



TOWN OF  
VICTORIA PARK

# Ordinary Council Meeting Minutes – 20 June 2023

---



**WE'RE OPEN**  
VIC PARK

Please be advised that an **Ordinary Council Meeting** was held at **6:30 PM** on **Tuesday 20 June 2023** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Her Worship the Mayor Karen Vernon**  
26 June 2023

## Table of contents

Item	Page no
1 Declaration of opening .....	4
2 Announcements from the Presiding Member .....	4
3 Attendance .....	8
3.1 Apologies .....	8
3.2 Approved leave of absence .....	8
4 Declarations of interest.....	9
5 Public question time.....	13
5.1 Response to previous public questions taken on notice at the Ordinary Council Meeting held on 16 May 2023.....	13
5.2 Public question time.....	13
6 Public statement time.....	15
7 Confirmation of minutes and receipt of notes from any agenda briefing forum.....	17
8 Presentation of minutes from external bodies .....	17
9 Presentations .....	17
10 Method of dealing with agenda business .....	18
11 Chief Executive Officer reports .....	19
11.1 Council Resolutions Status Report - May 2023 .....	19
12 Chief Community Planner reports.....	22
12.1 Lathlain Park Management Plan Review.....	22
12.2 Actions relating to the Town's Residential Character Study Area .....	32
13 Chief Operations Officer reports.....	36
13.1 47 Planet Street, Carlisle - Offer for the purchase and development of the Towns landholding .....	36
13.2 99 Shepperton Road - Organisational Future Accommodation Strategic Business Case .....	47
13.3 Edward Millen House - Approval of Publication of a Business Plan for Agreement for Lease and Lease to Blackoak Capital.....	53
13.4 355-357 Shepperton Road, East Victoria Park - Proposed Sale .....	61
14 Chief Financial Officer reports.....	68
14.1 Adoption of Annual Budget 2023/24.....	68
14.2 Schedule of Accounts - April 2023.....	83
14.3 Financial Statements - April 2023.....	87

15 Committee Reports.....	91
15.1 Additional meeting date for 2023 .....	91
15.2 Policy evaluation - Policy 052 - Recording and Live Streaming .....	94
15.3 Policy evaluation - Policy 312 – Transaction card.....	97
15.4 Policy amendment - Policy 301 - Purchasing.....	100
15.5 Policy amendment - Policy 352 - Workzone Permits.....	105
15.6 Policy amendment - Policy 112 - Visual Arts.....	108
16 Applications for leave of absence .....	112
17 Motion of which previous notice has been given .....	113
17.1 Community Garden at old Croquet Club site.....	113
17.2 Incentivising residential development in the Town .....	120
17.3 Bulk Green Waste Kerbside Collections in the Town of Victoria Park.....	125
18 Questions from members without notice .....	129
19 New business of an urgent nature introduced by decision of the meeting .....	130
20 Public question time.....	130
21 Public statement time.....	130
22 Meeting closed to the public .....	131
22.1 Matters for which the meeting may be closed .....	131
22.2 Public reading of resolutions which may be made public.....	132
22.1.1 355-357 Shepperton Road, East Victoria Park.....	132
22.1.2 Maintenance and Cost Sharing Agreement for Landscaping of Road Reserves located in the Burswood Peninsula .....	133
22.1.3 CEO Key Performance Indicators 2023/24 .....	133
23 Closure .....	134

# 1 Declaration of opening

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

## Acknowledgement of Country

*Cr Jesvin Karimi read the Acknowledgement of Country.*

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

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

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

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

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

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

# 2 Announcements from the Presiding Member

## 2.1 Recording and live streaming of proceedings

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

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

## 2.2 Public question time and public statement time

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

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

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

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

### **2.3 No adverse reflection**

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

### **2.4 Town of Victoria Park Meeting Procedures Local Law 2019**

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

### **2.5 Mayor's Report June to July 2023**

#### **ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

Congratulations to the Town's Library team for a very special evening on 26 May 2023 for the Local History Photographic Awards. Special acknowledgements to our Library Manager Ruth and Local Area Historian, Rosemary for their hard work and dedication in making the event so unique.

Congratulations to the Town's Access & Inclusion team for a fantastic morning tea to launch our new Access and Inclusion Plan on 2 June 2023. Special acknowledgement to our Community Development Officer, Lizzie for her passion in making this opportunity possible. Great to see so many members of our Access & Inclusion Advisory Group and elected members in attendance.

Congratulations to the Town for being awarded the Environmental Stewardship of the Year Award at the Parks & Leisure Australia WA Regional Awards on 8 June 2023.

Aqualife Swim School instructor Danielle has been awarded the AUSTSWIM Western Australia's Access and Inclusion Instructor of the Year, in recognition of her incredible work within the Complex Needs Swim Program at Aqualife.

Danielle has spent 9 years working with her clients to develop their skills across swimming and water safety, with a passion for teaching and creating inclusive programs.

Danielle will attend the National AUSTSWIM Conference in the Gold Coast in July, to compete for the National Award. Congratulations Danielle and best of luck for the National Awards.

## MAYOR'S REPORT – June to July 2023

On **18 May**, I attended the VisAbility Biennial Awards celebrating the achievements and successes of Western Australians living with vision impairment.

On **19 May**, Deputy Mayor Anderson and I visited Year 4 students at Regent College to talk about local government, and participate in a Q&A led by the students.

That night I attended the Town's Community Champion Awards and National Volunteer Recognition celebrations, along with Deputy Mayor Anderson, Cr Bronwyn Ife, Cr Wilfred Hendriks, Cr Jesvin Karimi, Cr Luana Lisandro and Cr Peter Devereux. Congratulations to the 2023 Community Local Champion – Yhana Lucas, the Young Local Champion – Orlarne Marche, and the Community Group Champion – Activate Mental Health.

On **26 May**, I attended a briefing with the Town's auditor from the Office of the Auditor General along with the CEO and CFO to discuss the FY2022 audit completed in April 2023.

That evening, I presented the Town's Local History Awards at the Victoria Park Centre for the Arts, with Deputy Mayor Anderson assisting as the MC, and Cr Hendriks helping out with the photos.

On **27 May**, I held Share with the Mayor at Archer St, Carlisle to engage with the local community over the recent Carlisle Town Centre upgrades. Banksia Ward councillors joined me, along with some Town staff and we had a good turnout of interested and engaged local residents.

Later that day, I spent some time at the Urban Forest at Home collection event at the Town's depot, talking to locals who were collecting their trees and shrubs. The feedback from everyone was overwhelmingly positive.

On **28 May**, in the morning I joined the Mayor of South Perth in helping to launch the RSPCA Million Paws Walk, which followed a loop through Sir James Mitchell Park to McCallum Park and back. The Town was a sponsor of the event, and the Town's rangers were on hand to provide advice on responsible dog ownership.

Later that day I attended the Carlisle and Victoria Park Ducks AFLW Masters inaugural carnival at Carlisle Reserve. The Ducks were formed in 2022 and have quickly grown their membership to be able to field 2 teams, and have just moved to their new home at Parnham Park.

On **30 May**, the CEO, CFO and I attended a meeting with the Town's new contract auditors RSM Bird Cameron and the Office of the Auditor General to outline the plan for the next audit of the Town for FY 2023.

On **1 June**, I presided at a meeting of Mindarie Regional Council hosted by the Town of Cambridge.

On **2 June**, I attended the launch of the Town's new Access & Inclusion Plan with a morning tea held at the Victoria Park Centre for the Arts, joined by Deputy Mayor Anderson, Councillors Potter, Karimi, Hendriks, Lisandro and Devereux, members of the Town's Access & Inclusion Advisory Group and community guests.

That evening I attended a meeting of the Victoria Park Carlisle Bowling Club Committee to discuss the Club's future location under the Macmillan Precinct Master Plan, and the Club's need for a synthetic playing green.

On **5 June**, I attended the Bentley Park Social Club's WA Day Dinner at Swancare as the guest speaker for the third year in a row.

On **6 June**, the CEO, Chief Operations Officer and I met with the Perth Football Club President, Board member and CEO to discuss the future management agreement for the new lease being sought by PFC at the community sport and recreation facility being built by the Town at Lathlain Park.

On **12 June**, I presided at a citizenship ceremony for 21 new citizens from 15 different countries. Thanks to Cr Potter for being the MC.

From **13 to 15 June**, I attended the annual Australian Local Government Association's National General Assembly in Canberra. On 14 June, I presented to the National Assembly on Building a Stronger Workforce, and participated in a panel session with the Lord Mayor of Melbourne and the Mayor of Mitcham to discuss how the Town is addressing the current jobs and skills shortages for local government. On 15 June, the council representatives of Victoria Park, Canning and Belmont were treated to a behind the scenes tour of the Australian Parliament House hosted by Zaneta Mascarenhas MP, the Federal member for Swan.

On **16 June**, I attended the new Australian Council of Local Government conference, held for the first time for 10 years, having been reinstated by the current Commonwealth government. The conference comprised 5 panel sessions with senior Federal Government ministers covering diverse topics such as climate change, infrastructure, communications and housing.

On **17 June**, I held Share with the Mayor at the Library.

That evening I attended the 60<sup>th</sup> anniversary dinner for the Lions Club of Victoria Park and gave the anniversary toast to the Club.

### 3 Attendance

<b>Mayor</b>	Ms Karen Vernon
<b>Banksia Ward</b>	Deputy Mayor Claire Anderson Cr Peter Devereux Cr Wilfred Hendriks Cr Luana Lisandro
<b>Jarrah Ward</b>	Cr Jesse Hamer Cr Bronwyn Ife Cr Jesvin Karimi Cr Vicki Potter
<b>Chief Executive Officer</b>	Mr Anthony Vuleta
<b>Chief Operations Officer</b> <b>Chief Financial Officer</b> <b>A/Chief Community Planner</b>	Ms Natalie Adams Mr Duncan Olde Mr Paul Gravett
<b>Manager Governance and Strategy</b> <b>Manager Development Services</b> <b>Manager Property Development and Leasing</b> <b>Manager Finance</b> <b>Management Accountant</b> <b>Manager Stakeholder Relations</b> <b>Communications Advisor</b>	Ms Bernadine Tucker Mr Robert Cruickshank Mr Paul Denholm Mr Nana McIntosh Ms Amanda Arul Nathan Ms Rosalind Ellis Mr Alex Thorpe
<b>Secretary</b> <b>Public liaison</b>	Ms Felicity Higham Ms Alison Podmore
<b>Public</b>	11

#### 3.1 Apologies

Nil.

#### 3.2 Approved leave of absence

Nil.



## 4 Declarations of interest

### 4.1 Declarations of financial interest

Name/Position	Cr Luana Lisandro
Item No/Subject	12.2
Nature of interest	Financial
Extent of interest	I'm an Enduring Power of Attorney for a family member whose property is situated within the Residential Character Study area.

Name/Position	Mr Anthony Vuleta
Item No/Subject	22.1.3 -
Nature of interest	Financial
Extent of interest	KPIs form part of my employment contract.

### 4.2 Declarations of proximity interest

Nil.

### 4.3 Declarations of interest affecting impartiality

Name/Position	Cr Jesvin Karimi
Item No/Subject	12.1 – Lathlain Park Management Plan Review
Nature of interest	Impartiality
Extent of interest	I have attended events and functions hosted by and / or involving the Perth Football Club, West Coast Eagles and Waalitj Foundation, all organisations involved in Lathlain Park.

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	12.1 – Lathlain Park Management Plan Review
Nature of interest	Impartiality
Extent of interest	I have attended events at the WCE and Perth Football Clubs who are referenced as key stakeholders in the plan.

Name/Position	Cr Peter Devereux
Item No/Subject	12.1 – Lathlain Park Management Plan Review
Nature of interest	Impartiality
Extent of interest	I have attended functions at Perth football club and am a member of the Lathlain advisory group.

Name/Position	Cr Vicki Potter
Item No/Subject	12.1 – Lathlain Park Management Plan Review
Nature of interest	Impartiality
Extent of interest	I work for an organisation that operates a programme with the West Coast Eagles who are named in the plan

Name/Position	Mr Luana Lisandro
Item No/Subject	12.1 – Lathlain Park Management Plan Review
Nature of interest	Impartiality
Extent of interest	I have attended events and functions run by the WAALITJ Foundation, Perth Football Club and the West Coast Eagles, who are situated within the subject area.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	12.1 – Lathlain Park Management Plan Review
Nature of interest	Impartiality
Extent of interest	I have attended events run by the Perth Football Club and the Waaliti Foundation

Name/Position	Cr Bronwyn Ife
Item No/Subject	12.2 – Actions relating to the Town’s Residential Character Study Area.
Nature of interest	Impartiality
Extent of interest	I own an original home in the character study area.

Name/Position	Cr Vicki Potter
Item No/Subject	12.2 – Actions relating to the Town’s Residential Character Study Area.
Nature of interest	Impartiality
Extent of interest	I have an original weatherboard house in the proposed residential character study area.

Name/Position	Mayor Karen Vernon
Item No/Subject	12.2 – Actions relating to the Town’s Residential Character Study Area.
Nature of interest	Impartiality
Extent of interest	I own character property within the residential character study area

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	12.2 – Actions relating to the Town’s Residential Character Study Area.
Nature of interest	Impartiality
Extent of interest	I own a property in the residential character study area.

Name/Position	Cr Luana Lisandro
Item No/Subject	13.1 – 47 Planet Street, Carlisle – Offer for the purchase and development of the Town’s landholding.
Nature of interest	Impartiality
Extent of interest	I have had discussions with the community and a landholder close to the stated property about the communities wish for a grocery store in the area, and the landholder’s future development within the Carlisle Town Centre possibly towards a grocery store.

Name/Position	Cr Wilfred Hendriks
Item No/Subject	13.1 – 47 Planet Street, Carlisle – Offer for the purchase and development of the Town’s landholding.
Nature of interest	Impartiality
Extent of interest	I live on Planet St and know the owners of the restaurant across the road from the carpark.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.3 – Edward Millen House – Approval of Publication of a Business Plan for Agreement for Lease and Lease to Blackoak Capital
Nature of interest	Impartiality
Extent of interest	I have received communications from local residents about the proposed lease to Blackoak.

Name/Position	Mayor Karen Vernon
Item No/Subject	13.4 - 355 – 357 Shepperton Road, East Victoria Park – Proposed Sale
Nature of interest	Impartiality
Extent of interest	I have received communications from local residents and legal advisors about the proposed sale of this property.

Name/Position	Cr Peter Devereux
Item No/Subject	17.1 - Community Garden at old Croquet Club site
Nature of interest	Impartiality
Extent of interest	I have spoken with active local community members who were keen to see local involvement in the proposal.

Name/Position	Deputy Mayor Claire Anderson
Item No/Subject	17.1 - Community Garden at old Croquet Club site
Nature of interest	Impartiality
Extent of interest	I have spoken with a local resident with regard to participating on the site.

Name/Position	Mayor Karen Vernon
Item No/Subject	22.1.1 - 355 – 357 Shepperton Road, East Victoria Park – Proposed Sale
Nature of interest	Impartiality
Extent of interest	I have had communications with local residents and legal advisors about this proposed sale.

Name/Position	Cr Bronwyn Ife
Item No/Subject	22.1.2 – Maintenance and Cost Sharing Agreement for Landscaping of Road Reserves located in the Burswood Peninsula
Nature of interest	Impartiality
Extent of interest	From July 2023 I will be a member of the Burswood Park Board.

Name/Position	Mr Anthony Vuleta
Item No/Subject	22.1.2 – Maintenance and Cost Sharing Agreement for Landscaping of Road Reserves located in the Burswood Peninsula
Nature of interest	Impartiality
Extent of interest	I am a current member of the Burswood Park Board.

Name/Position	Ms Bernadine Tucker
Item No/Subject	22.1.3 – CEO Key Performance Indicators 2023/24
Nature of interest	Impartiality
Extent of interest	I have a reporting relationship to the CEO.

## **5 Public question time**

### **5.1 Response to previous public questions taken on notice at the Ordinary Council Meeting held on 16 May 2023**

#### **Vince Maxwell, Victoria Park**

*1. The Financial Activity Statement report for Parks and Reserves indicates an underspend of \$3.9 million in item 14.2, due to delays with the Harold Rossiter lighting project. The budget for this project is \$390,000 and was approved on 12 July 2022. How long after the budget was approved were materials ordered?*

It was \$390,000. Due to the value of the contract, a public tender process had to be followed. The tender was awarded at the November OCM. Ordering some long lead materials was carried out in December. The project has commenced but will not be completed this financial year.

*2. The Harold Rossiter project includes a grant for \$100,516. Will this funding be at risk if the project is not completed by 30 June 2023?*

The grant office has been contacted regarding delays due to several factors and requested an extension. Some materials have already been purchased. It is not expected to cause an issue with the grant.

### **5.2 Public question time**

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

*1. The Town spent \$14,000 for you to travel to Korea to collect an award for the Town. What did we win? Why was it necessary to travel to Korea? Why was it necessary to take a staff member?*

Mayor Karen Vernon stated this was three questions however Mr Zammit returned to his seat and as such, his questions were not answered.

#### **Graham Ferstat, Burswood**

*1. Why have staff costs increased by 20% in 2 years?*

The Chief Financial Officer advised that paragraph 14 of the Budget item details the increase in workforce costs. A significant portion of the increase relates to a review and correction to previous allocations. Part b of the report details other employee related increases.

2. *After staff cost increases there is only \$184,882.00 left to pay for anything else, what is the town proposing to spend this \$184,882.00 on?*

The Chief Financial Officer advised that as explained employee costs last year and this year including costs incorrectly coded in last year's budget, is not a \$3 million dollar increase, in respect to the \$180,000 I am unable to answer that.

3. *In budget appendix 1 grants, contribution and subsidies under recreation and culture, there is a line item, contribution for park maintenance of \$75,000, who is making this contribution?*

The Chief Financial Officer advised this is an estimation of what we anticipate receiving for public works.

### **Vince Maxwell, Victoria Park**

1. *The budget shows a carryforward of \$7 million in capital works, what is the Town doing to ensure old and new projects completed on time?*

The Chief Financial Officer advised what does cover a lot of different projects Higgins Park, tender out we make professional assessment on timing funding commitments duty bound to finish.

2. *Where are the savings from vacant positions re-allocated to?*

The Chief Financial Officer advised the Town budgets for a full workforce, it is not good practice to factor in vacancies, the budget reflects a full staff compliment to do the expected work.

3. *The Budget, appendix 2, capital expenditure of \$300,000 for admin building renewal and \$200,000 for contingency. Why is there budget for contingency when there is a reserve fund for this?*

The Chief Financial Officer advised there is a building reserve fund which these funds are coming out of, the \$300,000 is for compliance based matters, the building capital contingency is for all Town buildings and covers unexpected costs. The \$500,000 comes from the building reserve.

### **Sky Pod, East Victoria Park**

1. *Given the current economic impact of inflation, building holds up and supply chain issues has Council found a way of being exempt from these matters when creating the budget?*

Mayor Karen Vernon advised no.

2. *Are there any provisions for rate relief for people experiencing economic hardship?*

Mayor Karen Vernon advised that the Town has a hardship policy for people who require relief from rates, the application form is available on the Town's website.

### **Jo Bussell, Victoria Park**

1. *Would the Town consider a potential collaboration with the local community and businesses who share the aims of the Perth History Association, the Towns climate emergency and waste management strategic plans and community initiatives be included when investigating the feasibility of the community garden referred to at item 17.1?*

The Manager Property Development and Leasing advised the Town does have a triple bottom line approach to any kind of feasibility for its properties taking into account the social, economic and financial factors.

*Mayor Karen Vernon closed public question time at 6:53pm.*

## **6 Public statement time**

Mayor Karen Vernon read out the statement as Presiding Member on behalf of Reece Harley, Perth History Museum.

Dear Elected members,

Thank you for considering the Museum of Perth's proposal for a temporary community use of the former Victoria Park Croquet Club.

We sincerely believe that a temporary license agreement for use of the property as a productive garden training facility is in the local community's interests. The site, while contemplated as a future development or sale site, can be maintained and beautified at our expense, engaging local residents and community members, to prevent further deterioration, vandalism or other forms of damage, until such a time as Council determines to do something new with the site.

We have a great passion, and significant experience, running gardening programs at historic sites around Perth, and feel like the former Vic Park Croquet Club is an ideal location for this which will be popular with local residents and community members.

Acknowledging the Administration's concerns about tenure and future options for the site, we would propose a simple 5 year license agreement with the option of a 5 year extension, including a 6 month sale or redevelopment clause so that, should the Council wish to sell, develop or use the site for another purpose, we could be given a short notice period and vacate the site as required.

Our proposal seeks to add value and do a good thing for the community, not to be an impediment for the site's future use, restoration or redevelopment.

Thank you for considering our proposal.

### **Vince Maxwell, Victoria Park**

Made a statement in relation to staff costs in response to the Chief Financial Officers comments on the full workforce. Where are all those staff costs going, if positions are vacant there should be some surplus, however it shows last year the budget was fully utilised.

Made a statement about the Town not calling in the Auditor General, trying to avoid scrutiny by stopping people asking questions and hiding the decision-making process. What are you planning to do when the Commissioners turn up at the door.

### **Jo Bussell, Victoria Park**

Made a statement on item 17.1 on the proposed establishment of a community garden on Rushton Street. As a long-term resident and business owner, consideration could be given to using this as an eco-village, a hub for sustainability aims and economic development in a changing environment. A space for the local community groups and businesses to collaborate, educate and demonstrate, making it a self-sustaining enterprise with the Perth History Museum.

