



TOWN OF
VICTORIA PARK

Agenda Briefing Forum Notes – 2 July 2024



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VIC PARK

An **Agenda Briefing Forum** was held at **6:30 PM** on **Tuesday 2 July 2024** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Her Worship the Deputy Mayor Bronwyn Ife
[5 July 2024]

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1 About the Agenda Briefing Forum

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

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

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

All others may participate in the meeting during the allotted Public Participation Time. While it is not required, members of the public are encouraged to submit their questions and statements in advance by [email](#) or by completing the [Public Question/ Statement Form on the Town's website](#). Please note that questions and statements at the Agenda Briefing Forum must be related to agenda items only.

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

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

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

2 Opening

Deputy Mayor Bronwyn Ife opened the meeting at 6:30 pm.

3 Acknowledgement of country

Cr Claire Anderson read the Acknowledgement of Country.

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

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

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

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

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

4.5 Questions taken on notice

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

5 Attendance

Banksia Ward

Cr Claire Anderson

Cr Peter Devereux

Cr Peter Melrosa

Cr Lindsay Miles

Jarraah Ward

Cr Jesse Hamer

Deputy Mayor Bronwyn Ife (Presiding Member)

Cr Daniel Minson

A/Chief Executive Officer

Mr Duncan Olde

Chief Community Planner

Ms Natalie Martin Goode

A/Chief Financial Officer

Mr Trent Prior

Manager Strategic Accounting

Ms Nana McIntosh

Manager Governance and Strategy

Ms Bernadine Tucker

Coordinator Governance and Strategy

Ms Rhonda Bowman

Secretary

Ms Winnie Tansanguanwong

Public liaison

Ms Alison Podmore

Public

1

5.1 Apologies

Mayor

Ms Karen Vernon

5.2 Approved leave of absence

Jarraah Ward

Cr Sky Croeser

6 Declarations of interest

6.1 Declarations of financial interest

Nil.

6.2 Declarations of proximity interest

Nil.

6.3 Declarations of interest affecting impartiality

Name/Position	Deputy Mayor Bronwyn Ife
Item No/Subject	12.2 Appointment of community members to the Mindeera Advisory Group
Nature of interest	Impartiality
Extent of interest	Ten of the applicants, including five of the recommended applicants and four of the reserve list are known to me.

Name/Position	Deputy Mayor Bronwyn Ife
Item No/Subject	12.4 Community Funding Program Art, Sport and Sport Equipment Grants
Nature of interest	Impartiality
Extent of interest	I have attended events at the invitation of the Vic Park Community Centre. I am friends with a number of members of the Vic Park Primary School P and C and also with a number of members of the Vic Park Carlisle AFLW Ducks Team.

Name/Position	Cr Claire Anderson
Item No/Subject	12.2 Appointment of community members to the Mindeera Advisory Group
Nature of interest	Impartiality
Extent of interest	Candidates who have applied are known to me by previous membership on committee or appointment on Council.

Name/Position	Cr Claire Anderson
Item No/Subject	12.3 2024 Business Awards Sponsorship
Nature of interest	Impartiality
Extent of interest	Patrick Renner from Archer Street Physiotherapy is known to me.

Name/Position	Cr Peter Devereux
Item No/Subject	12.2 Appointment of community members to the Mindeera Advisory Group
Nature of interest	Impartiality
Extent of interest	I know a number of the nominees for Community members of Mindeera Advisory Group.

Name/Position	Cr Lindsay Miles
Item No/Subject	12.2 Appointment of community members to the Mindeera Advisory Group
Nature of interest	Impartiality
Extent of interest	Several of the people on the appointment list are known to me.

Name/Position	Cr Daniel Minson
Item No/Subject	12.2 Appointment of community members to the Mindeera Advisory Group
Nature of interest	Impartiality
Extent of interest	I know several of the individuals on the proposed appointments list.

7 Public participation time

Public participation time opened at 6:35pm

Mr Vince Maxwell

1. Item 11.2 - Outcomes from Annual Meeting of Electors 27 May 2024. In the officers report it states that a risk assessment was undertaken on site prior to progressing the EV Charging Station project in the basement. A Freedom of Information investigation has indicated that this is not the case. Under the Work Health and Safety Act 2020, the CEO can be held personally, criminally liable for workplace accidents if it is determined that they failed to fulfill their duty of care and did not take reasonable steps to ensure the health and safety of workers. In the event of an electric vehicle fire or explosion occurring and injuring or killing an employee of the Town, which of the three Acting CEO's will be responsible?

Manager of Governance and Strategy took the question on notice.

2. Officers of the Town have claimed they have conducted a risk assessment for the parking and charging of electric vehicles. Would you, Deputy Mayor, move a motion to Council to instruct the CEO to release the risk assessment to the public?

The Deputy Mayor advised she would take this under consideration.

3. Item 11.2 – Outcomes from Annual Meeting of Electors 27 May 2024. Regarding the response to the question about increased employee costs at the Town, can I be provided with a breakdown of dollar values for each of the items identified in the officer's response contained within the agenda?

The Acting Chief Financial Officer took the question on notice.

Made a statement about the risks of an incident occurring from electric vehicle storage and charging in the basement of the Administration Building and release of a risk assessment.

Public participation time closed at 6:41pm

8 Presentations

Nil.

9 Deputations

Nil.

10 Method of dealing with agenda business

Questions were received from elected members on the following items:

- 11.4 Minor Review of the Corporate Business Plan (CBP)
- 12.2 Appointment of community members to the Mindeera Advisory Group
- 12.4 Community Funding Program Art, Sport and Sport Equipment Grants
- 14.3 Adoption of 2024/25 Annual Budget

11 Chief Executive Officer reports

11.1 Council Resolutions Status Report - June 2024

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Outstanding Council Resolutions Report - June 2024 [11.1.1 - 17 pages]2. Completed Council Resolutions Report - June 2024 [11.1.2 - 7 pages]

Summary

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

Recommendation

That Council:

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

Background

1. On 17 August 2021 Council resolved as follows:

That Council:

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

Discussion

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

The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 31 May 2024 to 27 June 2024. A status update has been included by the relevant officer/s.

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk Rating	Risk appetite	Risk Mitigation
Financial	Not applicable.		Low	
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Infrastructure/ ICT systems/ utilities	Not applicable.		Medium	
Legislative compliance	Not applicable.		Low	
Reputation	Not applicable.		Low	
Service delivery	Not applicable.		Medium	

Engagement

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

Strategic alignment

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

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

11.2 Outcomes from Annual Meeting of Electors 27 May 2024

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Annual Meeting of Electors - 27 May 2024 - Minutes [11.2.1 - 17 pages]

Summary

For Council to receive the minutes and consider the decisions from the Annual Meeting of Electors held on Monday 27 May 2024. Responses to questions taken on notice at the meeting are also provided in this report.

Recommendation

That Council:

1. Receives the minutes of the 2024 Annual Electors Meeting held on Monday 27 May 2024 as contained in Attachment 1;
2. Considers the decisions made at the Annual Meeting of Electors held on Monday 27 May 2024 as contained within the body of this report.

Background

1. The Annual Meeting of Electors was held at 6.00pm on Monday 27 May 2024 in the Council Chamber. There were 28 members of the public present.
2. In accordance with section 5.33 of the *Local Government Act 1995*, Council is required to consider any decisions that result from the meeting.

Discussion

3. There were five motions carried and two motions lost at the Annual Meeting of Electors. Each motion is provided below with officer comments.
4. Decisions made by Electors at an Annual Meeting of Electors are the recommendations of those Electors present, on the matters discussed and considered at the meeting. Any motions passed at an Annual Meeting of Electors are not binding on the Council however Council is required to consider them under the *Local Government (Administration) Regulations 1996*.
5. Should Council wish to progress any of the elector motions, Council will need to endorse a Notice of Motion at a future meeting or an amendment to the recommendation contained within this report.

Motion 1

Moved: Mayor Karen Vernon

Seconded: Deputy Mayor Bronwyn Ife

That the Annual Report 2022/23 be received.

CARRIED

Votes for the motion: 17

Votes against the motion: 7

Officer Comment

No officer comment required.

Motion 2

Moved: Leigh Dix, Carlisle

Seconded: Gerard Siero, Burswood

That Council install a Peace Pole in one of the parks that it manages.

CARRIED

Votes for the motion: 17

Votes against the motion: 7

Officer Comment

The Peace Pole concept aligns with the intent of the Town’s social inclusion plans and approaches, and as such is supported by Administration. Town officers could work towards implementation in the 2024-25 financial year, using existing budgets due to the minor costs associated.

Motion 3

Moved: Gerard Siero, Burswood

Seconded: Leigh Dix, Carlisle

1. That Council publicises the response to the climate crisis with the focus on engaging with the community meaningfully on:

i) Mitigation

ii) Adaptation

iii) Steps and places for how we can deal with the current urban heat effect.

