



TOWN OF  
VICTORIA PARK



## Agenda Briefing Forum Notes – 5 September 2023



**WE'RE OPEN**  
**VIC PARK**

Please be advised that an **Agenda Briefing Forum** was held at **6:30 PM** on **Tuesday 5 September 2023** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Her Worship the Mayor Karen Vernon**  
8 September 2023

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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 related to an agenda item will be considered first. All those dealing with matters of a general nature will be considered in the order in which they have been received.

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

## Disclaimer

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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**

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

## **3 Acknowledgement of country**

*Deputy Mayor Claire Anderson read the Acknowledgment 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 the following:

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

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

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

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

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

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

## 5 Attendance

<b>Mayor</b>	Ms Karen Vernon
<b>Banksia Ward</b>	Deputy Mayor Claire Anderson Cr Wilfred Hendriks
<b>Jarraah Ward</b>	Cr Jesse Hamer Cr Bronwyn Ife Cr Jesvin Karimi Cr Vicki Potter
<b>Chief Executive Officer</b>	Mr Anthony Vuleta
<b>Chief Financial Officer</b> <b>Chief Community Planner</b>	Mr Duncan Olde Ms Natalie Martin Goode
<b>Manager Governance and Strategy</b> <b>Coordinator Governance and Strategy</b>	Ms Bernadine Tucker Ms Tracey Wilson
<b>Secretary</b> <b>Public liaison</b> <b>Public</b>	Ms Felicity Higham Ms Alison Podmore 8

### 5.1 Apologies

Nil.

### 5.2 Approved leave of absence

<b>Banksia Ward</b>	Cr Peter Devereux
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## 6 Declarations of interest

### 6.1 Declarations of financial interest

Nil.

### 6.2 Declarations of proximity interest

Nil.

### 6.3 Declarations of interest affecting impartiality

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	12.3 – Renaming and potential improvements for lots 1002 and 1003 (aka Miller’s Crossing)
Nature of interest	Impartiality
Extent of interest	I was a member of Council with John Bissett who the park referred to in the report is named after.

Name/Position	Cr Vicki Potter
Item No/Subject	12.3 – Renaming and potential improvements for lots 1002 and 1003 (aka Miller’s Crossing)
Nature of interest	Impartiality
Extent of interest	I served on Council with former Councillor Mr John Bissett who is named in the report as the person after whom John Bissett Park is named.

## 7 Public participation time

*Public participation time opened at 6.34pm.*

### **Sam Zammit, St James**

*1. Why has the Town budgeted \$600,000 to replace parking meters?*

The Chief Financial Officer advised that Telstra is turning off 3G and as our current fleet of parking machines use this technology for payment therefore the Town has no choice but to replace them.

*2. Does the whole machine need to be replaced or just the electronics?*

Mayor Karen Vernon advised new machines are required.

*3. Does the Town still send responses to questions taken on notice via the post?*

Mayor Karen Vernon advised the responses are provided in the agenda for the Ordinary Council Meeting and is not aware of whether the Town sends these responses.

The Manager Governance and Strategy advised the Town will ensure Mr Zammit's responses are posted.

*4. Is there any chance to get an invitation to attend workshops if they are not confidential?*

Mayor Karen Vernon advised that Councillor workshops are not open to the public and are for elected members only.

*5. Other Councils allow ratepayers into their workshops?*

Mayor Karen Vernon advised that is a matter for other Councils and noted they also have workshops which ratepayers are not invited to.

### **Lucas Duque, Lathlain**

*1. Is it possible to make the park and Keyes Street near the primary school a non-smoking area?*

Mayor Karen Vernon advised that this is a matter the Council can take under consideration, there has been discussions about introducing smoke free zones by some other Local Governments and there is information in the draft Health and Wellbeing Strategy. There is a process that needs to be followed and requires a period of public engagement.

*2. Would the Town consider introducing battery rebates or is it possible to introduce a motion for this?*

Mayor Karen Vernon advised the Town has a Climate Emergency Plan which gives consideration of community infrastructure such as public charging stations and community batteries which more than one household can access. There are also new community battery funding programs being made available by the Federal and State Governments, for Local Governments to invest in.

*3. Is there an opportunity to bring in a rebate?*

Mayor Karen Vernon advised it can be explored however here are financial consequences for the budget. Any consideration would need to be done during the Town's annual budget cycle to determine how a program could be delivered and what the Town can afford. It could be considered before the next budget in June 2024.

*4. Would it be the case of coming back to Council and bringing the subject up?*

Mayor Karen Vernon advised Mr Duque it is a matter for him whether he comes back to Council at a future date, but the Council has a Climate Emergency Plan and these are matters being considered.

*5. Is it possible to have my rates changed from vacant land rating to residential, as I am building and have experienced delays with completion?*

Mayor Karen Vernon advised that Council has made its decision on what rates would be levied. The personal matters of ratepayers can be discussed with Town staff.

*6. How could this matter be included in next year's budget for Council to consider people in this situation?*

Mayor Karen Vernon advised that you can continue to raise this at future Council meetings and when a budget is advertised it includes how rates are levied across the Town and you can make a written submission. This happens about 6 weeks prior to the budget coming out.



**Oscar Foster, East Victoria Park**

*1. How much did the Town spend on carbon offsets in the last audited financial year 2021/2022?*

The Chief Financial Officer took the question on notice.

*2. How many staff are provided with fuel for personal use via a fuel card for travelling to and from work?*

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

*3. Does the Town buy carbon offset to cover the emissions for fuel used for personal use by staff?*

The Chief Financial Officer took the question on notice.

**John Gleeson, Carlisle**

*1. As Councillors, do you represent us or yourselves?*

Mayor Karen Vernon advised that it is not possible to answer questions on behalf of other Councillors, however under the Local Government Act elected members represent the electors of the Town.

**Vince Maxwell, Victoria Park**

*1. The Mayor claims that residential rates have only gone up by 2.5% during the period 2019 to 2023 in the nomination form, this is incorrect, will a correction be issued?*

Mayor Karen Vernon advised no.

*2. The numbers from the annual budget are readily available, how do you explain the 2.5% increase?*

You can direct your questions about my nomination to me personally, not using an Agenda Briefing Forum.

*3. Since 2019, staff costs have increased by 25.6% what are you going to do address this?*

Mayor Karen Vernon advised she does not agree with the summation, the Council manages the budget annually based on the advice of staff. It is presented at the end of the year and the records are audited.