## **Sky Pod**

Made a statement in support of Jo Bussell and all the good work Urban Revolution and other groups do and the need for spaces to bring their efforts together. This specific space would be useful for walk through so people learn.

*Mayor Karen Vernon closed public statement time at 7:00pm.*



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

### COUNCIL RESOLUTION (113/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Luana Lisandro

That Council:

1. Confirms the minutes of the Ordinary Council Meeting held on 16 May 2023.
2. Receives the notes of the Agenda Briefing Forum held on 6 June 2023.
3. Receives the minutes from the CEO Recruitment and Performance Review Committee meeting held on 12 June 2023.
4. Receives the notes from the Urban Forest Implementation Working Group meeting held on 15 May 2023.
5. Receives the notes from the Hockey Working Group meeting held on 11 May 2023.
6. Receives the notes from the Mindeera Advisory Group meeting held on 11 May 2023.
7. Receives the notes from the Lathlain Park Advisory Group meeting held on 19 April 2023.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 8 Presentation of minutes from external bodies

### COUNCIL RESOLUTION (114/2023):

**Moved:** Cr Vicki Potter

**Seconded:** Deputy Mayor Claire Anderson

That Council:

1. Receives the minutes from the Mindarie Regional Council Meeting held on 27 April 2023.
2. Receives the minutes from the Metro Inner-South Joint Development Assessment Panel Meeting held on 2 May 2023.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 9 Presentations

### 9.1 Petitions

Nil.

## 9.2 Presentations

Nil.

## 9.3 Deputations

Nil.

## 10 Method of dealing with agenda business

### COUNCIL RESOLUTION (115/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

That the following items be adopted by exception resolution, and the remaining items be dealt with separately.

11.1 Council Resolutions Status Report

13.2 99 Shepperton Road – Organisational Future Accommodation Strategic Business Case

14.2 Schedule of Account – April 2023

14.3 Financial Statements – April 2023

15.1 Additional meeting date for 2023

15.2 Policy evaluation – Policy 052 – Recording and Live Streaming

15.3 Policy evaluation Policy 312 – Transaction card

15.4 Policy amendment - Policy 301 - Purchasing

15.5 Policy amendment – Policy 352 – Workzone Permits

15.6 Policy amendment – Policy 112 – Visual Arts

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

# 11 Chief Executive Officer reports

## 11.1 Council Resolutions Status Report - May 2023

<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 - May 2023 [ <b>11.1.1</b> - 46 pages] 2. Completed Council Resolutions Report - May 2023 [ <b>11.1.2</b> - 41 pages]

<b>Recommendation</b>
That Council: <ol style="list-style-type: none"><li>1. Notes the Outstanding Council Resolutions Report as shown in attachment 1.</li><li>2. Notes the Completed Council Resolutions Report as shown in attachment 2.</li></ol>

### 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

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

## Engagement

### Internal engagement

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

## Legal compliance

Not applicable.

## Risk management consideration

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

## Financial implications

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

## Analysis

- The Outstanding Council Resolutions Report details all outstanding items. A status update has been included by the relevant officer/s.
- The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 29 April 2023 to 31 May 2023. A status update has been included by the relevant officer/s.

## Relevant documents

Not applicable.

### COUNCIL RESOLUTION (116/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

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.

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 12 Chief Community Planner reports

### 12.1 Lathlain Park Management Plan Review

<b>Location</b>	Lathlain
<b>Reporting officer</b>	Senior Planning Officer
<b>Responsible officer</b>	Chief Community Planner
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Draft amended Lathlain Park Management Plan - for endorsement and community consultation [<b>12.1.1</b> - 30 pages]</li><li>2. Approved WAPC Lathlain Park Management Plan (July 2017) [<b>12.1.2</b> - 58 pages]</li><li>3. Draft amended Lathlain Park Management Plan - tracked changes version [<b>12.1.3</b> - 30 pages]</li><li>4. Online Community Survey Results Extract [<b>12.1.4</b> - 9 pages]</li></ol>

#### Recommendation

That Council endorses advertising of the draft amended Lathlain Park Management Plan, as contained at Attachment 1, for a period of twenty-eight (28) days.

#### Purpose

To seek Council's endorsement to advertise the draft amended Lathlain Park Management Plan.

#### In brief

- The Lathlain Park Management Plan (LPMP) was originally approved by the Western Australian Planning Commission (WAPC) in July 2017 and is to be reviewed every 5 years.
- At the September 2021 Ordinary Council Meeting (OCM), Council resolved to commence the early review of the LPMP, subject to consent from key stakeholders, with a report to be presented to the February 2022 OCM.
- At the February 2022 OCM, Council received a report on the review of the Lathlain Park Management Plan, with it being recommended that a consultant be appointed to progress with the stakeholder engagement, community consultation and preparation of an amended LPMP.
- Since the February 2022 OCM, the LPMP has undergone an extensive review process, including but not limited to a desktop analysis, meetings with key stakeholder groups, community engagement, preparation of the draft amended LPMP and review of the draft amended LPMP by Town Officers.
- Council's endorsement is sought to advertise the draft amended LPMP for public comment. Following the conclusion of the twenty-eight (28) day consultation period, and the consideration of public submissions, a further report will be presented to Council to endorse the final amended LPMP for forwarding to the WAPC for approval.

#### Background

1. The Lathlain Park Management Plan was approved by the WAPC in July 2017. A copy of the approved LPMP is at Attachment 2.

2. Lathlain Park is on land that is a regional 'Parks and Recreation' reservation under the Metropolitan Region Scheme (MRS).
3. The purpose of the LPMP is to guide the development, use and management of the Lathlain Park precinct. The LPMP intends to reflect the needs of key stakeholders, primarily the Perth Football Club and the West Coast Eagles, and the local community. The LPMP is a guiding document to be given due regard, it is not a statutory document.
4. The land the subject of the LPMP comprises 3 zones – Zone 1: Perth Football Club; Zone 2: Community Activity; and Zone 3: West Coast Eagles (as per the image below). Development of Zones 2 and 3 has been undertaken in accordance with the LPMP. Development of Zone 1 is yet to commence.



5. Having regard to Clause 16 of the MRS text, it was originally intended that development undertaken in accordance with the LPMP would not require development approval.
6. Since the WAPC's approval of the LPMP in 2017, a number of planning approvals and initiatives have been progressed relating to the use and management of the Lathlain Park precinct.
7. In December 2020, the WAPC granted planning approval to the playing of competitive football matches by the West Coast Eagles Football Club and Perth Football Club at Lathlain Park for a period of three (3) years subject to certain conditions inclusive of the following:
  - No more than 6,500 spectators are to attend the site at any one time. After the three year period, no more than 3,500 spectators are to attend the site at any one time and the approval for 6,500 spectators shall lapse and be of no further effect.
  - No more than 45 game days permitted per year, of which no more than three are to be an Australian Football League (AFL 'pre-season' men's games). Fixtures are to be provided to the Town prior to the commencement of each season.

- Prior to the commencement of the development a Transport Impact Assessment, Parking and Traffic Management Plan and a Travel Plan are to be submitted and thereafter implemented to the specifications of the Town of Victoria Park and the satisfaction of the WAPC on the advice of the Town of Victoria Park.
  - Prior to the commencement of the development an acoustic report demonstrating compliance with relevant environmental requirements is to be submitted and thereafter implemented to the specifications of the Town of Victoria Park and the satisfaction of the WAPC on the advice of the Town of Victoria Park.
8. Subsequently, in November 2021, the Council granted approval to an amendment to the Deed of Agreement with the West Coast Eagles to permit the playing of competitive football games by the West Coast Eagles including up to 45 game days (including AFL, AFLW and AFL pre-season football games) on Oval 1 at Lathlain Park.
  9. The LPMP outlines that a review of the document should be undertaken every 5 years after its approval, or a lesser timeframe as determined and agreed to by key stakeholders.
  10. At the September 2021 OCM, Council considered motions from the Annual Meeting of Electors, including motions relating to game and event day parking restrictions around Lathlain Park. Council resolved as follows:

Electors' Resolution	Council Action
<p><b>Resolution 7</b> That Council:</p> <ol style="list-style-type: none"> <li>1. Implements game and event day parking restrictions in the surrounding street network in Lathlain prior to or as close to the commencement of the 2022 football season to mitigate impact on amenity. The surrounding street network is identified in the Lathlain Park Management Plan.</li> <li>2. Identifies the parking restrictions according to time, days, and months, by means of clear and regular interval signage in the streets; replacing faded signs as a priority.</li> </ol>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes the elector's resolution when considering the draft Parking Management Plan, which includes the following proposed actions:               <ol style="list-style-type: none"> <li>a. Review the parking demands on event days to gather information to allow more efficient parking management for future events</li> <li>b. Use this information to educate visitors of the available and preferred parking locations</li> <li>c. Encourage the West Coast Eagles management to provide incentives for catching the train to attend events</li> <li>d. Improve the streetscape from</li> </ol> </li> </ol>



3. Ensures the parking restrictions, enables the safe passage of vehicles and pedestrians and allows for emergency access with consideration that one side of each street prohibits parking on game and event days as required.
4. Considers issuing resident parking permits similar to those implemented in Burswood Peninsula in December 2020.
5. Provides an implementation update on points 1, 2 and 4 through appropriate Town mechanisms such as the Ordinary Council Meeting on a regular basis, such as bi-monthly.

Victoria Park Station to Lathlain Park to encourage the use of other forms of transport which reduces parking capacity requirements.

2. Notes that a review of signage in the Lathlain Park area and broadly across the Town is ongoing. Replacement of faded/damaged signs is a priority and will continue to occur.

3. Requests the Chief Executive Officer to conduct a review (post major event with 4,500-6,500 patrons in attendance) of those roads impacted by events at Lathlain Oval and investigate those streets which will require parking to be reduced, on the basis of traffic safety, to one side only dependent on road width/occupancy levels and a risk assessment.

4. Request the CEO to provide a report to the November 2021 detailing considerations, engagement options and costing to implement and install game/event day parking restrictions to the surrounding street network prior to or as close to the commencement of the 2022 football season as detailed in the Lathlain Park Management Plan (July 2017).

5. The Chief Executive Officer seek the consent of the key stakeholders to commence the 5 year review of the Lathlain Park Management Plan by no later than 31 October 2021, being a time frame less than 5 years since adoption of the Plan in July 2017, and to report the outcome of the review to Council by no later than February 2022.

11. In relation to action 5, the following reasons were provided for this additional item:

*"The Lathlain Park Management Plan was approved by the WA Planning Commission in July 2017. It is required to be reviewed every 5 years or other lesser timeframe as determined and agreed to by the key stakeholders. Since the Plan was approved in 2017, the West Coast Eagles commenced occupation of Lathlain Park in July 2019 and since then have added an AFLW and WAFL team to their AFL team in 2020, the WA Planning Commission approved the playing of competitive matches by the West Coast Eagles at Lathlain Park for crowds up to 6,500 in late 2020, and the Perth Football Club is looking to expand with womens football. It is fair to say that the intensity of use of Lathlain Park has increased, despite COVID-19 interruptions, and 2022 may be the busiest year since the Eagles commenced there.*

*For that reason, and the Town's work towards developing a Parking Management Plan for the whole Town, it would be appropriate to bring forward the review of the Lathlain Park Management Plan to begin by 1 November 2021 to understand what has been achieved in this Plan and what remains to be achieved, and to inform the residents' concerns about the need for increased traffic and parking management in the area from the start of the 2022 football season."*

12. Further to Council's resolution of September 2021, written consent was received from both of the key stakeholders, being the Perth Football Club and West Coast Eagles Football Club, to commence the review of the LPMP ahead of the 5 year review period.

13. Furthermore, at the February 2022 OCM, Council received a report that made the following recommendation:

*"It is recommended that Council note the contents of this report, and that a consultant be appointed to undertake the following works:*

- *Review the LPMP and identify any further issues requiring attention.*
- *Meet with Perth Football Club, West Coast Eagles Football Club, DPLH Officers and Council Officers to discuss the LPMP and identify any issues requiring attention.*
- *Preparation of a draft amended LPMP.*
- *Undertake community consultation on the draft amended LPMP.*
- *Review public submissions and modify the draft amended LPMP as necessary.*
- *Present final draft amended LPMP for consideration by Council and approval by the WAPC."*

14. Element Advisory were subsequently appointed to undertake the review of the LPMP.

### Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	Ensure the land is used and developed in an orderly and proper manner.

### Engagement

15. The draft amended LPMP was circulated to Town Officers within relevant service areas for review and comment. Overall, each service area was supportive of the draft amended LPMP. Some minor amendments were made to the content of the draft amended LPMP based on feedback from the Town's Officers.

Internal engagement	
Place Planning	Generally supportive of the draft amended LPMP.
Strategic Projects	Generally supportive of the draft amended LPMP.
Property Development and Leasing	Generally supportive of the draft amended LPMP.
Parking and Rangers	Generally supportive of the draft amended LPMP.

16. A community survey was undertaken prior to the preparation of the draft amended LPMP (part of the Phase 1 consultation on the project). The purpose of the survey was to obtain community feedback on the operation of the LPMP to date, and any issues that exist particularly on game days. The following table summarises the feedback obtained. This feedback was then used to inform the review and preparation of the draft amended LPMP.

<b>Phase 1 External engagement – Community Survey</b>	
Stakeholders	<ul style="list-style-type: none"> <li>Residents near Lathlain Park (within 500m)</li> <li>Wider community</li> <li>Local businesses near Lathlain Park</li> </ul>
Period of engagement	23 days from 13 February to 7 March.
Level of engagement	2. Consult
Methods of engagement	Your Thoughts engagement page with project summary, resources and online survey
Advertising	<ul style="list-style-type: none"> <li>Local newspaper advertisement</li> <li>Resident letters (within 500m of Lathlain Park)</li> <li>Posters and flyers</li> <li>Social media</li> </ul>
Submission summary	82 survey responses were received (Extract of community survey responses at Attachment 4)
Key findings	<ul style="list-style-type: none"> <li>Overall spectator game day experience is good.</li> <li>Overall resident game day experience is good.</li> <li>Parking and traffic are more of an issue on game days, but this is to be expected with bigger crowds attending the area.</li> <li>Community members are supportive of the LPMP including limitations around game days / events (including crowd sizes, number of games per year and management measures).</li> </ul>

17. Through the LPMP review process, the Town and its engaged consultant undertook meetings with key stakeholders of the Lathlain Park precinct. The purpose of the meetings was to gain feedback from the stakeholders on the overall performance of the existing LPMP since its approval in 2017 and recommendations for ways to improve the LPMP through the review process. The outcomes of these meetings are summarised below.

<b>Other engagement</b>	
Department Planning, Lands and Heritage	<ul style="list-style-type: none"> <li>Ensure updated LPMP maintains consistency with the planning purpose of the 'Parks and Recreation' reserve.</li> <li>Competitive match crowd capacity of 6,500 from Planning Approval was based upon Environmental Health requirements.</li> <li>Important that the LPMP includes the correct level of details to address community expectations around built form and land use.</li> <li>Future LPMP should include exemptions from planning approval requirements to avoid unnecessary development application and to manage community expectations.</li> <li>Crowd capacity and game limitations may be appropriate to include in the updated LPMP, however, finer grain detail such as transport and noise management plans may not be.</li> <li>Need remains for built form controls in the updated LPMP given that Zone 1</li> </ul>

	is yet to be developed.
Perth Football Club	<ul style="list-style-type: none"> <li>• Generally supportive of existing LPMP principles.</li> <li>• Keen to see conditions from 2020 Development Approval integrated into updated LPMP to allow competitive matches to continue in the future (beyond the length of approval).</li> <li>• Maximum crowd capacity of 6,500 is realistic and appropriate.</li> </ul>
West Coast Eagles Football Club	<ul style="list-style-type: none"> <li>• Generally supportive of existing LPMP principles.</li> <li>• Keen to see conditions from 2020 Development Approval integrated into updated LPMP to allow competitive matches to continue in the future (beyond the length of approval).</li> </ul>
Lathlain Park Advisory Group	<ul style="list-style-type: none"> <li>• No amenity issues noted by residents on game days.</li> <li>• Maintain community access to Oval 2 as per current LPMP.</li> <li>• Include built form controls for development of Zone 1.</li> </ul>

18. Further to this early engagement with key stakeholders, the last 3 listed key stakeholders were also provided with an opportunity to review and comment on the draft amended LPMP that is now presented to Council for consideration, with some minor modifications resulting.

## Legal compliance

19. There are no statutory provisions, policies or guidelines that deal with preparing or amending Management Plans.

## 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.					
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Not applicable.					
Reputation	Dissatisfaction from stakeholders if LPMP is not reviewed and/or no longer valid.	Minor	Possible	Medium	Low	Treat by reviewing and updating the LPMP.

Service delivery	Not applicable.
------------------	-----------------

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address work undertaken in the 2022/23 financial year.
<b>Future budget impact</b>	Some funding may be required in the 2023/24 budget as it is expected that the project will extend into this period.

## Analysis

20. The LPMP has been useful in providing guidance on the development of Zones 2 and 3. It is necessary for the LPMP to remain in place not only to provide guidance for the management of the ongoing use of these zones, but also for the future development of Zone 1.
21. Having regard to Clause 16 of the MRS Text, Officers of the Department of Planning, Lands and Heritage (DPLH) have previously advised that as the Town is not a public authority, the preparation of a Management Plan may not necessarily negate the need for development approval. However, through the key stakeholder meeting with DPLH as part of the LPMP review process, Officers have been able to clarify that it is appropriate to take the pragmatic point of view that the Town as the landowner functions in a similar way to a public authority and that updating the Management Plan provides an opportunity to clarify exemptions from planning approval and which future development would require planning approval (i.e. new grandstand development in Zone 1).
22. The original LPMP was prepared in 2016, although not approved by the WAPC until July 2017. The LPMP was prepared on the basis of the information known at the time. Since this time, a number of factors have changed, including but not limited to:
  - The establishment of an AFLW and WAFL team by the West Coast Eagles Football Club;
  - The playing of pre-season games by the West Coast Eagles senior mens team at Lathlain Park;
  - The WAPC approving a development application allowing for competitive matches to be played with a maximum of 6,500 persons in attendance; and
  - The completion of development within Zones 2, 3, 4 and 5.
  - Growth in women’s football for both West Coast Eagles and Perth Football Club.
23. The LPMP has been updated to reflect these changing circumstances. The key changes in the draft amended LPMP are outlined below (with Attachment 3 being a tracked changes version depicting all amendments):
  - Addition of a new section to outline the playing of competitive matches at Lathlain Park and the associated management of impacts on the surrounding community (based on the provisions of the WAPC’s 2020 development approval for competitive matches).
  - Updated sections of the report to reflect the current planning framework, including Town of Victoria Park Parking Management Plan and Integrated Transport Strategy, and the deletion of transport strategies already implemented as part of the Zone 2 and 3 works.
  - All sections of the report updated to reflect the current circumstances at Lathlain Park, including the completion of development at Zones 2, 3, 4 and 5.

- Updated aerial photography and figures.
  - Updated general public uses for Zone 1, to provide greater flexibility of possible land uses that may occupy new community space being planned for the Town of Victoria Park in the Zone 1 redevelopment.
  - An increase in the number of Perth FC game days from 20 to 25, accounting for a future WAFLW team, but still being within the total maximum of 45 game days across both West Coast Eagles and Perth FC.
  - Introduction of greater flexibility allowing the Town and the WAPC to consider alternative uses or operations.
24. It should be noted that the following comments received from West Coast and Perth Football Club on the content of the draft Lathlain Park Management Plan have not been agreed to at this time, and have not been included in the draft amended LPMP at Attachment 1:
- A request from West Coast Eagles to permit the playing of matches on a Thursday night and Monday night also, in addition to the permitted nights of Friday to Sunday under the current development approval and as now proposed in the draft amended LPMP. The Officers view is that the playing of competitive matches on Friday to Sunday nights is reasonable, and to extend this to two weeknights is unreasonable and not consistent with amenity expectations for nearby residents.
25. Endorsement is sought from Council to advertise the draft amended LPMP for public comment. The Town's Communications team have been consulted and prepared a Communications and Engagement Plan outlining the consultation methods for Phase 2 advertising. These methods have been summarised below:
- Your Thoughts page;
  - Website news article;
  - Social media;
  - Digital advertisements; and
  - Direct emails to Phase 1 respondents.
26. Following the conclusion of the twenty-eight (28) day consultation period, and the consideration of public submissions, a further report will be presented to Council to endorse the final draft amended LPMP for forwarding to the WAPC for approval.

## **Further Consideration**

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

27. At the Agenda Briefing Forum held on 6 June 2023, the following information was requested.
28. Provide information on whether the Town is planning on using temporary or permanent signage to prevent parking in areas around Rayment Park which have caused damage to plantings in the past.
- Installation of parking signage could certainly be considered along Petherbridge St and Rayment St. Verge parking on Keyes Street is however critical for assisting with school related parking and it is not recommended any restrictions be installed on Keyes Street.
29. Provide details on any evaluations that have taken place on the benefits of temporary traffic lights with reducing congestion.

Temporary traffic lights are not a usual fixture on event days. Information Parking Officers have only seen temporary traffic lights at Lathlain Park during the West Coast Family Fun day a couple of months ago. These were not organised by the Town.