CARRIED

Votes for the motion: 13

Votes against the motion: 8

Officer Comment

The Town has been undertaking a review of the Climate Emergency Plan (both adaptation and mitigation actions) and an assessment of carbon emissions reduction since the Town started to implement the Climate Emergency Plan.

The town will be receiving these in June 2024, the results and outcomes of which will be made available to our community.

Thereafter, the Town will look at additional ways to improve climate response and enhance community education, engagement and actions, inclusive of urban heat island.

Motion 4

Moved: Gerard Siero, Burswood

Seconded: Ammons Noble, East Victoria Park

That Council prepare a report to the community on the status of water sensitive urban design in the Town.

CARRIED

Votes for the motion: 22

Votes against the motion: 0

Officer Comment

Administration can prepare a report for a future meeting of Council.

Motion 5

Moved: Rachel Watts, East Victoria Park

Seconded: Michael Smith, East Victoria Park

That Council create an Integrated Transport Residents Advisory Group to offer input on decisions related to active and integrated transport.

CARRIED

Votes for the motion: 23

Votes against the motion: 0

Officer Comment

Administration supports this motion in principle and can prepare a report for Council to consider. Administration would likely propose a Working Group in a similar format to the Urban Forest Strategy Implementation Working Group and recommend the group be named the Integrated Transport Strategy Implementation Working Group.

Motion 6

Moved: Wilfred Hendriks, Carlisle

Seconded: John Gleeson, Carlisle

That Council investigate how Local Planning Policy 39 Tree Planting and Retention can be adhered to and bring the report back to Council by _____.

CARRIED

Votes for the motion: 16

Votes against the motion: 4

Officer Comment

Local Planning Policy 39 'Tree Planting and Retention' (LPP 39) can be adhered to through the development application process, noting that it was adopted through the process outlined in the *Planning and Development (Local Planning Schemes) Regulations 2015* for the adoption of a local planning policy.

LPP 39 is applied when assessing development applications for the specific development types referenced in the Policy. The policy cannot be applied to works that do not require development approval or development applications of a kind where the Policy does not apply. In assessing a development application where the Policy requirements apply, the Officers will check that the development plans make provision for new tree planting and tree growth zones as per the Policy requirements and will typically impose a condition on the development approval requiring adherence.

Officers are aware that in many instances new tree planting has been provided as required by LPP 39 and conditions of the relevant development approval, but resourcing and other workload pressures do not allow Officers to check that planting occurs for every approved development.

It is considered that this response adequately responds to this motion and without the need for a further Council Report.

6. Electors had the opportunity to ask questions at the Annual Meeting of Electors with responses provided during the meeting included in the minutes. Some questions were taken on notice and responses are provided below.

Question from Mr Gerard Siero, Burswood

Regarding Polyphagous Shot Hole Borer (PSHB), could the Council provide an update?

Officer Response

There has been a total of 11 confirmed cases of PSHB on Town land. No information has been released for positive cases on private property by the Department of Primary Industries and Regional Development (DPIRD) due to the potentially sensitive and confidential nature of the information. DPIRD are developing maps with case locations on private property that will be made available to the Town after signing a non-disclosure agreement.

Tree removal is the current treatment for positive cases. Either removal of the entire tree, should it be a preferred host species, or removal of affected limbs if of a non-preferred host species. DPIRD has postponed tree removal on public land to enable them to obtain additional authorisations and approvals required to undertake tree removal works. There is currently no effective alternate treatment identified to tree removal. Green waste material from the tree over 2.5cm in size must remain on site after pruning from tree for up to 12 months post removal or as directed by DPIRD.

Preferred PSHB host tree species have been removed from the Town's tree selection list for future years' planting programs. PSHB has escalated after the placement of the 2024 planting season plant orders, therefore there are tree species in the current planting program which are host species. Town staff are visually monitoring trees during maintenance rounds and following directives from DPIRD. The community are kept informed of positive cases in the Town via social media platforms.

Local governments have raised concern about DPIRD's management and treatment of PSHB with WALGA who have met with DPIRD and local government CEO's to discuss concerns which include:

- Lack of data sharing for positive cases

- Inadequate surveillance of high infestation areas

- Alternate treatment research

- Ensure tree pruning is undertaken adhering to Australian Standard tree pruning practices

Community from DPIRD has been variable across local governments

Resourcing for management, site preparation and tree replacement.

The Town is advocating to state government to fund and resource research for alternate treatment methods, for transparency of positive case information within the Town for the monitoring of known threat areas and for state government funding and resources for the replacement and establishment of removed trees.

Question from Ms Rachel Watts, East Victoria Park

In relation to safety concerns on Kent Street, are there any updates or collaborative efforts with Main Roads to address these issues?

Officer Response

Town officers have requested Main Roads WA (MRWA) to approve a pedestrian crossing phase across Berwick Street (at the Kent Street / Berwick Street signalised intersection). MRWA did not support this request and suggested to ban the vehicle right turning phase from Berwick Street south bound entering Kent Street.

There is no room to widen the road to accommodate additional turning lanes.

Officers from the town responded with a limited morning vehicle right turn ban on Berwick Street south bound hoping that MRWA will approve the addition of a pedestrian crossing phase on Berwick Street. The latest update available is that MRWA still does not support both proposals requested by the Town.

Question from Mr Vince Maxwell, Victoria Park

From the Freedom of Information, there is no document of risk assessment for the parking and charging of electric vehicles in the basement. Has the Town conducted the mentioned risk assessment since March 2024?

Officer Response

Yes. Officers undertook the risk assessment on site prior to progressing this project. WALGA and LGIS (Town's insurer) did not have any adopted guidelines at that stage for use by Councils. Feedback from the Town's contractors including electricians who are familiar with the Administration Building has been sought, noted and actioned. DFES Officers based at the Kensington Station visited the building and conducted a site inspection as well. Some minor changes as recommended by them such as gate access and manual overriding of the gate lock have been actioned. Additionally, a site inspection was held with the charger installer (highly experienced in ARENA funded EV charger projects) prior to progressing this project. Some improvements were identified and subsequently implemented prior to installation of the charger. The LGIS EV charger guidelines were finalised several months after the Town's charger installation.

Since March 2024, LGIS has subsequently inspected the charger and informed the Town that the likelihood of fire associated with newer EVs such as those purchased by the Town is potentially very unlikely and there was no need to review the current insurance coverage. The LGIS Officer took note during the site inspection and made some suggestions for future installations where required but no modification works were deemed necessary for the existing charger unless the Town preferred to do so.

Question from Mr Vince Maxwell, Victoria Park

Why have our staff costs increased by more than 6.5% year on year for the last two years when there has not been any new positions created and the EBA agreement and the Salaries and Allowances Tribunals rises haven't been anywhere near that level of magnitude.

Officer Response

Salaries have increased based on the enterprise agreement which includes a fixed percentage increase and incremental step increases based on job performance. The compulsory superannuation guarantee has increased an additional 1% on top of salary costs, and workers compensation insurance has increased 11% over the last two financial years. There are also a range of different costs, including agency staff, memberships, training, safety and medical expenses, which are included in 'employee costs' that have all increased over the past two years.

Additionally, as part of the 2023/24 Annual Budget, there was a \$656,175 correction to employee costs that related to of the nature and type categorization of some employee cost, effectively, increasing the comparable 2022/2023 employee cost budget.

Relevant documents

Not applicable.

Legal and policy compliance

Section 5.33 of the [Local Government Act 1995](#)

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable		Low	
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Infrastructure/ ICT systems/ utilities	Not applicable		Medium	

Legislative compliance	Not applicable		Low	
Reputation	Negative public perception of the Council	Minor	Low	TREAT risk by providing reasons and justification for why items are not supported.
Service delivery	Not applicable		Medium	

Engagement

Internal engagement	
Stakeholder	Comments
Governance & Strategy	Provided comments and recommendations in this report

External engagement	
Stakeholders	Electors
Period of engagement	Monday 27 May 2024 from 6.00pm to 7.30pm.
Level of engagement	Involved
Methods of engagement	Annual Meeting of Electors
Advertising	The Annual Meeting of Electors was advertised using the following methods: <ol style="list-style-type: none"> 1. Social media posts. 2. Town of Victoria Park website – public notice and Town meeting dates page. 3. Public noticeboard at the Administration Building and Library. 4. Town of Victoria Park e-newsletter.
Submission summary	Motions and questions were raised by electors of the District at the meeting.
Key findings	7 motions were raised at the meeting and 5 motions were carried.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The Annual Meeting of Electors provides electors with the opportunity to raise motions that are related to the responsibilities and functions of local government.
CL3 - Accountability and good governance.	The motions included in this report were carried by electors of the Town. For these items to be carried, the majority of electors present were required to vote in favour of the item.

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

11.3 Policy 024 Event Attendance Policy Review

Location	Town-wide
Reporting officer	Coordinator Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Absolute majority
Attachments	<ol style="list-style-type: none">1. Policy 024 Event Attendance - clean version [11.3.1 - 5 pages]2. Policy 024 Event Attendance - marked up changes [11.3.2 - 6 pages]

Summary

A review of Policy 024 Event Attendance has been completed and requires Council adoption.

