads.

Environment	
Community Priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	Progressing the 40kmh Safer Speeds Project to lower speed limits on local roads will contribute to achieving the objectives of the Town's Integrated Transport Strategy through improving road safety for all users, encouraging mode shift and working with partners and community to achieve transport outcomes.

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Progressing the 40kmh Safer Speeds Project to lower speed limits on local roads can contribute to Town-wide road safety improvements and increase safety benefits for the local community.

## Further consideration

Not applicable.



## 12.2 Draft Oats Street Station Precinct Plan and Scheme Amendment - Request to proceed to public advertising

<b>Location</b>	Carlisle East Victoria Park
<b>Reporting officer</b>	Coordinator Strategic Planning and Economic Development
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Plan 1 - Oats Street Station Precinct [<b>12.2.1</b> - 1 page]</li> <li>2. Draft Oats Street Station Precinct Structure Plan Report [<b>12.2.2</b> - 104 pages]</li> <li>3. Scheme Amendment Report - Oats Street Station Precinct [<b>12.2.3</b> - 36 pages]</li> <li>4. Vic Park Local Planning Strategy - Oats Street Station Chapters [<b>12.2.4</b> - 13 pages]</li> <li>5. Oats Street Precinct Preferred Growth Scenario Report [<b>12.2.5</b> - 40 pages]</li> </ol>

### Summary

This report is seeking endorsement by Council to advertise the Town’s draft Oats Street Station Precinct Structure Plan (OSSPSP) and Local Planning Scheme No.2 (LPS2) Amendment No.1 (Scheme Amendment), for the purpose of public advertising as required by the Planning and Development (Local Planning Schemes) Regulations 2015.

Should Council endorse the OSSPSP and Scheme Amendment, the documents will be submitted to the Western Australian Planning Commission for assessment and endorsement to commence public advertising later in 2025.

### Recommendation

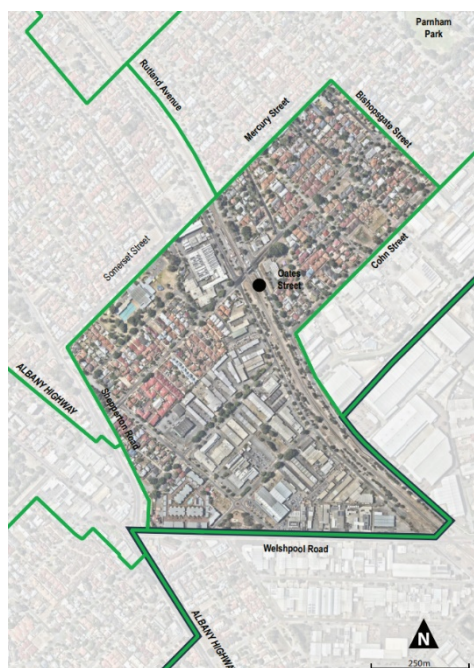
That Council:

1. Receives the draft Oats Street Station Precinct Structure Plan and associated Local Planning Scheme No.2 Amendment No.1.
2. Endorse the draft Oats Street Station Precinct Structure Plan for public advertising in accordance with Schedule 2 (Part 4 – Structure Plans) of the Planning and Development (Local Planning Schemes) Regulations 2015.
3. Resolve pursuant to Section 75 of the Planning and Development Act 2005 to initiate an Amendment (Amendment No.1) to the Town of Victoria Park Local Planning Scheme No. 2 for the purpose of supporting the future implementation of the final Oats Street Station Precinct Structure Plan.
4. Determines pursuant to Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, Amendment No. 1 is a ‘standard amendment’ for the following reasons:
  - a. The amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
  - b. The amendment is consistent with a region planning scheme that applies to the scheme area;
  - c. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

5. Requests the CEO to, pursuant to Section 46A of the Planning and Development (Local Planning Schemes) Regulations 2015, seek approval from the Western Australian Planning Commission to advertise Amendment No.1 without modification and seeks approval to advertise pursuant to Section 83A of the Planning and Development Act from the Minister for Planning.
6. Supports the CEO seeking approval from the Western Australian Planning Commission to undertake concurrent advertising of the draft Oats Street Station Precinct Structure Plan and Amendment No.1 for public comment, for a period of 42 days, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.
7. Require the CEO to provide a report back to Council within 60 days of the close of the advertising period, including:
  - a. A schedule of submissions made during the advertising period, together with
  - b. The comments and recommendations in response to those submissions.

## Background

1. The Town's Local Planning Strategy (2022) sets the strategic objectives for the Town's activity centres and provides the supporting framework to deliver strategic urban planning and development projects across the Town for the next 10 – 15 years.
2. Action 3.2 of the Local Planning Strategy requires the preparation of a precinct structure plan (PSP) for the Oats Street Station Neighbourhood (Figure 1) to guide future updates to the local planning framework and identify public realm, access and infrastructure upgrades.



**Figure 1. Local Planning Strategy – Oats Street Neighbourhood boundary**

3. The Local Planning Strategy objectives for the Oats Street neighbourhood should guide future updates to the local planning framework for the precinct and are as follows:
  - *OS.1 To maximise higher density residential and mixed-use development close to the Oats Street station and high frequency bus services.*
  - *OS.2 To ensure an appropriate transition in built form and scale between future higher density development and surrounding lower scale development.*

- OS.3 To address gaps in the provision of Public Open Space as per the Public Open Space Strategy.
4. In December 2021, the Council approved the granting of easements to Western Power over Lot 121 and Lot 22 Shepperton Road and Lot 311 Somerset Street, East Victoria Park for the purpose of removing overhead power lines as part of the METRONET Level Crossing Removal project. The \$347,000 (plus GST) compensation payment received for the granting of the easement was subject to an agreement the funds were used for the purpose of preparing a PSP for the Oats Street Station neighbourhood.
  5. In April 2023, the Council awarded a Tender to Urbis Pty Ltd to prepare a PSP and Scheme Amendment. Urbis are the lead planning and design consultant, and they sub-contract technical consultants in transport, civil engineering, architecture, landscape design and environment management to assist.
  6. The project is being carried out in stages:
    - Stage 1 – ‘Background and Context Analysis’ (complete).
    - Stage 2 – ‘Scenario Development’ – developing two different growth scenarios based on Stage 1 outcomes, engaging with landowners, community and stakeholders, technical testing, identifying a Preferred Growth Scenario as the basis of guiding stage 3 (complete).
    - Stage 3 – ‘Drafting PSP and Scheme Amendment’, preparing recommended updates to local planning framework (land use and development control provisions, zones) and recommending associated infrastructure improvements (current project stage).
    - Stage 4 – ‘Advertising draft PSP and Scheme Amendment’.
    - Stage 5 – ‘Finalise PSP / Scheme Amendment’.
  7. Based on the results of Stage 1 analysis and engagement findings, two planning scenarios were developed based on a ‘Consolidated Core’ and ‘Distributed Density’. The two scenarios provided different options for growth and change in the precinct to accommodate more dwellings and an appropriate extent and mix of commercial land uses to achieve the State government and Town’s strategic objectives for infill development and density around train stations. The two scenarios were tested through engagement with the community and key stakeholders in October-November 2023 as part of Stage 2.
  8. Considering the feedback received and support for various components of each scenario, a Preferred Growth Scenario was prepared as detailed in the Preferred Growth Scenario report at Attachment 5, generally comprising:
    - Up-coding of existing residential areas to encourage redevelopment of properties for medium density villas, townhouses and mid-rise apartments (to 3-4 storeys).
    - Consolidating higher density Mixed Use redevelopment opportunities, up to 10 storeys, closer to the train station to leverage investment from METRONET.
    - Extending Mixed Use redevelopment opportunities down Milford Street (north side and part of the sound side) to create a strong link between the station and St James Town Centre (Albany Highway) allowing for building heights up to 6 storeys.
    - Extending Mixed Use redevelopment opportunities along part of Swansea Street East to Welshpool Road to leverage the amenity from the recently upgraded Forward Reserve.
    - Retain a portion of the existing light industrial area for light industry and mixed business/commercial (no residential) to allow for the ongoing diversification of businesses in this area and to landbank this area for potential redevelopment in the longer term.
    - Retain Aqualife and TAFE as Scheme Reserves, noting opportunities for master planning and future redevelopment through other processes.

- Opportunities to improve the public realm and streetscapes to enhance connections to the station as well as improving spaces around Water Corporation drainage sumps in Beatty Ave, Forward St and Jupiter St.
9. On 23 May 2024, the Council resolved (108/2024) to:
- a. *endorse the Oats Street Precinct Preferred Growth Scenario as the basis for preparing the draft Oats Street Station Precinct Structure Plan and Scheme Amendment.*
  - b. *instruct the Chief Executive Officer to provide a further report to Council seeking consent to advertise the draft Structure Plan and Scheme Amendment prior to commencing any statutory advertising.*

## Discussion

10. Stage 3 – ‘Drafting PSP and Scheme Amendment’ is now complete with the preparation of the draft Oats Street Station Precinct Structure Plan report at Attachment 2 and Scheme Amendment Report at Attachment 3.
11. Stage 4 ‘Engagement and advertising draft PSP and Scheme Amendment’ requires approval of both documents by Elected Members, and subsequently the Western Australian Planning Commission (WAPC) and Minister, prior to the commencement of public advertising.
12. Endorsement to advertise the OSSPSP and Scheme Amendment will provide further opportunity for community, businesses, government departments and other key stakeholders to review the complete suite of documents prior to Council considering the structure plan for final endorsement and submission to the WAPC and Minister for Planning for approval.