30. Detail any plans for replacing outdated signage in the area.

An extensive Town-wide survey was completed in December 2021 and identified over 600+ damaged, missing or faded signs that require replacement. To date the Town has replaced between 200-250 signs. This program is ongoing and is being managed within budgetary constraints.

31. Outline plans for completing reviews on parking for future event days as per the Town's Parking Management Plan.

It is not the intent of the PMP to review each game at Lathlain Oval. The PMP contains short-, medium- and long-term actions for a number of reviews which the Town must plan and budget for. Given the frequency of games at Lathlain Oval, conducting reviews at each game would divert resources away from (1) other PMP actions; (2) ad-hoc reviews in response to community feedback (15 or more independent requests in a 12-month period); and (3) any petitions accepted by Council that requires review.

32. That Figures 1 and 2 in Attachment 1 be amended for clarity.

This has been actioned with Attachment 1 being amended accordingly.

#### **COUNCIL RESOLUTION (126/2023):**

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Vicki Potter

That Council endorses advertising of the draft amended Lathlain Park Management Plan, as contained at Attachment 1, for a period of twenty-eight (28) days.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 12.2 Actions relating to the Town's Residential Character Study Area

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Development Services
<b>Responsible officer</b>	Chief Community Planner
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council note the Officer's report and request the Chief Executive Officer to present a report to Council by no later than the December 2023 Ordinary Council Meeting which further considers:

- (a) Modifying draft Local Planning Policy 'Character Retention Guidelines';
- (b) Investigating the designation of heritage areas in accordance with clause 9 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
- (c) Investigating the development of incentives and development bonuses to encourage the retention and maintenance of character dwellings.

### Purpose

At the September 2022 Ordinary Council meeting it was resolved that a report be presented by the June 2023 Ordinary Council Meeting regarding further investigation work to be undertaken relating to land in the Town's Residential Character Study Area.

### In brief

- Council resolved that a report be presented by the June 2023 Ordinary Council Meeting which further considers planning controls and other measures relating to properties within the Residential Character Study Area.
- Officers have been unable to undertake the necessary further investigation work due to resourcing and other workload priorities.
- Council's approval is now sought for a further 6 months to complete this work

### Background

1. At the September 2022 Ordinary Council Meeting, Council considered Amendment 88 to Town Planning Scheme No. 1 and while resolving to not support Amendment 88, also resolved as follows:

*"5. Request the Chief Executive Officer to present future reports to Council by no later than the June 2023 Ordinary Council Meeting which further consider:*

- a. Modifying draft Local Planning Policy 'Character Retention Guidelines';*
- b. Investigating the designation of heritage areas in accordance with clause 9 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- c. Investigating the development of incentives and development bonuses to encourage the retention and maintenance of character dwellings."*



## Strategic alignment

Environment	
Community priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	To consider options that will require or encourage the retention and maintenance of the streetscape quality in the Residential Character Study Area.

## Engagement

Not applicable.

## 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.					
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Not applicable.					
Reputation	Not undertaking the further investigation work would result in the ongoing absence of protection for character dwellings and a business as usual approach for the assessment of new dwellings.	Moderate	Likely	High	Low	Treat: Investigate the identification of heritage areas and investigate the development of an incentives and development bonus policy to encourage the retention and maintenance of character dwellings.
Service delivery	Not applicable.					

## Financial implications

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

## Analysis

2. Officers have been unable to complete the necessary further investigation. work due to a combination of resourcing and other workload priorities. This includes staff turnover and vacancy periods, as well as leading or providing support with other significant planning work and projects including draft Local Planning Scheme No. 2 (LPS 2), Local Development Plan for Precinct A at Belmont Park, Metronet development applications, and participating in the Small Business Development Corporation's red tape reduction program. This is in addition to normal day-to-day work such as development application assessments, policy reviews and providing planning advice.
3. The inability to undertake the necessary work by the June 2023 Ordinary Council Meeting has no implications from a legislative or compliance perspective, with the status quo remaining in terms of the planning and other measures applying to the Residential Character Study Area.
4. The further investigation work will include:
  - a. liaising with other local governments on the approaches they have taken and their success;
  - b. seeking advice from Heritage Officers within the Department of Planning, Lands and Heritage;
  - c. discussing the implications of financial incentives with the Town's Finance team; and
  - d. reviewing the public submissions that were received on the draft Character Retention Guidelines.
5. While optimistically, Officers would like to think that the matters can be investigated and reported back to Council within 3 months, resourcing and workload pressures still exist. This includes a staff vacancy, five current JDAP applications, further JDAP applications on the short-term horizon, the introduction of the amended R-Codes (including the Medium Density Codes) in September 2023 and further support in relation to the progress of draft LPS 2, the draft Albany Highway Precinct Structure Plan and the draft Oats Street Precinct Structure Plan.
6. On this account, realistically a 6-month period is required to complete the further investigation work relating to the Residential Character Study Area.

## Relevant documents

Not applicable

*Cr Luana Lisandro left the Council Chamber at 7:06pm, prior to consideration of this item.*

**COUNCIL RESOLUTION (127/2023):**

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Jesse Hamer

That Council note the Officer's report and request the Chief Executive Officer to present a report to Council by no later than the December 2023 Ordinary Council Meeting which further considers:

- (a) Modifying draft Local Planning Policy 'Character Retention Guidelines';
- (b) Investigating the designation of heritage areas in accordance with clause 9 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
- (c) Investigating the development of incentives and development bonuses to encourage the retention and maintenance of character dwellings.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

*Cr Luana Lisandro returned to the Council Chamber at 7:07pm.*

## 13 Chief Operations Officer reports

### 13.1 47 Planet Street, Carlisle - Offer for the purchase and development of the Towns landholding

<b>Location</b>	Carlisle
<b>Reporting officer</b>	Property Development and Leasing Officer
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Aerial view and 47 Planet Street [13.1.1 - 1 page]

#### Recommendation

That Council:

1. Authorise the Chief Executive Officer to enter into non-binding discussions with the potential buyer regarding the unsolicited offer of sale for the property 47 Planet Street, Carlisle to explore Option 5 in paragraph 15 of the report.
2. Endorse the Chief Executive Officer to engage with the local community regarding the future of the property, including retention of the existing car park and a sale and development for the purposes of grocery retail, by inviting comment, including advertisement on the Towns website.
3. Requests the Chief Executive Officer to provide a report to a future Council meeting as to the outcome of the non-binding discussions referred to in 1 above and the community engagement outcome referred to in 2 above.
4. Notes that Recommendations 1-3 above do not preclude the Town from pursuing alternative options..

#### Purpose

For the Council to consider authorising the Chief Executive Officer to initiate non-binding discussions and to engage with the local community on the offer made to purchase 47 Planet Street, Carlisle for the purpose of the buyer building an IGA supermarket.

#### In brief

- An unsolicited bid of \$1,100,000 excl GST on freehold land owned by the Town of Victoria Park was received on 17 February 2023 for 47 Planet Street, Carlisle. The offer has been made on the basis that it is subject to the Town approving the development of an IGA supermarket on site
- The subject land is Lot 328 Plan 1740. The current use is a car park featuring 17 car bays, 1 ACROD car bay and a 30m<sup>2</sup> toilet block with bathroom facilities.
- The Town obtained internal comments from relevant teams to consider opinions relating to the offer, which are incorporated within the report.

#### Background

1. 47 Planet Street, Carlisle is freehold land transferred from the City of Perth to the Town of Victoria Park on 3 April 1995.
2. The site is 1052m<sup>2</sup> and is currently an unmetered car park with 17 parking spaces including 1 ACROD parking space, providing free parking to the local community and businesses.

3. The car park and toilets currently cost on average \$11,000 a year to maintain.
4. On 17 February 2023 the Town received an unsolicited offer to purchase 47 Planet Street, Carlisle for \$1.1m, which was initially subject to two conditions.
  - a. successful purchase of 88 & 90 Bishopsgate;
  - b. the Town approving the site for the supermarket (IGA).
5. The party that submitted the offer subsequently elected to remove condition a. from the terms of the offer.
6. The site features infrastructure and amenities, including the following:
  - a. Surfaced car park with 17 parking spaces and 1 ACROD parking space;
  - b. 7 Light poles;
  - c. 6 large trees;
  - d. 30m<sup>2</sup> public toilets and bathroom amenities block which is open 06:00-18:00pm each day;
  - e. Upgraded bore infrastructure;
  - f. 2 Electricity Meters;
  - g. 1 Water Meter;
  - h. Gardens beds at the base of the trees on the Northwest side of the site;
  - i. Loss of public walkway paving completed by the Town in the Archer/Mint Streetscape in November 2022.
7. The Land Asset Optimisation Strategy 2022 recommendation is that the site is retained in its current format with a view to any future opportunity for disposal or development, in accordance with the Town's adopted Integrated Transport Strategy (2022) and Parking Management Plan (2022) following adoption of the final LPS2.
8. The site is subject to the Town's Parking Management Plan (2022) and Integrated Transport Strategy (2022).
9. The planning framework for Carlisle Town Centre is being updated in the new draft Local Planning Scheme No. 2 (LPS2) which recommends a density code of RAC4 (up to 3 storeys).
10. The Town obtained a valuation from a licensed valuer. The valuer determined on 8 March 2023 that the site is worth \$1.1million.
11. Comments were obtained from various departments within the Town through an internal meeting on 6 April 2023.
12. The Town subsequently visited the site to discuss the offer and the next steps and review the site's boundaries, features and amenities.
13. A grocery retail operation on this site may improve access to food options (including fresh vegetables and fruit) for the local community. There is some evidence that improved access to food options is desired by the local community and will be beneficial. On balance, the unsolicited offer received by the Town has some merit but is not at this juncture assessed to be sufficiently attractive in terms of this benefit, weighed against existing amenities provided at the site. Further investigation is recommended to explore scope for improved terms and outcomes, including the extent to which existing amenities can be retained, replaced, mitigated and any other enhanced sustainable development outcomes.

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	The Land Asset Optimisation Strategy aims to deliver well thought out projects and deliver them successfully.

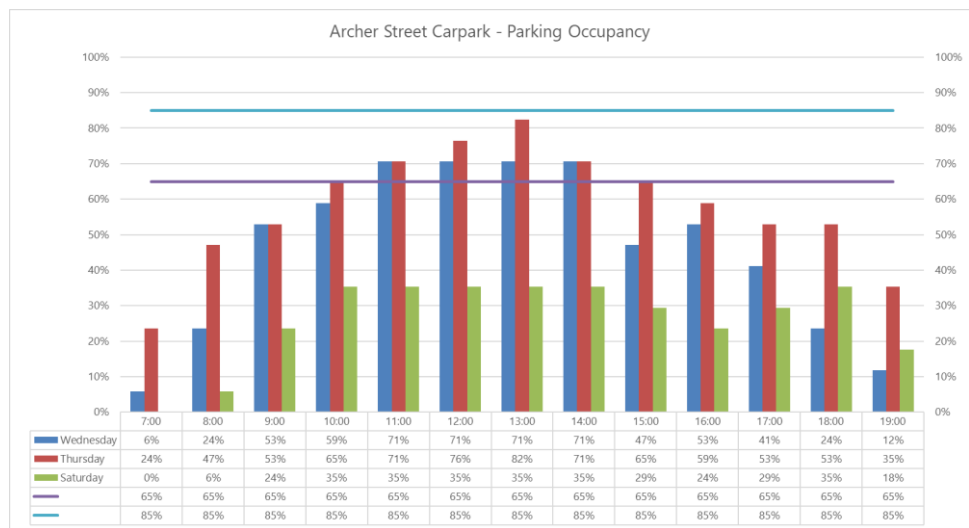
Economic	
Community priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	Depending on which option is chosen, the anticipated development from the sale of the Town's landholding will generate local employment opportunities or continue in its use of providing the local community with accessible and free car parking and other amenities, supporting local businesses.

Environment	
Community priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Ensure environmental impact assessment to evaluate the potential impact of the proposed development is conducted. Considering important factors such as loss of trees, impact on local biodiversity, changes to groundwater resources and any associated pollution or habitat fragmentation. The findings can guide decision-making and help develop mitigation measures.
EN3 - Enhancing and enabling livability through planning, urban design and development.	The inclusion of the Town's landholding will potentially achieve an overall design outcome that opens brings much needed shopping facilities to the area making the area more desirable.

## Engagement

Internal engagement	
Stakeholder	Comments
Manager Strategic Waste, Environmental and Asset Management	We think this proposal has merit. There are numerous factors that need to be considered with this proposal, such as potential negative feedback if the public toilet is removed. The Town currently has a maintenance obligation for this public toilet and car park. The proposed development would need to provide adequate parking. The car park provides parking primarily for the café and surrounding businesses on Archer Street, most of which have no onsite parking for customers. Six trees of decent size would need to be removed, which would be considered as a potential loss to the Town.
Strategic Projects Manager	The existing bore is critical for the Town as it currently services newly installed planter boxes and landscape as part of the streetscape project. It will also be important as part of the next stage of the bike lane. Any impact would require a

	relocation of the bore which may or may not be achieved.
Place Leader	Some community members have expressed a need for better access to food including fresh fruit and vegetables. They shared through survey (Unwrap Archer Street event Dec 2022) and in person, that food options are hard to access (distance, crossing a busy road), and closer options are expensive. From a Place perspective, the proposal for commercial use at this site has potential to contribute towards a more activated transport-oriented development in the Carlisle Town Centre.
Manager Development Services	<p>Over a number of years, as part of the Town’s approval for the use/development of other commercial properties along Archer Street, there has been a reliance upon the public car park at No. 47 Planet Street to support the use/development and any proposed parking shortfalls. Any intent to remove/sell this public car park would remove the availability of this parking for nearby businesses and could attract concern from both business operators and their patrons.</p> <p>Should Council consider there is merit in progressing with the sale, there may be opportunity for the loss of public car parking to be addressed through a condition of any sale requiring a specified number of car bays to be provided for general public use as part of the redevelopment of the site, separate to the parking requirement for the new development. This would be similar to that which occurred as part of the sale of Town owned land at No. 355-357 Shepperton Road.</p> <p>It is noted that the offer received by the Town relates to the use of the site as a supermarket. It is important to clarify that any land sale process is separate to the statutory planning approval process. While a supermarket (“Shop’ land use) is a use of the land that is capable of approval under the Town’s Town Planning Scheme No. 1, any support from Council to progress the land sale should not be construed as the Town’s support for a development application for a supermarket, as this will be determined through a separate statutory process.</p>
Coordinator Parking and Rangers	The sale or lease of 47 Planet Street for development is not supported by Parking. Currently, the site subject to the offer is used as an off-street carpark, with occupancy shown in the table below.



The sale and development of this land will have a high impact on street parking in terms of occupancy, reduced capacity and congestion in the immediate area. A review of Local Planning Policy No.23 - Parking is scheduled for later this year which will consider the merits of reducing or removing on-site parking requirements for businesses. Given the choice, where businesses elect not to provide on-street parking, greater pressure on on-street parking will likely result. If implemented, it is anticipated the reduction in parking bay capacity may lead to a rise in complaints from the customers of local businesses.

## Legal compliance

[Section 3.58 of the Local Government Act 1995](#)

[Section 3.59 of the Local Government Act 1995](#)

[Section 1.7 of the Local Government Act 1995](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	The proposed sale of the land would generate income for the Town that could contribute to future projects.	Moderate	Possible	Moderate	Low	TREAT risk by ensuring Council receives legal advice and additional guidance from internal engagement and Council.
Environmental	The loss of trees and natural environment within the Town owned Car Park if the	Minor	Likely	High	Medium	TREAT risk by negotiating specific environmental conditions of



	disposal were to proceed.					contract to ensure tree replacement
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Failure to comply with <i>Local Government Act 1995</i> if the Town wishes to dispose of the land.	Minor	Unlikely	Low	Low	TREAT risk by ensuring processes is in accordance with the <i>Local Government Act 1995</i> .
Reputation	Potential reputational risk if the Town accepts or declines the offer made, including the risk that the Town is seen as unwilling to approve of a local supermarket at the proposed site.	Moderate	Possible	Moderate	Low	TREAT risk by engaging with the local community about the possibility of the disposal of the land for the development of a local shopping centre.
Service delivery	Not applicable.					

## Financial implications

### Current budget impact

The option chosen by Council will determine the budget requirements, as shown below:

- (a) Option 1 – The Town retains the site in its current form as public parking, toilet and other amenities and is responsible for its upkeep and asset replacement.
- (b) Option 2 – Ground lease.
- (c) Option 3 – Allow the sale of land on the offered price and terms of \$1,100,000.
- (d) Option 4 – Open Market Sale eg by public tender.
- (e) Option 5 – Non binding negotiations to seek improved terms from the Counteroffer the amount the Town is willing to sell the land for

Sufficient funds exist within the annual budget to undertake options (1), (3), (4) & (5). Option (2) may not be feasible within the annual budget for the reasons set out in paragraph 15 of the Analysis section of this report.

### Future budget impact

The option chosen by Council will determine the future budget impact, as shown below:

- (a) Option 1 – The Town is still obligated to maintain and repair the property without a sale.
- (b) Option 2 – Providing the Town with a potential annual income. See also paragraph 15 of the Analysis section of this report.
- (c) Option 3 – Accepting the offered market valuation for the site.
- (d) Option 4 – Open Market Sale eg by public tender.
- (e) Option 5 – The Town may be able to negotiate a higher purchase price than the open market valuation offered.

## Analysis

14. The development opportunity represents an investment in commercial and retail infrastructure with scope for jobs to be created during the construction phase and ongoing long-term employment opportunities, urban renewal, the resulting redevelopment will also deliver ongoing annual rates revenue.
15. The following options have been identified:
- j. Option 1: Reject offer. Retain existing car park and other amenities.
  - k. Option 2: Ground Lease.
  - l. Option 3: Unsolicited Bid.
  - m. Option 4: Open Market Sale.
  - n. Option 5: Counteroffer.
16. Analysis of the Options is as follows:-
- a. **Option 1:** Reject offer and do not proceed any further. The Town will continue to provide and maintain the existing car park, public toilet and other amenities. The approximate expenditure for the Town is \$11,000 per annum to continue with this option. The bore is a critical asset to the Town as it currently services newly installed planter boxes and landscape as part of the streetscape project. The relocation of the bore is an important factor.
  - b. **Option 2:** Ground Lease (e.g for grocery retail development) - This is likely to be impractical to achieve given that the lots the buyer wishes to develop in conjunction with the site are in third party ownership and would need to be amalgamated. This option would also be complex and expensive for the Council to pursue and its feasibility will require funds to be placed on the budget to finance any required acquisition of the third party property. This option is not recommended.
  - c. **Option 3:** Proceed with existing unsolicited offer. The valuation provided to the Town of Victoria commented that "there is evidence in the market where adjoining owners have demonstrated a willingness to pay over and above market values." The value of the unsolicited bid is \$1,100,000 excl GST is in line with the Towns valuation. If the offeror could already reach an agreement to purchase neighbouring lot(s), the Towns site would be more valuable to them. The Town has however had no input into the terms of the existing offer, which is unsolicited and has been set by the buyer. The existing offer does not address the existing amenities on the site and whether any of those amenities will be retained, replaced or mitigated in the proposed development. This option is not recommended.
  - d. **Option 4:** Open Market Sale by public tender - there is a risk that the most active buyer in the market – the one who approached the Town, would have little competition and be able to control the sales process, which might lead them to strategically lower their price than they had initially offered. It also could be beneficial to the Town to consider further sellers if the demand to

purchase is high. If the choice is to redevelop this site, this is a good option for the Town to consider.

- e. **Option 5:** Non binding negotiations with the proposed buyer to explore improved terms for a sale and development of the land and scope for retention, replacement or mitigation of loss of existing amenities on the site and other development outcomes eg sustainability. The proposed buyer is seeking to develop a grocery retail facility on the site and adjoining land. It is possible that such a development might be a big win for the local community. Exploration of this option would not prevent the Town from subsequently adopting another approach or option. Exploration of this option is therefore recommended at this time, in conjunction with community engagement.

17. Whilst the development of a grocery retail facility on the site might be a big win for the local community, there are a number of other considerations noted in this report that will need to be weighed up and balanced in due course, for example:-

- a. Provision of parking in the proposed development and the extent of any public access;
- b. Environmental Impact: impacts on natural environment and any mitigation that can be incorporated into the proposed development;
- c. Tree Preservation: If the sale and development would result in the removal of trees, prioritise tree preservation wherever possible. Considering alternatives such as incorporating the trees into the design or relocating them if feasible. If removal is unavoidable, compensate for the loss by planting new trees elsewhere in the local area or on-site, with a view to seeking a net gain in tree cover and biodiversity;
- d. Sustainable design within the development. This can include energy efficient building design, green infrastructure like rain watering harvesting systems, and incorporating green spaces within the site. Permeable surfaces to promote groundwater recharge and minimise stormwater runoff.
- e. If there is no scope to retain the existing public toilet facilities on the site, will the proposed development include any alternative provision.
- f. Options for retention or replacement of the existing water bore, lighting, garden beds and other infrastructure.

18. The closest supermarket to the proposed site is an IGA on Albany Hwy in East Victoria Park, which is located 1.3km Southwest of the proposed site. The locality of this IGA is some distance away for pedestrian access by the community for convenience shopping and requires pedestrians to cross busy roads.

## Relevant documents

Not applicable.

## Further consideration

19. At the Agenda Briefing Forum held on 6 June 2023, the following information was requested..

20. The appropriate due diligence has been undertaken by the Town in relation to the information provided within this report.