That is the process used to determine the appropriate spending for staff costs to deliver the approved services in the budget.

*4. Are you saying the numbers I am quoting are incorrect?*

Mayor Karen Vernon advised that a lot of numbers have been quoted and using generalities and is not going to fact check everything.

*5. These figures are out of Council documents?*

Mayor Karen Vernon advised she was not going to debate the matter, and that a statement could be made.

*Public participation time closed at 6.58pm.*

## **8 Presentations**

Nil.

## **9 Deputations**

Nil.

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

Questions were received from elected members on the following items:

12.1 Public Health & Wellbeing Strategy

## 11 Chief Executive Officer reports

### 11.1 Council Resolutions Status Report - August 2023

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Outstanding Council Resolutions Report - August 2023 [ <b>11.1.1</b> - 50 pages] 2. Completed Council Resolutions Status Report - August 2023 [ <b>11.1.2</b> - 12 pages]

#### Recommendation

That Council:

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

#### Purpose

To present Council with the Council resolutions status reports.

#### In brief

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

#### Background

1. On 17 August 2021, Council resolved as follows:
  2. *That Council:*
  3. *1. Endorse the inclusion of Council Resolutions Status Reports as follows:*
  4. *a) Outstanding Items – all items outstanding; and*
  5. *b) Completed Items – items completed since the previous months' report to be presented to each Ordinary Council Meeting, commencing October 2021.*
- 2. Endorse the format of the Council Resolutions Status Reports as shown in Attachment 1.*

#### Strategic alignment

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.

## Engagement

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

## Legal compliance

Not applicable.

## Risk management consideration

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

## Financial implications

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

## Analysis

6. The Outstanding Council Resolutions Report details all outstanding items. A status update has been included by the relevant officer/s.
7. The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 28 July 2023 to 31 August 2023. A status update has been included by the relevant officer/s.

## Relevant documents

Not applicable.

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

## 12 Chief Community Planner reports

### 12.1 Public Health & Wellbeing Strategy

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Community Development Planner and Coordinator Community Development
<b>Responsible officer</b>	Manager Community
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Public Health Wellbeing Strategy 2023 2028 [ <b>12.1.1</b> - 30 pages] 2. Engagement Report Consultation 2 Public Health Wellbeing Strategy [ <b>12.1.2</b> - 10 pages]

#### Recommendation

That Council approves the final Public Health & Wellbeing Strategy 2023-2028, as provided in attachment one.

#### Purpose

To present Council with the final Town of Victoria Park Public Health & Wellbeing Strategy 2023-2028 for endorsement.

#### In brief

- Public health planning will become a mandatory requirement under Part 5 of the Public Health Act 2016 and will require each local government to produce a local public health plan which is consistent with the State Plan.
- The Public Health and Wellbeing Strategy 2023-2028 is a review of the Town's Healthy Vic Park Plan 2017-2022, elevating health and wellbeing to incorporate elements of a Community Development Strategy as an overarching strategy. This approach reduces duplication of planning processes, while elevating health and wellbeing across Council and assuring our commitment to putting planning for the health and wellbeing of our community at the heart of what we do.
- The draft Strategy was developed through extensive community and Elected Member engagement, stakeholder consultation, and background research from December to June.
- The draft Strategy was released for public comment over a three-week period from 20 July to 10 August 2023. Feedback from this process has been collated (Attachment Two) and integrated into the final version (Attachment One). Changes made from the draft document to final version are easily identified in red throughout attachment one.
- The Town is now seeking approval from Council to endorse the final version of the Public Health & Wellbeing Strategy 2023-2028.

#### Background

1. The Town's Healthy Vic Park Plan 2017-2022 expired in June 2022.
2. In November 2022, the Town started review of the previous Plan, and development of a new Strategy. This started with analysis of the current situation using desktop research of state and interstate Public Health Plans, frameworks, better practice examples, and engagement with East Metropolitan Health Service and other key external stakeholders.

3. In December 2022, a workshop with Elected Members occurred to identify and clarify themes emerging as well as possible health priorities. Additionally, consultation with an internal working group was conducted to identify and clarify themes and priorities.
4. In December 2022, Town officers reviewed all significant previous engagement from 2019 to 2022 to help identify community priorities and shape engagement specifically for this project.
5. In February-March 2023, Elected Members were engaged to explore the potential of elevating the Plan to incorporate the Community Development Plan creating one strategy for the Town with a working title of Health and Wellbeing Strategy.
6. In April 2023, community engagement was completed through a community online survey with key findings shared with Elected Members at a Concept Forum in May 2023. Based on this feedback and other research, Elected Members were asked to discuss and refine key focus areas for the Strategy.
7. Between May-June 2023, feedback from the Elected Members and recent community engagement was used to draft the Health and Wellbeing Strategy.
8. The second phase of public comment opened after endorsement at the July 2023 OCM with the new title, Public Health & Wellbeing Strategy 2023-2028. In total, 21 responses were received plus comments from internal and external stakeholders.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Developing defined approaches for how the Town supports community’s health and wellbeing to effectively plan and manage resources and performance.
CL2 - Communication and engagement with the community.	Communicating with and seeking involvement from community and stakeholders with interests in improving health and wellbeing is critical to improving outcomes and social change.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Developing and implementing a strategy that supports community connection by activation and community activity of activity centres and hubs to positively enhance health and wellbeing.

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Developing and implementing a strategy that supports initiatives and community capacity building to make educated choices related to environmental impacts on community health and wellbeing.
EN3 - Enhancing and enabling liveability through planning, urban design and development.	Developing and implementing a strategy that supports enhanced liveability in the built environment to enhance community health and wellbeing.
EN4 - Increasing and improving public open spaces	Developing and implementing a strategy that increases access to quality spaces that support our community to be physically active.
EN5 - Providing facilities that are well-built and well-maintained.	Developing and implementing a strategy that supports facilities that positively enhance our community’s health and wellbeing.
EN6 - Improving how people get around the Town.	Developing and implementing a strategy that supports and are leaders in active transport and infrastructure.