### The OSSPSP

13. The OSSPSP (Attachment 2) document is made up of two parts:
- (a) Part One ‘Implementation’ - sets out the vision for the area and the technical planning and development guidance for the implementation of the OSSPSP. It is to be read in conjunction with the Town of Victoria Park Local Planning Scheme No.2.
  - (b) Part Two ‘Explanatory’ - sets out physical analysis, opportunities and constraints, precinct boundary, stakeholder and community engagement, design responses to the six design elements in ‘State Planning Policy 7.2 ‘Precinct Design’ and rationale for implementation actions.
14. Technical Reports & Strategies that have guided the preparation of the AHPSP and provide further guidance on its implementation are included as Appendices.

### Part 1 – Vision and Objectives

15. The OSSPSP sets out the Vision and Objectives for the Precinct in response to the outcomes of Stage 1 and Stage 2. The Precinct Objectives articulate how the PSP responds to the six Design Elements outlined in State Planning Policy 7.2 ‘Precinct Design’ being: Urban Ecology, Urban Structure, Public Realm, Movement, Land Use and Built Form.

### Part 1 - Sub-Precincts

16. The draft OSSPSP divides the Oats Street Station precinct into four distinct sub-precincts (Figure 2) each with a specific intent:
- a. Station Core Sub-Precinct  
The Station Core is the focus of new transit oriented development, leveraging from the Oats Street Train Station and will undergo transformative change to support higher density mixed use development.
  - b. Mixed Use Frame Sub-Precinct

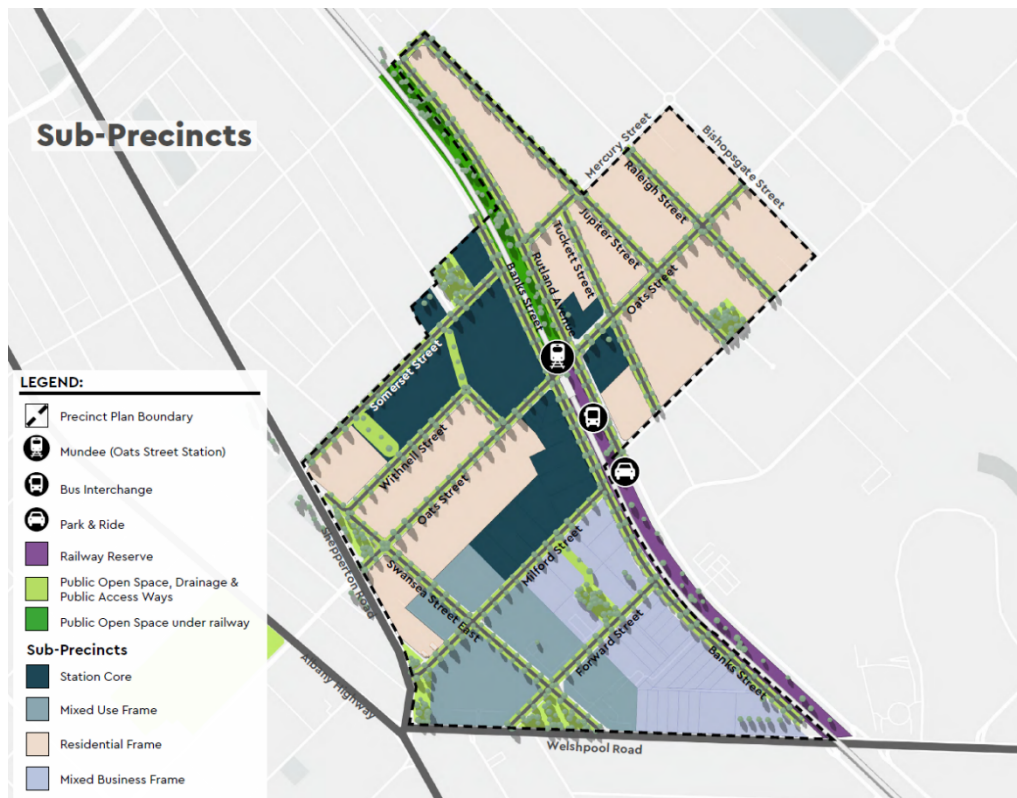
The Mixed Use Frame provides for a secondary redevelopment focus around the Milford, Forward and Swansea Street East area to create a strong link between Oats Street Train Station and the St James Town Centre as well as the associated commercial areas on Albany Highway and Welshpool Road, and the amenity offered by Forward Reserve.

c. Mixed Business Sub-Precinct

The Mixed Business Frame comprises portions of the existing light industrial area which forms a transition to the wider Welshpool Industrial Area.

d. Residential Frame Sub-Precinct

The Residential Frame sub-precinct frames the Station Core sub-precinct and is intended for redevelopment of medium density houses, townhouses and mid-rise apartments.



**Figure 2. Oats Street Station PSP – Sub-Precinct boundaries**

**Part 1 – Development Requirements**

17. The OSSPSP sets out the overarching development requirements for all land within the precinct and relate to:
  - a. Land Use,
  - b. Residential Densities,
  - c. Subdivision requirements,
  - d. Primary Development Controls (Building Height, Plot Ratios and Setbacks etc),
  - e. General development requirements relating to the design of new development.
18. The OSSPSP development requirements promote a diverse range of building heights and typologies consistent with the context and objectives of each sub-precinct.

**Part 2 – Explanatory Section**

19. Part 2 provides planning background and explanatory information to support the implementation of Part 1 including rationale for the PSPs response to matters related to:



- Urban structure,
  - Movement network,
  - Public realm interventions,
  - Environmental assets,
  - Water management, infrastructure and servicing.
20. Part 2 offers additional supportive actions and initiatives for each sub-precinct that are needed to bring the overarching vision for the precinct to fruition. The recommended implementation actions are primarily for consideration of implementation through the Town's Strategic Programs including advocacy to State Government agencies and service providers.

#### OSSPSP Scheme Amendment

21. The proposed Scheme Amendment comprises the required modifications to the LPS2 Scheme Text and Scheme Map to implement the OSSPSP to ensure that no existing scheme provisions conflict with the intent and provisions of the OSSPSP.
22. The proposed Scheme Amendment is considered a 'standard' amendment, pursuant to Regulation 35(2) of the Regulations, for the following reasons:
- a. The amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
  - b. The amendment is consistent with a region planning scheme that applies to the scheme area;
  - c. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

#### Advertising of Structure Plan and Scheme Amendment

23. The Deemed Provisions stipulate under Part 4 Cl.18(1) that the Town must within 28 days of preparing a structure plan commence public advertising. The period for making submissions on a proposed structure plan is 42 days.
24. Pursuant to Regulation 46A of the Regulations the Town must seek approval from the WAPC to advertise the Scheme Amendment and subsequently the Minister for Planning pursuant to Regulation 46B. The period for making submissions on a proposed standard amendment to a local planning scheme is 42 days pursuant to Regulation 47(3).
25. To simplify the consultation process for the OSSPSP and Scheme Amendment, it is recommended that the Town seeks the approval of the WAPC to grant an extension to commence the advertising of the OSSPSP to allow advertising of the two documents to be undertaken concurrently.

#### Next Steps

26. Should Council resolve to endorse the OSSPSP and Scheme Amendment for public advertising, the two documents will be submitted to the WAPC for assessment and approval to commence advertising. The WAPC may endorse the OSSPSP, and in the case of the Scheme Amendment the Minister for Planning, with or without modifications. Public advertising will then be undertaken for a period of 42 days.
27. Following the statutory advertising period of the OSSPSP and Scheme Amendment, the Administration will review submissions and provide a schedule of submissions and responses back to Council for further consideration.
28. Modifications to the OSSPSP and/or Scheme Amendment may be required in response to the advertising process. These will be presented to Council for consideration as to endorse a final OSSPSP and Scheme Amendment for endorsement by the WAPC and approval by the Minister for Planning.

29. The OSSPSP will become operational upon its approval by the WAPC and the gazettal of the Scheme Amendment to LPS2.

## Relevant documents

[Local Planning Strategy \(2022\)](#)

[Oats Street Station Preferred Growth Scenario Report](#)

## Legal and policy compliance

[Planning and Development Act 2005](#) – Part 5 (Local Planning Schemes) s75 Amending scheme

[Planning and Development \(Local Planning Schemes\) Regulations 2015](#) - Schedule 2 (Part f – Structure Plans).