21. Provide an explanation on why there is no charge for parking when the Town pays \$11,000 to maintain the toilet and carpark.

- a. The Town does not charge for paid parking in this carpark as the occupancy threshold of 85% has not been exceeded, as per the requirement of the Parking Management Plan. Furthermore, prior to paid parking being introduced, the Parking Management Plan steps out a series of

interventions before paid parking is considered. Meaning that once occupancy exceeds 85%, the Town would look to shorter timed parking periods as a means to encourage turnover and occupancy to within the desired range. As the parking management plan sits under the ITS, the current free parking status is in alignment with the ITS.

22. Provide details on potential productive uses for the carpark given the occupancy does not warrant charging for parking.
    - a. Temporary supplementary uses such as markets, food trucks and events might add productive use(s) for the land. If there is demand for such uses or interest in conducting such activities and they are successful, such uses may activate the area, whilst allowing the land to continue to serve mostly as a carpark. The Town is not aware of any recent interest in this type of use or activity on the carpark. The proposed public consultation may be of assistance in establishing what (if any) demand there is for such uses, or interest from local people in conducting such activities. This type of use does not typically generate substantial income to the Town, although one exception is the event income that the Town raises from its riverside land at McCallum Park. It is noted that whilst occupancy is not at the 85% threshold at which the Town introduces paid parking, details of parking occupancy are provided under the internal engagement section of this report which do show occupancy fluctuations of between approximately 5-80% of the carpark.
  23. Provide information on the disadvantages of pursuing non-binding discussions with the buyer prior to knowing the outcome of community engagement.
    - a. If non-binding discussions with the buyer are pursued and finalised prior to knowing the outcome of community engagement there would be the risk that such discussions and any draft terms that are formulated will not be informed by the outcome of community engagement. The recommendation as presented in this report to the Agenda Briefing Forum and Council is sufficiently flexible to allow the Town to commence both the community engagement and non-binding discussions with the buyer, and (depending on the outcome of community engagement), to allow officers to extend the non-binding discussions with the buyer to address the outcome of community engagement.
  24. Explain why the Town is continuing negotiations with a potential buyer and community consultations when LPS2 may change the alter the use and value of this site.
    - a. As noted in Option 5 of this report, non binding negotiations would not prevent the Town from subsequently adopting another approach or option.
    - b. The proposed community consultations will include advice to the community of the possibility that LPS2 may change or alter the use of this site, for community feedback as to the future of the site.
    - c. For the avoidance of doubt, the Town is not (and has not been) continuing negotiations with the potential buyer. Options have therefore been presented to elected members in this report for consideration, together with information in paragraph 9 of this report as to the recommendation of the Council's Land Asset Optimisation Strategy 2022. Officers have also referred the potential buyer to the Land Asset Optimisation Strategy 2022, in which Council adopted officers' recommendation that the site is retained in its current format, with a view to any future opportunity for disposal or development following adoption of the final LPS2.
  25. Provide information on why the Council's first decision should be to sell before engaging with the proposed buyer on improved terms.
    - a. The officer recommendation is not to sell before engaging with the proposed buyer on improved terms. See also Option 5 of this report, which mentions that non binding negotiations would not prevent the Town from subsequently adopting another approach or option.
-

26. Provide details on why the Town is negotiating with a prospective buyer and conducting community consultations ahead of the review outcome for Local Planning Policy 23 – Parking.
- The Town is not currently negotiating with the prospective buyer, whose offer is unsolicited.
  - The report provides a range of options 1-5 including for example Option 1 (rejecting the offer and not proceeding further) or Option 5 (non binding negotiations and community consultation).
  - Option 5 of this report mentions that non binding negotiations would not prevent the Town from subsequently adopting another approach and this is expressly noted in Recommendation 4.
27. Provide information on whether the potential buyer has prior experience running a supermarket.
- The covering letter to the unsolicited offer submitted to the Town by the proposed buyer includes the following statement “As owner/operators of both hospitality and supermarket businesses for 13 years.” If non binding negotiations are approved by Council, officers will be seeking verification of this and a range of other factors through due diligence.
28. Provide information on whether IGA as a group have criteria and/or approve locations for IGA branded supermarkets.
- The Town understands that Metcash is the wholesaler and distributor to IGA independent supermarkets and that Metcash approve locations for IGA independent supermarkets. It is most likely that Metcash have criteria for such approvals and that such criteria will be commercially confidential.

## RECOMMENDATION

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Jesse Hamer

## AMENDMENT:

**Moved:** Mayor Karen Vernon

**Seconder:** Cr Vicki Potter

- Delete point 1 of the recommendation and renumber the remainder;
- Amend existing point 3 to remove the “non-binding discussions referred to in 1 above and”
- Delete existing point 4.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

**Reason:** It is more appropriate to consult with the community about the future of the carpark first before entering into non-binding discussions with the potential buyer.

## COUNCIL RESOLUTION (128/2023):

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Jesse Hamer

That Council:

1. Endorse the Chief Executive Officer to engage with the local community regarding the future of the property, including retention of the existing car park and a sale and development for the purposes of grocery retail, by inviting comment, including advertisement on the Towns website.
2. Requests the Chief Executive Officer to provide a report to a future Council meeting as to the outcome of the community engagement referred to in 1 above.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 13.2 99 Shepperton Road - Organisational Future Accommodation Strategic Business Case

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Strategic Projects Manager
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Organisation Accommodation Location Strategic Business Case - March 2023 [13.2.1 - 265 pages]

### Recommendation

That Council:

1. Receives the Organisational Future Location- Strategic Business Case.
2. Requests the Chief Executive Officer to investigate how the preferred option can be incorporated into the Macmillan Precinct Redevelopment Masterplan
3. Requests the Chief Executive Officer to prepare a report to be brought back to Council by April 2024 with the outcomes of the investigation into the viability of the incorporation into the Macmillan Precinct Redevelopment Masterplan.

### Purpose

To provide the outcomes of the business case for the Organisational Future Location with the preferred option to incorporate into the long-term Social Infrastructure Strategy and asset planning of the Town.

### In brief

- Following the project mandate by Council resolution 537/2020, dated 20 October 2020, the Town and project consultants have prepared the Organisational Future Accommodation – Strategic Business Case.
- The Business Case assessed the Four (4) preferred options and Baseline option in greater detail and identified that the preferred option was Option 2a – A new integrated Administration, Civic and Customer Service facility within the Macmillan Precinct.
- The report was prepared through a structured, methodical and analytical process to refine the potential accommodation options into a preferred option.
- To date, the Macmillan Precinct Redevelopment Masterplan has not specifically included the required civic and administration functions and areas, so an investigation into how this will be achieved is recommended.

### Background

1. The Town of Victoria Park (the Town) has delivered its administrative, civic and customer service functions from 99 Shepperton Road, Victoria Park, since its formation in 1994.
2. Following the project mandate by Council resolution 537/2020, dated 20 October 2020, the Town and project consultants prepared the Town of Victoria Park Future Accommodation - Multi-criteria Analysis Report outlining the recommended accommodation options to be investigated further in a future business case.

3. The Future Accommodation Multi-criteria Analysis Report was presented to Council in June 2021. The 5 options that emerged from the Multi-criteria Analysis Report were:
  - a. Option 1a - Do Minimal
  - b. Option 1c – Redevelopment of 99 Shepperton Road.
  - c. Option 2a – A new integrated Administration, Civic and Customer Service facility within the Macmillan Precinct.
  - d. Option 3a – A new integrated Administration, Civic and Customer Service facility within the Aqualife Precinct.
  - e. Option 4c – A new integrated Civic and Customer Service facility within the Macmillan Precinct and a new Administration facility within the Aqualife Precinct.
4. Council resolution 114/2021 approved the Chief Executive Officer to proceed to a business case to identify a preferred option from the list of options in point 3 above, subject to budget approval.
5. In December 2021 Urbis was successful in the procurement of this scope of works to prepare a Strategic Business Case.

<b>Civic Leadership</b>	
Community priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	By providing an integrated facility with modern community services interaction it will ensure the appropriate asset to meet future community needs
CL3 - Accountability and good governance.	By looking closely at the needs for future community services and a needs-driven basis for the administration building and civic functions the option will deliver investment in-line with asset management and funding obligations

<b>Environment</b>	
Community priority	Intended public value outcome or impact
EN5 - Providing facilities that are well-built and well-maintained.	<p>The project's outputs will allow Council to make informed and strategic decisions for the future of administration and civic functions that currently operate from 99 Shepperton Road, Victoria Park.</p> <p>The investigation into the Macmillan Precinct will allow a centralised District Community hub of an appropriate scale that will serve the community into the future</p>

## Engagement

<b>Internal engagement</b>	
Elected Members	Presentation at Concept Forum by the project team and project consultants, and via Elected Members Portal, input into the draft assessment criteria.
C-Suite	Regularly informed on project progress, input into the draft assessment criteria.



PMO	Project Executive for this project, procurement of consultants, facilitated the workshops and prepared this report.
Place Planning	Attended workshops, input into the draft assumptions and criteria, and refinement against the Social Infrastructure Strategy.
Business Services	Attended workshops, input into the draft assumptions and criteria, including the recreational facilities.
Communities	Attended workshops, input into the draft assumptions and criteria.
Asset Management	Attended workshops, input into the draft assumptions and criteria, as well as current condition and renewal programs.
Stakeholder and Community	Attended workshops, input into the draft assumptions and criteria, as well as current condition and renewal programs.
Service Area Leads	Interviews on current workspace and future service area plans.

## 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	Large investment in the current building caused by compliance and other issues due to the age.	Major	Likely	High	Low	TREAT by addressing the short and medium term requirements in the Asset Management Strategy for buildings, and also develop the Long Term Financial funding requirements on the proposed option for the future location.
Environmental	Not applicable.				Medium	
Health and safety	Workplace does not meet current standards of	Moderate	Likely	High	Low	TREAT identify the specific areas of non-compliance

	compliance under standards or legislation.					and address through specific maintenance and renewal submissions in the budgets.
Infrastructure/ ICT systems/ utilities	Aging building is not adequate to meet the current or future requirements for a workplace without major upgrade.	Major	Possible	High	Medium	TREAT by initiating a program of interim measures TREAT with the long term planning and funding arrangements to move to the preferred future locations.
Legislative compliance	Current building does not meet compliance requirements on some access elements.	Moderate	Almost Certain	High	Low	TREAT undertake a compliance audit and determine a program of works to ensure that compliance aspects are met.
Reputation/ Image	New building seen as not being required.	Minor	Likely	Medium	Low	TREAT ensure that the final detailed business case is supported by the asset management plans and Long Term financial plans.
Service delivery	Not progressing the project may impact the Town's cannot deliver adequate services for a growing population.	Major	Likely	High	Medium	TREAT risk by preparing a floor plan and cost estimates by priority items which focus on Compliance issues within 99 Shepparton Rd.

## 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 future impacts are to be assessed only after the proposed investigation of the Preferred option is presented to Council.</p> <p>Given the longer-term nature of the proposed location, the Town is to undertake a series of upgrades to 99 Shepperton Road to accommodate future staff increases and customer service improvements in future budget years. These will be scoped, costed and presented to Council for consideration as required.</p>

## Analysis

6. A full functional brief by Urbis with Plus Architects was developed to determine the spatial requirements and functions to be housed within an Organisational (or Administration) Facility, including:
  - a. Future working arrangements and trends;
  - b. The endorsed workforce plan to map the number of employees;
  - c. Alignment with key Corporate Strategies
  - d. Interviews with Managers and key subject matter experts were held from across the business to identify and validate gaps or issues;
  - e. Current information relating to the maintenance costs and future Asset Management requirements for accommodation at 99 Shepperton Road, Victoria Park.
7. A comprehensive analysis for each option was carried out, identifying the specific nature of each site concerning the potential for the functionality to be located at each location.
8. The Urbis and Plus Architects looked at future functionality and future ambitions but then ranked against criteria which were:
  - a. Operational Needs
  - b. Stakeholder and Strategic Alignment
  - c. Property Asset Optimisation
  - d. Building Costs and Site Alignment
9. Option 2a – A new integrated Administration, Civic and Customer Service facility within the Macmillan Precinct was ranked highest of the Options.
10. The ongoing maintenance of 99 Shepperton Road will be assessed to optimise expenditure in the short to medium term until such time the Macmillan Precinct Redevelopment proceeds – assumptions in the business case have not included recent maintenance activity.

## Relevant documents

Not applicable.

## COUNCIL RESOLUTION (117/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

That Council:

1. Receives the Organisational Future Location- Strategic Business Case.
2. Requests the Chief Executive Officer to investigate how the preferred option can be incorporated into the Macmillan Precinct Redevelopment Masterplan
3. Requests the Chief Executive Officer to prepare a report to be brought back to Council by April 2024 with the outcomes of the investigation into the viability of the incorporation into the Macmillan Precinct Redevelopment Masterplan.

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

### 13.3 Edward Millen House - Approval of Publication of a Business Plan for Agreement for Lease and Lease to Blackoak Capital

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Strategic Projects Manager
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Attachment 1 - Edward Millen Business plan Revision 4 [<b>13.3.1</b> - 15 pages]</li> <li>2. Attachment 2 - 2023-05-15 DRAFT Agreement for Lease with Annexures - Edward Millen Precinct [<b>13.3.2</b> - 140 pages]</li> <li>3. Attachment 3 - 2023-05-15 DRAFT Lease - Edward Millen Precinct [<b>13.3.3</b> - 50 pages]</li> <li>4. Attachment 4 - Public Notice of Business Plan publication [<b>13.3.4</b> - 1 page]</li> </ol>

#### Recommendation

That Council approves the publication of a business plan in line with Section 3.59 of the Local Government Act for a proposed lease to Blackoak Capital for the Edward Millen Heritage precinct.

#### Purpose

To seek council approval to initiate advertising of a Business Plan for the proposed agreement for lease and lease to Blackoak Capital. This aligns with Section 3.59 of the Local Government Act for major land transactions, providing transparency and allowing the local community to comment on the proposed transaction to inform council decision making.

#### In brief

- The Town has drafted a Business Plan describing the Agreement for Lease (AFL) and ground lease it proposes entering into with Blackoak Capital (the selected preferred tender submission).
- This will invite public comment on the proposed transaction and will be advertised for a minimum of 6 weeks in line with Section 3.59 of the Local Government Act 1995.
- The public comments will help inform the decision of Council to execute the Agreement for Lease and Lease, which in due course will grant Blackoak access to the site to begin restoration and redevelopment works.
- The AFL (Agreement for Lease) and Ground Lease will facilitate the heritage restoration and adaptive reuse of the Edward Millen Heritage Precinct, creating a hospitality precinct that will ensure the heritage buildings once again play a significant role in the community.

#### Background

1. Since the transfer to the Town in 2006 of the Edward Millen property on a conditional freehold basis, the Council has sought to identify options to realise the full potential of the heritage-listed buildings and expansive reserve to minimise the ongoing costs to maintain the precinct and maximise the benefit to the community of the heritage assets.
2. The Edward Millen Redevelopment Project has sought to identify appropriate uses for the site, which would facilitate its greater use and balance the potential benefits of the redevelopment with the financial cost to Council.

3. To attract the significant investment and expertise required, a Tender and marketing package was created to entice the private sector aimed at achieving the best possible outcome for the Town of Victoria Park community. A long term ground lease was envisaged to provide sufficient security for private sector capital investment into preservation and adaption of the state heritage listed buildings, with a view to securing a long term arrangement for these to be preserved, maintained and put back into active use.
4. The Town advertised the Tender for the Edward Millen Adaptive Heritage Redevelopment, with tender submissions closing on 27 January 2021.
5. Tenderers were requested to provide a Ground Lease offer based on a proposed Agreement for Lease contract provided. Additionally, Tenderers were requested to consider the \$4 million Federal Government Community Development Grant within their submission. The Purpose for which the completed project is required to be used is to restore and repurpose the Edward Millen Hospital series of heritage buildings to both protect the heritage of the site and activate certain areas for new purposes, thereby stimulating local commerce and investment.
6. An evaluation of the tender submissions against the prescribed criteria was completed, and Blackoak Capital Ventures (Blackoak) were selected as the preferred submission, and 18 May 2021 Council resolved (93/2021) that the Town could enter into negotiations with Blackoak as the preferred lessee.
7. The Town negotiated with Blackoak and reported back to Council on 2 August 2021 (173/2021).
8. From 24 August 2021 to 8 September 2021, the Town advertised the proposed Agreement for Lease and Ground Lease by public notice pursuant to section 3.58 of the Local Government Act 1995.
9. Council Resolution on 15 February 2022 (11/2022) accepted the funding agreement from the Federal Government providing for up to \$4,000,000 (ex GST) funding to undertake heritage restoration to the buildings.
10. Lengthy negotiations with Blackoak Capital have resulted in the current draft Agreement for Lease and Lease documents that Town officers recommend as suitable for publication and exploration via a business plan.

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	The Town has sought and obtained consent from Blackoak to make certain public disclosures pertaining to the confidential Contract in the interests of accountability and promoting perceptions of good governance.

Economic	
Community priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	The overall vision and objective of the Edward Millen redevelopment will directly deliver a place for commerce, tourism, employment, and Entrepreneurship.
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Redevelopment of the Town and adjoining land holdings will upgrade the existing streetscape and provide a cleaner place to visit. The additional increase in pedestrians and tenancies will potentially build out criminal occurrences with additional passive surveillance

Environment	
Community priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The transaction will achieve an overall design outcome that opens the area for a more considered pedestrian lead design opportunity, this will allow a design with greater focus on place planning and place activation.
EN5 - Providing facilities that are well-built and well-maintained.	The redevelopment of Edward Millen will aim to deliver a well-built, well maintained and well managed facility. It also aims to transform an unsafe and inaccessible asset to a safe and accessible destination place.

## Engagement

Internal engagement	
Stakeholder	Comments
Property Development and Leasing	The property development and leasing team have led the negotiations with Blackoak Capital that have resulted in the current proposed draft AFL and Lease.
Urban Planning	The Urban planning team has been engaged for advice and guidance on the formalisation of the draft proposal and its relationship to permitted uses for the site and heritage considerations.
Place Planning	The Manager Place Planning and Place Leader Urban Design (East Victoria Park) have been involved in review of legal and design documents and provided advice and guidance.

External engagement	
Stakeholders	We have previously published a public advertisement for the proposed ground lease in line with the requirements of Section 3.58 of the Local Government Act 1995.
Period of engagement	24 August 2021 to 9 September 2021
Level of engagement	2. Consult
Methods of engagement	Compliance with Local Government Act 1995 advertising requirements.
Advertising	<ul style="list-style-type: none"> <li>Edward Millen Agreement for Lease and Ground Lease advertised on the Towns notice boards</li> <li>Edward Millen Agreement for Lease and Ground Lease advertised on the Towns website</li> <li>Edward Millen Agreement for Lease and Ground Lease advertised on the</li> </ul>

	<p>Towns Your Thoughts Web Page</p> <ul style="list-style-type: none"> <li>• Edward Millen Agreement for Lease and Ground Lease advertised in the West Australian</li> <li>• Media Release on Towns Website – Delivering a World Class Heritage Destination to Victoria Park</li> </ul>
Submission summary	One submission received during the advertising period neither for or against the proposal.
Key findings	No significant findings were received

## Other engagement

Stakeholder	Comments
Department of Heritage, Planning and Lands	The Department of Heritage and Lands has been involved in the lease negotiations process providing advice on aspects of land use, heritage, and conditional tenure arrangements.
Deloitte Australia	Deloitte Australia have been consulted regarding high level Tax regulations and principals.

## Legal compliance

[Section 3.58 of the \*Local Government Act 1995\*](#)

[Section 3.59 of the \*Local Government Act 1995\*](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	If the Town fails to reach an agreement with Blackoak, the lack of associated financial contributions and Ground Lease divestment will result in ongoing heritage maintenance obligations.	Moderate	Likely	High	Low	TREAT risk by proceeding with the transaction.
Environmental	The existing	Moderate	Likely	High	Medium	TREAT risk by



	contract document incorporates a higher standard of environmental development requirements than would otherwise apply to a development of the property under the planning system.					accepting the Tender allowing the redevelopment to occur which will de contaminate the structure of HAZMAT Materials.
Health and safety	Property remains undeveloped. Vacant land can reduce the quality of streetscapes and potentially become a dumping ground for waste or antisocial behaviour.	Moderate	Possible	Medium	Low	TREAT risk by proceeding with the agreement for lease to have the site developed.
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Ensure compliance with Section 3.58 & 3.59 of the Local Government Act 1995.					TREAT risk by advertising the transactions as required within the Act.
Reputation	Not accepting the Tender, associated financial contributions and Ground Lease divestment may result in the continued reputational loss having not achieved activation and redevelopment of the Edward Millen State Heritage Listed Buildings.	Moderate	Possible	Medium	Low	TREAT risk by accepting the Tender and associated investment resulting in the redevelopment and revitalisation of the Edward Millen State Heritage Listed buildings.
Service delivery	Not applicable.					