Recommendation

That Council adopts amended Policy 024 Event Attendance as contained in Attachment 1.

Background

1. Policy 024 Event Attendance was last amended by Council in April 2022 (73/2022).
2. A draft review of the policy was presented to the Council Policy Workshop held on 22 April 2024.
3. Discussion identified a need for further amendments to be made to the policy.

Discussion

4. Section 5.90A(2) of the Local Government Act 1995 specifies that a local government must prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events, including:
 - a. The provision of tickets to events; and
 - b. Payments in respect of attendance; and
 - c. Approval of attendance by the local government and criteria for approval and
 - d. Any prescribed matter.
5. The current policy does not address attendance or purchase of tickets for events that had not been pre-approved. There is also no clear indication of what events are pre-approved or who is to give approval. The proposed changes to the policy correct these omissions.
6. The proposed changes are summarised as follows:
 - a. Addition of requirement to provide the date tickets were received or purchased to be included in the declaration of attendance.
 - b. Addition of a list of hosting entities where attendance at an event by an elected member or the CEO is not required.
 - c. Addition of a clear list of pre-approved events

- d. Addition of information for attendance at events where pre-approval has not been given including approval criteria, who will provide approval and purchase of tickets.
 - e. Addition of a statement relating to dispute resolution.
 - f. Removal of reference to conference attendance as this is within the scope of Policy 022 Elected Members Professional Development.
 - g. Addition of information of events the Town will not purchase tickets to.
 - h. Schedule 1 – Pre-approved events has been removed as it was blank and the list of events is contained within the policy with no need for a separate schedule.
7. A marked-up copy and a clean copy of the policy have been provided for easier reading.

Relevant documents

[Policy 024 Event Attendance](#)

[Policy 022 Elected Members Professional Development](#)

Legal and policy compliance

Section 2.7(2)(b) and section 5.90A(2) of the [Local Government Act 1995](#)

Financial implications

Current budget impact	Not applicable
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Infrastructure/ ICT systems/ utilities			Medium	
Legislative compliance	Not reviewing policies may lead to non-compliance with legislation.		Low	Treat the risk by conducting regular reviews of policies.
Reputation	Not reviewing policies to ensure they are fit for purpose may impact on the Towns reputation		Low	Treat the risk by conducting regular reviews of policies.

Service delivery	Not reviewing policies may impact service delivery.	Medium	Treat the risk by conducting regular reviews of policies.
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Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	A policy workshop was held with elected members on 22 April 2024.
Relevant Staff	Relevant staff have provided feedback.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Conducting regular reviews of policies ensures that the policies align with the strategies and resources of the Town
CL3 - Accountability and good governance.	Conducting regular reviews of policies ensures they are up to date, fit for purpose and compliant with legislation.

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

11.4 Minor review of the Corporate Business Plan (CBP)

Location	Town-wide
Reporting officer	Corporate Performance Advisor
Responsible officer	Manager Governance and Strategy
Voting requirement	Absolute majority
Attachments	1. Draft Corporate Business Plan 24-28 [11.4.1 - 51 pages]

Summary

To present the amended Corporate Business Plan 2024-2028 for adoption.

Recommendation

That Council endorses the amended Corporate Business Plan 2024-2028, as per Attachment 11.4.1.

Background

1. The Town's Corporate Business Plan 2024-2028 is the planning document that outlines the projects and services that will be delivered over a four-year period to help achieve Town objectives and community priorities. It ensures that medium-term commitments are strategically aligned, resourced and affordable.
2. The Corporate Business Plan (CBP) has gone through a minor review which occurs every year as per the Integrated Planning and Reporting Framework.

Discussion

3. The Town is required to have a Corporate Business Plan under legislation.
4. The current CBP has been reviewed for the 2024-25 financial year.
5. One on one sessions were held from 2 May - 10 May 2024 with managers to finalise all actions.
6. Updates to the plan include (as per the track changes attachment):
 - a. All actions that will be achieved by the end of June 2024 have been removed (7 actions), 1 duplication and 1 operational action has also been removed:
 - Implement reporting on climate change
 - Deliver a Communication and Engagement Strategy that works with the community to set priorities and maintenance schedules.
 - Implement a strategic Asset Management Framework
 - Deliver a programmed approach to advocacy and grant funding applications
 - Deliver review of procedure for protection for whistleblowing/public interest disclosures
 - Deliver a Governance Framework
 - Implement centralised integrated audit and legislative compliance solution

- Deliver place and business grants program (duplication)
 - Deliver the Digital marketing Strategy including schedule website upgrades. (operational action moved to Service Area Plan)
- b. Actions that are ongoing have been carried forward to the 27/28 financial year
 - c. 1 new action has been included:
 - S1 Review Local Emergency Management Arrangements
 - d. Rewording of some actions
 - e. Street Operations and Street Improvement's actions have been joined
 - f. Reordered (better alignment): Deliver Vic Park Planning Program including review of the local planning scheme (moved from S2 to EN5)
 - g. Addition of Catalina and Mindarie Regional Council under the Partnership section
 - h. Provisional budget figures have been included in the performance tables and will be amended upon finalisation of the 24/25 annual budget.
 - i. Update of the project page (Pg12)
 - j. Financial summary section will be updated upon finalisation of budgets (Pg 50)

Relevant documents

Not applicable.

Legal and policy compliance

[Local Government Act 1995 - s.5.56](#)

[Local Government \(Administration\) Regulations 1996 - r.19DA](#)

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable.		Low	
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	

Infrastructure/ ICT systems/ utilities	Not applicable.		Medium	
Legislative compliance	Failure to adopt a revised CBP will mean that the Town is not compliant with the requirement to make a corporate business plan for the district.	Medium	Low	Treat by adopting the proposed CBP.
Reputation	Failure to adopt a CBP could result in negative public perception as the community will not know how the Town is planning on achieving the priorities and objectives in the SCP.	Low	Low	Treat by adopting the proposed CBP or providing clear direction to enable a CBP to be adopted.
Service delivery	Failure to adopt a CBP could mean that clear direction through activities and goals is not set to enable the Town to achieve the priorities and objectives in the SCP.	Medium	Medium	Treat by adopting the proposed CBP or providing clear direction to enable a CBP to be adopted.

Engagement

Internal engagement	
Stakeholder	Comments
C-Suite	Presented to C-Suite for approval
Managers	Provided inputs into the plan for actions related to their areas.

Strategic alignment

Civic Leadership

Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Planning actions that will be delivered allows the Town to manage resources and sets the basis for reporting progress.
CL3 - Accountability and good governance.	The CBP allows Council and the community to have oversight of the Town’s performance and how resources are managed to deliver outcomes.

Questions and responses

Cr Daniel Minson

1. Would you clarify on outcome of the completed action “implement reporting on climate change” and what reporting we are planning on doing?

Manager of Governance and Strategy advised that the Town is currently awaiting the report from the consultant, both on the Climate Emergency Plan review and the Carbon Impact Reporting. This was rolled into one item over 2023/24 for efficiencies. This will be shared with Elected Members and the community through Council reports. Under the Climate Emergency Plan, the Town will continue to undertake periodic reviews, the outcomes and associated implementation recommendation from formal reviews will also be shared to Elected Members and the community.

11.5 Advocacy Priorities Projects 2024-2025

Location	Town-wide
Reporting officer	Manager Stakeholder Relations
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	Nil

Summary

The Town's priority projects will be endorsed in line with the budget decision-making process. These priorities are then budgeted and resourced for action over the financial year.

Recommendation

That Council adopts five advocacy priorities for the 2024/25 financial year, in line with Policy 105 – Advocacy:

- a. Kent street sand pit - Banksia woodland restoration
- b. Mid-Tier Transit
- c. Archer Mint Street
- d. Burswood Station East Public Realm and the Burswood Station Redevelopment
- e. Urban Forest

Background

1. The Council adopted Policy 105 Advocacy in November 2021.
2. The Policy agrees that a Council Workshop is to be convened as part of the budget cycle each year where attendees are to consider endorsing new Advocacy Priorities, retaining or deleting existing Advocacy Projects and monitor progress made with the previous year's Advocacy Program.
3. At a workshop held 30 April the Council reviewed the current priorities and future projects that would benefit from a strong advocacy approach.