## 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.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Delaying or not progressing the project to advertising could result in additional costs associated with longer project timeframes.	Low	Low	TREAT risk by supporting the OSSPSP and Scheme Amendment progressing to advertising.
Environmental	Delaying or not progressing the project to advertising could result in delaying the implementation of development controls to address environmental objectives.	Medium	Medium	TREAT risk by supporting the OSSPSP and Scheme Amendment progressing to advertising.
Health and safety	Delaying or not progressing the project to advertising could result in delaying future development and street upgrades, and the improved activation this would bring and its contribution to improved	Low	Low	TREAT risk by supporting the OSSPSP and Scheme Amendment progressing to advertising.

	community safety.			
Data Information Technology and Cyber	n/a		Medium	
Assets	n/a		Medium	
Compliance Breach	n/a		Low	
Reputation	Delaying or not progressing the project to advertising would not align with community, landowner and State Govt expectations for timely updates to the planning framework, especially following the extensive community engagement undertaken to date.	High	Low	TREAT risk by supporting the OSSPSP and Scheme Amendment progressing to advertising.
Service delivery interruption	Delaying or not progressing the project would prevent the Town's administration from meeting its obligations under the Local Planning Strategy and Corporate Business Plan.	Low	Medium	TREAT risk by supporting the OSSPSP and Scheme Amendment progressing to advertising.

## Engagement

### Internal engagement

Stakeholder	Comments
Place Planning	Place Planning is leading the project with input from East Victoria Park and Carlisle Place Leaders and other specialists as required.
Urban Planning	Urban Planning have reviewed Part One and provided feedback on draft provisions to ensure operation of the OSSPSP is clear and suitable implementation of the proposed development requirements
Technical Services	Street Improvement has been a key stakeholder providing feedback on the technical appendices – in particular, review of the movement network approach and input into the streetscape typologies, the role of various transport modes within the precinct and



proposed future public realm improvements.

## External engagement

Stakeholders	Businesses, Residents, Landowners, Department of Planning, Lands and Heritage, METRONET, utility providers, TAFE.
Period of engagement	Aug-Nov 2023 (Stage 1 and 2)
Level of engagement	3. Involve
Methods of engagement	<p>Engagement activities undertaken for Stage 1 and 2 include:</p> <ul style="list-style-type: none"> <li>• direct contact with landowners by letter, phone, email where possible, one-on-one meetings with interested landowners and a landowners intentions survey.</li> <li>• leaflet drops and direct engagement with businesses to promote the project and direct them to project information Your Thoughts (the Town's engagement platform).</li> <li>• promotion of the project through the Town's social media, e-news and a community survey.</li> <li>• one-on-one meetings with key stakeholders (the Department of Planning, Lands and Heritage, METRONET, utilities, TAFE facility manager and Aqualife facility manager).</li> <li>• direct engagement with the Town of Victoria Park Young Leaders.</li> <li>• community information session held at Carlisle TAFE (16 November 2023).</li> </ul>
Advertising	<ul style="list-style-type: none"> <li>• Letters to landowners (800+)</li> <li>• Leaflets to businesses (800+)</li> <li>• Flyers to letterboxes</li> <li>• Emails to Register for Project Updates.</li> <li>• E-News</li> <li>• Town's website</li> <li>• Social media</li> <li>• Posters displayed at Admin Centre and Library</li> </ul>
Submission summary	Comments received during Stage 1 and the Stage 2 Scenarios have informed the preparation of the Preferred Growth Scenario that the OSSPSP and Scheme Amendment are based on.

## Strategic alignment

### Civic Leadership

Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	OSSPSP process ensures communication aligns with the community's priorities and content reflects previous Council decisions.

### Economic

Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local	The OSSPSP will provide additional opportunities for business diversity

economy.	and growth that align to the Town's strategic direction and are complementary to the existing hierarchy of activity (commercial centres) in particular the nearby Albany Highway Secondary (Activity) Centre
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Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The OSSPSP makes recommendations regarding: <ul style="list-style-type: none"> <li>improving the local environment – canopy coverage, stormwater management/water quality, remediating contaminated soil.</li> <li>built form sustainability.</li> <li>transport and parking strategies to increase active transport trips and reduce private vehicle use.</li> </ul>
EN3 - Enhancing and enabling liveability through planning, urban design and development.	The OSSPSP makes recommendations to upgrade streetscapes and drainage sumps with a focus on significantly improving the walking/cycling environment and access to a range of open space areas and places to dwell along the street.
EN4 - Increasing and improving public open spaces	The OSSPSP makes recommendations for upgrading drainage basins to provide publicly accessible space around the basins for community use (subject to further Water Corporation approval processes) and improving access to the linear parkland provided through METRONET under the rail line.
EN6 - Improving how people get around the Town.	The OSSPSP makes recommendations for upgrading streetscapes with a focus on significantly improving the walking/cycling environment to improve movement around and through the precinct, especially to and from the train station and bus interchange, St James town centre, Aqualife, regional bike path and open spaces.

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	The OSSPSP facilitates development that activates the area, improves its image and will make recommendations regarding upgrades to streetscapes which may improve safety and perceptions of safety.
S2 - Collaborating to ensure everyone has a place to call home.	The OSSPSP facilitates residential development, in particular apartments, that will add to the diversity of housing products available in the Town. The plan will make recommendations regarding affordable housing.

## Further consideration

Not applicable.

## 12.3 Proposed naming changes in the Edward Millen Precinct

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Place Leader – Urban Design
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Community Consultation-Detailed Report Edward Millen Re-naming [<b>12.3.1</b> - 7 pages]</li><li>2. Community Consultation questions [<b>12.3.2</b> - 3 pages]</li><li>3. Edward Millen Redevelopment Project-Heritage Interpretation Strategy [<b>12.3.3</b> - 82 pages]</li></ol>

### Summary

The Town has undertaken further research and consultation into the proposed renaming of Edward Millen Park and Edward Millen Home, colloquially known as Edward Millen House, as part of the Edward Millen Redevelopment Project to better reflect the site's heritage.

It is recommended that the Town proceed with renaming Edward Millen House to Elizabeth Baillie House and that the new playground in Edward Millen Park be named Mildred Creek Playground.

The name of Edward Millen Park is recommended to remain until the Town's approach to cultural mapping, and dual naming has been determined in consultation with the Mindeera Advisory Group.

### Recommendation

That Council:

1. Endorses the renaming of Edward Millen Home to Elizabeth Baillie House.
2. Endorses the naming of the new playground, designed to be constructed as part of the Edward Millen Redevelopment Project, as Mildred Creek Playground.

### Background

1. The Edward Millen Redevelopment Project aims to realise the full potential of the heritage-listed buildings and the expansive 4.7 hectare Edward Millen Park reserve.
2. The original owner and builder of the property was Elizabeth Baillie, who opened a maternity hospital called the Rotunda Hospital. That building was later named Edward Millen Home and is colloquially known as Edward Millen House.
3. Changing the name of Edward Millen Park and the Edward Millen House building has been a consideration and theme throughout the Edward Millen Redevelopment Project, especially through the development of the Edward Millen Park Masterplan.
4. At the 18 February 2020 Ordinary Council Meeting (OCM), Council approved the Edward Millen Park Masterplan to proceed to detailed design.
5. Through the extensive Heritage Interpretation work undertaken for the project (as contained in Attachment 3) it was advised the Town should consider such a name change for the park and building.

6. In May 2021, through Council Resolution 94/2021, Council determined to:
  - a. *Progress the detail design for the landscape master plan.*
  - b. *Endorses community consultation to be undertaken on a proposal to rename Edward Millen House and Park to "Elizabeth Baillie House" and "Elizabeth Baillie Park" and present that naming proposal to the Department of Planning Lands and Heritage and the Heritage Council as a formal request.*

## **Discussion**

### 2021 Community Engagement

7. In July 2021, community consultation was undertaken on the proposal to re-name Edward Millen Park and Edward Millen House to Elizabeth Baillie House and Elizabeth Baillie Park. The outcomes of the community consultation are contained in Attachment 1 'Community Consultation – Detailed report Edward Millen Renaming' and Attachment 2 'Community Consultation Questions'.
8. The consultation received 102 responses, comprising support for the proposal to re-name Edward Millen House and Edward Millen Park to Elizabeth Baillie House and Elizabeth Baillie Park as follows:
  - 82% Support
  - 16% Do Not Support
  - 4% Unsure
9. Following the 2021 community consultation, the Town received a letter relating to Elizabeth Baillie which makes an allegation of violent abuse; however, the origin of the letter or validity of the allegations made cannot be verified.
10. Following the strong community support for the name change and receipt of the letter, the Town has conducted a detailed descendant search and historical biography research for Edward Millen and Elizabeth Baillie (contained at Attachment 4).
11. The research verified that Elizabeth Baillie's early pioneering work, as one of the first midwives registered in Western Australia, and her ambition to build purpose-built maternity hospital and provide women with an alternative to home birth.
12. The research also verified that Edward Millen was born in England and migrated to New South Wales in 1880, where he worked as a journalist and later became the Minister for Repatriation after entering politics. The Rotunda Maternity Hospital was renamed Edward Millen House in his honour in 1924.
13. The site was also home to the Mildred Creak Building, a centre for the treatment and care of autistic children in Perth.
14. The building was named after Mildred Creak, an English doctor who established a set of diagnostic criteria for autism, at a time when autism was thought to be caused by inadequate parenting.
15. The landscape works for the redevelopment project includes a new inclusive playground, which is specially designed for all abilities and neurodiverse children.