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	<p>Future budget impact involves the following:</p> <ul style="list-style-type: none"><li>• Edward Millen Heritage Buildings - Will be informed by an Asset Management Plan which will be attached the ground lease – overall given the divestment as a ground lease the Edward Millen Heritage Buildings will require limited ongoing financial commitments by the Town.</li><li>• Income – The annual rental has been negotiated at \$122,000 net per annum exclusive of GST and outgoings with CPI (Consumer Price Index) increase set at a maximum of 2.5% and a minimum of 1% from year 21.</li><li>• Income – a \$2,000,000 upfront payment will be made by Blackoak to the Town and be used to fund the upgrade of Edward Millen Park.</li><li>• Income –Future rates revenue will be generated from the future commercial operations of the precinct and will have a positive financial benefit to the Town.</li></ul>

## Analysis

11. Although the transaction does not require a Business Plan to be drawn up, the Town is following this process for transparency with the local community and to allow for public comment on the proposal.
12. The requirements of section 3.59 of the Local Government Act state a business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of:
  - a. its expected effect on the provision of facilities and services by the local government; and
  - b. its expected effect on other persons providing facilities and services in the district; and
  - c. its expected financial effect on the local government; and
  - d. its expected effect on matters referred to in the local government's current plan prepared under section 5.56; ((1) Each financial year, a local government is to prepare a plan for the next 4 or more financial years. 166 Local Government Act 1995 [No. 74 s. 5.57 (2) The plan is to contain details of — (a) the principal activities that are proposed to be commenced or to be continued in each financial year affected by the plan; (b) the objectives of each principal activity; (c) the estimated cost of, and proposed means of funding, each principal activity; (d) how the local government proposes to assess its performance in relation to each principal activity; (e) the estimated income and expenditure for each financial year affected by the plan; and (f) such other matters as may be prescribed.)
  - e. the ability of the local government to manage the undertaking or the performance of the transaction; and
  - f. any other matter prescribed for the purposes of this subsection.
13. The Business Plan will be advertised in The West Australian Newspaper and on the Towns, website ensuring the Town meets the requirements to advertise the transaction state-wide and for a minimum of 6 weeks inviting public submissions.
14. After the last day for submissions, the Town is to consider any submissions made and may decide to proceed with the undertaking and enter into the proposed Agreement for Lease and subsequent Ground Lease for the Edward Millen Heritage Redevelopment.
15. The Ground Lease defines all parties' obligations for the duration of the redevelopment and establishes the parameters upon the redevelopment work's conclusion.

16. The AFL requires the Tenant to prepare a Development Application for approval in accordance with the Tenants' plans and any applications for Heritage approval. Additionally, it permits the Landlord to grant a licence of the Premises for the Tenant to undertake the Tenants Works to carry out the redevelopment and obligates the Tenant to obtain all the necessary consents and approvals required to undertake the Tenants Works. There may be some final detail amendments to the draft AFL and Lease.
17. There are significant revitalisation and Community outcomes being achieved by the Blackoak ground lease proposal.
18. Blackoak Capital Ventures propose to deliver the following key outcomes with consideration to the permitted uses by complementing the parkland, providing services to the community and preserving the heritage fabric of the site. These community outcomes include:
  - a. Deliver a world-class destination that attracts visitors from the greater community through an innovative and creative mix of uses operating in an environmentally sustainable way.
  - b. Create a hub with real community purpose by providing both for-profit and not-for-profit services, delivering community access to arts, crafts, theatre, and music, and creating public green spaces accessible to all.
  - c. Preserve the history of the Edward Millen buildings, by fully refurbishing the heritage buildings, sympathetic design, and incorporating a museum space into the project.
  - d. Contribute to realising the Edward Millen Park plan by making a \$2M upfront lease payment to assist with the upgrade.
19. The proposed redevelopment includes businesses and activities directly owned and operated by Blackoak Capital Ventures as well as external specialist operators. Directly operated businesses and activities include:
  - a. mixed hospitality offerings, which include an artisan café, garden bistro dining and gastro pub;
  - b. internal and external events and function spaces; and
  - c. Vegetable and herb gardens, and local produce store.
20. External operators include:
  - (a) Farmers market;
  - (b) Artisan food and craft operators;
  - (c) Woodfired bakery; and
  - (d) Museum and other community use and services.
21. Following the completion of the public advertising period, approval for execution of the Lease and AFL will be sought at a future meeting of Council. This will include a collation of the comments received and officer response to each comment.

## **Relevant documents**

Not applicable.

## **Further Consideration**

22. Following the receipt of a legal review of the Business Plan, edits and additions have occurred. Revision 2 of the Business Plan was attached to the ABF report. This has now been superseded by Revision 4 of the Business Plan that is now attached to this report and is proposed for public advertising.
23. Numerous small edits to the phrasing have been made throughout the document along with the following key additions;
  - (a) Clarification the proposal does not constitute a legal joint venture relationship between the Town and Blackoak under subtitle "Content of the Business Plan".

- (b) Deletion of some unnecessary context statements under subtitle "Property Information".
- (c) Amendment and relocation of the "Design and civil works" section to "Financial effect" section.
- (d) Addition of summary statement under "Expected effect on the provision of facilities and services by the local government".
- (e) Removal of list of strategies and policies under the subtitle "Strategic planning and investment".
- (f) Addition of "Economy and competition" section.
- (g) Addition of paragraph 2 and 3 under subtitle "Costs".
- (h) Addition of "Redevelopment investment" section.
- (i) Increased information and change in subtitle to "Income from Blackoak" section.
- (j) Significant amendments to the final paragraph in the "Strategic Community Plan and Corporate Business Plan".
- (k) Addition of "Regulation 10 Details" section.
- (l) Addition of an "Overall assessment" section.

## COUNCIL RESOLUTION (129/2023):

**Moved:** Cr Jesse Hamer

**Seconded:** Cr Jesvin Karimi

That Council approves the publication of a business plan in line with Section 3.59 of the Local Government Act for a proposed lease to Blackoak Capital for the Edward Millen Heritage precinct.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Iffe

**Against:** Nil

## 13.4 355-357 Shepperton Road, East Victoria Park - Proposed Sale

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Property Development and Leasing Manager
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Recommendation

That Council receives updated information relating to the proposed sale to Fabcot of the Town's property at 355-357 Shepperton Road.

### Purpose

To provide updated information relating to the proposed sale to Fabcot of 355-357 Shepperton Road.

### In brief

- A contract of sale for the Town's land at 355-357 Shepperton Road was entered into between the Town and Fabcot Pty Ltd (the Contract) and is confidential.
- The land comprising ROW 54 was located between land owned by Fabcot and the Town's land at 355-357 Shepperton Road.
- The Town has undertaken a range of activities, including actions to secure the conversion of ROW 54 into a road and to facilitate the closure and disposal of that road to Fabcot Pty Ltd.
- The time frames in the Contract (as well as in a number of deeds of extension) for settlement have expired. The parties have sought to negotiate the terms of a further proposed deed of extension.
- If the Council wishes to proceed with the proposed sale, it will be necessary to reinstate the Contract by entering into an appropriate deed. This will include a requirement to, as a pre-requisite, repeat compliance with the advertising requirements of Section 3.58 of the *Local Government Act 1995*.

### Background

1. At the Ordinary Council Meeting of 19 November 2019, the Council considered public submissions on the proposed sale of 355-357 Shepperton Road and resolved to proceed with the sale of the land in line with the negotiated Contract, as is more fully provided for in the terms of Council resolution 244/2019 dated 19 November 2019.
2. The Contract was entered into between the Town and Fabcot Pty Ltd and is confidential.
3. The land comprising ROW 54 (ROW) is situated between the Town's land at 355-357 Shepperton Road and lots owned by Fabcot Pty Ltd.
4. In brief, the Council, at its Ordinary Council Meeting of 17 November 2020, resolved to request the Minister for Lands (WA) to dedicate the ROW as a road.
5. At the Ordinary Council Meeting of 15 June 2021, the Council resolved to give notice and invite public submissions to request the Minister for Lands (WA) to close and amalgamate the ROW being a 445m<sup>2</sup> portion of dedicated road bounded by Shepperton Road, Albany Highway and Oats Street, East Victoria Park pursuant to section 58 and section 87 of the Land Administration Act 1997 and regulation 9 of the Land Administration Regulations 1998.

6. At the Ordinary Council Meeting of 21 September 2021, the Council resolved as follows by resolution 206/2021 dated 21 September 2021: -

*That Council:*

1. Notes the outcomes of the notice to invite public submissions on the proposal to request the Minister for Lands (WA) to close and amalgamate a 445m<sup>2</sup> portion of dedicated road bounded by Shepperton Road, Albany Highway and Oats Street, East Victoria Park.

2. Authorises the Chief Executive Officer and Mayor to execute all necessary documentation under the Town's Common Seal, in accordance with sections 58 and 87 of the Land Administration Act 1997, and regulation 9 of the Land Administration Regulations 1998 to request the Minister for Lands (WA) to close a 445m<sup>2</sup> portion of dedicated road bounded by Shepperton Road, Albany Highway and Oats Street, East Victoria Park and amalgamate into adjacent Lot 30 on Diagram 10509, Lot 488 on Plan 2609 and Lots 131 and 132 on Deposited Plan 45782.

7. The Town has requested the Minister for Lands (WA) to close the ROW (445m<sup>2</sup> portion of dedicated road referred to in Council resolution 206/2021 dated 21 September 2021). At the time of preparing this report, a check of publicly available Landgate records reflects that the 445m<sup>2</sup> portion of dedicated road referred to in Council resolution 206/2021 dated 21 September 2021 is now Lot 502 on Deposited Plan 415185, held under certificate of Crown land title LR3173-171 as Crown Land in the name of the State of Western Australia, with the status of dedicated road. The status of dedicated road is stated to have been registered on 7/4/2021. In terms of this information, the closure of the dedicated road had therefore not been completed by the relevant authority.

## Strategic alignment

<b>Civic Leadership</b>	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The Town has sought and obtained consent from Fabcot to make certain public disclosures pertaining to the confidential Contract with a view to providing public communication and engagement.
CL3 - Accountability and good governance.	The Town has sought and obtained consent from Fabcot to make certain public disclosures pertaining to the confidential Contract in the interests of accountability and promoting perceptions of good governance.
<b>Economic</b>	
Community priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	It has been estimated that the anticipated development from the sale of the Town's landholding will generate local employment opportunities in the order of 150 ongoing jobs and stimulate business creation opportunities.
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Redevelopment of the Town and adjoining land holdings will upgrade the existing streetscape and provide a cleaner place to visit, the additional

	increase in pedestrians and tenancies will potentially build out criminal occurrences with additional passive surveillance.
--	---

Environment	
Community priority	Intended public value outcome or impact

EN1 - Protecting and enhancing the natural environment.	The inclusion of the Town's landholding will potentially achieve an overall design outcome that opens up Albany Hwy for a more considered pedestrian lead design opportunity, this will allow a design with greater focus on place planning and place activation.
---	---

## Engagement

External engagement	
Stakeholders	Public advertisement of the proposed Deed will be necessary in terms of Section 3.58 of the Local Government Act 1995.
Period of engagement	A minimum of 14 days
Level of engagement	2. Consult
Methods of engagement	Compliance with Local Government Act 1995 advertising requirements.
Advertising	Details of the advertising used to draw the community's attention to opportunity to engage e.g., newspaper advertisement, Town website, social media & public notice boards
Submission summary	None at this stage.
Key findings	None at this stage.

## Legal compliance

[Section 3.58 of the Local Government Act 1995](#)

[Section 58 of the Land Administration Act 1997](#)

[Section 87 of the Land Administration Act 1997](#)

## 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	The sale of the land	Severe	Possible	High	Low	TREAT risk by

	is confidential however the Town has disclosed in the mandatory s3.58 statutory advertisement process a sale price of \$3,821,000.					ensuring the Council follow the legal advice received and the advice and guidance from relevant Government agencies including the Department of Planning, Lands and Heritage.
Environmental	The sale of the land is confidential, and comments have been provided in a confidential report.	Moderate	Possible	Medium	Medium	The sale of the land is confidential and comments have been provided in a confidential report.
Health and safety	Property remains undeveloped. Vacant land can reduce the quality of streetscapes and potentially become a dumping ground for waste or antisocial behaviour. Closure and realignment of the Road is not progressed, maintaining the non-compliant status of the crossover.	Moderate	Possible	Medium	Low	TREAT risk by ensuring Council follow the legal advice received and continue the realignment process by closing the subject portion of road.
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	The Minister for Lands (WA) is ultimately responsible for determining requests for the closure of roads. It is possible that the Minister may	Moderate	Possible	Medium	Low	TREAT risk through the provision of the required information as per Regulation 9 of the Land Administration Regulations 1998



	decide to refuse or modify the pending road closure request notwithstanding Council's resolution.					and sufficient information for the road closure request.
Reputation	The Town does not finalise this transaction or respect its agreed terms including confidentiality. Potential reputational risk on future land and other transactions, including the risk that the Town is seen as unwilling to follow through on transactions or respect agreed terms.	Moderate	Possible	Medium	Low	TREAT risk by finalising transaction and respecting the confidentiality of the transaction as agreed to by Council. Obtain consent for public release of information as to progress.
Service delivery	Not applicable.					

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Proceeds from the anticipated sale have been allocated to the land optimisation reserve.

## Analysis

8. As noted above, the Contract entered into between the Town and Fabcot is confidential.
9. The Town's report to Council's 18 October 2022 meeting includes the following: -
  - a. The sale of the property has not been settled;
  - b. In discussions between the Town and Fabcot, both parties have indicated they wish to continue on the basis outlined in the latest (expired) Contract;
  - c. As the Contract's periods and subsequent extensions have expired, it will not be possible to settle the sale of the property unless a legally valid and binding extension to the Contract is in place and lawfully entered into.
  - d. The Town has been working with Fabcot and the Town's lawyers to establish the terms for such an extension, which would also need to be acceptable to Council;

10. Legal advice has been obtained on 1 June 2023 from the Town's lawyers McLeods on the terms of the proposed Deed of Amendment and Reinstatement.
11. The original sale price was \$3,821,000. Current market valuations for the land are as follows and are significantly lower than the original sale price of \$3,821,000: -
  - Town's valuations conducted since the process started
  - Colliers (Colliers International (WA) Pty Ltd) - Valuation dated 18 April 2019 - \$3,610,000
  - LMW – Valuation dated 28 March 2019 - \$2,500,000
  - Acumentis – Valuation dated 15 May 2023 - \$2,500,000
  - Fabcot's valuation\*
  - Colliers (Civas (WA) Pty Ltd) - Valuation dated 14 November 2022 - \$3,140,000

\*Fabcot have confirmed this valuation may be publicly disclosed.
12. It is clear from all of the above valuations that if the Council were to progress with the reinstatement of the Contract, this would provide the Town with a financial return that is more than market value.
13. If Council wishes to progress the new disposition, it would be necessary for the proposed Council to endorse this, together with the proposed agreed altered terms, to enable the advertising process under section 3.58(3) of the LGA to be re-commenced should Council agree to the new disposition.
14. The advertising process under section 3.58 of the Local Government Act 1995 requires that the Council advertise the proposed disposition for at least 14 days and invite submissions. The advertisement is required to describe the property concerned and include the following details: -
  - a. the names of all other parties concerned;
  - b. the consideration to be received by the local government for the disposition; and
  - c. the market value of the disposition —
    - i. as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - ii. as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
15. If a submission is received, Council may not proceed with the disposition unless it considers any submissions made to it before the date specified in the notice and, if its decision is made by the Council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

## **Relevant Documents**

Not applicable.

**COUNCIL RESOLUTION (130/2023):**

**Moved:** Cr Vicki Potter

**Seconded:** Cr Jesse Hamer

That Council receives updated information relating to the proposed sale to Fabcot of the Town's property at 355-357 Shepperton Road.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 14 Chief Financial Officer reports

### 14.1 Adoption of Annual Budget 2023/24

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Finance
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Final Draft Budget Version 1.2 [ <b>14.1.1</b> - 60 pages] 2. Rate submissions [ <b>14.1.2</b> - 3 pages]

#### Recommendation

That Council:

1. Adopts the Annual Statutory Budget for 2023/2024 financial year pursuant to the provisions of Section 6.2 of the Local Government Act 1995 (as amended), and Part 3 of the Local Government (Financial Management) Regulations 1996, as included in attachments, for the Town of Victoria Park for the 2023/2024 financial year, which includes the following:
  - (a) Statement of Comprehensive Income by Nature and Type showing a net result for that year of \$14,048,013.
  - (b) Statement of Financial Activity showing an amount required to be raised from rates of \$49,475,403.
  - (c) Notes to, and forming part of, the budget.
  - (d) Transfers to/from reserve accounts as detailed in the Notes.
  - (e) The Schedule of Fees & Charges for 2023/2024.
  - (f) Elected Members' fees and allowances.
2. Differential rates, minimum payments, service charges and instalment payment arrangements
  - (a) Imposes the following differential rates for the 2023/2024 financial year for the purpose of yielding the deficiency disclosed by the 2023/2024 Annual Statutory Budget pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995.
    - (i) Residential – GRV of 8.473 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,269 per assessment.
    - (ii) Non-Residential – GRV of 10.290 cents in the dollar of gross rental value applicable to properties not used primarily as a place of residence subject to a minimum rate of \$1,319 per assessment.
    - (iii) All Vacant Land - GRV of 15.867 cents in the dollar of gross rental value applicable to properties used primarily as vacant land subject to a minimum rate of \$2,036 per assessment.
  - (b) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, nominates the following due dates for rate payment in full and by instalments.
    - (i) Full payment and first instalment due date 20 September 2023.
    - (ii) Second quarterly instalment due date 22 November 2023.
    - (iii) Third quarterly instalment due date 24 January 2024.
    - (iv) Fourth quarterly instalment due date 27 March 2024.
  - (c) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$12 for each instalment after the initial instalment is paid (representing a total of

\$36.00 over the second, third and fourth installments).

- (d) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 4.0% where the owner has elected to pay rates and service charges through an instalment option.
- (e) Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 8% for rates and service charges, and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

3. Fees and Charges.

- (a) Pursuant to Section 6.16 of the Local Government Act 1995, Section 245A (8) of the Local Government (Miscellaneous Provisions) Act 1960, Section 67 of the Waste Avoidance and Resources Recovery Act 2007, and Regulation 53(2) of the Building Regulations 2012, adopts the Schedule of Fees and Charges for 2023/2024 financial year as attached to, and forming part of, this report.

4. Elected Members' fees and allowances.

- (a) Pursuant to Section 5.98 of the Local Government Act 1995 and Regulation 34 of the Local Government (Administration) Regulations 1996, adopts the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:
  - (i) Mayor \$32,410.
  - (ii) Councillors \$24,170.
- (b) Pursuant to Section 5.99A of the Local Government Act 1995 and Regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, adopts the Information and Communication Technology allowance of \$3,500 for Elected Members.
- (c) Pursuant to Section 5.98(5) of the Local Government Act 1995 and Regulation 33 of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of \$65,915 to be paid to the Mayor in addition to the annual meeting allowance.
- (d) Pursuant to Section 5.98A of the Local Government Act 1995 and Regulation 33A of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of \$16,479 to be paid to the Deputy Mayor in addition to the annual meeting allowance.

5. New loans.

- (a) Pursuant to Section 6.20 of the Local Government Act 1995 authorises the following new loans:
  - (i) Edward Millen Site - \$2,200,000.

6. Creation of Reserves.

Pursuant to Section 6.11 (1) of the Local Government Act 1995, approves the creation of the following reserve accounts.

- (a) McCallum & Taylor Reserve for the purpose of:
  - (i) to be used to assist in improving and/or maintain the McCallum & Taylor Reserve including the associated grounds.
- (b) Lathlain Park reserve for the purpose of:
  - (i) to be used to assist in improving and/or maintain the Lathlain Park Zone 1 Reserve including the associated grounds.

7. Material variance reporting for 2023/2024.

(a) Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and Australian Accounting Standard AASB 1031 Materiality, the level to be used in Statements of Financial Activity in 2023/2024 for reporting material variances to be (+) or (-) 10% or \$50,000, whichever is the lowest, for each category of Nature or Type, for both revenue and expenditure.

## Purpose

The purpose of this report is to facilitate final consideration of the recommended annual budget for 2023/2024, enabling the continued operation of the Town's works and service programs.

## In brief

- As required by Section 6.2 of the Local Government Act 1995, a local government is required to prepare and adopt a budget for its municipal fund for the financial year ending 30 June 2024.
- Council has advertised its intention to levy differential rates and minimums for 2023/2024 which represents a 6.93% increase in rate revenue, generating rate revenue in the order of \$49.47 million contributing to total operating revenue of \$65.2 million.
- Total capital grants, subsidies and contributions and proceeds from asset sales, of \$15.67 million.
- Total capital expenses in the order of \$34.9 million contributing to total expenditure of \$101.5 million.
- The budget statements presented have been prepared in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards (to the extent that they are not inconsistent with the Act). The Annual Budget 2023/2024 presents a balanced budget and is recommended for adoption by Council.

## Background

1. Over the past three years Council has endorsed budgets that have resulted in decreases or low rate increases, with annual rates income over that period not increasing.
  - (a) In the 2019/20 budget, Council approved no increase to rates, with rates revenue of \$46,943,703.
  - (b) In the 2020/21 budget, Council approved a 7.88% reduction in rates, with rates revenue of \$43,062,877.
  - (c) In the 2021/22 budget, Council increased rates by 0.88%, with rates revenue of \$44,322,879.
  - (d) In the 2022/23 budget, Council increased rates by 3.5%, with budgeted rates revenue of \$46,431,117.
2. While cost increase remained flat for 2020/21, since then the Town has experienced significant cost escalation for both operating and capital items.
3. Many contracts for materials, utilities, insurance, services and capital works have increased by between 5-15%, if not more. For example, road resurfacing and roads works have seen a 10-15% increase, park and tree maintenance costs (fertilizer, irrigation fittings, tree pruning) has increase 30-40%, bulk verge waste pick has seen 111% increase per household, and insurance is estimated to increase by 7-10%.
4. The Producer Price Index for construction (published by the ABS), shows an increase of 4% for 2020/21, 17.3% increase for 2021/22, and 9.9% for the period July 2022 to March 2023. The Town has seen this level of price increase in a number of recent construction contracts.

## Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	Proposed differential rates advertised and public comment sought.
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The 2023/2024 budget has been developed with Elected Members through a series of workshops to ensure the budget is reflective of the communities current needs.

## Engagement

Internal engagement	
Stakeholder	Comments.
Elected Members	Engagement was completed with Elected Members over five workshops with the administration. In addition, two informing videos between workshops issued.
Managers	Developed draft budget for towns programs, services and projects. Provided with regular updates.
C Suite	Approval of service area draft budgets. Provided with updates on the budget process, its key informing documents and the overall project delivery.
Service Area Leaders	Developed draft budget for towns programs, services and projects. Provided with regular updates.
Strategic Asset Advisory Group	Worked cross functionally to develop and recommend the capital works schedule, based on endorsed strategies, critical asset maintenance, safety considerations and advocacy/council decision.

## Legal compliance

Section 6.2 of the *Local Government Act 1995*

Part 3 of the *Local Government (Financial Management) Regulations 1996*

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	Potential reduction in the quality of assets provided and services delivered if the proposed annual budget is not adopted.	Moderate	Unlikely	High	Low	Treat risk by Ensuring elected members have been involved in the annual budget process to ensure understanding and collaboration in order for the budget to be understood and adopted.
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Potential reduction in the quality of assets provided if the proposed annual budget is not adopted.	Moderate	Unlikely	High	Medium	Treat risk by Ensuring elected members have been involved in the annual budget process to ensure understanding and collaboration in order for the budget to be understood and adopted.
Legislative compliance	Legislative compliance will not be adhered to if the annual budget is not adopted and forwarded as appropriate within the required timeframes.	Moderate	Unlikely	High	Low	Treat risk by Ensuring elected members have been involved in the annual budget process to ensure understanding and collaboration in order for the budget to be understood and adopted.
Reputation	Negative public perception if Council does not	Minor	Unlikely		Low	Treat risk by Ensuring elected members have



	adopt the annual budget.				been involved in the annual budget process to ensure understanding and collaboration in order for the budget to be adopted. Community submission periods.
Service delivery	Potential reduction in the quality of services delivered if the annual budget is not adopted.	Possible	Moderate	Medium	Treat risk by Ensuring elected members have been involved in the annual budget process to ensure understanding and collaboration in order for the budget to be understood and adopted.

## Financial implications

<b>Current budget impact</b>	No impact on the current budget, however, an assessment has been made on likely carried forward budget allocations, and any likely carried forwards surplus or deficit.
<b>Future budget impact</b>	The adoption of the 2023/2024 budget will enable the continuity of service delivery, maintenance of existing assets and generation of new assets in line with the Strategic Community Plan.

## Analysis

5. The development of the draft annual budget and presentation for endorsement by Elected Members aimed to find an approach befitting the Town's fiscal position, noting significantly escalating costs.
6. The draft budget was developed through over five workshops which saw Elected Members consider the many facets of the budget with the input and advice of a range of Town staff. The workshops considered the following matters;
  - (a) Overall consideration of the financial environment and the Long Term Financial Plan.
  - (b) The Strategic Community Plan, adopted in April 2022.
  - (c) Capital Works Program, using criteria if the proposed project was for critical asset preservation, addresses a safety issue, was a key advocacy or Council decision, or part of an endorsed strategy, and the funding sources for projects being municipal, use of reserves, grants or borrowing.
  - (d) Fees & Charges.
  - (e) Rating options and modelling after the revaluation process was completed.
  - (f) Operational team management budgets, and
  - (g) New operational requests.
8. Themes

- (a) The budget continued with the themes created for the 2022/23 budget with Elected Members and tested with the Community, these included:
  - (i) Green and Clean Vic Park.
    - a. Creating a green and clean Vic Park through sustainable and accessible urban design.
    - b. Taking action to address the climate emergency, which should underpin everything we do going forward.
  - (ii) Thriving and Vibrant Vic Park.
    - c. Building a thriving and vibrant Vic Park through events, community engagement, urban design, and support for local business.
  - (iii) Improving the Town's financial health, and
    - d. Improving the Town's financial health through focusing on asset renewals, projects that will lead to income generation, and a reduction of operating costs.
- (b) These themes helped establish the foundational values by Town staff prepared budget options and on which Elected Members could judge and compare various budget items.

9. Rates

- (a) Landgate sets the Gross Rental Values (GRV) – the gross annual rental that a property might reasonably be expected to earn annually if it were rented – and Council determines the rate in the dollar to achieve the target rates revenue. The GRV is multiplied by the rate in the dollar to give the total rates payable. The rate in the dollar differs for each differential rate, with Council having three differential rates, being Residential, Non-Residential and Vacant Land. These can be seen in Table 1. There are no recommended changes to the rate categories for 2023/2024.
- (b) Council must also set a minimum payment for each rate category, shown in Table 1, which cannot be charged more than 50% of the total properties in each rate category i.e. Residential, Non-Residential and Vacant Land.

**Table 1**

Rating Category	Rate in the dollar	Minimum rate
<b>Residential</b>	\$0.084730	\$1,269
<b>Non-residential</b>	\$0.102900	\$1,319
<b>Vacant land</b>	\$0.158670	\$2,036

- (c) Differential general rates can only be imposed based on certain characteristics.
- (d) The Local Government Act 1995, section 6.33 (1), states:

*A local government may impose differential general rates according to any, or a combination, of the following characteristics —*

- (a) the purpose for which the land is zoned, whether or not under a planning scheme as defined in the Planning and Development Act 2005; or*
- (b) a purpose for which the land is held or used as determined by the local government; or*
- (c) whether or not the land is vacant land; or*
- (d) any other characteristic or combination of characteristics prescribed.*

- (e) Any other characteristic, such as length of ownership, visual appearance of a lot or building, or length of vacancy or non-development, are not prescribed under the Act, and therefore not a characteristic for which a differential rate can be raised.
- (f) Every three years, the State government agency (Landgate), undertakes a revaluation of GRV of all rateable properties within the Town. This was undertaken during 2022/23, to apply for the 2023/24 financial year.

- (g)The Town has a total of 18,136 properties which will be rated in the 2023/2024 financial year.
- (h)The number of additional rateable properties being added to the rates base during the 2022/23 financial year is 85.
- (i) Total budgeted revenue from raising of rates for 2023/2024 financial year is \$49,475,403. This will be derived from rate in the dollar and minimum rates outlined above, including estimated interim rates of \$50,000. These figures represent a 6.93% increase in overall rates revenue.

10. Fees & Charges

- (a) Total Fees & Charges revenue for 2023/2024 financial year is \$10,683,879, which is the 3.5% increase from the 2022/23 financial year budgeted amount.
- (b) Fees & Charges includes both regulated fees set by legislation or regulation, and fees and charges for which the Town has some discretion as to the amount. For discretionary fees, consideration has been given to the level of fair cost recovery for a service, ability for the community to pay, and overall impact on the Town’s budget.

11. Service Charges

- (a)Total revenue budgeted from service charges installments for 2023/2024 financial year is \$949,805. The revenue will be transferred to the Underground Power Reserve and fund the repayment of the loan borrowed for the Western Power upgrade charges.
- (b)The service charges are related to Western Power’s State Underground Power Project 6 (SUPP6) and Network Renewal Undergrounding Program Pilot (NRUPP). The full charge of SUPP6 was raised with 2021/22 Budget and with 2022/23 Budget for the NRUPP.
- (c)Ratepayers were given the option to pay upfront, or by installment over seven years. 2023/2024 financial year falls on the third year of the installment option for the SUPP6 and second year of the installment option for the NRUPP.

12. Grants

- (a)The Town is anticipating \$17.24 million in grant funding across a range of projects and services. The following Table 2 shows the projects receiving more than \$250,000 in grant funding.

**Table 2**

<b>Project</b>	<b>Grant Funding</b>
<b>Rutland Avenue Shared Path</b>	\$7,600,000
<b>Blackoak Investments Ed Millen parklands</b>	\$2,000,000
<b>LPRP Zone 1 Community and Sports Club Facility</b>	\$2,000,000
<b>Roads - Black Spot</b>	\$1,521,213
<b>Archer/Mint Bike Lanes</b>	\$800,000
<b>Roads - MRRG - Rutland Avenue - Welshpool Road to Oats Street</b>	\$490,145
<b>Roads - MRRG - Oats Street - Planet Street to Tuckett Street</b>	\$258,893

### 13. Capital Works Program

- (a) The recommended budget allows for delivery of a number of projects as part of the broader capital works program and includes:
- (i) **Edward Millen Heritage Redevelopment:** which will see the revitalization of the original heritage buildings into a community and entertainment hub of major significance. This is a partnership to make this area an iconic precinct involving the Town, private development through Blackoak Capital and the Federal Government through its Heritage Grant of \$4 million to restore the historic buildings.
  - (ii) **Edward Millen Park:** which adjoins the Heritage Redevelopment, is a major parkland and playground redevelopment that will feature large event space, various recreation spaces and a playground specifically designed to suit neurodiversity. \$2 million from the Blackoak Capital lease of the Heritage building precinct will contribute to the park redevelopment. The total cost of the park redevelopment is \$7.5 million, the expenditure for the 23/24 financial year is expected to be \$2.5 million.
  - (iii) **Lathlain Precinct Redevelopment Project Zone 1:** which will deliver the final portion of the broader Lathlain Park Redevelopment Project. The facility will provide a home for the Perth Football Club that meets contemporary standards and facilitates AFLW matches. It will also create a 250m<sup>2</sup> community space that will be operated by the Town and available for the local community to hire. The project has external funding from the Federal and State government, the West Coast Eagles, and Western Australian Football commission totaling \$9.2 million. The Town's contribution will be \$5 million. The expenditure for the 23/24 financial year is expected to be \$3 million.
  - (iv) **Archer/Mint Bike Lane:** this project, part of the Council endorsed Archer Streetscape Plan, which aims to deliver a protected bike lane between Hubert Street and Gemini Way along Archer Street. The project secured external funding of \$800,000 from the Department of Transport. The cost of the project is \$1.5 million.
  - (v) **Rutland Avenue Shared Path:** which will construct the section of path between Miller Street and Great Eastern Highway to provide safer cycling infrastructure with full funding from Main Roads WA. The cost of the project is \$7.6 million.
  - (vi) **Road Renewals:** to maintain critical Town infrastructure, the Town has identified a number of sites that require critical renewal to maintain current service levels. Further degradation may result in significantly more expensive repairs at a later date. The total cost of road renewals is \$3.588 million.
- (b) In addition to the construction phase of projects, the Town will also be in design and planning phases on a number of other key projects which include;
- (i) **Kent St Sandpit Bushland Management Project:** the first stage of the project will formalise the parking area, the primary and secondary pathways, and features. The features include the knowledge exchange nodes/yarning spaces, bird waterers and ramps. The cost of the project is \$300,000.
  - (ii) **Higgins Park Sporting Field Lighting:** which is a large contribution to ensure the lighting is upgraded to modern standards to meet the demand from our local sporting clubs. The cost of the project is \$1.3 million.
  - (iii) **Macallum Active Area Detailed Design:** which will complete the design and allow the Town to finalise the works with a federal government contribution of \$2.5 million.

#### 14. Workforce

- (a) There are no additional full time equivalent staff positions recommended in the draft 2023/2024 annual budget.
- (b) The employee costs inclusive of salary, superannuation, allowances and other employee-related costs are:
- (i) \$28,053,746, an increase of \$2,821,957 from 2022/23 annual budget. Variance is due to;
    - \$656,175 relates to the correction of the nature and type categorization of some employee cost account effectively increasing the comparable 2022/2023 employee cost budget to \$25,887,964.
    - \$1,676,906 relates to employment agreement increases, both entitled guaranteed increase and step increases, contractual package benefits previously allocated to materials and contracts, and reallocation agency staff costs from materials and contracts to casual employee costs.
    - \$292,154 for additional superannuation, both the superannuation guarantee charge, and additional council superannuation under the Town's employee agreement.
    - \$256,777 the variance to the workers compensation budget based on the calculated workers compensation cost for 2024.
    - a net reduction of \$60,055 across other minor employee cost.
  - (ii) Changes to the salary costs include salary increases and variations to the mandatory employer superannuation contribution rates.

#### 15. Reserves

- (a) The proposed transfers detail a net decrease of \$9.2 million to the Town's reserves. These have been recommended to fund a portion of the capital works program and underground power-related expenses.
- (b) Full detail on the proposed reserve transfers is included within the attached draft annual budget under note 9 and the capital works listing.

#### 16. Loans

- (a) The budget does include a loan to be raised for the Edward Millen project to the value of \$2.2 million dollars. This will be raised in the 2023/2024 financial year once works have commenced. This loan has been included in previous budgets, but not yet drawn down.

#### 17. Compliance

- (a) The differential rating model and the statement of objects and reasons for each differential rates category was advertised in accordance with statutory requirements for 21 days. Any public submissions will be included in the agenda item for the Ordinary Council Meeting scheduled for 20 June 2023.
- (b) In compiling the annual budget officers have, in accordance with the Local Government Accounting Manual produced by the Department of Local Government;
- (i) identified recurring operating revenue and expenditure.
  - (ii) prepared salary and wages schedules including staff increment changes and enterprise agreement increases.
  - (iii) prepared capital expenditure based, where possible, on long-term asset management plans
  - (iv) confirmed grants for both operating and capital requirements.
  - (v) determined and applied the assumptions for the opening current position from the previous financial year.
  - (vi) identified any carry-forward projects into the new financial year.
  - (vii) flagged committed funds and excluded these from the brought forward balance in the determination of the current position.

- (viii) established, if there is, a budget deficit or surplus to be carried forward restricted to the prescribed amount.
  - (ix) obtained estimates for non-current assets to be sold or traded in on new assets.
  - (x) obtained estimates for insurance, including workers' compensation.
  - (xi) updated the schedule of fees and charges for the next 12 months.
  - (xii) compiled projected cash flows over the next 12 months to ensure there is sufficient liquidity to meet current commitments throughout the year.
  - (xiii) prepared the budget document consistently with comparative financial results for the previous year.
  - (xiv) ensured that any surplus funds invested conform with the short-term requirements for drawdowns as and when the funds are required.
  - (xv) completed all the required statutory schedules for adoption by Council.
- (c) Determination of material variance for reporting purposes.
- (i) Each year Council is required to adopt a percentage or value for the purposes of reporting material variances in the monthly Financial Activity Statement.
  - (ii) This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenues and expenditures that may not be in keeping with Council's budget. The early identification of these potential issues can assist in better utilisation and allocation of Council funds and resources.
  - (iii) The values chosen should provide a good indication of variances that would not normally be able to be covered through Council's normal operations and should, therefore, be assessed to identify if a potential issue exists or not.
  - (iv) Council has previously used a value of (+) or (-) \$25,000 per business unit/service area, for each of the revenue and expenditure areas included in the Statement of Financial Activity. To be compliant with 34 (3)(5) of *Local Government (Financial Management) Regulations 1996*, this is amended to a variance of (+) or (-) 10%, or \$50,000, whichever is the lowest, for each category of nature or type, for both revenue and expenditure to be included in the Statement of Financial Activity.

## 18. Summary

- (a) The draft annual budget presented for endorsement to Elected Members has found a balance between rate increases, service delivery and infrastructure maintenance that is fair for, and benefits, the Community, while delivering a capital works program in the face of significant cost pressures.

## Relevant documents

Not applicable.

## Further considerations

- 19. When seeking to impose differential rates, a local government must advertise, in accordance with section 6.36 of the Local Government Act 1995, for public submissions on the proposed differential rates and minimum payments as set out in the Statement of Objects and Reasons for Differential Rates 2023/24. The public submissions period closed on Friday 9 June 2023, with five (5) valid and one (1) not valid submissions received. A summary of these submissions is included as a attachment 2 to the agenda item for Council's consideration.

**RECOMMENDATION:****Moved:** Cr Jesse Hamer**Seconded:** Cr Vicki Potter**AMENDMENT:****Moved:** Cr Jesse Hamer**Seconded:** Cr Wilfred Hendriks

That part 2 a point (iii) be modified to read.

(iii) All Vacant Land - GRV of 13.084 cents in the dollar of gross rental value applicable to properties used primarily as vacant land subject to a minimum rate of \$1,679 per assessment.

**Lost (2 - 7)****For:** Cr Jesse Hamer and Cr Wilfred Hendriks**Against:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Vicki Potter and Cr Bronwyn Ife**Reason:**

Having a 30 percent rate increase proposed for vacant properties while offering no extra services to the holder of that property seems immoral. Also, the intent of the increase to encourage owners to develop vacant properties has no evidence to show that a few hundred dollars extra per year will have the desired effect. With the costs of building, market conditions and access to finances being the real factors to consider. A rate increase incline with other rates is proposed at 6.73 per cent.

**AMENDMENT:****Moved:** Cr Jesse Hamer**Seconded:** Mayor Karen Vernon

That the following item in the annual budget be amended to read:

Page 30 of 14.1.1

Other Infrastructure Parking Machines Replacement \$200,000

**Lost (1 - 8)****For:** Cr Jesse Hamer**Against:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife**Reason:**

The high expensive of replacing parking machine is not required with the market having options that don't require this expense. The model used by our neighbours at Curtain shows app based parking payments are a viable option. The amount proposed in the budget is to cover the removal and making right of the old parking machines plus the purchase of a very limited number new 4g machines at locations identified as not being suitable for app based parking.

Some changes will need to take place in the towns vehicle management local law 2021 with the payment options being changed.

## AMENDMENT:

**Moved:** Mayor Karen Vernon

**Seconded:** Deputy Mayor Claire Anderson

1. Amend point 1(a), 1(b) and 1(c) to read:

(a) Statement of Comprehensive Income by Nature and Type showing a net result for that year of \$14,048,013, as tabled, with a \$482,116 reduction in Rates income, and \$482,116 reduction in Materials and Contracts

(b) Statement of Financial Activity showing an amount required to be raised from rates of \$48,993,287 and \$23,729,060 in Materials and Contracts:

(c) Notes to, and forming part of, the budget, be amended as needed and applicable, to show a reduction in Rates income of \$482,116, and reduction in Materials and Contracts of \$482,116.

2. Amend 2(a)(i) and (ii) to read:

(i) Residential – GRV of 8.386 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,256 per assessment.

(ii) Non-Residential – GRV of 10.184 cents in the dollar of gross rental value applicable to properties not used primarily as a place of residence subject to a minimum rate of \$1,306 per assessment.

**Carried (6 - 3)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter and Cr Bronwyn Ife

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

### **Reason:**

This amendment will ensure that:

The increase in rates from last year is reduced from 6.9% to an average of 5.9% recognising that the new financial year will be a challenging one for all ratepayers given the current inflationary pressures on the economy:

1. Achieving that reduction to 5.9% is best done through a \$482,116 reduction in the Materials and Contracts operating expenditure, allowing flexibility for the administration to find savings across all expenditure, rather than one particular area.



**Moved:** Cr Jesse Hamer**Seconded:** Cr Vicki Potter

That Council:

1. Adopts the Annual Statutory Budget for 2023/2024 financial year pursuant to the provisions of Section 6.2 of the Local Government Act 1995 (as amended), and Part 3 of the Local Government (Financial Management) Regulations 1996, as included in attachments, for the Town of Victoria Park for the 2023/2024 financial year, which includes the following:
  - (a) Statement of Comprehensive Income by Nature and Type showing a net result for that year of \$14,048,013, as tabled with a \$482,116 reduction in Rates income, and a \$482,116 reduction in Materials and Contracts.
  - (b) Statement of Financial Activity showing an amount required to be raised from rates of \$48,993,287 and \$23,729,060 in Materials and Contracts.
  - (c) Notes to, and forming part of, the budget, be amended as needed and applicable, to show a reduction in Rates income of \$482,116, and a reduction in Materials and Contracts of \$482,116.
  - (d) Transfers to/from reserve accounts as detailed in the Notes.
  - (e) The Schedule of Fees & Charges for 2023/2024.
  - (f) Elected Members' fees and allowances.
2. Differential rates, minimum payments, service charges and instalment payment arrangements
  - (a) Imposes the following differential rates for the 2023/2024 financial year for the purpose of yielding the deficiency disclosed by the 2023/2024 Annual Statutory Budget pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995.
    - (i) Residential – GRV of 8.386 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,256 per assessment.
    - (ii) Non-Residential – GRV of 10.184 cents in the dollar of gross rental value applicable to properties not used primarily as a place of residence subject to a minimum rate of \$1,306 per assessment.
    - (iii) All Vacant Land - GRV of 15.867 cents in the dollar of gross rental value applicable to properties used primarily as vacant land subject to a minimum rate of \$2,036 per assessment.
  - (b) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, nominates the following due dates for rate payment in full and by instalments.
    - (i) Full payment and first instalment due date 20 September 2023.
    - (ii) Second quarterly instalment due date 22 November 2023.
    - (iii) Third quarterly instalment due date 24 January 2024.
    - (iv) Fourth quarterly instalment due date 27 March 2024.
  - (c) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$12 for each instalment after the initial instalment is paid (representing a total of \$36.00 over the second, third and fourth installments).
  - (d) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 4.0% where the owner has elected to pay rates and service charges through an instalment option.
  - (e) Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 8% for rates and service charges, and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

3. Fees and Charges.
  - (a) Pursuant to Section 6.16 of the Local Government Act 1995, Section 245A (8) of the Local Government (Miscellaneous Provisions) Act 1960, Section 67 of the Waste Avoidance and Resources Recovery Act 2007, and Regulation 53(2) of the Building Regulations 2012, adopts the Schedule of Fees and Charges for 2023/2024 financial year as attached to, and forming part of, this report.
4. Elected Members' fees and allowances.
  - (a) Pursuant to Section 5.98 of the Local Government Act 1995 and Regulation 34 of the Local Government (Administration) Regulations 1996, adopts the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:
    - (i) Mayor \$32,410.
    - (ii) Councillors \$24,170.
  - (b) Pursuant to Section 5.99A of the Local Government Act 1995 and Regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, adopts the Information and Communication Technology allowance of \$3,500 for Elected Members.
  - (c) Pursuant to Section 5.98(5) of the Local Government Act 1995 and Regulation 33 of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of \$65,915 to be paid to the Mayor in addition to the annual meeting allowance.
  - (d) Pursuant to Section 5.98A of the Local Government Act 1995 and Regulation 33A of the Local Government (Administration) Regulations 1996, adopts the annual local government allowance of \$16,479 to be paid to the Deputy Mayor in addition to the annual meeting allowance.
5. New loans.
  - (a) Pursuant to Section 6.20 of the Local Government Act 1995 authorises the following new loans:
    - (i) Edward Millen Site - \$2,200,000.
6. Creation of Reserves.