Discussion

4. The Town has a number of key projects it is seeking to progress, and it is essential that ratepayers and stakeholders are brought along as part of this process.
5. Council agreed to adopt annual advocacy priorities in line with the Towns budget and have them run over a financial year to align to State and Federal budget cycles
6. The Town's Advocacy program will reflect honest, sincere, and thorough community engagement at a local level. This in turn will impact on how we work with Government and local MPs.
7. The Town will follow a three-tiered support approach to advocating for its strategic priority projects:
 - a. Building political support locally
 - b. Building State Government buy-in
 - c. Engagement with the Federal Government

8. Kent street sand pit - Banksia woodland restoration
 - a. Advocacy Value: \$1.5 Million
 - b. Restore the site to Banksia Woodland, which will enhance the neighbouring Kensington Bushland
 - c. Provide habitat for native fauna, including Black Cockatoos
 - d. Contribute to our Urban Forest Strategy objective of achieving 20 per cent tree canopy
 - e. Provide a valuable passive recreation asset for surrounding residents and visitors
 - f. Connection to the area's indigenous heritage, which includes yarning spaces and knowledge exchange nodes for the sharing of Aboriginal stories and history, and conceptual alignment of these assets and of walking trails in accordance with cultural mapping of the site.
 9. Mid – Tier Transit
 - a. Advocacy Value: nil
 - b. Advocate to Perth Transport Authority and Main Roads WA on the mid-tier transport project to link the Vic Park Bus Transfer Station to Curtin University (along Albany Highway and Kent Street).
 - c. Ensure bus stop and intersection designs align with the objectives of the Integrated Transport Strategy and recommendations of the draft Albany Highway Precinct Structure Plan
 10. Archer Mint Streetscape upgrade
 - a. Advocacy Value - \$3.5 million
 - b. Ensure investment of the Carlisle Town Centre is aligned to the METRONET train station upgrade.
 - c. Complete the streetscape works between Raleigh and Bishopsgate.
 - d. Connect the bike path all the way to Hurbert Street.
 11. Burswood Station East Public Realm and the Burswood Station Redevelopment
 - a. Advocacy Value - \$1.8 million
 - b. Streetscape improvements on Goodwood/Stiles/Griffiths– tree planting/landscaping, lighting, pathways
 - c. Advocate for the redevelopment of Burswood Station as a priority project in the METRONET program
 - d. Improved pedestrian connection with the Burswood Station upgrade led by PTA
 - e. Attract private development to the precinct
 - f. Opportunity to reduce municipal expenditure
 12. Urban Forest
 - a. Advocacy Value - \$300,000
 - b. Support the Town to reach its 20% canopy goals by providing funding that offsets current UFS budget spend rather than requiring an expansion of the program to access funding.
 - c. Create a collaborative, clear approach to retaining trees on private land while supporting high quality urban development.
 - d. Reduce the impact of polyphagous shot-hole borer infestation, through a clear, transparent and collaborative approach with Local Government.
 - e. Improve access to quality tree stock and to create programs that encourage seed trials in a variety of soil types.
-

Relevant documents

[Policy 021 – Fees, expenses and allowances - Elected members and ICMs](#)

[Policy 024 – Event attendance](#)

[Policy 103 – Communications and engagement](#)

[Policy 105 - Advocacy - Victoria Park](#)

Legal and policy compliance

[Section 4.20\(4\) of the Local Government Act 1995](#)

[Local Government Act 1995 - SEect 1.3 \(austlii.edu.au\)](#)

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not having a focus advocacy approach could result in the Town not benefitting from finance support.	Med	Low	Treat risk by endorsing an annual advocacy program that is aligned to Council priorities.
Environmental	Not Applicable			
Health and safety	Not Applicable			
Infrastructure/ ICT systems/ utilities	Not Applicable			
Legislative compliance	Conflicts of interest relating to advocacy	Med	Low	Treat risk with effective systems managed closely
Reputation	Unfocussed approach to advocacy	Low	Low	Treat risk with clarification on expectations and focus projects, report accordingly
Service delivery	Project delivery could be at risk without the support of external stakeholders.	Med	Med	Treat with management of community expectations and transparent reporting on advocacy reporting activity

Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	Development of an initial priority ranking and detail of community outcomes.
Finance	Inclusion of advocacy considerations into the Long Term Financial Plan.
C-Suite	Support for the draft program, Inclusion in the Advocacy Working Group.
Advocacy Working Group	Review of the closure approach, involved in selection of priority projects, review of risks.
Project Management Office	Development of the project list and advocacy value requirements.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The Town will seek to find opportunities to partner with State and Federal governments to deliver major infrastructure projects. The Town will seek ways to deliver projects in a that meet a high standard while reducing the short and long term financial impacts on residents.
CL2 - Communication and engagement with the community.	Projects that are included on the priority list all have a history of detailed engagement and public support. Non delivery of the projects due to financial pressures will be detrimental to the community.
CL3 - Accountability and good governance.	Seeking ways to fund projects outside of rates and ensure rigour in the funding models that are associated with project delivery.

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

11.6 CEO Recruitment and selection panel - Appointment of independent person

Location	Town-wide
Reporting officer	Manager People and Culture
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - Candidate profiles [11.6.1 - 32 pages]

Summary

This report addresses the requirement to have an independent person appointed to the selection panel for the Chief Executive Officer recruitment process.

Recommendation

That Council appoints Candidate _____ as the independent person on the selection panel for the recruitment and selection of the Chief Executive Officer at the Town of Victoria Park.

Background

1. The Chief Executive Officer (CEO) tendered his resignation with the Town of Victoria Park in April 2024.
2. At the Special Council Meeting held 4 June 2024, Council appointed Beilby Downing Teal as the independent recruitment consultant to coordinate the recruitment process for the position of CEO on behalf of the Town.
3. At the Ordinary Council Meeting held June 2024, Council finalised the appointment of the acting CEO arrangements.
4. Also, at the Ordinary Council Meeting held June 2024, six Councillors were appointed to the recruitment selection panel.
5. In accordance with the Local Government (Administration) Regulations 1996, Council must now appoint an independent person to the selection panel for the recruitment of the CEO.

Discussion

6. The Local Government (Administration) Regulations 1996 stipulates the process for the CEO recruitment. As part of this process, a local government must establish a selection panel to conduct the recruitment and selection process.
7. The selection panel must comprise of at least one (1) independent person who is not a council member, employee of the local government, or human resources consultant engaged by the local government.
8. The Town has obtained a list of potential candidates suitable to be appointed as an independent person on the selection panel.
9. A list of the suitable candidates and their CVs are included in confidential Attachment 1.

10. Once appointed, the candidate will be entitled to payment in accordance with Policy 025 Independent Committee Members.

Legal and policy compliance

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

[Local Government Act 1995](#)

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Infrastructure/ ICT systems/ utilities			Medium	
Legislative compliance	Non-compliance with the Act and regulations		Low	Treat the risk by appointing an independent person to the CEO Recruitment and Selection Panel.
Reputation			Low	
Service delivery			Medium	

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Improves leadership and accountability. Improves governance and integrity frameworks.

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

12 Chief Community Planner reports

12.1 Award of Request for Tender TVP/24/07 - Christmas Decorations

Location	Town-wide
Reporting officer	Coordinator Public Realm Planning
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - TV P-24-07 Evaluation Report [12.1.1 - 13 pages]

Summary

Approval is sought for the award of a two year contract, with the option of three single year extensions, for the supply, install and removal of Christmas decorations in the Town of Victoria Park.

Recommendation

That Council awards the contract associated with TVP/24/27 to The Factory (Australia) Pty Ltd (ABN: 6810 672 67907) for Christmas Decorations, with the terms and conditions as outlined in the contract, for the lump sum price of \$360,000 ex GST over two years.

Background

1. Up until 2022, the Town of Victoria Park (the Town) installed the same decorations every year to celebrate the Christmas period. As these decorations have been owned, maintained and installed by the Town, this approach allowed for very limited flexibility or adaptability in this Christmas celebration. It resulted in the same decorations being installed in the same locations every year, with decorations that were coming to their end of life.
2. In 2023, the Town engaged a contractor to supply, install and remove decorations in numerous locations across the municipality.
3. In 2024, the Town released TVP/24/07 to engage a contractor for this same purpose in an initial two year contract, with the option of three single year extensions.
 - TVP/24/07 Christmas Decorations was published on eProcure, in the West Australian newspaper, Facebook, on the Town's website and in public notices at the Administration and Library buildings.
 - Suppliers were requested to provide details of the availability, supply, install and removal of decorations for the Town up to a value of \$180,000 ex GST each year.
 - The approved municipal funding allocation for this item is \$200,000 ex GST this financial year. The remaining \$20,000 has been retained to cover external procurement costs, any new electrical work required and any repairs needed.
 - An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by The Factory (Australia) Pty Ltd and

enters an initial two year contract with the option of three single year extensions for Christmas Decorations.

Discussion

4. The assessment of the submissions was formally undertaken by a panel that included:
 - Manager Infrastructure Operations
 - Coordinator Communications and Engagement
 - Coordinator Public Realm Planning
5. The Town received three (3) submissions. Of these submissions, all are considered compliant.
6. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest.

Dec the Malls Pty Ltd	2
The Factory (Australia) Pty Ltd	1
Watway Pty Ltd	3

7. At this stage only the first year's budget has been confirmed. The Town will work with the Supplier each year to develop a suitable Christmas display within the allocated budget.
8. While not a consideration in the tender evaluation, it is noted that a community survey on Christmas decorations has been undertaken. This survey's purpose was to understand the communities' preferences on a range of Christmas decoration options. Submitters were required to respond to these same options in their tender documents. The Town will work with the selected tenderer to curate the Christmas decorations in a way that aligns with the responses from the community consultation.