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Developing and implementing a strategy that supports the safer neighbourhoods plan to proactively plan, facilitate and deliver initiatives aimed at helping people feel safe.
S2 - Collaborating to ensure everyone has a place to call home.	Developing and implementing a strategy that supports the homelessness action plan to proactively plan, facilitate and deliver initiatives aimed at ensuring everyone has a place to call home.
S3 - Facilitating an inclusive community that celebrates diversity.	Developing and implementing a strategy that supports other plans and service delivery to proactively plan, facilitate and deliver initiatives aimed at enhancing a sense of inclusivity, that also celebrates diversity within the community.
S4 - Improving access to arts, history, culture and education.	Developing and implementing a strategy that supports other plans and service delivery to proactively plan, facilitate and deliver initiatives aimed at improving access to culture and education opportunities.

## Engagement

Internal engagement	
Stakeholder	Comments
ToVP working internal group:  Communications Community Development Economic Development Environmental Health Leisure Facilities Library Parking & Rangers People & Culture Place Planning Social Impact Urban Planning	Phase 1: 1. Participation in staff workshop and discussion/review draft document. 2. Encouraged staff feedback on draft document.  Phase 2 1. Encouraged staff feedback on draft document
Elected Members	Participation in workshop in December 2022 and Concept Forum in May 2023 to provide feedback and guide the document development. Participation via Elected Member Portal in February and March 2023 to consider the shift from plan to strategy. Participation again via Elected Member Portal for additional feedback after May 2023 Concept Forum.

External engagement	
Stakeholders	
	1. Residents / Ratepayers



	<ol style="list-style-type: none"> <li>2. Broad community</li> <li>3. Participants of programs and services across the Town</li> <li>4. Not for profit sector</li> </ol>
Period of engagement	<p>Dec 2022- April 2023 (Phase 1)  20 July – 10 August 2023 (Phase 2)</p>
Level of engagement	2. Consult
Methods of engagement	<p>Phase 1:</p> <ol style="list-style-type: none"> <li>1. Your Thoughts Engagement Platform - Online survey (260 responses)</li> <li>2. Pop-up engagement at programs and services across the Town</li> <li>3. Direct emails to community networks</li> <li>4. Staff engagement workshops</li> <li>5. Follow up internal conversations</li> <li>6. Feedback from East Metropolitan Health Service - Department of Health (EMHS)</li> </ol> <p>Phase 2:</p> <ol style="list-style-type: none"> <li>1. Your Thoughts Engagement Platform with online survey (21 responses)</li> <li>2. Social media posts across Town channels</li> <li>3. Direct emails to phase 1 respondents</li> <li>4. Feedback from East Metropolitan Health Service – Department of Health (EMHS)</li> </ol>
Advertising	<p>Phase 1:</p> <ol style="list-style-type: none"> <li>1. Your Thoughts project page</li> <li>2. Town website</li> <li>3. Social media</li> <li>4. Paid Facebook advertising</li> <li>5. Flyers at Town facilities</li> <li>6. Direct emails to community networks</li> <li>7. Pop-up engagement at programs and services across the Town</li> </ol>
Submission summary	See Attachment 2 Engagement Report Consultation 2 – Public Health & Wellbeing Strategy
Key findings	See Attachment 2 Engagement Report Consultation 2 – Public Health & Wellbeing Strategy

<b>Other engagement</b>	
Stakeholder	Comments

East Metropolitan Health Service - Department of Health (EMHS)	Throughout the development of the Strategy, Town officers have regularly met and engaged with EMHS to provide support around legislative requirements, as well as state health priorities and alignment to our local health priorities.
City of Perth	The City of Perth has recently developed a similar framework and Town officers have been in contact with and liaising with City of Perth officers throughout the development of the Strategy.
City of Vincent	Town officers met with City of Vincent to discuss public health planning successes, challenges and opportunities.
City of Mandurah, City of Armadale, City of Kwinana, EMHS	Local government officers and EMHS created a public health planning group to discuss public health planning successes, challenges and opportunities.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Not endorsing this strategy will delay implementation and action in this area resulting in potential reputation risk.	Moderate	Likely	High	Low	TREAT risk by endorsing the final version of this strategy.

Service delivery	Not endorsing this strategy may result in below standard service delivery and outcomes due to poorly informed and adhoc delivery of strategies.	Moderate	Likely	High	Medium	TREAT risk by endorsing the final version of this strategy.
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## Financial implications

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

## Analysis

9. The key purpose of the Town’s Health & Wellbeing Strategy is:

- To define the Town’s strategic intent and alignment to health and wellbeing;
- To take a proactive approach to preventative health with a focus on achieving long-term public health outcomes and
- To define how the Community Development Team and wider Town staff will work across identified focus areas.

10. Based on community feedback and research findings, the strategy proposes three key pillars.

Pillars	Supporting statement
Healthy & Active	A Town that empowers and enables its community to achieve optimal mental, physical, and social wellbeing.
Empowered & Connected	A Town that enables social connection and embraces equity, diversity, and inclusion in the community.
Safe & Resilient	A Town that is adaptable and resilient to change and dedicated to a safe and sustainable community.

11. As this document is a strategy, it is utilised to set strategic intent through key pillars and approaches. Town officers will then develop an annual Action Plan which will define specific actions including outcome areas, deliverables, resources, lead/partners, and the year that action will be undertaken across 2023 – 2028, aligned with the Town’s annual budget and this Strategy.

12. Based on the social determinants of health framework, Town population, demographics, health priorities and strategic direction, this Strategy has identified priority populations to assist with focusing efforts on equity and inclusion.
13. Identified priority groups include Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse (CALD) populations, Families, LGBTQIA+ population, People with disabilities, People experiencing family domestic violence, People experiencing or at risk of homelessness, People from socio-economically disadvantaged backgrounds, Seniors, Women and Youth.
14. Identifying priority populations assist the community development team as well as across the wider Town to prioritise resources and align key focus areas to include but not limited to access and inclusion, diversity, health, homelessness, reconciliation, community safety, and youth development.
15. The inclusion of aspects of a community development strategy into the Public Health and Wellbeing Strategy has allowed integration of a community development approach to be established, including the outlining of 'how' the Strategy will be delivered and embedded utilising aspects such as Guiding Principles, Functions and Responsibilities, Key Practice Areas, defined roles, and a Social Change Model.
16. The level of support for the Strategy is as follows:

Support?	Number	Notes
Yes	10	<ul style="list-style-type: none"> <li>• Goals are aligned to community expectations and addresses important health issues</li> <li>• Ideas are sound but unsure of the practicalities</li> </ul>
Unsure	7	<ul style="list-style-type: none"> <li>• Four responses concerned about the safety and lighting in the Town</li> <li>• Three people feel there is too much "Council speak" – no concrete plans and goals</li> <li>• One respondent believed too much focus on Aboriginal and Torres Strait Islander people &amp; LGBTQIA+ and not enough on the youth &amp; senior population</li> <li>• One unsure how the initiatives will be maintained and strengthened into 2028</li> </ul>
No	4	<ul style="list-style-type: none"> <li>• One respondent felt there was too much emphasis on marginal groups</li> <li>• One respondent felt they wouldn't call it a "plan"</li> <li>• One respondent was positive but concerned the Strategy didn't address the alcohol statistics in the Town</li> <li>• One respondent felt there is no support for the local bowling club facilities to address the inactive senior population in the Town</li> </ul>

17. Responses to the above feedback comments are further explored within Attachment 2 – Engagement Report Consultation.
18. The following changes have been made to the Public Health & Wellbeing Strategy:
  - (a) Amended Pillar 1 to include reference to food and alcohol consumption.
  - (b) Changed wording of 3.1 to include 'ToVP funded spaces, programs and events'.
  - (c) Changed 3.3 to healthy 'choices' rather than nutrition.
  - (d) Added an additional explanation how the priority groups will be supported across the delivery of the Strategy.
  - (e) Amended "Healthy Active by Design" in 8.2 to "Healthy Streets".
  - (f) Referenced 'Aboriginal and Torres Strait Islander people' on page 13 as opposed to just 'Aboriginal people'.

- (g) Updated "Key Findings" infographic to include figures from second phase of engagement.
19. The Town will continue to work internally and externally with key stakeholders to finalise and ensure deliverables are achieved in line with the Strategy.
  20. The final Public Health & Wellbeing Strategy 2023-2028 is now presented to the Council for endorsement and formal adoption.
  21. The Town will have the strategy graphically designed after final endorsement.

## Relevant documents

[Healthy Vic Park Plan 2017-2022](#)

## Further consideration

### Questions and responses

#### Cr Wilfred Hendriks

*1. What does CRG staff for?*

The Chief Community Planner advised this is Community Reference Group.

*2. What is the sport parkour?*

Mayor Karen Vernon advised that this is an incredibly active outdoor sport involving people running and jumping using fixed structures to propel themselves from one side to the other. Participation can be individually or in teams.

#### Cr Jesse Hamer

*1. The Strategy states the Sustainable Development Goals will be reported on twice between now and 2030, will other outcomes be reported on in the same timeframe?*

The Chief Community Planner took the question on notice.

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

At the Agenda Briefing Forum held on 5 September 2023 the following information was requested.

1. Provide information on the reporting timeframe for the strategy outcomes.

## 12.2 Curtin Wesley Football Club - CSRFF Application Endorsement

<b>Location</b>	Bentley
<b>Reporting officer</b>	Coordinator Events, Arts and Funding
<b>Responsible officer</b>	Manager Community
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	

### Recommendation

That Council endorses submission of a \$2 million grant application by Curtin University Wesley Amateur Football Club (CUWAFC) to the Department of Local Government, Sport and Cultural Industries (DLGSC) through the Community Sport and Recreation Facilities Fund (CSRFF) for the re-development of the playing facilities located at South Oval, Curtin University.

### Purpose

To seek Council endorsement for the Curtin University Wesley Amateur Football Club (CUWAFC) to submit a Community Sport and Recreation Facilities Fund (CSRFF) grant application for \$2 million to the Department of Local Government, Sport and Cultural Industries (DLGSC). The DLGSC application will be submitted by CUWAFC by the closing date of 29 September 2023 on the condition that the project was supported by the Town of Victoria Park at the September 2023 Ordinary Council Meeting (OCM). If the CSRFF application is successful, CUWAFC will receive the funds and not the Town of Victoria Park.

### In brief

- The CSRFF, which is administered by Department of Local Government, Sport and Cultural Industries (DLGSC), provides financial assistance to community groups and Local Government Authorities (LGA) to develop basic infrastructure for sport and recreation, capped at one-third to fifty percent of the total infrastructure cost (excluding GST).
- LGAs are required to review, rank, prioritise and submit CSRFF grant applications to DLGSC, upon approval by Council.
- The Town has received a CSRFF Grant application from CUWAFC. CUWAFC has allocated funding through its capital planning program to fund the project with Curtin University and CSRFF Funds.
- There are no upfront or ongoing financial implications associated with Council supporting CUWAFC's application.

### Background

1. The CSRFF program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.
2. CSRFF Forward Planning Funding is for projects over \$500,001 to \$2 million.
3. Other examples of CSRFF forward planning projects include new sports courts, cricket nets, small floodlighting projects, sports storage and change room refurbishments.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL01 – Effectively managing resources and performance	Renewed facilities will meet current standards and maximise facility usage, through effective management.

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces	Upgrade of current open space for the purpose of community sport and community use.
EN5 - Providing facilities that are well-built and well-maintained.	New and upgraded facilities, keeping them well maintained, modern, fit for purpose to allow for “all community”

Social	
Community Priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	Promote inclusion from participating in community sport through the provision of high-quality playing facilities

## Engagement

Internal engagement	
Stakeholder	Comments
Town of Victoria Park	<p>Town Officers support submission of the application by CUWAFC as this aligns with the findings of the Social Infrastructure Strategy, and would increase the number of playing fields available within the Town boundary.</p> <p>Other notable elements are that the club provides opportunities for female players over 17 years, as well as an all-abilities team.</p>

External engagement	
Stakeholders	Comments
WA Football Commission	CUWAFC have undertaken engagement with the following stakeholders
Perth Football League	No engagement comments were supplied by CUWAFC.
Curtin University	No engagement comments were supplied by CUWAFC.
Vic Park Raiders Junior Football Club	Project discussed with Curtin University who own the facility; are supportive of the project going ahead and are providing funding for the project.
Wesley College	No engagement comments were supplied by CUWAFC.

Canning South Perth Football Club	No engagement comments were supplied by CUWAFC.
Curtin University Soccer Club	No engagement comments were supplied by CUWAFC.
Curtin University Stadium	No engagement comments were supplied by CUWAFC.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not approving the application will impact the Town and Elected Members reputation and relationship with CUWAFC	Moderate	Almost certain	High	Low	Treat: Council endorses the application for submission to DLGSC
Service delivery	Not applicable				Medium	

## Financial implications

<b>Current budget impact</b>	Nil. The project will be fully funded by CUWAFC and grant funding.
<b>Future budget impact</b>	Nil. The project will be fully funded by CUWAFC and grant funding.