Pursuant to Section 6.11 (1) of the Local Government Act 1995, approves the creation of the following reserve accounts.

  - (a) McCallum & Taylor Reserve for the purpose of:
    - (i) to be used to assist in improving and/or maintain the McCallum & Taylor Reserve including the associated grounds.
  - (b) Lathlain Park reserve for the purpose of:
    - (i) to be used to assist in improving and/or maintain the Lathlain Park Zone 1 Reserve including the associated grounds.
7. Material variance reporting for 2023/2024.
  - (a) Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and Australian Accountings Standard AASB 1031 Materiality, the level to be used in Statements of Financial Activity in 2023/2024 for reporting material variances to be (+) or (-) 10%, or \$50,000, whichever is the lowest, for each category of Nature or Type, for both revenue and expenditure.

**Carried (8 - 1)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Cr Jesse Hamer

## 14.2 Schedule of Accounts - April 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 - April 2023 [14.2.1 - 6 pages]

### Recommendation

That Council:

1. Confirms the accounts for April 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 April 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		\$0
Creditors – EFT Payments		\$2,184,730.98
Payroll		\$1,230,901.00
Bank Fees		\$12,151.92
Corporate MasterCard		\$7,926.44
Cancelled EFTS		(\$1,820.00)
<b>Total</b>		<b>\$3,433,890.34</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](#)

## COUNCIL RESOLUTION (118/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

That Council:

1. Confirms the accounts for April 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*.

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 14.3 Financial Statements - April 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. Financial Activity Statement Report - April 2023 [14.3.1 - 45 pages]

### Recommendation

That Council accepts the Financial Activity Statement Report – 30 April 2023, as attached.

### Purpose

To present the statement of financial activity reporting on the revenue and expenditure for the period ended 30 April 2023.

### In brief

- The financial activity statement report is presented for the month ending 30 April 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 as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended 30 April 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. Number all paragraphs from here on, not including tables.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:

#### Revenue

Operating revenue and non-operating revenue – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment has been provided.

#### Expense

Operating expense, capital expense and non-operating expense – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and in these instances, an explanatory comment has been provided.

3. For the purposes of explaining each material variance, a three-part approach has been applied. The parts are:

#### Period variation

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

**Primary reason(s)**

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

**End-of-year budget impact**

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

**Strategic alignment**

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. Internal and external audits.



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

## Financial implications

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

## Analysis

- The Financial Activity Statement Report – 30 April 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 April 2023 be accepted.

## Relevant documents

Not applicable.

### COUNCIL RESOLUTION (119/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

That Council accepts the Financial Activity Statement Report – 30 April 2023, as attached.

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 15 Committee Reports

### 15.1 Additional meeting date for 2023

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

#### Recommendation from the Policy Committee:

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

### Purpose

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

### In brief

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

### Background

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

### Strategic alignment

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Clear setting of meeting dates assist in allowing the committee to run efficiently and effectively, which in turn helps the community to understand the purpose, structure and function of the committee.

## Engagement

### Internal engagement

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

## Legal compliance

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

## Risk management consideration

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

## Financial implications

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

## Analysis

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

## Relevant documents

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

### COUNCIL RESOLUTION (120/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

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

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 15.2 Policy evaluation - Policy 052 - Recording and Live Streaming

<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. Policy-052- Recording-and-live-streaming [15.2.1 - 3 pages]

### Recommendation from the Policy Committee:

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

### Purpose

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

### In brief

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

### Background

1. Policy 052 was first adopted by Council at its meeting held on 9 June 2015 (Item 10.1 refers) and has been amended on a number of occasions since that time.
2. The purpose of this policy is to guide the implementation of the audio and video recording and live streaming of meetings of Council and electors, and to establish how audio and video recordings will be used and made available.
3. Council at its meeting held on 12 April 2022 (Item 15.6 refers) resolved for Policy 052 to be reviewed and evaluated by May 2023.
4. On 11 May 2023, the Local Government Act Amendment Bill 2023 passed through both Houses of Parliament which is intended to progress a number of reforms to the operations of local governments. The Bill provides, among other things, for regulations to be made to require the live streaming and recording of meetings, offering greater transparency into decision-making processes at council meetings.
5. The State Government intends to establish a tiered requirement for band 1 and 2 local governments to live stream broadcasts, while band 3 and 4 local governments will be required to publish audio recordings of meetings at a minimum. The Town is classed as a Teir 2 local government and currently streams both its Agenda Briefing Forums and Council meetings over its website, as well as makes the recording available.

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

## Strategic alignment

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

## Engagement

Not applicable.

## Legal compliance

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

[Local Government Amendment Bill 2023](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Inadequate Recording Systems	Low	Possible	Low	Medium	Implement adequate technology for the recording of meetings.
Legislative compliance	The policy could be inconsistent with the legislation.	Low	Possible	Low	Low	Amend policy when legislation implemented if inconsistent or where the Local Government Act 1995 or any other legislation supersedes the policy.
Reputation	Inconsistency with	Low	Unlikely	Low	Low	Amend policy

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

## Financial implications

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

## Analysis

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

## Relevant documents

Not applicable.

### COUNCIL RESOLUTION (121/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

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

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil



### 15.3 Policy evaluation - Policy 312 – Transaction card

<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. Policy-312- Transaction-card [ <b>15.3.1</b> - 3 pages]

**Recommendation from the Policy Committee:**

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

#### Purpose

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

#### In brief

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

#### Background

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

#### Policy Statement

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

#### Strategic alignment

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

## Engagement

### Internal engagement

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

## Legal compliance

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

## Risk management consideration

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

## Financial implications

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

## Analysis

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

## Relevant documents

Local Government Act 1995

Practice 312.1 Store Card

Practice 312.2 Credit Card

Policy 301 Procurement

### COUNCIL RESOLUTION (122/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

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

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 15.4 Policy amendment - Policy 301 - Purchasing

<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. Purchasing Policy 301

### Recommendation from the Policy Committee:

That Council adopts the amended Policy 301 - Purchasing as attached, subject to the following:

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

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

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

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

### Purpose

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

### In brief

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

### Background

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

## Strategic alignment

### Civic Leadership

#### Community priority

#### Intended public value outcome or impact

CL1 – Effectively managing resources and performance.

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

CL3 - Accountability and good governance

Ensures Council policy is compliant with legislative requirements.

### Economic

#### Community priority

#### Intended public value outcome or impact

EC1 - Facilitating a strong local economy.

Promoting local suppliers and suppliers who support the Town's community needs through local employment, use of local subcontractors or other local suppliers, creation or funding of training opportunities and other initiatives for social inclusion within the local community.

### Environment

#### Community priority

#### Intended public value outcome or impact

EN1 - Protecting and enhancing the natural environment.

Minimising damage to the environment by supporting suppliers who have adopted environmentally friendly solutions in their operations and businesses.

## Engagement

### Other engagement

John Filippone  
(Procurement Plus)

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

## Legal compliance

*The legislation below should always be included.*

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

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

[Policy 312 Transaction Card](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	N/A				Low	
Environmental	Procurement of non-sustainable suppliers could be selected as there is not a requirement for preference for sustainable procurement.	Moderate	Possible	Medium	Medium	Procurement of non-sustainable suppliers could be selected as there is not a requirement for preference for sustainable procurement.
Health and safety	N/A				Low	
Infrastructure/ ICT systems/ utilities	N/A				Medium	
Legislative compliance	N/A				Low	
Reputation	Suppliers providing local economic benefit or sustainable procurement may be a lower preference than other suppliers.	Moderate	Possible	Medium	Low	Treat risk by Council adopting an updated purchasing policy which includes preference for local benefit and sustainable procurement.
Service delivery	N/A				Medium	

## Financial implications

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

## Analysis

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

## Further considerations

6. At the Agenda Briefing Forum held on 6 June 2023, the following information was requested.
7. Provide information on whether the term 'recyclable' will incentivise the use of these items because of the less rigorous environmental requirements for this category.

The term "recyclable" generally refers to a product or material that can be collected, processed, and transformed into new products or materials. While the term itself indicates the potential for environmental benefits through recycling, it does not necessarily imply less rigorous environmental requirements for that category of items.

The intent of all of the environmental sustainability factors is to encourage and incentivise vendors to consider these elements when submitting quotes or tenders. To incentivise the use of sustainable items, the Town reviews criteria that go beyond recyclability. This can involve considering certifications like eco-labels, environmental performance standards, carbon footprint assessments, and adherence to sustainable sourcing practices. By adopting a multi-faceted approach to sustainability, the Town can make more informed procurement decisions and contribute to broader environmental goals.

The assessment if individual vendors use any of these elements because of possible less rigorous environmental requirements is not possible to make at a policy level. Each tender or quote, and submission, would be judged on its merits and the criteria set for that procurement.

8. Provide details on what is recyclable and what would not be recyclable with that definition.

The recyclability of a product or material depends on various factors, including its composition, condition, and the availability of recycling infrastructure as well as the nature of the product the Town is seeking. For clarity, the Town has provided examples of items that are generally recyclable and examples of some that may pose challenges for recycling.

### Examples of recyclable items:

Paper and Cardboard: Newspapers, magazines, cardboard boxes, office paper, etc.

Road base material: Recycled crushed concrete, crushed brick, crushed glass, recycled steel, Reclaimed Asphalt Pavement (RAP) and crumb rubber products are commonly used in construction to supplement traditional aggregate and sand products extracted from quarries.

Glass: Bottles, jars, and other glass containers.

Metals: Aluminum cans, steel cans, tin cans, and certain types of scrap metal.

Plastics: Some types of plastic containers, such as PET (polyethylene terephthalate) and HDPE (high-density polyethylene) bottles.

### Examples of items not easily recyclable:

Contaminated Materials: Items soiled with food waste, grease, or other contaminants may not be suitable for recycling.

Mixed Materials: Items made of multiple materials that are difficult to separate.

Complex Plastics: Certain types of plastics, like PVC (polyvinyl chloride) or polystyrene foam, can be challenging to recycle.

Glass: Some types of glass, such as heat-resistant or tempered glass, may have different melting points and chemical compositions, making recycling more challenging.

## **COUNCIL RESOLUTION (123/2023):**

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

That Council adopts the amended Policy 301 - Purchasing as attached, subject to the following:

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

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

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

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

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil



## 15.5 Policy amendment - Policy 352 - Workzone Permits

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Parking and Rangers
<b>Responsible officer</b>	Manager Business Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Policy-352- Parking-work-zones-at-building-sites ( Current) [15.5.1 - 3 pages]</li><li>2. Policy 352 Parking work zones at building sites May 2023 [15.5.2 - 5 pages]</li></ol>

### Recommendation from the Policy Committee:

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

### Purpose

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

### In brief

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

### Background

#### *Policy review*

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

## Strategic alignment

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

## Engagement

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

## Legal compliance

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

## Risk management consideration

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

Service delivery	Not applicable	Medium
------------------	----------------	--------

## Financial implications

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

## Analysis

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

## Relevant documents

[Fees and Charges](#)

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

### COUNCIL RESOLUTION (124/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

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

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 15.6 Policy amendment - Policy 112 - Visual Arts

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Arts Development Officer
<b>Responsible officer</b>	Manager Community
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Policy-112- Visual-arts [15.6.1 - 2 pages]</li><li>2. Policy 112 Visual Arts Clean - May 2023 [15.6.2 - 2 pages]</li><li>3. Policy 112 Visual Arts Marked Up - May 2023 [15.6.3 - 2 pages]</li></ol>

### Recommendation from the Policy Committee:

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

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

### Purpose

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

### In brief

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

### Background

1. Council adopted Policy 112 – Visual Arts (Policy 112) in 2014.
2. Council last reviewed Policy 112 on 12 April 2022, Council resolution 73/2022.

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

## Strategic alignment

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

## Engagement

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

## Legal compliance

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

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	A lack of clarity amongst Town of Victoria Park stakeholders may lead to financial	Minor	Likely	Medium	Low	Treat risk by adding Definitions to Policy 112.

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

## Financial implications

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

## Analysis

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

## Relevant documents

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

## Further consideration

9. The marked up attachment and clean attachment of the policy has been amended to reflect the correct strategy outcome (S4).
10. The proposed additional clauses align with the intent of the overarching Policy, although are in part a duplication of the approaches outlined in the National Standards for Museums and Galleries, a reference document referred to within the existing Policy.

### COUNCIL RESOLUTION (125/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

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

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

**Carried by exception resolution (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 16 Applications for leave of absence

### COUNCIL RESOLUTION (132/2023):

**Moved:** Cr Jesvin Karimi

**Seconded:** Cr Vicki Potter

That Council approves:

1. a leave of absence for Cr Peter Devereux for the dates of 2 October 2023 to 20 December 2023 (inclusive)
2. a leave of absence for Cr Wilfred Hendriks for the dates 29 September 2023 to 8 October 2023 (inclusive)
3. an amended leave of absence for Cr Jesse Hamer for the dates 1 August 2023 to 9 August 2023 (inclusive)
4. a leave of absence for Cr Vicki Potter for the dates 10 August 2023 to 13 August 2023 (inclusive)

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil



## 17 Motion of which previous notice has been given

### 17.1 Community Garden at old Croquet Club site

In accordance with clause 23 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, Mayor Karen Vernon has submitted the following notice of motion.

#### Motion

That Council requests the Chief Executive Officer to:

1. Investigate the feasibility of granting a temporary licence agreement to the Perth History Association Inc to use the former Victoria Park Croquet Club site at Rushton St, Burswood for a community productive garden and associated training program and activities;
2. provide a report to Council for consideration by August 2023.

#### Reason

The Perth History Association Inc (PHA) is a not for profit association registered with the Australian Charities and Not-for-Profits Commission. PHA has presented me with a proposal for a temporary License Agreement for use of the Town's Property previously occupied by the Victoria Park Croquet Club at Rushton St Burswood for the purpose of establishing a productive gardening training program.

PHA operates with 15 paid staff and the assistance of more than 100 community volunteers. They utilise funding from various sources, including Work for the Dole (WFTD) programs funded by the Federal Government which make payments to PHA for hosting training participants who undertake gardening and restoration works, significantly reducing the costs of the works.

With 20 participants undertaking restoration and maintenance internships, and 20 participants undertaking garden internships, PHA would generate around \$140,000 of training revenue to offset the operational costs of wages, materials, tools and equipment that would be utilised in the operations of the community garden, ensuring the projects will operate on a cost neutral or cash-flow positive basis.

PHA has significant expertise running training programs including research, heritage building restoration and maintenance, and the establishment and maintenance of productive and ornamental gardens. Current projects include:

1. Sloans Cottage in Leda - a former farmhouse which PHA is managing for the City of Kwinana as a productive vegetable garden and local history research hub;
2. Pensioner Guard Cottage and Residence, Bassendean - a historic property gifted to PHA by the Town of Bassendean for restoration and establishment of a museum and productive vegetable garden;
3. Wilkinson's Homestead in Gosnells - a large productive vegetable garden occupying the rear of the City of Gosnells' owned Wilkinson Homestead Museum;
4. Midland Worker's Cottages - a 3,300sqm property with two heritage worker's cottages PHA is managing for the City of Swan, restoring the houses and establishing productive gardens.

The aims of the PHA training program are:

- To create an abundant and productive organic garden space using low technology strategies.
- To provide a program that gives participants confidence and skills in growing, harvesting and processing their own organic food and bush tucker using permaculture and organic gardening principles. The focus will be on Regenerative agriculture systems. These are holistic farming systems that, among other benefits, improve water and air quality, enhance ecosystem biodiversity, produce nutrient-dense food, and store carbon to help mitigate the effects of climate change.
- To use gardening activities to provide meaningful engagement and build community for participants.

Their proposal to the Town involves:

1. The Association contributing the costs of renovating and maintaining the building, establishing, managing and maintaining the productive vegetable gardens and running the training program;
2. the Town contributing the land via a license agreement;
3. the opportunity for local community members to be involved in all aspects of the project.

The Town currently has no current plan for disposal of this site, although its strategic location for high density future residential development is noted in the Land Asset Optimisation Strategy.

Presently it is being maintained by the Town so it is a cash negative asset. It looks unkempt and unattractive as the building is boarded up to prevent vandalism. This project would, even if only temporarily, bring life to the site, create a great opportunity for local community members and groups to be involved, and the Town could even achieve other associated outcomes of our own in future collaborations on site with PHA and potentially other groups within the Town.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Activation of this Property through this project will reduce the maintenance costs to the Town.

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Productive community gardens can enhance the natural environment.
EN2 - Facilitating the reduction of waste.	The project includes activities to teach permaculture and organic gardening techniques, waste reduction and mitigation of climate change.

Social	
Community Priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	This community will be able to access various opportunities for inclusive activities.
S4 - Improving access to arts, history, culture and education.	Restorations of old historic buildings and heritage gardening techniques help our community to learn about and from history.

## Officer response to notice of motion

<b>Location</b>	Burswood
<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>	1. Extract LAOS - Council approved 13.12.2023 [ <b>17.1.1</b> - 5 pages]

### Officer comment

1. A revised Land Asset Optimisation Strategy was adopted by Council on 13 December 2022 (the LAOS(2022)).
2. An assessment of the former Victoria Park Croquet Club site at 31 Rushton St, Burswood (the Property) is contained on pages 41- 45 of the LAOS (2022), the relevant extract of which is available in Attachment 1. This notes a wide range of factors, including that the Property is:
  - a. A cleared site, with minor vegetation to south-eastern boundary. There is approx. 16.5% tree canopy (over 3m);
  - b. Subject to a Town heritage listing (Identified on Local Heritage Survey place #076 (previously place #VP52) Victoria Park Croquet Club, Category 2, the significance of values (historical, social and associations) is 'Considerable');
  - c. Perhaps best suited for mixed commercial and residential use due to its strategic location on a primary road, having good access and connectivity to recreational and commercial activities and other urban amenities. If the Property is developed for commercial uses, then no public open space is required. However, if the Property is developed for residential, then a contribution (cash-in-lieu) for open space may be preferable over an allocation of land for open space.
  - d. Highly valuable to the Town as a freehold site with development potential;
3. The LAOS (2022) includes the following under recommendation/implementation:- *"That a Business Case is presented to Council to consider its options for this property"*
4. A proposed Business Case was presented to elected members at the Concept Forum held on 26 July 2022 (the Concept Forum).
5. The Business Case included options for the future of the Property with and without retention of the former Croquet Club building. It was evident that the Property is likely to attract a significantly higher financial return to the Town without the former Croquet Club building.
6. At the Concept Forum, elected members requested an estimate/feasibility of the relocation cost to the former Croquet Club building to an alternative location.
7. In summary, the former Croquet Club building is in poor condition, contains asbestos and is subject to a Town heritage listing. This is a sensitive building in many respects, and the requested estimate/feasibility of the cost of relocation is a complex, ambitious and somewhat exceptional project.
8. It has been established that the building can physically be dismantled, with asbestos removed and then physically relocated to a new location and physically reconstructed. A quotation in the region of \$300,000 was obtained for this portion of the works. Officers are now working on determining the detailed feasibility or otherwise of such a project, including, for example, what works and approvals will

be needed for a reconstruction of the relocated building to be (a) feasible and (b) to a compliant standard for occupancy by a new user.

9. The proposed temporary market garden is likely to have social benefit albeit as noted above, the Property is capable of development for commercial and residential use and if the Property is developed for residential then a contribution (cash-in-lieu) for open space may be preferable over an allocation of any of the Property for open space. It is noted that the proposed temporary market garden does entail appreciable investment through the proponent of volunteer time as well as financial commitment. It is unclear what is the proposed duration of the 'temporary' market garden sought by the proponent and in particular, the proponent has not clarified to the Town the maximum duration it is seeking for the proposed licence of this Property, which the LAOS (2022) assesses as being highly valuable to the Town as a freehold site with development potential.