### Progress of redevelopment and renaming

16. In August 2023, the Town of Victoria Park granted a 20-year lease over the site to private equity firm Blackoak Capital Ventures, to restore and redevelop the buildings and surrounding reserve.
17. In early 2024, the Administration made the decision to take the topic of renaming Edward Millen precinct to the Mindeera Advisory Group, as the Reconciliation Action Plan had just been endorsed and it listed dual naming as a priority deliverable.

18. On the 6 June 2024 the project team presented the renaming options to the Mindeera Advisory Group who provide the following feedback:
- a. Support for the naming for Elizabeth Baillie House and Mildred Creak Playground.
  - b. Truth telling is important, and it should be stated on a plaque that the Rotunda Hospital was not an option for First Nations mothers.
  - c. Cultural mapping of the Town is a priority and this could inform dual naming of the Park.
19. The Administration believes there is an opportunity to incorporate truth telling on interpretive signage, in the redevelopment of the site. The signage could tell the history of the Rotunda Hospital and acknowledge that the hospital was not an option for First Nations mothers. Cultural mapping of the Town is a priority, however it is a very large and costly project. The early stages of the cultural mapping is beginning in the McCallum Park project. At the completion of the cultural mapping of the Town, a list of names could be put forward for dual naming of the Park.
20. Blackoak Capital Ventures is seeking that the Town finalise the name of the Edward Millen House building so the correct and final naming can be used in the branding, and final wayfinding signage for the project.
21. It is recommended that the Town proceed with renaming Edward Millen House to Elizabeth Baillie House and that the new playground in Edward Millen Park be named Mildred Creak Playground.
22. The name of Edward Millen Park is recommended to remain until the Town's approach to cultural mapping, and dual naming has been determined in consultation with the Mindeera Advisory Group.
23. The Department of Planning Lands and Heritages (DPLH) Heritage Council have advised the Town they would not change the name of Edward Millen Home (aka House) on the Register Entry. The Heritage Council have advised *"If the Town wishes to change the name of the place to better acknowledge and interpret the work of Elizabeth Baillie, that does not require the name in the Register Entry to also be changed."*
24. Landgate Geographic Names and Addressing, has advised they do not maintain a list for building or playground names so there is not a requirement for the Town to advise Landgate on the proposed name change.

## Relevant documents

Not applicable.

## Legal and policy compliance

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.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety	Not finalising the naming of the building means emergency services could be delayed trying to find these places.	High	Low	TREAT by naming the building and playground to avoid any confusion or delays.
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach			Low	
Reputation	The process for renaming the building began in 2021 and this needs to be finalised to avoid reputational damage.		Low	TREAT by naming the building and playground to avoid any confusion or delays.
Service delivery interruption			Medium	

## Engagement

Staff at the Town of Victoria Park have been consulted.

Internal engagement	
Place Planning	Supportive of the name change.
Coordinator Local History (Library)	Engaged with during the creation of the Heritage Interpretation Strategy and opportunity to rename the State Listed Heritage Buildings.  Is supportive of the name change, however has advocated for the name Edward Millen for the park to remain, due to his service to the community both at the local and national levels.
Project Management Office	Supportive of the name change.

External engagement	
Landgate, Geographic Names & Addressing	Engaged through the naming process investigations. Advised that they do not maintain a list for building names so there is not a requirement for the Town to advise Landgate on the naming.
DPLH Heritage Council	Engaged through the naming process investigations. Advised they would not change the name of Edward Millen Home on the Register Entry providing the following explanation: <i>"If the Town wishes to change the name of the place to better acknowledge and interpret the work of Elizabeth Baillie, that does not require the name in the Register Entry to also be changed. Formally changing the name of a place in a Register Entry is actually very rare, however the functional or operational names of registered places are regularly changed. This process does not require the approval of the Heritage Council."</i>
Blackoak Capital Ventures	Engaged through the naming process investigations. Advised of their support for the proposed name change.
Mindeera Advisory Group	Engaged through the naming process investigations. <ul style="list-style-type: none"> <li>▪ Advised of their support for the naming for Elizabeth Baillie House and Mildred Creek Playground.</li> <li>▪ Truth telling is important, and it should be stated on a plaque that the Rotunda Hospital was not an option for First Nations mothers.</li> <li>▪ Cultural mapping of the Town is a priority and this could inform dual naming of the Park.</li> </ul>

## Strategic alignment

Social	
Community Priority	Intended public value outcome or impact
S4 - Improving access to arts, history, culture and education.	Re-naming the historic landmark to better reflect its heritage and provides the community with greater opportunity to learn about this history and Elizabeth Baillie's significant contribution to the history of the site.

## 13 Chief Operations Officer reports

### 13.1 TVP/24/31 Estate Parks and Streetscape Maintenance Tender

<b>Location</b>	Burswood
<b>Reporting officer</b>	Manager Infrastructure Operations
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. CONFIDENTIAL REDACTED - TV P-24-31 Evaluation Report [13.1.1 - 19 pages]

#### Summary

To seek Council approval to appoint a preferred contractor to carry out the Estate maintenance requirements for Parks and Streetscapes in the Burswood Peninsula, as the value of the tender exceeds \$500,000. It is estimated the value of the contract will cost in the order of \$510,708.00 over the next 3 years with 2 possible 12-month extensions.

#### Recommendation

That Council awards the contract associated with TVP/24/31 The Peninsula Estate Parks and Streetscape Maintenance, to Gas Assets Pty Ltd, Trading As Gecko Contracting Turf and Landscape Maintenance (ACN 168 398 990), for maintenance of the designated Parks and Streetscapes, with the terms and conditions as outlined in the contract, as a schedule of rates, cost estimated at \$170,236 per annum.

#### Background

1. The Public Open Space (POS) in the Burswood area is currently managed by inhouse staff as well as external contractors.
2. It is a higher maintenance section of POS due to the mix of parks, gardens, a complex irrigation system, an ornamental lake and surrounded by medium and high-density development.
3. TVP/24/31 The Peninsula Estate Parks and Streetscapes Maintenance was published through Tenderlink, on Friday 8 November 2024 and advertised in the West Australian on Saturday 9 November 2024.
4. Suppliers were requested to provide landscape and irrigation maintenance services to maintain and improve the POS on designated sites within the Burswood development.
5. The approved municipal funding allocation for this item is \$453,756 in the 2024/2025 maintenance budget.
6. The Town received five (5) submissions. Of these submissions, all were deemed compliant.
7. An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Gas Assets Pty Ltd, Trading As Gecko Contracting and enters a contract for the maintenance of the designated Parks and Streetscapes with the terms and conditions as outlined in the contract as a schedule of rates. The cost is estimated at \$170,236.00 per annum, or \$510,708.00 over 3 years.



## Discussion

8. The assessment of the submissions was formally undertaken by a panel that included:
9. Manager Infrastructure Operations
10. Specialised Park Supervisor
11. Strategic Projects Manager
12. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the recommendation below.

Company	Ranking
Gas Assets Pty Ltd, Trading As Gecko Contracting Turf and Landscape Maintenance	<b>1</b>

## Compliance criteria

13. The compliance criteria used in the assessment was:
  - (a) Compliance with the Conditions of Submission
  - (b) Compliance with the General Conditions of Contract, Special Conditions, and this Request
  - (c) References
  - (d) Acknowledgement of Addenda (if any)
  - (e) Complete Pricing Schedule
  - (f) Corporate Information
  - (g) Financial Position
  - (h) Conflict of Interest
  - (i) Insurance
  - (j) Access and Inclusion Plan (AIP)
  - (k) Complete Respondent's Offer

## Selection criteria

<b>Organisational Capacity</b> i). The Respondent must demonstrate that it has the organisational capacity to perform the Customer Contract; and ii). Provide a comprehensive timeframe for the delivery of the proposed Goods and any related services identifying key dates and milestones and outlining how any timing requirements specified in Schedule 2 - Specification / Statement of Requirements, will be met.	<b>Weighting</b> 20%
<b>Demonstrate Experience</b> i). The Respondent must provide details of contracts for similar Goods and any related services provided for other clients. The Respondent must provide: (a) A detailed description of the Goods and / or Services provided;	<b>Weighting</b> 20%