Compliance criteria

9. Compliance criteria for the tender was as follows:
 - (a) Tenderer's Declaration,
 - (b) Financial Position,
 - (c) Conflict of Interest,
 - (d) Electronic Signature,
 - (e) Modern Slavery,
 - (f) Insurance Details,
 - (g) Alternative Tender,
 - (h) Addendums / Acknowledgement,
 - (i) Critical Assumptions,
 - (j) WHS (Work Health & Safety),

- (k) Pricing, and
- (l) Conditions of Contract.

Evaluation process

<p>Relevant experience and capabilities</p> <ul style="list-style-type: none"> i) Describe your distinctive competencies, staff levels and experience and skills that your team will bring to the Project. ii) Provide a brief history of your experience in local government or event lighting and festive decorations with 2-3 examples of recent work using the festive decorations similar to that proposed by this RFT. Please include: <ul style="list-style-type: none"> • Customer Name • Customer Contact Details • Timing delivered and period of decoration hire/lease • Budget attributed to the example (this information is provided commercial-in-confidence and only viewed by the Evaluation Panel and will be redacted to ensure confidentiality) • Brief description of the work and photos 	<p>Weighting 30%</p>
<p>Organisational Capacity, Key Personnel experience, and expertise</p> <ul style="list-style-type: none"> i) List your team members, including any subcontractors that will be directly involved in this Contract including a brief summary on each team member's experience and suitability for the role. ii) Provide details of your resources available (plant and equipment and people). (The Town is seeking to establish your capacity of equipment, its age, and resources will be ready to go when work is available in order to meet the availability as noted in the RFT). iii) Provide a statement that the Respondent is an equal opportunity employer and that it does not and will not discriminate against any person, employee or applicant for employment on account of age, race, creed, religion, color, sex, sexual orientation, disability, national origin, marital status, or political affiliation. 	<p>Weighting 30%</p>
<p>Methodology (process of service delivery, program of works) etc. including description of decorations available for the contract budget, design concept, etc.</p> <ul style="list-style-type: none"> i) Provide a proposed initial design noting the available budget, including photos of your proposed decorations, indicating creative and innovative approaches. ii) Discuss how you will work with the Town to produce the best display possible for the available budget. 	<p>Weighting 35%</p>
<p>Sustainable Procurement</p> <p>The Principal is seeking economically sustainable procurement.</p> <ul style="list-style-type: none"> i) Respondents should provide evidence of sustainability in the supply of the project / goods or services, and in the general day-to-day operation of their organisation. ii) Respondents should also demonstrate the benefits and contribution to the Town of Victoria Park local economy and community. Areas you may wish to cover include: <ul style="list-style-type: none"> • Local employment, if applicable; • Use of local service providers; 	<p>Weighting 5%</p>

- What benefits are you providing to the local community apart from employment or the payment of business rates? E.g. sponsorship of local community organisations or sporting clubs, culture initiatives, training opportunities for apprentices, etc.

Legal and policy compliance

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

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

[Policy 301 – Purchasing](#)

Financial implications

Current budget impact	<p>As the total value of the contract exceeds \$250,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council.</p> <p>Sufficient funds exist within the annual budget to address this recommendation for the 2024/25 financial year. This is based on an assumption that the 2024/25 budget is adopted as proposed in the July Special Council Meeting.</p>
Future budget impact	<p>Year two of this contract and the three possible single year extensions are reliant on future budget requests being approved by Council. The scope and expenditure are expected to remain the same as what is already included within the Long Term Financial Plan.</p>

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Not engaging a contractor for a multi-year contract will increase the cost of supplying decorations (as multi year discounts are available), while also increasing administration time to engage a new contractor every year.	Medium	Low	TREAT risk by engaging a contractor under a multi year agreement.
Health and safety	Engaging a contractor who is not suitably qualified to undertake the install and removal of the decorations could	Medium	Low	TREAT risk by ensuring the contractor engaged is suitably qualified to undertake the tasks and has appropriate WHS qualifications.

	result in the potential for physical injury or electrical malfunction.			
Reputation	Not engaging a contractor to supply Christmas decorations will leave the Town with either no decorations or very few, poor quality decorations that are not to the standard expected by community.	Medium	Low	TREAT risk by engaging a contractor supply, install and remove Christmas decorations that are to a high standard.
Service delivery	If a contractor is not engaged to install Christmas decorations, the resulting display will be minimal and made up of the few poor quality decorations the Town currently own.	Medium	Medium	TREAT risk by engaging a contractor supply, install and remove Christmas decorations that are to a high standard.

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Communications and Engagement	Involvement in creation and assessment of tender.
Infrastructure Operations	Involvement in creation and assessment of tender.
Place Planning	Involvement in creation and assessment of tender.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Engaging a contractor to undertake these works for the Town over a multi-year period ensures Town resources are used efficiently. The options for single year extensions allow for ‘check in’ points where the success of the engagement can be reassessed and continued if deemed appropriate.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	The installation of Christmas decorations is a highly anticipated event by the Victoria Park community, and something welcomed by businesses. Engaging a contractor to undertake this work for the Town ensures the Town is able to source high quality decorations that will bring attention to high traffic areas and businesses. A contractor will installation is done in a way to minimise disruption to businesses as much as possible.

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

12.2 Appointment of community members to the Mindeera Advisory Group

Location	Town-wide
Reporting officer	Reconciliation Officer
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - Assessment - Collated scores [12.2.1 - 2 pages]

Summary

For Council to appoint ten (10) community members to the Mindeera Advisory Group for a two-year term expiring 18 October 2026.

Recommendation

That Council:

1. Appoints the applicants numbered 1-10 to the Mindeera Advisory Group community member positions for a two-year term expiring 18 October 2026;
2. Appoints the applicants 11-15 to a reserve list to be used should any community members withdraw from the Mindeera Advisory Group before the end of their two-year term:

Background

1. The Mindeera Advisory Group is a standing advisory group of Council.
2. The term for current community members appointed to the Mindeera Advisory Group expires in October 2024.
3. There are currently six (6) community members on the Mindeera Advisory Group.
4. Personal commitments have impacted the attendance of community members at meetings. This reduces the level of community engagement undertaken by the Advisory Group.
5. The Terms of Reference accommodates ten (10) community members on the Mindeera Advisory Group.
6. To address the availability issues experienced by current community members, an expression of interest for new members was undertaken before the expiry of the current term.
7. The Town advertised an expression of interest for the ten (10) vacancies and received 20 applications (confidential attachment).
8. An assessment of the suitability of each candidate is contained in confidential attachment 1.
9. The questions included in the expression of interest were intended to identify the applicant's cultural awareness/connection, experience and connection to the Town.
10. Council is requested to endorse the ten (10) nominated applicants for appointment to the Mindeera Advisory Group for a two-year term expiring on 18 October 2026.

Discussion

11. The Town advertised an expression of interest for the ten vacancies and received 20 applications.
12. An assessment of suitability for each applicant is contained in attachment 1 (confidential attachment).
13. The expression of interest asked applicants to demonstrate their level of cultural awareness/connection and how their skills and experience aligned with the objectives of the Mindeera Advisory Group.
14. Submissions were assessed against the following criteria:

Assessment criteria
How much does the candidate demonstrate how their skills, interests and/or background connect to reconciliation topics/initiatives?
How much does the candidate's skills and experience align with the objectives of the Advisory Group? (Refer to the Terms of Reference).
How much background knowledge, experience, and understanding does the candidate bring to the group?
How strong is the candidate's connection to the Town?

15. As per Policy 101 – Governance of Council Advisory and Working Groups, a panel was convened to assess the applications. The panel members included Manager Community, Coordinator Community Development, Reconciliation Officer, Youth Programs Officer.
16. Each applicant was assessed against the criteria listed above and given a score (see confidential attachment 1).
17. The top ten scoring applicants are recommended for appointment for the Mindeera Advisory Group.
18. Applicants 8, 9, 10 and 11 received the same score however there were only three places remaining on the Mindeera Advisory Group. The panel selected their preferred three candidates and created a reserve list of five applicants who could be contacted should there be withdrawals from community members on the Mindeera Advisory Group.
19. Council is requested to endorse:
 - I. the ten nominated applicants for appointment to the Mindeera Advisory Group for a two-year term expiring 18 October 2026
 - II. a reserve list of five applicants to be used should any community members have to withdraw from the Mindeera Advisory Group before the end of their two-year term.

Relevant documents

[Terms of Reference Mindeera Advisory Group](#)

Legal and policy compliance

[Policy 101 – Governance of Council Advisory and Working Groups](#)

[Innovate Reconciliation Action Plan](#)

Financial implications

Current budget impact	Not applicable
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable			
Environmental	Not applicable			
Health and safety	Not applicable			
Infrastructure/ ICT systems/ utilities	Not applicable			
Legislative compliance	Not applicable			
Reputation	The Mindeera Advisory Group does not appear to be independent.	Low	Low	Treat risk by appointing independent members to the Mindeera Advisory Group.
Service delivery	The Town is not able to deliver on actions within the Innovate Reconciliation Plan.	High	Low	Treat the risk by appointing community members to the Mindeera Advisory Group.