## Analysis

4. The DLGSC will assess the total eligible cost of each project (excluding GST) from the information provided as part of the application process.
5. The CSRFF program aims to increase participation in sport and recreation, with an emphasis on physical activity, by providing financial assistance to community groups and local governments to develop basic infrastructure for sport and recreation.
6. The CUWAFC has experienced a rapid growth in the size and composition of its membership over the last five years and now has 10 teams, including two female and one all abilities, with close to 400 active playing members. This rapid growth in players means the club requires a second playing oval to accommodate all teams. Currently training and playing times are spread across five nights of the week to allow each team access to playing ovals and changerooms.
7. A needs assessment has been completed over a number of years by both the football club and Curtin University. A formal masterplan was completed for South Oval in January 2021.
8. The need for the project has been identified through consultation by CUWAFC with Curtin University. It has been assessed that without the redevelopment of the grounds and facilities the club will not be able to continue to grow nor will it be able to provide the appropriate level of inclusive facilities that are needed.
9. The building works will require approval under the Metropolitan Region Scheme from the Western Australian Planning Commission (WAPC). As part of the development application process the Town will be invited to provide comments and a recommendation to the WAPC.
10. A Town based CSRFF application - McCallum Park Active Area project was endorsed by Council at the August 2023 Ordinary Council Meeting. As this was the only submission received at that point in time, the Town application was ranked 1/1. This CUWAFC application will now be ranked 2/2.
11. Should the CSRFF grant be unsuccessful, the works will be funded by Curtin University. The Town will not be contributing any funds to this project.
12. Should the application be successful, CUWAFC will receive these funds. The Town will not be contributing any funds to this project.
13. Works will not commence until 2024 and this project will be managed by CUWAFC.

## Relevant documents

Not applicable.

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

## 12.3 Renaming and potential improvements for Lots 1002 and 1003 (aka Miller's Crossing)

<b>Location</b>	Carlisle East Victoria Park
<b>Reporting officer</b>	Place Leader
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Amendment 56 Location Plan [12.3.1 - 1 page]

### Recommendation

That Council

1. Receives the information contained within this report regarding options for future improvements at No. 2-8 (Lot 1002) Beatty Avenue, and 7 Raleigh Street, Carlisle (Lot 1003); and
2. Notes that a further report will come back to Council addressing naming options when the Management Orders for No. 2-8 Beatty Avenue, East Victoria Park (Lot 1002) and No.7 Raleigh Street, Carlisle (Lot 1003) are granted to the Town.

### Purpose

To provide a response to Council Resolution 102/2023 (May 2023) on renaming and potential future improvements to No. 2-8 Beatty Avenue, East Victoria Park (Lot 1002 on DP 45184, CT: 2604/543) and No.7 Raleigh Street, Carlisle (Lot 1003 on DP 45185, CT: 2604/544), also known as Miller's Crossing.

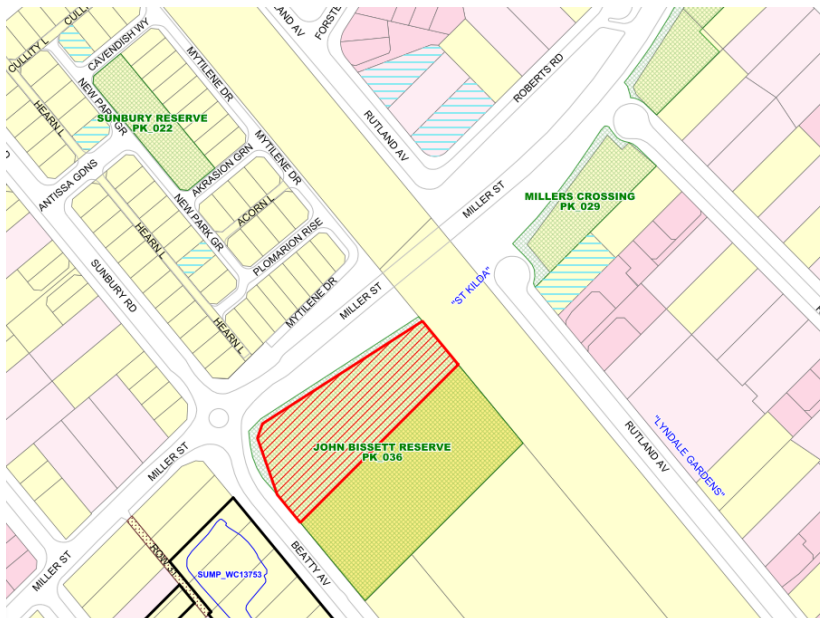
### In brief

- In May 2023, Council requested the *“Chief Executive Officer to report to Council by September 2023 regarding the options for Lots 1002 and 1003 as to:*
  - *official park/reserve names; and*
  - *potential future improvements in terms of community and/or sporting infrastructure and/or environmental and/or urban forest projects.”*
- This report identifies how both parklands may be considered for future improvements.
- This report also identifies the process planned for the names of the parklands to be considered.
- A further report will be presented to Council once the Management Orders have been granted to the Town of Victoria Park.