<p>(b) Similarities between the previous contracts and this Request;</p> <p>(c) When the previous contracts were performed; and</p> <p>(d) The outcome of the previous contracts.</p> <p>ii). The Respondent must also provide a minimum of [2] referees in respect of the contracts detailed above. Referee details must include:</p> <p>(a) The referee’s name and position;</p> <p>(b) Company name;</p> <p>(c) The contact telephone number; and</p> <p>(d) The contract or project title.</p>	
<p><b>Environmental Sustainability</b></p> <p>Respondents should provide evidence of sustainability in the delivery of the project / goods or services, and in the general day-to-day operation of their organisation.</p> <p>i). Does your organisation have an Environmental Management System (EMS) or adopt any environmental/sustainability practices? If yes, please provide details.</p> <p>ii). Does your organisation practice waste minimisation e.g., reduce packaging, or packaging with recycled materials or using compostable packaging? Please provide details including % of reused/recycled materials used.</p> <p>iii). Has your organisation ever received a warning or convicted of an environmental breach in Australia or overseas? If so, please provide details and outcome of the matter.</p> <p>iv). Please provide examples relating to the key environmental impacts considered over the life cycle of the goods/service.</p> <p>Some examples for consideration are:</p> <ul style="list-style-type: none"> <li>• Design for energy efficiency for energy using products.</li> <li>• Reduced use of water (e.g. water saving/ efficiency)</li> <li>• Design for recyclability</li> <li>• Carbon Neutrality</li> <li>• Substitution of environmentally harmful or scarce materials.</li> <li>• Noise levels of plant and equipment when in use.</li> <li>• Improved soil quality by reducing or eliminating releases to land (e.g. chemical fertilisers).</li> </ul> <p>Address the above information in an attachment and label it “Sustainability”</p>	<p><b>Weighting</b></p> <p>10%</p>
<p><b>Support of Local Businesses</b></p> <p>Respondents should provide evidence of sustainability in the delivery of the project / goods or services, and in the general day-to-day operation of their organisation. Respondents should also demonstrate the benefits and contribution to the Town of Victoria Park local economy and community. Areas you may wish to cover include:</p> <p>i. Does your organisation have premises (i.e. main office / branch office / depot) located within the Town’s boundaries? YES / NO, if yes, please specify and provide street address, and duration of tenancy at this location.</p>	<p><b>Weighting</b></p> <p>10%</p>

<p>ii. What percentage of your employees lives within the Town’s boundaries?</p> <p>iii. Detail the involvement of any employees listed above in the delivery of the contract should you be successful?</p> <p>iv. How many employees from Town of Victoria Park will be engaged in delivery of the goods or services? What total annual salaries will the employees receive?</p> <p>v. Are you using Town of Victoria Park based sub-contractors /suppliers to deliver the goods or service? YES / NO, if yes, please specify what percentage of the total contract value will be paid to subcontractors/ supplier should you be successful?</p> <p>vi. If your organisation is awarded this contract will you purchase any goods / services from local businesses? YES / NO, if yes, please specify the type of goods / services required and an estimated value.</p> <p>vii. Does your organisation have any local employment initiative / program? YES / NO, if yes, please provide details.</p> <p>Address the above information in an attachment and label it <b>“Sustainability”</b></p>	
<p><b>Price</b></p> <p>i. Price to be offered as a schedule of rates. Include in the rates all:</p> <p>a. Items, tasks and requirements detailed in the Specifications;</p> <p>b. Any other costs; and</p> <p>c. Disbursements to provide the required service and appropriate level of the Goods and Services Tax.</p> <p>ii. The offered price must represent the best value for money.</p>	<p>Weighting 40%</p>

## Legal and policy compliance

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

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

[Policy 301 – Procurement](#)

## Financial implications

<p><b>Current budget impact</b></p>	<p>As the value of the contract exceeds \$500,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council.</p> <p>Sufficient funds exist within the annual budget to address this recommendation.</p>
<p><b>Future budget impact</b></p>	<p>Funds to cover the ongoing maintenance of the Peninsula area will need to be included in future Parks Maintenance budgets.</p>

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Failure to provide suitable level of service with funds available	Medium	Low	TREAT risk by carrying out appropriate tender process and providing required budget.
Environmental	Failure to maintain POS to appropriate standard causing weed infestation	Medium	Medium	Treat risk by appointing suitably qualified and experienced contractor carrying out regular maintenance
Health and safety	Public injury during maintenance activities	Low	Low	Treat risk by appointing suitably qualified and experienced contractor with safety systems in place
Data, Information Technology and Cyber	N/A		Medium	
Assets	Failure of POS infrastructure	Low	Medium	Treat risk by carrying out regular inspections during maintenance activities.
Compliance Breach	Failure to comply with purchasing requirements	Low	Low	TREAT risk by carrying out appropriate tender process.
Reputation	Failure to maintain POS to standard expected of residents	Medium	Low	Treat risk by appointing suitably qualified and experienced contractor carrying out regular maintenance
Service delivery interruption	Contractor fails to keep up with maintenance schedule	Medium	Medium	Treat risk by appointing suitably experienced and resourced contractor able to deliver the maintenance requirements.

## Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Parks	Provide feedback on maintenance schedule required and tender specifications.

## Strategic alignment

### Civic Leadership

Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Going through a public tender process allows for open submissions and transparency of process.

### Environment

Community Priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces	Providing well maintained and aesthetically pleasing POS has positive mental health benefits for the community

## Further consideration

## 13.2 Proposed Seasonal Agreements for Perth Cricket Club and Victoria Park Xavier Hockey Club

<b>Location</b>	Carlisle
<b>Reporting officer</b>	Manager Property Development and Leasing
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Draft Key Terms - PCC [<b>13.2.1</b> - 5 pages]</li> <li>2. Draft Key Terms - VPXHC [<b>13.2.2</b> - 5 pages]</li> <li>3. Attachment from 15 Nov 2022 OCM Report - Noting Community Leases Holding Over [<b>13.2.3</b> - 2 pages]</li> </ol>

### Summary

For Council to consider the proposed seasonal licences for Perth Cricket Club and Victoria Park Xavier Hockey Club.

### Recommendation

That Council:

1. Approves the proposed new seasonal licence agreements for Perth Cricket Club (PCC) and Victoria Park Xavier Hockey Club (VPXHC), on the terms outlined in *Attachment 1* and *Attachment 2*.
2. Approves the request for a 20% reduction in electricity and water charges, having regard to shared community use of Fletcher Park, Carlisle.
3. Authorises the Chief Executive Officer to execute as a deed the seasonal licence agreements referred to in 1 above, together with any reasonable and necessary amendments.

### Background

1. PCC and VPXHC have shared the premises and ovals at Fletcher Park, Carlisle on a seasonal basis for a considerable number of years.
2. PCC has a seasonal lease agreement (1 October – 31 March) dating back to the City of Perth. PCC's current seasonal lease agreement commenced on 1 October 1998, with the fixed term expiring on 31 March 2008.
3. VPXHC has a seasonal licence agreement (1 April – 30 September) dating back to the City of Perth. VPXHC's current seasonal licence agreement commenced on 1 April 1993, with expiry of the fixed term on 30 September 2008.
4. Council Resolution 235/2022, dated 15 November 2022 authorised the Chief Executive Officer to enter into new five year seasonal lease agreements for PCC and VPXHC.
5. In response to the Town offering PCC and VPXHC new five year seasonal lease agreements, PCC and VPXHC have requested seasonal licences instead.
6. The proposed heads of terms for new seasonal licence agreements are substantially close to the terms outlined in Council Resolution 235/2022, with adjustments including a seasonal licence agreement with a three-year initial term, with an option for a further three years, updated maintenance and cleaning

responsibilities, a liquor licensing provision, and a 20% reduction in electricity and water charges to reflect community use of Fletcher Park.

## Discussion

8. Policy 310 – Leasing and Licencing supports shared use of community facilities to maximise accessibility and utilisation. The policy supports sporting clubs that share premises to operate under licence agreements rather than leases, as highlighted in the following extract:

*“Licences provide non-exclusive possession of a Facility use and typically provide sporting clubs and other community based user groups with a use of a Facility shared with other users, for example on a seasonal basis. Shared use promotes greater utilisation of Facilities, which are a finite resource.”*
9. PCC and VPXHC are further requesting a 20% reduction in electricity and water charges, due to their non-exclusive use of Fletcher Park, and shared usage with the public, citing:
  - a. Frequent public use of the park by dog walkers, residents, and other community members.
  - b. While training lights are for VPXHC and PCC exclusively, there is the presence of other ground lighting and water facilities that serve non-club users, including security lights, public toilets, and drinking fountains.
  - c. The Grounds Curator uses the scheme water taps to water the cricket pitches while preparing the wickets during summer as they cannot use the bore water sprinklers. Both clubs note that considerable water is used by the Curator.
  - d. Other Community groups are also allowed to hire the club facilities through the Town when either club are not in occupation, leading to additional, uncompensated utility costs for PCC and VPXHC.
10. Policy 310 – Leasing and Licencing, Paragraph 10(e), states:

*“The Town as the Licensor will be responsible for: (e) All utility costs associated with the Facility (which may in the interests of promoting responsible consumption be on charged in part or in full to the Licensee)”*. This provides scope for the Town to on-charge a portion of utility bills to the Licensees.
11. Both clubs acknowledge existing State Government Discounts on utility bills but emphasise that their request accounts for additional unpaid use of park facilities by non-club members.
12. Water Corporation has confirmed that sewer service charges at Fletcher Park are based on 17 major fixtures at the property, totalling a monthly charge of \$2,010.67. After State Government discounts, the clubs still face a minimum charge of \$858.08 per month, not including water usage. The clubs maintain that a portion of these costs should be discounted due to non-club users, supporting their request for a 20% reduction in water and electricity charges to be covered by the Town of Victoria Park.
13. The proposed seasonal licence agreements align with the Town’s policy objectives by promoting responsible utility consumption for not-for-profit community groups, while ensuring Fletcher Park remains available for sport and recreation usages.
14. Following a lengthy negotiation process with PCC and VPXHC to resolve detail points, PCC and VPXHC have confirmed their agreement to the draft key terms in *Attachment 1* for PCC, and *Attachment 2* for VPXHC.
15. It is recommended that Council approve the attached draft key terms, to enable the Town to formalise new seasonal licences agreements for both sporting clubs, PCC and VPXHC.