Engagement

Internal engagement	
Community Development	Staff were asked for input into the methods of engagement and communication tools for the EOI. Additionally, they circulated the EOI information to their network of community contacts.
Events Arts and Funding / Library / Place Planning / Project Management / Environment	Teams were asked to circulate the EOI information to their network of community contacts.

Communications and Engagement	Developed the Communications and Engagement Plan to ensure information on the EOI reached the targeted demographic and broader community.
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External engagement	
Stakeholders	Information on the EOI was distributed to community members, community and sporting groups, schools, Town Advisory Groups and Not for Profit organisations.
Period of engagement	The expression of interest was open for 23 days.
Level of engagement	3. Involve
Methods of engagement	Methods of engagement provided to the community for them to apply included: <ul style="list-style-type: none"> • Online submission • Video or audio submission • Face to face meeting with the Reconciliation Officer who documented the application which was approved by the applicant for submission.
Advertising	The Town called for expressions of interest by advertising on the Town website, social media and by email to staff networks and contacts.
Submission summary	20 submissions were received.
Key findings	Not applicable.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	That community members provide cultural and local context to reconciliation in the Town.

Social	
Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home.	That the Mindeera Advisory Group includes community members that have a strong cultural and/or local connection to the Town to help advance reconciliation initiatives.
S3 - Facilitating an inclusive community that celebrates diversity.	That the Mindeera Advisory Group represents the perspectives of the First Nations community.

<p>Questions and responses</p> <p>All questions and responses were discussed in a closed session of Council.</p>

12.3 2024 Business Awards Sponsorship

Location	Town-wide
Reporting officer	Place Activation Officer (Economic Development)
Responsible officer	Manager Place Planning
Voting requirement	Simple Majority
Attachments	1. Attachment 1 - Business Awards Sponsorship Pack [12.3.1 - 5 pages]

Summary

To seek the approval of Council for the Town to enter sponsorship arrangements for the award categories of the 2024 Vic Park Business Awards.

Recommendation

That Council approves for a sponsorship arrangement to be entered into between the Town and the below recommended organisations and corresponding award categories for the 2024 Vic Park Business Awards.

1. Archer St Physiotherapy Centre (Business of the Year)
2. Social Manna (People's Choice)
3. NAJA Business Consulting Services (Access and Inclusion)
4. Optimal Resourcing (Best New Business)
5. Empire Agents (Community Connection Award)
6. Global Drone Solutions (Excellence in Innovation)
7. Rotary Club of Victoria Park (Excellence in Professional Service)
8. Total Digital Solutions (Excellence in Marketing)
9. John Hughes (Excellence in Retail)
10. Crown Perth (Excellence in Hospitality and Tourism)

Background

1. The Vic Park Business Awards are an annual event delivered by the Town to celebrate the achievements of the local business community. The awards ceremony allows businesses to showcase the contributions they have made to the local community and economy.
2. The Town invites local organisations to sponsor the award categories of the Vic Park Business Awards. Sponsorship arrangements for the business awards provides the opportunity:
 - a. for relationship building between businesses in the local community;
 - b. to increase the level of engagement of businesses with the awards ceremony; and
 - c. to promote and market businesses to the local community.

3. Per clause 13 of Policy 116 Sponsorship, a sponsorship arrangement can only be entered into with the approval of the Council.
4. The Town is seeking Council approval for sponsorship agreements for ten award categories, for a total of \$5800.00.

Discussion

5. An expression of interest for sponsorship of ten (10) award categories was sent out to the local business community from 6 May 2024. Submissions for the expression of interest were due 15 May 2024.
6. Local organisations were invited to submit a Sponsorship Agreement to sponsor a business award (Attachment 1). The Sponsorship Agreement outlines the benefits and conditions of sponsorship.
7. Sponsorship for the award categories is separated into three tiers (\$1000; \$800; and \$500). The Business of the Year and People’s Choice Awards sponsorships receive additional benefits and promotion. The additional benefits include:
 - a. a thirty second video promoting the sponsor for Business of the Year; and
 - b. full-page ads in the awards ceremony program for the sponsors of Business of the Year and People’s Choice Awards.
8. The eligibility for organisations to sponsor an award was based on the below assessment criteria:
 - c. the organisation is not insolvent;
 - d. the organisation does not have an outstanding debt to the Town;
 - e. the organisation has not failed to submit a satisfactory acquittal for a previous Town funding program;
 - f. the organisation is not in legal or financial conflict with the Town; and
 - g. the organisation does not connect the Town with a political party or lobby group.
9. Sponsorship for each award category was selected first come, first served if they met the above assessment criteria. Those that submitted applications for categories already taken up were offered another available category.
10. Ten sponsorship agreements were submitted to the Town. The organisation and value for each sponsorship is summarised in the Table below.

Organisation	Award Category	Value
Archer St Physiotherapy Centre	Business of the Year	\$1000
Social Manna	People’s Choice Award	\$800
NAJA Business Consulting Services	Access and Inclusion Award	\$500
Optimal Resourcing	Best New Business	\$500
Empire Agents	Community Connection Award	\$500

Global Drone Solutions	Excellence in Innovation	\$500
Rotary Club of Victoria Park	Excellence in Professional Service	\$500
Total Digital Solutions	Excellence in Marketing	\$500
John Hughes	Excellence in Retail	\$500
Crown Perth	Excellence in Hospitality and Tourism	\$500

11. Clause 13 of Policy 116 – Sponsorship requires the Council to approve any sponsorship arrangement.
12. The Town recommends that Council approve that a sponsorship arrangement is entered into between the Town and the ten applicants to sponsor the award categories of the 2024 Vic Park Business Awards.

Relevant documents

[Policy 116 – Sponsorship](#)

Legal and policy compliance

Not applicable.

Financial implications

Current budget impact	<p>Sufficient funds exist within the annual budget to address this recommendation.</p> <p>Sponsorship of award categories will result in income being received from the below organisations for a total of \$5800.00.</p> <ul style="list-style-type: none"> Acher St Physiotherapy Centre: sponsoring Business of the Year for a value of \$1000.00 Social Manna: sponsoring People’s Choice Award for the value of \$800.00 NAJA Business Consulting Services: sponsoring Access and Inclusion Award for a value of \$500.00. Optimal Resourcing: sponsoring Best New Business for a value of \$500.00 Empire Agents: sponsoring Community Connection Award for a value of \$500.00 Global Drone Solutions: sponsoring Excellence in Innovation for a value of \$500.00 Rotary Club of Victoria Park: sponsoring Excellence in Professional Service for a value of \$500.00 Total Digital Solutions: sponsoring Excellence in Marketing for a value of \$500.00
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	<ul style="list-style-type: none"> • John Hughes: sponsoring Excellence in Retail for the value of \$500.00 • Crown Perth: sponsoring Excellence in Hospitality and Tourism for the value of \$500.00 <p>Sponsorship income will supplement the budget for business events, providing additional funds that will ensure events are of a prestigious standard for the local business community.</p> <p>In addition, not approving sponsorship will: reduce ceremony ticket sales and attendance by removing sponsor tables who buy additional tickets; and reduce promotional avenues through sponsors, which increases the risk of low-ticket sales and attendance.</p>
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable	Low	Low	
Environmental	Not applicable	Low	Medium	
Health and safety	Not applicable	Low	Low	
Infrastructure/ ICT systems/ utilities	Not applicable	Low	Medium	
Legislative compliance	Not applicable	Low	Low	
Reputation	Not approving sponsorship will reduce the level of engagement of local businesses with the Vic Park Business Awards and could result in businesses feeling less engaged with the event.	Low	Low	TREAT risk by incorporating businesses who have expressed interest in sponsoring award categories into the promotion of the Business Awards Ceremony.
Service delivery	Not applicable	Low	Medium	

Engagement

Not applicable.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	To provide for good governance of sponsorship arrangements between the Town and other organisations.

Economic	
Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	To maximise opportunities for collaboration, networking and relationship building between Businesses within the Town.

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

12.4 Community Funding Program Art, Sport and Sport Equipment Grants

Location	Town-wide
Reporting officer	Community Development Officer, Grants, Donations and Administration
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> 1. Attachment One Art Grants R1 202425 [12.4.1 - 4 pages] 2. Attachment Two Community Grants R1 2024 25 [12.4.2 - 9 pages] 3. Attachment Three Sport Grants R1 2024 25 [12.4.3 - 4 pages] 4. Attachment Four Sport Equipment Grants R1 2024 25 [12.4.4 - 3 pages]

Summary

To provide Council with oversight of the Town’s Art, Community, Sport, and Sport Equipment grant applications and assessments, with recommendations for Council endorsement.