## 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	Loss of the Town's ability to achieve significant revenue from this Property should the Town grant a licence to a third party, in particular where a third party has not confirmed a maximum end date satisfactory to the Town.	Severe	Likely	High	Low	TREAT risk by not encumbering the property with any lease, licence or other third party right.
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Both the current condition of the property and the risk of loss of future	Moderate	Possible	Medium	Low	TREAT risks by finalising complex assessment of relocation

	significant income present reputational risks to the Town.					feasibility of heritage building as a matter of urgency, to inform a decision to be made by Council on the future of the property and by not granting a licence or other occupancy right to any third party.
Service delivery	Loss of potential income from the property may reduce future returns to finance other Town projects.	Severe	Possible	High	Medium	TREAT risk by not encumbering the property with any lease, licence or other third party right.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	If a licence or other arrangement is granted over the property, this will risk loss of significant income to the Town, with loss of significant funding for future budgets.

## Relevant documents

Not applicable.

### RECOMMENDATION

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Wilfred Hendriks

### AMENDMENT:

**Moved:** Cr Peter Devereux

**Seconded:** Cr Luana Lisandro

That point 1 of the recommendation is amended to state:

"1. Investigate the feasibility of granting a temporary licence agreement for use of the former Vic Park Croquet Club site at Rushton St, Burswood for a community productive garden, and associated training programs as well as sustainability initiatives.

That point 2 of the recommendation be changed to point 3 and that an additional point 2 be added that reads:

"2. Liaise with Perth History Association Inc to establish what provision can be made in the licence proposed

by Perth History Association for Perth History Association to collaborate with interested local community groups and businesses to foster plans as per point 1, in an inclusive, locally led manner that best fosters long term local community engagement, local economic development and sustainability."

**Lost (2 - 7)**

**For:** Cr Luana Lisandro and Cr Peter Devereux

**Against:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Reason:**

The former Vic Park Croquet Club site at Rushton St is an important and special asset for the Town and the community. It is important for local groups and businesses to have the opportunity to be part of consideration for sustainability initiatives on this site. The proposal from the Perth History Association Inc. is a constructive one and it is clearly one that provides an opportunity for collaboration that draws in external experience while also building on local community initiatives and organisations already working with our community on sustainability initiatives. This site provides an opportunity for local groups to scale up their work and align even more with key Town strategies and plans in a way that builds local ownership while drawing on external expertise and experience to enhance both local sustainability and local economic development.

**AMENDMENT:**

**Moved:** Cr Vicki Potter

**Seconder:** Deputy Mayor Claire Anderson

Insert a new point 2:

2. Liaise with Perth History Association Inc to establish how they propose to collaborate with local groups, businesses and individuals on their proposal for the croquet club site.

The current point 2 be changed to point 3 accordingly.

**Carried (8 - 1)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Cr Luana Lisandro

**Reason:** It is important for us to recognise the good work done by our local groups, businesses and individuals currently and it's important that they are included in the project.

## COUNCIL RESOLUTION (133/2023):

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Wilfred Hendriks

That Council requests the Chief Executive Officer to:

1. Investigate the feasibility of granting a temporary licence agreement to the Perth History Association Inc to use the former Victoria Park Croquet Club site at Rushton St, Burswood for a community productive garden and associated training program and activities;
2. Liaise with the Perth History Association Inc to establish how they propose to collaborate with local groups, businesses and individuals on their proposal for the croquet club site.
3. provide a report to Council for consideration by August 2023.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 17.2 Incentivising residential development in the Town

In accordance with clause 23 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, Mayor Karen Vernon has submitted the following notice of motion.

### Motion

1. Provide a report to Council by October 2023 as to:
  - 1.1 Current barriers and disincentives to residential development within the Town;
  - 1.2 initiatives and incentives the Town could implement to stimulate residential development within the Town in the next 5 financial years;
  - 1.3 advocacy positions the Town could adopt to influence the initiatives and actions to be taken by State and Federal Government.
2. Hold an Elected Member Workshop to discuss these issues prior to bringing the report to Council.

### Reason

In 2020, the Town's estimated population growth was 18,000 new residents by 2036, growing from 36,500 residents to 54,500 residents, requiring an additional 10,500 dwellings. More people living in the Town will place additional burdens on our infrastructure, but at the same time more people mean greater vibrancy, support for the local economy and the means for the Town to become more financially sustainable and resilient.

Residential development will need to be accelerated substantially within the next 10 years if we are reach these targets. Unfortunately, a number of medium to high density residential apartment developments have been approved within the Town since 2017 which have not been delivered for a variety of reasons.

Numerous factors can impact the desirability and feasibility of where residential developments are located, and a range of different mechanisms are available to influence supply and demand. Some of these mechanisms need to be implemented by State and Federal Government, whilst others can be implemented by local government.

In addition to our investment in social infrastructure, economic development, marketing, events and activations, the Town could influence residential development through a number of other mechanisms, including:

- planning incentives for increased residential development in the new Local Planning Scheme No.2 currently under development;
- statutory fee relief;
- rates incentives.

We should consider, in a co-ordinated multi-faceted way, how we can engage with the property development sector to learn about the issues, impediments and challenges they think need to be addressed, and how the Town can help to maximise the opportunities to encourage developers to focus on Town locations because every other local government is either doing this already, or will be doing it in future. Starting this enquiry can help the Town to plan and allocate future resources towards initiatives to directly stimulate residential development, and to advocate to other levels of government for assistance in achieving good outcomes.

The State Government needs to stop enabling and incentivising urban sprawl, and to seriously address its own target of 47% of new dwellings being built in the existing urban framework. which is currently sitting at



30%. The State Government owns land within the Town which is vacant or underutilised, and they need to be encouraged to develop empty sites into apartments. They also need to contribute to the building of community infrastructure to support the populations of the future

The outcomes sought within this motion are consistent with a range of recent strategies approved by Council, including the Strategic Community Plan, Local Planning Strategy, Social Infrastructure Strategy, Public Open Space Strategy and Integrated Transport Strategy.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	More residential property development can create financial sustainability through increased numbers of ratepayers and additional fees and charges for services.

Environment	
Community Priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	Mechanisms to incentivise residential development will ensure that Council meets community expectations to support provision of sufficient housing for future population growth, and does so in a way that enhances liveability not detract from it.

## Officer response to notice of motion

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Place Planning
<b>Responsible officer</b>	Chief Community Planner
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Officer comment

1. The Notice of Motion is consistent with the objectives of the Town's Strategic Community Plan, Local Planning Strategy and Economic Development Strategy.
2. The Administration has capacity to prepare a high-level report to be provided to Council by October 2023 identifying;
  - current barriers and disincentives to residential development within the Town;
  - initiatives and incentives the Town could implement to stimulate residential development within the Town in the next 5 financial years; and,
  - advocacy positions the Town could adopt to influence the initiatives and actions to be taken by State and Federal Government.
3. An Elected Members Workshop could be held prior to the October 2023 OCM to discuss these issues and be arranged during September 2023, subject to Elected Member availability and approval. Holding a workshop in September would not allow opportunity for the outcomes of the workshop to inform the report to October, therefore, Council may wish to consider delaying the timeframe to bring the item back to Council to November 2023.
4. It is noted that the City of Perth has undertaken similar investigations over the last 12 months, culminating in the 'City Living - Accelerating Residential Development in the City of Perth' report, received and endorsed by the Council of the City of Perth at the June 2023 Ordinary Meeting of Council.
5. While Administration has the capacity to prepare high-level recommendations on the issues identified within the requested timeframe, this work is not foreseen to include;
  - engagement with key internal and external stakeholders;
  - detailed investigations into the costings and implications of the identified options for initiatives and incentives to stimulate residential development within the Town.
6. Should Council wish for the preparation of a report to the detail and standard of the 'City Living - Accelerating Residential Development in the City of Perth', it is suggested that a project scope with estimated budget and resourcing implications be prepared and presented to the August 2023 Ordinary Meeting of Council.
7. Overall, the Administration considers the focus of the motion to be aligned with a range of recent strategies approved by Council and will have benefits for livability, sustainability and the local economy.

## 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 undertaking the further investigation work could result in the ongoing delays to development of residential land within the Town.	Moderate	Likely	High	Low	TREAT risk by undertaking investigation work related to barriers / incentives / disincentives and advocacy for the development of residential land within the Town.
Service delivery	There is a risk that Administration will not be able to meet the requested timeline of October 2023 for a Council report to be provided with the level of detail requested, including a workshop with Council prior, leading to impacts with other service delivery priorities.	Moderate	Likely	High	Medium	TREAT risk by reducing the scope of the requested information, or reducing the need to have a workshop prior with Council, or delaying the timeframe to bring the item back to Council.

## 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. The report resulting from this recommendation will provide details of potential funds required in future budgets.

## Relevant documents

Not applicable.

### COUNCIL RESOLUTION (134/2023):

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Jesse Hamer

1. The Chief Executive Officer provide a report to Council by October 2023 as to:
  - 1.1 current barriers and disincentives to residential development within the Town;
  - 1.2 initiatives and incentives the Town could implement to stimulate residential development within the Town in the next 5 financial years;
  - 1.3 advocacy positions the Town could adopt to influence the initiatives and actions to be taken by State and Federal Government.
2. Hold an Elected Member Workshop to discuss these issues prior to bringing the report to Council.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

### 17.3 Bulk Green Waste Kerbside Collections in the Town of Victoria Park

In accordance with clause 23 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, Cr Wilfred Hendriks has submitted the following notice of motion.

#### Motion

That Council requests the Chief Executive Officer to provide a report to Council by September 2023 about the future management of the Bulk Green Waste Kerbside Collection, including:

1. the most appropriate service levels (i.e. number of collections per year);
2. the most appropriate timing of collections throughout the year having regard to the optimal seasons for large scale pruning and to avoid unnecessary costs;
3. the most appropriate timing of the remaining collection during 2023/2024 financial year having regard to Council’s recent decision to cancel the June 2023 collection dates and substitute July 2023 collection dates and the optimal seasons for large scale pruning.

#### Reason

The kerbside green waste collections are essentially provided to enable ratepayers and residents to have their cuttings removed for when they do a major prune. They generally time their pruning to coincide with the bulk kerbside green waste collections. The end of November and the first three weeks in December is the not the time of the year to do a major prune. Any pruning done this time of the year is usually light pruning and would easily fit in the green waste bin (GO Bin), which is emptied fortnightly. A kerbside green waste collection held starting late November & December is not necessary and having one done then is not the best use of Rate Payer funds.

#### Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Having a Kerbside side green waste pickup just prior to the peak of summer when one is not required for heavy pruning is not the best use of the Town’s resources.

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	A bulk green waste kerbside collection can lead to trees and shrubs being heavily pruned just prior to the peak of summer which can have a detrimental effect on their health.

## Officer response to notice of motion

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

## Officer comment

The Town's administration is generally supportive of the request and a response can be provided taking into account the following:

1. Service levels - focusing on parity with comparable Councils, limit overservicing and underservicing and minimise the impact of the increasing cost of managing waste.
2. Timing of collections - following feedback on the cancellation of the June 2023 green waste collection, assess the outcome of the Jul and Dec collection rounds in 23/24, community sentiment, availability of contractors, the best time to prune, potential FOGO rollout effects and the benefits of moving the green waste collection to between May and October for optimal community benefit in subsequent years.
3. The Town's administration is generally supportive of the proposed motion. However, as the established dates were based on contractor availability for the current year and as the waste and recycling guides (calendars) for 2023/24 have been distributed and collections budgeted, any change would apply to the 2024/25 period and onwards.
4. To ensure sufficient time to gather information, it is recommended the report be provided by November 2023.

## 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	Changing the collection dates for 23/24 will result in additional expenditure associated with	<i>Moderate</i>	<i>Likely</i>	<i>High</i>	<i>Low</i>	TREAT risk by Adopting the recommendation to not change the 23/24 collection dates

	cost items such as printing of calendars and rescheduling with contractor and potentially sub contractors.	
Environmental		Medium
Health and safety		Low
Infrastructure/ ICT systems/ utilities		Medium
Legislative compliance		Low
Reputation		Low
Service delivery		Medium

## Financial implications

<b>Current budget impact</b>	There is no budget allocated for the reprinting and posting of the 23/24 waste calendars.
<b>Future budget impact</b>	The waste calendars for 24/25 with new collection dates will be included in the draft 24/25 budget.

## Relevant documents

Not applicable.

### RECOMMENDATION

**Moved:** Cr Wilfred Hendriks

**Seconded:** Mayor Karen Vernon

### AMENDMENT:

**Moved:** Cr Luana Lisandro

**Secunder:** Cr Bronwyn Ife

That the report come back to Council by November 2023.

**Carried (7 - 2)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Vicki Potter and Cr Bronwyn Ife

**Against:** Cr Jesse Hamer and Cr Wilfred Hendriks

**Reason:** Given the comments in the officers' report point 4 this is to provide the Town sufficient time to gather information for the report.

**COUNCIL RESOLUTION (135/2023):**

**Moved:** Cr Wilfred Hendriks

**Seconded:** Mayor Karen Vernon

That Council requests the Chief Executive Officer to provide a report to Council by November 2023 about the future management of the Bulk Green Waste Kerbside Collection, including:

1. the most appropriate service levels (i.e. number of collections per year);
2. the most appropriate timing of collections throughout the year having regard to the optimal seasons for large scale pruning and to avoid unnecessary costs;
3. the most appropriate timing of the remaining collection during 2023/2024 financial year having regard to Council's recent decision to cancel the June 2023 collection dates and substitute July 2023 collection dates and the optimal seasons for large scale pruning.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil



## 18 Questions from members without notice

### Questions taken on notice from members without notice at the Ordinary Council Meeting held on 16 May 2023

#### Mayor Karen Vernon

*2. The Rotary Park upgrade in the current budget is for the playground and eco zoning of garden areas. The first community planting day is scheduled for 2 July, will the upgrade be completed by 30 June 2023?*

The area will have been started and the playground is due to be installed this month. Some works may carry forward early into the new financial year.

#### Cr Jesse Hamer

*1. The drag queen show didn't go ahead because of the weather, was the Town required to pay \$400?*

The Drag Show was cancelled due to the wet weather, and it was not rescheduled as Arts Season was almost finished. There was no fee paid for the show.

#### Cr Luana Lisandro

*4. The current give way signage on Asteroid Way is set well back and in front of a tree, why is that signage so far back from the actual give way position?*

All sign locations comply with Australian/MRWA Standards. A recent approval by MRWA dated 23/3/2023 showing the signage layout demonstrates concurrence with relevant standards. The sign in question has been set back due to vision on the approach. Significant pruning would be required to an existing tree and continual ongoing maintenance would be required if the sign was located closer to the intersection.

#### Mayor Karen Vernon

*1. The response from last Friday about this intersection (Lion and Star) said a variable message board would be put in place and installation would be requested ASAP. Is there an update on when it can be put in place?*

Technical staff are moving forward with installing of the speed cushions on the Lion Street and Asteroid Way approaches. The contractor has recently advised (as of 12/6/2023) that the scheduled date for installation could be as early as 16/6/2023 dependent on weather. We anticipate the minor works would be fully completed by the week ending 23/6/2023

*2. In response to a question about the Lion and Star Streets intersection, there was reference to a letter sent to 18 impacted properties. What are the Town's plans to communicate more widely in the Carlisle community about what we're planning to do in the short term, in addition to notifying the 18 properties closest to the intersection?*

The short-term option is installing the speed cushions which is now scheduled for installation as noted in question 1. The impact of the works is mainly for those that live directly adjacent to the new traffic calming devices. A Facebook notification will be sent out to the community by latest 14/6/2023.

3. *Can the Town lobby Main Roads to reinstate the stop signs until the roundabout is installed at that intersection?*

It's unlikely Main Roads WA would approve stop signs as the requirements under AS 1742.2 are quite stringent. Sight distance values are currently more than what is required for stop signs to be installed. Furthermore, speed cushions installed on the minor legs (Lion Street & Asteroid Way) should have a positive impact of slowing vehicles and giving appropriate visual cues to motorists of an approaching intersection ahead.

4. *Mayor Karen Vernon sought clarification on why the PCYC property had no valuation when all other properties of the same type had one?*

We do not know for certain what the thinking was behind any decision at the time to not obtain a valuation for the PCYC property. It is noted that the PCYC property is unusual for the Town which holds this property with other land under a lease from the State of WA. The PCYC property is sub-leased by the Town back to the State of WA.

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

Nil.

## **20 Public question time**

Nil

## **21 Public statement time**

Nil

## 22 Meeting closed to the public

### 22.1 Matters for which the meeting may be closed

#### PROCEDURAL MOTION

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Vicki Potter

That Council:

1. Closes the meeting to the members of the public at 10:25pm to consider items 22.1.1, 22.1.2 and 22.1.3, in accordance with Section 5.23(2)(c) and (e) of the *Local Government Act 1995*.
2. Permits the Chief Executive Officer, Chief Operations Officer, Manager Governance and Strategy and Manager Property Development and Leasing and the meeting secretary to remain for items 22.1.1 and 22.1.2 during discussion, in accordance with clause 27(3)(a) of the *Town of Victoria Park Meeting Procedures Local Law 2019* and the Manager Governance and Strategy to remain for item 22.1.3 in accordance with clause 27 (3)(c).

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 22.2 Public reading of resolutions which may be made public

### 22.1.1 355-357 Shepperton Road, East Victoria Park - Proposed Sale

*Cr Bronwyn Ife left the Council Chamber at 10:25pm, prior to consideration of this item.*

#### **COUNCIL RESOLUTION (136/2023):**

**Moved:** Deputy Mayor Claire Anderson

**Seconded:** Cr Jesse Hamer

That Council:

1. Advertises the proposed sale by way of local public notice and invites submissions as required in terms of Section 3.58 of the Local Government Act 1995, including: -

- (a) Parties – Fabcot Pty Ltd and Town of Victoria Park;
  - (b) Consideration to be received by the Local Government - \$3,821,000 (exclusive of GST);
  - (c) Market Value of the disposition - \$2,500,000 (exclusive of GST);
  - (d) Property - 355-357 Shepperton Road, East Victoria Park comprising:-
    - (i) Lot 30 on Diagram 10509 being the whole of the land contained in Certificate of Title Volume 2001 Folio 175;
    - (ii) Lot 488 on Plan 2609 being the whole of the land contained in Certificate of Title Volume 2001 Folio 177; and
    - (iii) Lots 131 & 132 on Deposited Plan 45782 being part of the land contained in Certificate of Title Volume 2229 Folio 747.
  - (e) Authorises the Chief Executive Officer to negotiate on the advice of the Town's lawyers the terms of an appropriate deed to give effect to the terms outlined in the table set out in paragraph 11 of this report, including any amendments and variations to such terms as may be considered by the Chief Executive Officer to be reasonable and necessary.
  - (f) Advertising in the West Australian and on the Towns website from 23 June until 10 July or such alternative dates as may be required in order to achieve 14 clear days for submissions to be received in compliance with section 3.58 of the *Local Government Act 1995*
2. That subject to no submissions being received pursuant to 1 above, the Chief Executive Officer and Mayor be authorised to execute the deed and apply the common seal.

**Carried (8 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter and Cr Wilfred Hendriks

**Against:** Nil

*Cr Bronwyn Ife returned to the Council Chamber at 10:27pm, after consideration of this item.*

## 22.1.2 Maintenance and Cost Sharing Agreement for Landscaping of Road Reserves located in the Burswood Peninsula

### COUNCIL RESOLUTION (137/2023):

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Vicki Potter

That Council:

1. Approves the final draft maintenance agreement dated 18 May 2023 between the Town of Victoria Park and the Burswood Park Board relating to the maintenance and costs for landscaped areas on nominated Peninsula Roads (Bolton Avenue, Camfield Drive North and Victoria Park Drive South), currently maintained by the Burswood Park Board.
2. In accordance with section 9.49A(4) of the *Local Government Act 1995* authorises the Chief Executive Officer to execute the final agreement on behalf of the Town of Victoria Park.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

## 22.1.3 CEO Key Performance Indicators 2023/24

*CEO Mr Anthony Vuleta left the Council Chamber at 10:28pm, prior to consideration of this item.*

### RECOMMENDATION:

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Vicki Potter

### AMENDMENT:

**Moved:** Mayor Karen Vernon

**Seconder:** Cr Bronwyn Ife

2. That the Chief Executive Officer's Key Performance Indicators be published on the Town's website.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil

### COUNCIL RESOLUTION (137/2023):

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Vicki Potter

That Council:

1. Approves the amended 2023/24 Key Performance Indicators for the Chief Executive Officer.
2. That the Chief Executive Officer's Key Performance Indicators be published on the Town's website.

**Carried (9 - 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson

Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil.

**PROCEDURAL MOTION**

**Moved:** Mayor Karen Vernon

**Seconded:** Deputy Mayor Claire Anderson

That the meeting reopens to the public at 10:35pm.

**Carried (9 – 0)**

**For:** Mayor Karen Vernon, Deputy Mayor Claire Anderson, Cr Luana Lisandro, Cr Peter Devereux, Cr Jesvin Karimi, Cr Jesse Hamer, Cr Vicki Potter, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Nil.

*CEO Mr Anthony Vuleta, the meeting Secretary and Public Liaison returned to the Council Chamber at 10:36pm.*

**23 Closure**

There being no further business, Mayor Karen Vernon closed the meeting at 10:39pm.

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

Signed: .....

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