## Relevant documents

[Policy 310 – Leasing and Licencing](#)

## Legal and policy compliance

### Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	If this recommendation is approved, future budgets will need to cover a 20% reduction in recovery of electricity and water costs. These costs are estimated to be \$200-250 per month.

### Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Increased utility costs for the Town if a reduction is granted.	Low	Low	Accept risk as part of a normal local government business activity relating to use of facilities by the public.
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Data, Information Technology and Cyber	Not applicable		Medium	
Assets	Increased budget allocation to account for 20% of electricity and water charges.	Low	Medium	Treat risk by ensuring there is sufficient budget.
Compliance Breach	Ensure compliance with <i>Local Government Act 1995</i> .	Low	Low	Treat risk by ensuring compliance with <i>Local Government Act 1995</i> and following necessary procedures.
Reputation	Negative perception if clubs as stakeholders do not have up to date agreements providing lease/licence tenure.	Medium	Low	Treat risk by entering into new agreements.
Service delivery interruption	Continued activation of Fletcher Park for community sports.	Low	Medium	Treat risk by ensuring both community sporting clubs are supported.



## Engagement

Internal engagement	
Stakeholder	Comments
Manager Place Planning	No objection
Manager Assets and Environment	No objection

## Strategic alignment

Social	
Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home.	Supporting not-for-profit community based sporting teams that have an agreement with the Town intends to provide a positive value outcome for the community.

## Further consideration

### 13.3 Feasibility Report to Resurface the Kensington Bushland Pathways - Request for Extension

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Environment Officer
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

#### Summary

The purpose of this report is to request an extension from Council on the delivery of a feasibility report to resurface the Kensington Bushland pathways.

#### Recommendation

That Council approve an extension on the delivery of a feasibility report to resurface the Kensington Bushland pathways to June 2025.

#### Background

1. The pathways within Kensington Bushland need upgrading.
2. Upgrading the pathways in Kensington Bushland is crucial for enhancing access and inclusion for all community members. Improved pathways will facilitate safer and more convenient access for individuals with disabilities, parents with strollers and the elderly, ensuring that everyone can enjoy and benefit from our natural spaces.
3. In response to a Notice of Motion to conduct a brief feasibility assessment, including cost estimates, to resurface the Kensington Bushland portion of the Jirdarup Bushland precinct, at the 20 August 2024 Ordinary Council Meeting, Council resolved to:
  - (a) Request the Acting CEO conduct a brief feasibility assessment, including cost estimates, to resurface the Kensington Bushland portion of the Jirdarup Bushland precinct. To ensure that the pathways align with the Town's Access and Inclusion Plan, this assessment should give due consideration to the tender information adopted by Council at the April 2024 Ordinary Council Meeting regarding the Kent Street Sandpit, as well as the results of the Kent St Sand Pit Restoration Project Stage One tender assessment.
  - (b) That the feasibility report be presented at the March 2025 Ordinary Council Meeting.

#### Discussion

4. At the time of writing this report, the Town of Victoria Park had released three Requests for Tender to seek a suitably qualified and experienced organisation for the implementation of Kent St Sand Pit Restoration Project – Stage One. This included the installation of trafficable perimeter and secondary pathways within the site.
5. The proposed pathway design for which tenders were sought aligns with access and inclusion requirements, including trafficability by emergency services vehicles.
6. It is anticipated that the information that is sought from contractors from the Tender process will serve as a basis from which to inform potential materiality and cost (e.g. rate per metre) that could also be

applicable to Kensington Bushland. The intention was for the Town to liaise with those contractors who make submissions to get an indication of cost to renovate the pathways within Kensington Bushland.

7. However, at the time of writing this report the Town had been unsuccessful in obtaining a contractor. The feedback from potential contractors is that more time is required – up to six months – to allow completion of civil works projects. This is a product of the current demand on the civil works industry. The requirements of a Site Management Plan for the site were also deemed too onerous for contractors. This is being revised by the Department of Water and Environment Regulation, expected to return to the Town in March 2025.
8. Thereafter, the Town intends to release another round of Request for Tender, anticipated to be by April 2025.
9. As a result of the delay in the procurement process, the Town requests that Council grant an extension to the preparation of the feasibility report to resurface the Kensington Bushland pathways to June 2025.

### Relevant documents

Not applicable.

### Legal and policy compliance

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>	Should the Council believe it is feasible to renovate the paths within Kensington Bushland, funds will be required in future budgets to undertake this work. This would likely be part of the Parks Renewal Program.

### 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	There may be a high cost to renovate the pathways within Kensington Bushland.	Moderate	Likely	High	Low	Depending on the appetite of the Council, it is proposed that the Town undertake the works in a staged manner, potentially over several financial years. The Town may also seek grant funding to supplement the

						cost.
Environmental	Nil					Medium
Health and safety	If the Town does not consider upgrading the pathways within Kensington Bushland, this becomes exclusionary in terms of safety and accessibility for all community members.	High	Likely	High	Low	Approve preparation of feasibility report to resurface the Kensington Bushland pathways.
Infrastructure/ ICT systems/ utilities	Nil					Medium
Legislative compliance	Nil					Low
Reputation	If the Town does not consider upgrading the pathways within Kensington Bushland to enhance accessibility and safety for our community, this becomes a reputational risk for the organisation.	High	Likely	High	Low	Approve preparation of feasibility report to resurface the Kensington Bushland pathways.
Service delivery	Nil.					Medium

## Engagement

Not applicable.

## Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN5 - Providing facilities that are well-built and well-maintained.	By creating a more accessible pathway, we are fostering a more connected and inclusive community, enabling everyone to engage with and enjoy this cherished local environment.

Social	
Community Priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	Improved pathways will facilitate safer and more convenient access for individuals with disabilities, parents with strollers and the elderly, ensuring that everyone can enjoy and benefit from our natural spaces.

## Further consideration

## 14 Chief Financial Officer reports

### 14.1 Schedule of Accounts- January 2025

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Payment Summary January 2025 [<b>14.1.1</b> - 9 pages]</li><li>2. Credit Card Transactions January 2025 [<b>14.1.2</b> - 2 pages]</li><li>3. Fuel and Store Card Transactions January 2025 [<b>14.1.3</b> - 1 page]</li></ol>

### Summary

Council is required to confirm payments made from the municipal fund, payments by employees via purchasing cards each month and fuel and store card transactions under Section 13 and 13A of the Local Government (Financial Management) Regulations 1996. The information required for Council to confirm the payments made is included in the attachment for the month ended 31 January 2025.

### Recommendation

That Council:

1. Receives the accounts for January 2025, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
3. Receives the credit card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.
4. Receives the fuel and store card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.

### 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) and 13A 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 authorised an employee to use a credit, debit or other purchasing card, 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 Audit and Risk 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 and 13A of the Local Government (Financial Management) Regulations 1996 is contained within the attachment and is summarised below.

Fund	Reference	Amounts
<b>Municipal Account</b>		
Automatic Cheques Drawn		\$0
Creditors – EFT Payments		\$3,694,070.12
Payroll		\$1,353,324.25
Bank Fees		\$6,271.26
Corporate MasterCard	January 2025	\$12,685.64
<b>Total</b>		<b>\$5,066,351.27</b>

## Discussion

6. 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

Nil.

## Legal and policy compliance

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

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

[Procurement Policy](#)

## 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.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Misstatement or significant error in Schedule of accounts.	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transactions	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.		Medium	
Health and safety	Not applicable.		Low	
Data, information technology and cyber	Not applicable.		Medium	
Assets	Not applicable.		Medium	
Compliance breach	Not accepting schedule of accounts will lead to non-compliance.	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.		Low	
Service delivery interruption	Not applicable.		Medium	

## Strategic alignment

Civic Leadership	
Community Priority	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 & 13A of Local Government (Financial Management) Regulation 1996.



## 14.2 Financial Statements January 2025

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Financial Statements January 2025 [ <b>14.2.1</b> - 26 pages]

### Summary

To present the statement of financial activity reporting on the revenue and expenditure for the period ending 31 January 2025.

### Recommendation

That Council receives the financial statements for January 2025, as included in the attachment, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

### Background

1. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance. 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 (-) \$50,000 or 10% 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 (-) \$50,000 or 10% 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.

## Discussion

4. The Financial Statements – January 2025 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 Statements – January 2025 be accepted.

## Relevant documents

Not applicable.

## Legal and policy compliance

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

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Misstatement or significant error in financial statements	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transaction	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.		Medium	
Health and safety	Not applicable.		Low	
Data information technology and cyber	Not applicable.		Medium	
Assets	Not applicable.		Medium	
Compliance Breach	Council not accepting financial statements will lead to non-compliance	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.		Medium	
Service delivery interruption	Not applicable.		Medium	

## 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.

## 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.

## Strategic alignment

<b>Civic Leadership</b>	
Community Priority	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> .