- The Town’s Community Funding Program increases opportunities for local collaboration and partnership between the Town and community to deliver the Town’s strategic objectives as per the Strategic Community Plan and address local priorities.
- The Vic Park Funding Program for Art grants opened on 2 May 2024 and closed on 2 June 2024. The Community, Sport and Sport Equipment grants opened on 29 April 2024 and closed on 2 June 2024.
- The Town received a total of 24 applications requesting a total of \$169,899.48 (cash) and \$5,954.00 (in-kind assistance):
 - Five Art Grants totalling \$20,158.48 (\$30,000 available)
 - Eleven Community Grants totalling \$97,860.25 (In-Kind \$5,954.00) (\$70,000 available)
 - Four Sport grants totalling \$22,710.00 (\$20,000 available)
 - Four Sport Equipment Grants totalling \$29,170.75 (25% \$6,792.65) (\$20,000 available)

Recommendation

That Council:

1. Endorses the following Art, Community, Sport and Sport Equipment grant applications:
 - Arts grants:
 - a. John Curtin Gallery – IOTA24 Community Engagement: \$5,000.00
 - b. Kristy Nita-Brown – Book Builders Challenge launch: \$500.00
 - c. Hive Emporium – Mural: \$4,688.48
 - d. Millen Primary School – Wanjoo to Millen: \$5,000.00
 - e. Victoria Park Community Centre – Acknowledging and Celebrating Differences – VPCC entrance mural: \$4,970.00
 - Community grants:
 - a. Burswood Neighbourhood Watch – Family Fun Day OBNHW: \$6,635.00, (In-Kind \$150.00)

- b. Western Australian Family Violence Prevention Legal Service Aboriginal Corporation: Ochre Ribbon Family Day – 10 Year Anniversary: \$9,200.00 (In-Kind \$800.00)
- c. Parents and Citizens Association Incorporated of Victoria Park – Victoria Park Primary School 130th Anniversary Community Fete - \$10,000.00
- d. Riverview Community Services Incorporated – Community Christmas Lunch 2024: \$10,000.00
- e. The Haven Incorporated – Bringing festive cheer to those in need for Christmas 2024: \$7,000.00
- f. Reach Her Incorporated – Reach Her Inc’s Women’s Wellbeing and Mentorship Program: \$9,496.25
- g. Carlisle/Victoria Park Toy Library Incorporated – Get Active: \$9,624.00
- h. Lathlain Primary School Parents and Citizens Association – 2024 Lathlain Community Christmas Carols: \$6,000.00 (In-Kind \$1,146.00)

Sport equipment grants:

- a. Curtin Panthers Netball Club Incorporated – Club Winter Hoodies and Club Polos: \$792.65
- b. Victoria Park Cricket Club Incorporated – CPCC Equipment Costs: \$2,000.00
- c. Carlisle and Victoria Park AFLW Ducks Incorporated – Goal Post: \$2,000.00
- d. Curtin Football Club Incorporated – Football Equipment: \$2,000.00

Sport grants:

- a. Curtin Panthers Netball Club Incorporated – Maintain accreditation and continued development of club coaches: \$4,285.00.
- b. Carlisle and Victoria Park AFW Ducks – Player wellness, injury prevention and fitness management: \$8,200.00
- c. Curtin Football Club Incorporated – First Aid Training: \$2,340.00
- d. Curtin Football Club Incorporated – Coach and referee training: \$5,175.00

2. In accordance with section 9.49(4) of the Local Government Act 1995, Council authorise the following officer to sign the corresponding documents in alignment with Category Two documents in Policy 009 – Execution of Documents: Art, Sport and Sport Equipment Letter of Agreements – Manager Community.

Background

1. The Town acknowledges the significant role it plays in supporting the community through the provision of funding opportunities and the impact these opportunities can have within the community.
2. The Town’s Policy 114 Community Funding aims to ensure the success and prosperity of the Town’s community while ensuring transparency of funding decisions and accountability of those parties receiving funding.
3. The community funding program aims to increase the capacity of community groups, businesses, clubs and organisations within the Town of Victoria Park, to implement projects, activities and programs that enhance and promote community wellbeing, aligned to the Town’s Strategic Community Plan.
4. In making a recommendation to Council each Community Funding Assessment Panel provides the following information to ensure Council can make informed and transparent decisions:
 - Details of all applications including title, project scope, amount of assistance applied for (ex GST), evaluation, and score.
 - The information provided is inclusive of successful and unsuccessful applications.
5. To ensure that each Community Funding Assessment Panel continues to be fit for purpose and remains meaningfully engaged, panel member positions were recruited via expressions of interest and direct

approaches to ensure appropriate skills, knowledge and experience could be applied to the assessment process.

Discussion

6. The Art, Community, Sport and Sport Equipment grants were promoted across various platforms to reach target audiences.
 - The Town provided drop-in sessions with the Grants Administration Officer and Arts Development Officer for people considering applying for a grant. It was an opportunity for potential grant applicants to talk about their project and see if it is suitable for funding. A link was provided where people could book directly, and it listed when the Grant Administration Officer and Arts Development Officer were available.
 - Thirty-five people attended a dedicated Arts Grant Writing Workshop as part of the Success Series. The Art Development Officer assisted interested grant writers with help on the phone (six people) and via email (four people).
 - Seven people attended a community grant drop-in session and the Grant Administration Officer received four calls.
 - Four people attended the Sport/Sport Equipment grant drop-in sessions and the Grant Administration Officer received eight phone calls.

7. Art Grants

The Town’s Art Grant Funding Assessment Panel consisted of the following Town officers:

- Events, Arts and Funding Coordinator
- Coordinator Communications and Engagement
- Place Leader Economic Development

8. Applications were assessed individually and then reviewed in a formal panel meeting by the Town’s Art Grants panel members, in line with Policy 114 Community Funding and the criteria outlined in the Vic Park Funding Program.

9. The Town’s initial assessment questions are as follows:

- Eligibility
- Applicant details (organisation, auspice arrangements etc)
- Project details (brief description, risks, locations, dates etc)
- Assessment criteria questions

10. The Town’s assessment criteria questions are as follows:

Art assessment criteria	Weighting per question per panel member
Question 1: Describe how your project/activity provides a quality arts and cultural experience for the Vic Park Community.	Weighting 40% <ul style="list-style-type: none"> • Five points per panel member • Total 15 points available
Question 2:	Weighting 40% <ul style="list-style-type: none"> • Five points per panel member

How will your initiative foster collaboration and active participation of local people (residents, workers, business owners, local creative community and/or community groups etc)?	<ul style="list-style-type: none"> Total 15 points available
Question 3: How will your initiative align with any of the Town's Strategic Community Outcomes or Arts and Culture Plan?	Weighting 20% <ul style="list-style-type: none"> Five points per panel member Total 15 points available
	Total weighing for four questions = 100% Total score available = 45 points

11. The Art funding attracted five applications with a requested total of \$20,158.48

12. It is recommended that Council endorse all applications for a requested funding of \$20,158.48

13. Evaluation summaries related to all Art grant applications are provided in Attachment One.

14. The Town recommends five Art grant applications for endorsement by Council:

Applicants	Project	Amount
John Curtin Gallery, Curtin University	IOTA24 Community Engagement	\$5,000.00
Millen Primary School	Wanjoo to Millen	\$5,000.00
Vic Park Community Centre	Acknowledging and Celebrating Differences – VPCC entrance mural	\$4,970.00
Kristy Nita Brown	Book Builders Challenge	\$500.00
The Hive Emporium	Mural	\$4,688.48
Total		\$20,158.48

15. Community Grants

The Town's internal Community Grant Funding Assessment Panel consisted of Town officers:

- Manager Community
- Social Impact Officer
- Coordinator Project Support – Project Management
- Coordinator Community Development

16. Applications were assessed individually and then reviewed in a formal panel meeting by the Town's Community Grants panel members, in line with Policy 114 Community Funding and the criteria outlined in the Community Funding Program.
17. Applications were assessed individually and then reviewed in a formal panel meeting by the Town's Community Grant panel members, in line with Policy 114 Community Funding and the criteria outline for the Vic Park Funding Program.
18. The Town's initial assessment questions are as follows:
- Eligibility
 - Applicant details (organisation, auspice arrangements etc)
 - Project details (brief description, risks, locations, dates etc)
 - Assessment criteria questions
19. The Town's assessment criteria questions are as follows:

Community Grant Assessment Criteria	Weighting per question per panel member
<p>Question 1:</p> <p>How does the project/initiative align with the Town's Strategic Community Plan 2022-32 objectives?</p>	<p>Weighting 40%</p> <ul style="list-style-type: none"> Five points per panel member Total 20 points available
<p>Question 2:</p> <p>What measures have you taken to ensure this initiative is suitable and inclusive of all members?</p>	<p>Weighting 25%</p> <ul style="list-style-type: none"> Five points per panel member Total 20 points available
<p>Question 3:</p> <p>How do you know the project is needed by the community (research, survey, time to upgrade)?</p> <p>How many people will benefit?</p>	<p>Weighting 25%</p> <ul style="list-style-type: none"> Five points per panel member Total 20 points available
<p>Question 4:</p> <p>How does this initiative encourage involvement of the Victoria Park community? (i.e. consider volunteers that will assist with organising the activity, the extent of which your event will be providing opportunities for local organisations and businesses to be involved and the extent to which you will be purchasing goods and services from local businesses.</p>	<p>Weighting 10%</p> <ul style="list-style-type: none"> Five points per panel member Total 20 points available
	<p>Total weighting for four questions = 100%</p> <p>Total score available = 80 points</p>