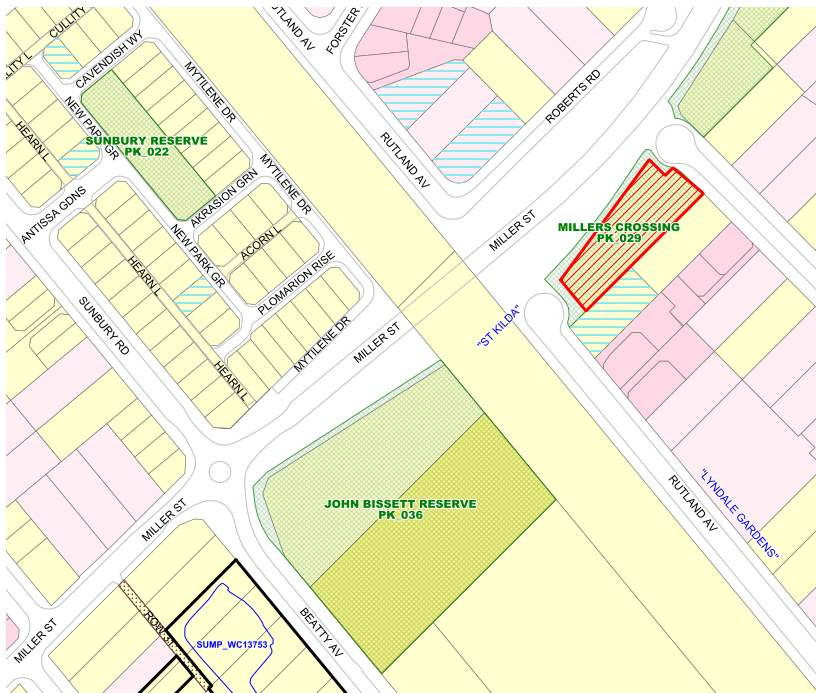
### Background

1. In May 2023, through Council Resolution 102/2023, Council determined to:
  1. *Support the classification of No. 2-8 Beatty Avenue, East Victoria Park (Lot 1002 on DP 45184, CT: 2604/543) and No.7 Raleigh Street, Carlisle (Lot 1003 on DP 45185, CT: 2604/544) as Crown Reserve(s) for the purpose of public recreation (or other purpose consistent with the land being reserved as “Parks and Recreation”);*
  2. *Support the granting of a Management Order(s) by the Minister for Lands conferring responsibility to the Town of Victoria Park for the care, control and management of any Reserve(s) created in respect to the land identified and for the purposes stated in Part 1 above;*

3. Authorise the Town's administration to advise Officers of the Department of Planning, Lands and Heritage and the Western Australian Planning Commission in relation to Parts 1 and 2 above;
  4. Authorise the Town's CEO to accept a grant of Management Order(s) and to respond and consent to any further actions in relation to the reservation for the land identified in Part 1 above (including any conditions imposed thereon or the creation of any service easements) on behalf of the Town of Victoria Park Council, where the CEO is satisfied as to their appropriateness and acceptability to the Town.
  5. Requests the Chief Executive Officer to report to Council by September 2023 regarding the options for Lots 1002 and 1003 as to:
    - a. official park/reserve names; and
    - b. potential future improvements in terms of community and/or sporting infrastructure and/or environmental and/or urban forest projects.
2. Lot 1002 - No. 2-8 Beatty Avenue, East Victoria Park (Lot 1002 on DP 45184, CT: 2604/543) is located adjacent to and managed by the Town as part of John Bisset Reserve. It is owned by the Western Australian Planning Commission (WAPC). It is bound by Miller Street to the northwest, the Armadale railway corridor to the northeast, Beatty Avenue to the southwest, Lot 4 Beatty Avenue to the southeast (John Bisset Reserve) and is 5,300m<sup>2</sup>.



3. The lot is currently being used as a temporary construction laydown area (anticipated to June 2024) in support of the upgrade and relocation/undergrounding of high voltage transmission lines out of the rail corridor by Western Power. It will then continue to be used as a temporary construction laydown area during the construction of the elevated rail and new stations to be delivered as part of the Metronet Victoria Park-Canning Level Crossing Removal Project.
4. The Town has sought State Government agreement for the reinstatement of the land to its pre-existing condition (including the replacement of any damaged or removed trees) once the construction laydown area is no longer required.
5. Lot 1003 - No.7 Raleigh Street, Carlisle (Lot 1003 on DP 45185, CT: 2604/544) forms the largest of the three lots known and maintained by the Town as Millers Crossing parkland, with an area of 2,081 square metres, located to the northeast of the Armadale rail corridor. It is owned by the Western Australian Planning Commission (WAPC).



6. It is bound by Rutland Avenue to the southwest, Miller Street/Roberts Road to the northwest, Raleigh Street to the northeast and residential properties fronting Rutland Avenue and Raleigh Street to the southeast. The lot is currently freehold land held by the WAPC as registered proprietor.
7. The process to deliver items 1-4 of Council Resolution 102/2023 and to therefore allow the Town to accept a grant of Management Order(s) is currently underway. The transfer of the lots from freehold title to reserve(s) will occur after the final gazettal of Scheme Amendment 56. This Amendment is currently being finalised with a final round of modifications to go back to the Minister for final sign off to then allow gazettal to occur. It is anticipated that this will be complete by December 2023.

## Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Future upgrades to the parklands, especially through the Urban Forest Program, would look to protect and enhance the natural environment.
EN4 - Increasing and improving public open spaces	Following the acceptance of the Management Orders, upgrades to the parklands will allow the Town to continue to improve the parklands with the knowledge that they will remain public open spaces for years to come. Proving appropriate names to these parklands will allow local residents to connect to and refer to these spaces.

## Engagement

Internal engagement	
Parks	Comments are included within the report.
Library Services	The Local History Librarian is available to provide support by identifying and reviewing possible names for the parklands.

Stakeholder Relations	Comments are included within the report.
Community Development	Comments are included within the report.
Assets Planning	Comments are included within the report.

Other engagement	
Landgate	<p>An online form exists on the Landgate website that provides Local Governments the opportunity to request a Park/Reserve name here - <a href="https://www.landgate.wa.gov.au/location-data-and-services/place-names-and-addressing/for-local-government/">https://www.landgate.wa.gov.au/location-data-and-services/place-names-and-addressing/for-local-government/</a></p> <p>A review of the Policies and Standards for Geographical Naming in Western Australia is required prior to submitting this request.</p> <p>It is suggested that informal name endorsement be received prior to any advertising of name options, to avoid any future issues with a name not being supported by Landgate.</p> <p>Further feedback is provided within the body of the report.</p>

## Legal compliance

Section 26 and 26A of the *Land Administration Act 1997*

Policies and Standards for Geographical Naming in Western Australia 03.2017

## 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	Inadequate planning for renewals to assets to support either irrigation, recreations, or other assets built on the new lots as demand for them arises.	Minor	Possible	Medium	Low	TREAT – Ensure adequate planning and consideration of lifecycle costing in advance of any asset creation.
Environmental	Not planning the improvements	Insignificant	Possible	Low	Medium	TREAT – Ensure any improvements to

	to the parklands could limit the benefit to the local community and the environment.					the parklands are planned cross functionally.
Health and safety					Low	
Infrastructure/ ICT systems/ utilities					Medium	
Legislative compliance	Failure to meet obligations established under the Land Administration Act 1997 may result in fines legal challenges to any decision made.	Minor	Unlikely	Low	Low	TREAT - Adhering to the Land Administration Act 1997 will increase the likelihood of a favourable outcome from Landgate.
Reputation					Low	
Service delivery					Medium	