## Further consideration

## 14.3 Mid Year Budget Review 2024-2025

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Strategic Accounting
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Mid Year Budget Review - Budget Variations- for the year ending 30 June 2025 [<b>14.3.1</b> - 2 pages]</li><li>2. Mid Year Budget Review - Budget Requests - for the year ending 30 June 2025 [<b>14.3.2</b> - 2 pages]</li><li>3. Mid Year Budget Review - Statement of Financial Activity - for the year ending 30 June 2025 [<b>14.3.3</b> - 1 page]</li></ol>

### Summary

To consider the Mid Year Budget Review and seek approval from Council to amend the 2024-2025 Annual Budget.

### Recommendation

That Council:

1. Approves the Budget Variations as contained within Attachment 14.3.1.
2. Approves the Budget Requests as contained within Attachment 14.3.2.
3. Adopts the amendments to the 2024-2025 Annual Budget detailed in Attachment 14.3.3.

### Background

1. Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires that between 1 January and the last day of February in each financial year a local government to carry out a review of its annual budget for that year.
2. The review of an annual budget must be submitted to Council on or before 31 March in that financial year.
3. The budget review assesses the financial performing to date and is used to identify variations from the budget by the year end. It may include new works and services not identified in the adopted budget.
4. Variations to the annual budget are addressed in this report, including the funding source identified to accommodate these items.

### Discussion

5. The review of the forecast of the financial year end position was based on the financial position as of 31 December 2024.
6. The review process has been undertaken having regard for:
  - (i) actual revenues and expenses for the first six months of this financial year together with committed expenses.
  - (ii) forecast revenue and expense position for the remaining six months of the financial year.

(iii) The variances create the increase/decrease to current budget and were identified as budget variations.

(iv) The variances require new or more budget was identified as budget requests.

7. The budget variations process identified \$2,124,988 decrease in the current budget. The lists of budget variations are presented within Attachment 14.3.1.
8. There are several works and services that require an additional or new budget. The identified variations were utilised to fund these requirements. The list of budget requirements is presented within Attachment 14.3.2.

## Relevant documents

Not applicable.

## Legal and policy compliance

[Regulation 31 of the Local Government \(Financial Management\) Regulations 1996](#)

[Regulation 33A of the Local Government \(Financial Management\) Regulations 1996](#)

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

[Section 6.8 \(1\) of the Local Government Act 1995](#)

## Financial implications

<b>Current budget impact</b>	The budget variations and requests identified for this financial year, including explanation of the variances and requests, is contained within the attachments. All revenue and expense variances have been balanced with a net variance of \$nil. Variations to the Annual Budget, as outlined in the budget review, have been made regarding asset management requirements and principles. The proposed review will form the new budget once adopted.
<b>Future budget impact</b>	Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Misstatement or significant error in financial statements	Moderate	Low	Treat risk by ensuring daily and monthly reconciliations is completed. Internal and external audits.
Financial	Fraud or illegal transaction	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.			
Data, Information Technology and Cyber	Not applicable.			
Assets	Not applicable.			
Compliance Breach	Council not accepting financial statements will lead to non-compliance	Major	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 interruption	Not applicable.			

## Engagement

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

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Budget review is conducted frequently to ensure the budget is reflective of the community's current needs
CL3 - Accountability and good governance.	Accurate presentation of the budget is reflective of the community's current needs

## Further consideration

Not applicable.

## 15 Committee reports

### 15.1 Corporate Business Plan Quarter 2 Progress Report Oct - Dec 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. CBP Report Q2 (Oct- Dec 2024) [15.1.1 - 47 pages]

### Summary

#### Recommendation

The Audit and Risk Committee recommends that Council accepts the Corporate Business Plan Quarter 2 Progress reports for 1 October – 31 December 2024.

### Background

1. At the Ordinary Council Meeting held 17 September 2024, Council resolved to receive one consolidated quarterly progress report on the actions, projects and outcomes of the Towns plans and strategies.
2. The quarterly progress reports 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 to take action to address any issues that arise.
3. Quarterly reporting also gives the Council a higher level of transparency and accountability relating to strategic actions, plans and projects.

### Discussion

4. An amended Corporate Business Plan 2023-2027 (CBP) was endorsed by Council on 16 July 2024.

Strategic outcome	Total Actions	No. of actions completed	No of actions overdue	No. of actions behind	No. of actions on track
Social	26	1	0	0	25
Economic	5	0	0	0	5
Environment	26	3	0	3	20
Civic Leadership	23	0	1	3	19
<b>Totals</b>	<b>80</b>	<b>4</b>	<b>1</b>	<b>6</b>	<b>69</b>

5. Attachment 1 is a report on all actions for this financial year except those that have already been completed. The status of actions from the CBP for this financial year are below.
6. In Attachment 1, some of the projects (for example Stakeholder Relations) were marked as 100% complete last quarter, when they are actually ongoing projects. The percentages have been moved to below 100% this quarter, so that the written updates can still be seen by Council.

## Relevant documents

Not applicable.

## Legal and policy compliance

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

## 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.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not Applicable		Low	
Environmental	Not Applicable		Medium	
Health and safety	Not Applicable		Low	
Data, Information Technology and Cyber	Not Applicable		Medium	
Assets	Not Applicable		Medium	
Compliance Breach	Not Applicable		Low	
Reputation	Negative public perception towards the Town in relation to transparency		Low	TREAT risk by ensuring accuracy of reporting and additional highlighting of any items of note within the report
Service delivery interruption	Not Applicable		Medium	



## Engagement

### Internal engagement

Governance and Strategy	Governance and Strategy coordinates the progress reports for Corporate Business Plan actions with input from all relevant service areas across the organisation.
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## Strategic alignment

### Civic Leadership

Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Council is provided with information on the progress of items contained within the CBP to effectively manage resources and organisational performance.
CL3 - Accountability and good governance.	The Council and community are provided with a higher level of transparency and accountability relating to strategic actions, plans and projects

## Further consideration

Not applicable.

## 15.2 Audit Actions Quarter 2 Update Report Oct - Dec 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager 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. CONFIDENTIAL REDACTED - Open Audit Actions Q2 (Oct- Dec 2024) [15.2.1 - 6 pages]</li><li>2. CONFIDENTIAL REDACTED - AUDIT DASHBOARD [15.2.2 - 1 page]</li></ol>

### Summary

#### Recommendation

The Audit and Risk Committee recommends that Council receives the Audit Update Report from October to December 2024 as contained in Attachment 1.

### Background

1. The 2023-2026 Internal Audit Program was adopted by Council on 19 June 2023.
2. For 2024/2025, the following Audits are scheduled:
  - a) Emergency Management
  - b) Leases and Licensing Management
  - c) Assessment of Operational Risks

### Discussion

3. The Lease and Licensing Management audit commenced on 13 November 2024 in line with the 2024/25 internal audit program. It is anticipated this audit will be finalised in February 2025.
4. In addition, the Town's Annual Financial Report was audited by the Office of Auditor General. This audit identified one significant, four moderate and one minor finding. These have been added to the Audit register as actions.
5. All other outstanding audit actions are being monitored.
6. Last quarter there were 18 outstanding audit actions at 60% completion. Since then, 6 actions have been added and 13 completed. There are now 11 outstanding actions that are 43% complete.

### Relevant documents

Not applicable.

### Legal and policy compliance

[Local Government \(Audit\) Regulations 1996](#)

## 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

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not adopting an internal audit program means we can't test our financial controls and mitigate financial loss through administrative errors, fraud, and corruption.	High	Low	TREAT risk by Adopting an internal program with a focus area on high-risk financial processes and activities.
Environmental	Not applicable		Medium	Not applicable
Health and safety	Not applicable		Low	Not applicable
Data, Information Technology and Cyber	If the Town does not adopt an internal audit program, there will be a reduction in testing of its systems and their security. This will reduce the Town's ability to mitigate information losses from administrative errors, fraud and corruption.	Medium	Medium	TREAT risk by ensuring commitment to management actions to address findings.
Assets	Not applicable		Medium	Not applicable
Compliance Breach	Not adopting an internal audit program means we cannot test our legislative compliance and mitigate financial loss through administrative errors, fraud, and corruption.	High	Low	TREAT risk by ensuring commitment to management actions to address findings.
Reputation	A poorly designed Internal Audit Program will make the Town vulnerable to non-	Moderate	Low	TREAT risk by ensuring commitment to management actions to address findings.

	compliance, fraud and corruption risks which adversely impact on the Town's reputation.		
Service delivery interruption	Not applicable	Medium	Not applicable

## Engagement

Internal engagement	
Stakeholder	Comments
Business unit managers	Providing responses and supporting documentation to the internal auditors. Providing quarterly updates and % completion for audit actions.
C-Suite	Noting the final internal audit outcomes.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Internal audits promote integrity and identify areas for improvement
CL3 - Accountability and good governance.	As internal audit is a key pillar of organizational governance, a robust internal audit program, with oversight from the Audit Committee, will enable the Town to have a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal controls, and governance processes. The business improvements that result from an effective internal audit program will add value to the way the Town runs its business.