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	<p>Any future improvements to the parklands through either the Public Places Program or the Urban Forest Program, such as plantings, tree care or related park infrastructure, will require future funding and will be considered within the budget process. Costs for the relocation of the bore, electrical cabinet and pipework currently located at Lot 1004 (No. 6) Raleigh Street, Carlisle that services Miller’s Crossing will need to be included in future capital works budget.</p> <p>The current annual maintenance budgets for the entirety of Miller’s Crossing and John Bissett Reserve are \$18,500 and \$28,800 respectively. It is anticipated that the parklands will continue to require these maintenance costs, with additional maintenance funding required based on any potential future upgrades.</p> <p>There is no fee for registering the name of a park. There will be minor costs for new standard signs for the parklands should this eventuate.</p>

## Analysis

### Potential Future Improvements

8. Public open space improvements are informed by the Public Open Space Strategy (POSS) and managed through the Public Places Program.
  9. With regards to John Bissett Reserve (including Lot 1002), the POSS states that it is a Neighbourhood/ Passive / Traditional Park. The overarching recommendation is to prepare a masterplan to consolidate recreational infrastructure, with the intention to remove underutilised turf, provide clear sight lines and connected active uses. Comments include:
    - a. Achieve 40% Tree Canopy Cover.
    - b. Consolidate turf to areas of active use.
    - c. Remove turf under trees and to non-active or difficult to manage areas.
    - d. Replace turf with native vegetation or, where too shady, use mulch.
    - e. Upgrade skate park.
    - f. Encourage ongoing use as dog park given less clashes with Public Open Space (POS) for sporting use.
    - g. Utilise the CRG along with local neighbours to develop a masterplan for the POS.
  10. With regards to Lot 1003, the POSS states that:
    - a. To date Millers Park has been considered a Public Open Space by the community and maintained as such by the council.
    - b. Miller's Crossing has some significant trees, native and exotic species, and good quality embankment vegetation to the north of the space. Other than bench seats there is no significant infrastructure on site.
  11. Given the proximity of Lot 1003 to both Miller Street and residential properties, as well as the long, narrow orientation of the lot, it is not considered appropriate for sporting use. While opportunities such as personal training could be considered once the Management Order is granted to the Town, it is more appropriate for this parkland to be upgraded for passive use.
  12. Any improvements to Lot 1003 will also need to include relocation of the bore, cabinet and irrigation system located at Lot 1004 (No. 6) Raleigh Street, Carlisle that currently services all of Miller's Crossing.
  13. Any improvements to Lots 1002 and 1003 would also consider the following actions from the Social Infrastructure Strategy:
    - a. Action 7: Work with community members, groups and stakeholder organisations to monitor active recreation trends and incorporate infrastructure for informal and non-traditional sports (such as parkour, pickleball and street hockey) into Town reserves and facilities in response to demand.
    - b. Action 33: ... identify sites and infrastructure suitable for local-scale informal outdoor recreation and social spaces, particularly in Burswood Peninsula and Carlisle Centre.
    - c. Action 38: Investigate opportunities for pop-up and reimagined spaces that cultivate use of the public realm as community space, such as pop-up performances and semiformal outdoor recreation activities.
  14. Improvements to the parklands at Lots 1002 and 1003 will be identified in the Public Places Program. (Improvements will also be considered against the strategic guidance in the Social Infrastructure
-



Strategy and Urban Forest Strategy.) If considered a high priority, they will then be proposed through the Town's budget process where the proposals will be evaluated and prioritised against all other Town initiatives and projects. If they are endorsed internally, they can then be included in next financial year's Annual Budget for consideration by Elected Members (or a future year via the Long Term Financial Year). Either way Elected Members will be able to see the proposal(s) for Lots 1002 and Lots 1003 and their associated budget during the next budget process.

15. Certain identified improvements for Lots 1002 and 1003 can also be supported and supplemented by the Urban Forest Program. This program works closely with the Public Places Program and could provide ecozoning and tree planting (following a presentation to the Urban Forest Implementation Working Group). Again, works to Lots 1002 and 1003 will be considered for next year's planting program (or a future year) and Elected Members will be able to review this proposal during the next budget process.
16. As Lot 1002 is currently being used as a construction laydown area to support the Metronet Victoria Park-Canning Level Crossing Removal Project, the State Government is required to reinstate the parkland and all park infrastructure to its pre-existing condition. This provides an opportunity for the Town to leverage these reinstatement works to prepare the site for any future upgrade.

**Naming:**

17. Lot 1002 – Considering the location of Lot 1002 (No. 2-8 Beatty Avenue, East Victoria Park) being immediately adjacent to John Bissett Reserve (No. 10-14 Beatty Avenue, East Victoria Park), it is recommended that this entire parcel of land be referred to as John Bissett Reserve.



18. The name John Bissett Reserve has never been officially approved as the parklands name. The City of Perth approved the name without consultation with Landgate's Geographic Naming Commission in December 1993. The Town of Victoria Park submitted this name for approval in 1998 but it was not approved as John Bissett was then serving as a Councillor. John Bissett Reserve is now listed with Landgate as the 'recorded name', but not the 'official name'.
19. The Geographic Naming Commission also does not usually approve names for parks of people who are still living. However, given the parklands have been known as John Bissett Reserve for so long, the Geographic Naming Commission would be likely to support a submission to name both lots John Bissett Reserve, should the Town wish to do so.



20. Landgate have suggested that proposing to rename the parkland something other than John Bissett Reserve could result in negative feedback from John Bissett, his family and the community.
21. Lot 1003 – There are numerous options that could be considered for renaming Lot 1003. It is proposed that Town staff will workshop a number of names that have a relevance to the site. This could include themes such as:
  - a. Reference to the State Saw Mills (which lead to the name Miller’s Crossing), or
  - b. Commemorative naming, or
  - c. Indigenous naming, or
  - d. Flora or fauna references.
22. Should Indigenous naming be considered, the Mindeera Working Group will be engaged.
23. Any names suggested need to be reviewed against Landgate’s Geographical Names Committee and their Policies and Standards for Geographical Naming in Western Australia. It is recommended by Landgate that the Town submit a list of possible names to Landgate for pre-endorsement.
24. The pre-endorsed list of names would then be presented to Council for consideration for community engagement.
25. Should Council endorse the renaming of either parkland to proceed to consultation, community engagement on all re-naming options would include:
  - a. Your Thoughts community engagement page
  - b. Letters to properties in the area
  - c. Website notice
  - d. Social media posts
  - e. E-newsletter item
  - f. On-site sign at park
26. As a part of the community consultations, information would be provided detailing the relevance of the name to the location. It would also include several name options identified as appropriate for the park, as well as an option to not support a name change.
27. A final name recommendation, based on the community consultation, for either parkland would then be presented back to Council for endorsement, prior to submitting a park name request to Landgate.
28. As there is still some process to go before the Town will be granted Management Orders for Lots 1002 and 1003 (as identified in point 4), it is not recommended that any naming process be undertaken yet. It is anticipated that the Management Orders might be granted by December 2023. Should this be the case, the Town would then be in a position to report back to Council on name options by March 2024.

## Relevant documents

[Public Open Space Strategy](#)

[Social Infrastructure Strategy](#)

[Policies and Standards for Geographical Naming in Western Australia 03.2017](#)

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

## **13 Chief Operations Officer reports**

Nil.

## 14 Chief Financial Officer reports

### 14.1 Schedule of Accounts - July 2023

<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. Payment Summary - July 2023 [ <b>14.1.1</b> - 8 pages]

#### Recommendation

That Council:

1. Confirms the accounts for July 2023, as included in the attachment, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
2. Confirms 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*.

#### Purpose

To present the payments made from the municipal fund and the trust fund for the month ended July 2023.

#### In brief

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

#### Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the *Local Government (Financial Management) Regulations 1996*.
2. Under Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment is to be noted on a list compiled for each month showing:
  - a. the payee's name
  - b. the amount of the payment
  - c. the date of the payment
  - d. sufficient information to identify the transaction
3. That payment list should then be presented at the next ordinary meeting of the Council, following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.
4. The payment list and the associated report was previously presented to the Finance and Audit Committee. Given this Committee's scope has changed to focus more on the audit function, the payment listings will be forwarded to the Elected Members ahead of time. Any questions received prior to the finalisation of the report will be included along with the responses within the Schedule of Accounts report for that month.

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

Fund	Reference	Amounts
<b>Municipal Account</b>		
Automatic Cheques Drawn	608904-608905	\$22,851.74
Creditors – EFT Payments		\$3,903,510.85
Payroll		\$1,779,521.93
Bank Fees		\$9,194.54
Corporate MasterCard		\$9,082.78
Cancelled EFTS/Cheques	608902-608903	(\$6,227.02)
<b>Total</b>		<b>\$5,717,934.82</b>

## 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 of <i>Local Government (Financial Management) Regulation 1996</i> .

## Legal compliance

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

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

## Risk management consideration

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

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

## Financial implications

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

## Analysis

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

## Relevant documents

[Procurement Policy](#)

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

## 14.2 Financial Statements - July 2023

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Finance
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. July 23 Monthly Financial Report 2024FY (2) [14.2.1 - 22 pages]

### Recommendation

That Council accepts the Financial Activity Statement Report month ended 31 July 2023, as attached.

### Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the month ended 31 July 2023.

### In brief

- The financial activity statement report is presented for the month ended 31 July 2023.
- The report complies with the requirements of Regulation 34 (financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.
- The financial information for the 30 June 2023 as shown in this report is not yet confirmed and approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the year ended 30 June 2023.

### Background

1. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance.
2. As part of the monthly financial reports, material variances are reported. Thresholds are adopted by Council each financial year with the Annual Budget, and they are as follow:

#### 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.

#### Expenditure

Operating expenditure and non-operating expenditure 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.

## Strategic alignment

Civic Leadership	
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> .

## Engagement

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

## Legal compliance

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

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Misstatement or significant error in financial statements.	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed and conduct internal and external audits.
Financial	Fraud or illegal transaction.	Severe	Unlikely	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct



						internal and external audits.
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ICT systems/utilities	Not applicable.					
Legislative compliance	Council not accepting financial statements will lead to non-compliance.	Major	Unlikely	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making.

## Financial implications

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

## Analysis

- The Financial Activity Statement Report month ended 31 July 2023 complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report month ended 31 July 2023 be accepted.

## Relevant documents

Not applicable.

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

## **15 Committee reports**

Nil.

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

Nil.

## **17 Public participation time**

*Public participation time commenced at 7:01pm.*

*Public participation time closed at 7:01pm.*

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

*Questions from members without notice commenced at 7:02pm.*

### **Cr Wilfred Hendriks**

*1. When will Somerset Street be re-surfaced?*

The A/Chief Operations Officer advised the Town is waiting on the contractor to provide the final reinstatement design proposal for approval. There is not currently a completion date.

*2. Was the work to rectify the drainage at the entrance to the carpark on Planet Street covered under the contract for the Archer Street works or paid for separately?*

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

### **Cr Jesse Hamer**

*1. Is the Town aware of public toilets being installed at the temporary bus exchange on Kitchener Avenue?*

The Chief Community Planner took the question on notice.

*2. In an email response on the Shepperton Road noise complaints, it stated that the Town would not investigate the complaints if noise levels had not been breached. How can the Town say the noise provisions have not been breached if they have investigated?*

The Chief Community Planner advised that the Environmental Health staff have met with contractors and have investigated whether there are any noise breaches. They have determined there has been no noise breaches.

*3. So the matter was investigated but found to have no breaches?*

The Chief Community Planner advised that is correct.

**Mayor Karen Vernon**

*1. What did the Town do to investigate if there were breaches of the Environmental Protection Noise Regulations by the works?*

The Chief Community Planner took the question on notice.

*2. Along Albany Highway there are some new shops that sell smoking implements and shisha paraphernalia. At least two of these have full sized window decals showing people or animals smoking in the design. Is that permitted under the Town’s Signs Local Law?*

The Chief Community Planner advised that the Signs Planning Policy would be applicable and there are some exemptions for some window signs. More detail would be needed to determine if the signs are exempt under the policy. This will be checked to determine if they are either exempt or have planning approval. The matter will be investigated further.

*Questions from members without notice closed at 7:07pm.*

**19 Confidential matters**

Nil.

**20 Closure**

There being no further business, Mayor Karen Vernon closed the meeting at 7.07pm

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

Signed: .....

Dated this: ..... Day of: ..... 2023