## Further consideration

## 15.3 Quarterly Risk Management Report

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple Majority
<b>Attachments</b>	1. CONFIDENTIAL REDACTED - Strategic Risk Register [15.3.1 - 6 pages]

### Summary

This report provides information to the Audit and Risk Committee on the management of the Town’s risks.

#### Recommendation

The Audit and Risk Committee recommends that Council:

1. Notes the actions undertaken by the Town in relation to the management of operational and strategic risks.
2. Notes the Strategic Risk Register in Confidential Attachment 1.
3. Accepts reporting on an annual basis every March for the previous calendar year.

### Background

1. The Town of Victoria Park has a suite of documents to manage and guide the Town’s actions in response to risk management. This includes Policy 004 Risk Management, a Risk Management Framework and Management Practice, and a strategic and operational risk register.
2. In line with good risk management principles, all high and significant risks are reported to the Audit and Risk Committee.

### Discussion

3. Policy 004 Risk Management was reviewed and amended on 13 December 2022 and then administratively amended on 24 August 2023. This policy is due for revision and is being presented to the 24 March 2025 Policy Workshop.
4. The Risk Management Framework (Framework) was revised by Council on 18 July 2023 with minor edits. A Council workshop was then held on 14 October 2024 to discuss a revision of the Framework, with proposed amendments subsequently being endorsed by Council on 10 December 2024.
5. The major update to the Framework included edits to the names of the Risk Impact categories, amending the corresponding descriptions, deleting the Infrastructure/ICT Systems/Utilities category and implementing two new categories, titled ‘Assets’ and ‘Data, Information Technology and Cyber’.
6. The Risk Appetite and Opportunities table was also amended to reflect the changes to the Risk Impact Categories and the Risk Consequences table amended to reflect the new naming conventions, and new ratings have been added for the new categories of Information Security and Assets.
7. The Risk Management Practice was last reviewed on 3 November 2020. This management practice will undergo a further review following the outcome of the Policy 004 Risk Management review.

8. The Town has a Risk Management Working Group (RMWG) which comprises 10 staff across the for Directorates with responsibility to:
  - Identify, evaluate and document potential operational risks
  - Identify and document the appropriate measures which are in place to control identified risks
  - Assess the effectiveness of risks control measures (for efficiency and effectiveness) using reliable sources of information regarding both the potential consequences and likelihood of an event occurring as per the AS/NZ ISO 31000:2018 methodology
  - Identify priority risk treatment areas and make recommendations in relation to these to C-Suite via formalised reporting mechanisms.
9. The RMWG is to meet at least quarterly with the Minutes from meetings, along with any recommendations being proposed, being presented to C-Suite for endorsement. C-Suite endorsements and decisions relating to risk management will then be included in a quarterly report to the Audit and Risk Committee.
10. The RMWG last met on 18 June 2024. The next RMWG is scheduled for February 2025. An update on the actions from this meeting will be provided to the next Audit and Risk Committee.
11. The Strategic Risk Register was reviewed in a workshop with Council and the Audit and Risk Committee in 2024 with a new register being developed.
12. The new Strategic Risk Register was endorsed by Council on 10 December 2024.
13. Although being endorsed, there was also a request to allocate responsibility for the strategic risk register actions. The register was updated with this information and approved by C-Suite. The updated register is attached for information.
14. Since this workshop, no new strategic risks have been identified.

#### Audits

15. The Town completed all internal audits for 2023/24 as per the Internal Audit Plan. Three audits are planned for 2024/25 with the first of these audits, Leases and Licensing Management Audit, currently underway. The Emergency Management Audit and Assessment of Operational Risks audit are yet to commence.

#### Local government reform

16. The Local Government Amendment Act 2024 was considered by Parliament in December 2024 with limited sections coming into operation. Section 87 of this Act relates to audit committees and is still to be assented to. The Department of Local Government, Sport and Cultural Industries advises that the following changes will take place:

*Audit committees will be revised as audit, risk and improvement committees (ARICs). ARICs must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. An independent presiding member must be a person who is not a council member of a local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.*

*The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. Local*

government operations may also benefit through appointing an independent chair with risk and financial management expertise that may otherwise be unavailable.

This reform reflects modern governance practices in State Government authorities and agencies as well as private corporations.

In relation to the current Act, an audit committee is required to be established comprising 3 or more persons appointed by absolute majority by a local government. Most of the members must be council members. The CEO or a local government employee cannot be a member.

17. Once section 87 of the Local Government Amendment Act 2024 comes into operation, the Town will have six months to implement the changes.

## Relevant documents

[Policy 004 Risk Management](#)

## Legal and policy compliance

Not applicable.

## Financial implications

<b>Current budget impact</b>	Nil
<b>Future budget impact</b>	Not applicable

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial		High	Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach			Low	

Reputation	Low			
Service delivery interruption	Not having a coordinated and robust risk management system will impact on service delivery	Medium	Medium	Treat the risk by providing regular reports on the Towns risk management

## Engagement

Internal engagement	
Stakeholder	Comments
Governance and Strategy	Governance and Strategy coordinate risk management across the town and liaise with a number of internal business units.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Regularly reviewing the Town's risks promotes good governance and aids in improving performance and efficiency.

## Further consideration

Not applicable.



## 15.4 Compliance Audit Return 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Compliance Audit Return 2024 [ <b>15.4.1</b> - 12 pages]

### Summary

The Town is required to conduct an annual audit of statutory compliance (Compliance Audit Return) in accordance with Regulation 14 of the Local Government (Audit) Regulations 1996. The completed 2024 Compliance Audit Return (CAR) is presented to the Audit and Risk Committee prior to adoption by Council. The adopted CAR must be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.

### Recommendation

The Audit and Risk Committee recommends to Council that:

1. The Department of Local Government, Sport and Cultural Industries Compliance Audit Return for the period 1 January 2024 to 31 December 2024 as contained in Attachment 1 be adopted.

### Background

1. Regulation 14 of the Local Government (Audit) Regulations 1996 (Regulations) requires that a CAR be completed and submitted to the Department by 31 March 2025.
2. The 2024 CAR contained the following compliance categories:
  - Commercial Enterprises by Local Governments;
  - Delegation of Power/Duty;
  - Disclosure of Interest;
  - Disposal of Property;
  - Elections;
  - Finance;
  - Integrated Planning and Reporting;
  - Local Government Employees;
  - Official Conduct;
  - Optional Questions; and
  - Tenders for Providing Goods and Services.
3. Regulation 15 of the Regulations requires a joint certification to be completed by the Mayor and Chief Executive Officer. The document is to be forwarded to the Department via its online portal.

## Discussion

4. In accordance with Regulation 14 of the Audit Regulations, the Town is required to carry out an annual audit of statutory compliance in the form determined by the Department.
5. The 2024 CAR deals with the period 1 January 2024 to 31 December 2024 and focuses on those areas considered high risk in accordance with the Local Government Act 1995 (Act) and associated regulations.
6. Of the questions asked, the Town was compliant in all categories.

Category	2023 Audit Questions	Compliance Rating	2024 Audit questions	Compliance rating
Commercial Enterprises by Local Governments	5	100%	5	100%
Delegation of Power/Duty	13	100%	13	100%
Disclosure of Interest	21	1 non compliance 95.2%	21	100%
Disposal of Property	2	100%	2	100%
Elections	3	100%	3	N/A
Finance	7	100%	7	100%
Integrated Planning and Reporting	3	100%	3	100%
Local Government Employees	5	100%	5	100%
Official Conduct	4	100%	4	100%
Optional Questions	9	3 non compliance 66.7%	9	100%
Tenders for Providing Goods and Services	22	1 non compliance 95.5%	22	100%
<b>TOTAL</b>	<b>94</b>	<b>96.1%</b>	<b>94</b>	<b>100%</b>

7. Following adoption of the CAR by the Audit and Risk Committee and Council, the CAR is to be certified by both the Mayor and Chief Executive Officer.
8. Once certified, the completed CAR must be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.

## Relevant documents

Not applicable.

## Legal and policy compliance

[Regulation 14 of the Local Government \(Audit\) Regulations 1996](#)

[Regulation 15 of the Local Government \(Audit\) Regulations 1996](#)

## Financial implications

<b>Current budget impact</b>	Nil
<b>Future budget impact</b>	Not applicable

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial		High	Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	Not completing the CAR will result in non-compliance with the Towns statutory reporting obligations	High	Low	Treat risk by submitting the attached CAR to the Department by 31 March 2025.
Reputation			Low	
Service delivery interruption			Medium	

## Engagement

Internal engagement	
Stakeholder	Comments
Business unit Managers	The 2023 CAR was circulated to the relevant Business Unit Managers for comment.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	As the completion of a CAR is a statutory requirement, it is important that this review be submitted to the Department by 31 March 2025

## Further consideration

Not applicable.

- 16 Motion of which previous notice has been given**
- 17 Public participation time**
- 18 Questions from members without notice on general matters**
- 19 Confidential matters**
- 20 Closure**