20. The Community grants attracted 11 applications with a total requested of \$97,860.25 and \$5,954 (In-Kind).
21. It is recommended that Council endorse eight application for a requested funding total of \$67,955.25 (cash) and \$2,096.00 (In-Kind).
22. Evaluation summaries related to all Community grant applications are provided in Attachment Two.
23. The Town recommends the following Community Grant applications for endorsement by Council:

Applicants	Project	Amount	
Burswood Neighbourhood Watch	Family Fun Day OBNHW	\$6,635.00	\$150.00 (In-Kind)
Western Australian Family Violence Prevention Legal Service Aboriginal Corporation	Ochre Ribbon Family Day – 10 Year Anniversary	\$9,200.00	\$800.00 (In-Kind)
Parents and Citizens Association Incorporated of Victoria Park Primary School	Victoria Park Primary School 130 th Anniversary Community Fete	\$10,000.00	
Riverview Community Services Incorporated	Community Christmas Lunch 2024	\$10,000.00	
The Haven Incorporated	Bringing festive cheer to those in need for Christmas 2024	\$7,000.00	
Reach Her Incorporated	Reach Her Inc’s Women’s Wellbeing and Mentorship Program	\$9,496.25	
Carlisle/ Victoria Park Toy Library Incorporated	Get Active	\$9,624.00	
Lathlain Primary School Parents and Citizens Association	2024 Lathlain Community Christmas Carols	\$6,000.00	\$1,146.00 (In-Kind)
Total		\$67,955.25	\$2,096.00 (In-Kind)

24. The Town does not recommend the following Community Grant applications for endorsement by Council:

Applicants	Project	Amount
The Gujarati Samaj of Western Australia	Navratri Mela	\$10,000.00

Chinese Dance Australia Incorporated	Cultural Dance Activities for Immigrant Women	\$9,910.00	\$480.00 (In-Kind)
Constable Care	Lost Person Service	\$9,995.00	\$378.00 (In-Kind)
Total		\$29,905.00	\$858.00 (In-Kind)

25. Sport Grants

The Town's internal Sport Grant Funding Assessment consisted of Town officers:

- Manager, Infrastructure Operations
- Club Development Officer – Clubs, Events and Bookings
- Customer Relations Officer
- Events, Arts and Funding Coordinator

26. Applications were assessed individually and then received with a formal panel meeting by the Town's Sport Grant panel members in line with Policy 114 Community Funding and the criteria outlined in the Community Funding Program.

27. The Town's initial assessment questions are as follows:

- Eligibility
- Applicant details (organisation, auspice arrangements etc)
- Project details (brief description, risks, locations, dates etc)
- Assessment criteria questions

28. The Town's initial assessment questions are as follows:

Sport grants assessment criteria	Weighting per question per panel member
Question 1: How does the project/initiative align with the Town's Strategic Community Plan 2022-32 objectives?	Weighting 40% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 2: What measures have you taken to ensure this initiative is suitable and inclusive of all members?	Weighting 25% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 3: How do you know the project is needed by the community (research, survey, time to upgrade)?	Weighting 25% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available
Question 4: Demonstrate the applicant's capacity to deliver proposed initiative within specified period?	Weighting 10% <ul style="list-style-type: none"> • Five points per panel member • Total 20 points available

	<p>Total weighting for four questions = 100%</p> <p>Total score available = 80 points</p>

29. The Sport grants attracted four applications with a total requested of \$22,710.00.

30. It is recommended that Council endorse four applications for a requested funding total of \$20,000.00.

31. Evaluation summaries related to all Sport grant applications are provided in Attachment Three.

32. The Town recommends the following Sport Grant applications for endorsement by Council:

Applicants	Project	Amount
Curtin Panthers Netball Club Incorporated	Maintain accreditation and continued development of club coaches	\$4,285.00
Carlisle and Victoria Park AFW Ducks Club Incorporated	Player wellness, injury prevention and fitness management	\$8,200.00
Curtin Football Club Incorporated	First Aid Training	\$2,340.00 (partial funding)
Curtin Football Club Incorporated	Coach and Referee Training	\$5,175.00
Total		\$20,000.00

33. Sport Equipment Grants

The Town’s internal Sport Equipment Grant Funding Assessment Panel consisted of Town officers:

- Manager, Infrastructure Operations
- Club Development Officer – Clubs, Events and Bookings
- Customer Relations Officer
- Events, Arts and Funding Coordinator

34. Applications were assessed individually and then received with a formal panel meeting by the Town’s Sport Equipment Grants panel members in line with Policy 114 Community Funding and the criteria outlined in the Vic Park Funding Program.

35. The Town’s initial assessment questions are as follows:

- Eligibility
- Applicant details (organisation, auspice arrangements etc)
- Project details (brief description, risks, locations, dates etc)
- Assessment criteria questions

36. The Town’s initial assessment questions are as follows:

Sport equipment grants assessment criteria	Weighting per question per panel member
Question 1: What are you planning to purchase from the grant funding?	Weighting 20% <ul style="list-style-type: none"> Five points per panel member Total 15 points available
Question 2: Why is the uniforms and equipment necessary? Please explain briefly the need for the items	Weighting 30% <ul style="list-style-type: none"> Five points per panel member Total 15 points available
Question 3: Alignment to the Town's Strategic Community Plan 2022-32 objectives?	Weighting 40% <ul style="list-style-type: none"> Five points per panel member Total 15 points available
Question 4: Demonstrate the applicant's capacity to deliver proposed initiative within specified period?	Weighting 10% <ul style="list-style-type: none"> Five points per panel member Total 15 points available

37. The Sport equipment grants attracted four applications with a total requested of \$6,792.65 (25% of \$29,170.75).

38. It is recommended that Council endorse four applications for a requested funding total of \$6,792.65.

39. Evaluation summaries related to all Sport equipment grant applications are provided in Attachment Four.

40. The Town recommends the following Sport Grant equipment applications for endorsement by Council:

Applicants	Project	Amount	
Curtin Panthers Netball Club Inc.	Club Winter Hoodies and Club Polos	\$3,170.75	\$792.65 (25%)
Victoria Park Cricket Club Inc	CPCC Equipment Costs 24/25	\$8,000.00	\$2,000.00 (25%)
Carlisle and Victoria Park AFLW Ducks Inc.	Carlisle and Victoria Park AFLW Ducks Inc.	\$10,000.00	\$2,000.00 (25%)
Curtin Football Club Inc.	Football Equipment	\$8,000.00	\$2,000.00 (25%)
Total			\$6,792.65 (25%)

Funding Administration

41. Subject to Council endorsement, successful Art, Community, Sport and Sport equipment applicants will be notified of the decision within five (5) business days of the Council resolution.
42. If an applicant is not satisfied with the endorsed outcome, a complaint can be formally lodged via the Town's Customer Service Delivery Management Practice and complaints guidelines, within 14 days of notification. Information on how to lodge a complaint will be contained within the letter and outlined in the Vic Park Funding section on the Town's website.
43. The Town encourages previous unsuccessful applicants to contact the Town for feedback to support future applications.
44. Successful Art, Community, Sport and Sport equipment grant applications must complete the Town's acquittal reporting documentation within three months of the program or event's completion.
45. Decisions regarding funding or not funding grant applications are the responsibility of Council. Policy 009 Execution of Documents requires the execution of Grant Agreements for successful applications by the Chief Executive Officer. However, as the issue of Grant Agreements is a standard administration practice which utilises a standard template, this report requests the Council provide authorisation to the Manager Community to execute Grant Agreements in-lieu of the CEO as permitted under Clause 10 of Policy 009 Execution of Documents and 9.49A(4) of the Local Government Act, 1995.

Relevant documents

[Policy 009 Execution of Documents](#)

[Policy 114 Community Funding](#)

Legal and policy compliance

Not applicable

Financial implications

Current budget impact	The following amounts are from the first round of funding within the 2024/25 budget:	
	Grants 2024-25	Allocated Funding
	Art Grant	\$30,000.00
	Community Grant	\$70,000.00
	Sport Grant	\$20,000.00
	Sport Equipment Grant	\$20,000.00
Total	\$140,000.00	

Recommended spend for this round is \$114,906.38 and \$2,096.00 (In-Kind)
 Remaining funds of \$22,997.02 will be offered in the second round in October 2024 for the following:

Grants	Funding
Art Grant	\$9,841.52
Sport Equipment	\$13,156.10
Total	\$22,997.02

Future budget impact

Not applicable – allocated funds will be expended in the 2024/25 budget

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Loss of funds if successful programs/events are cancelled or do not deliver on intended purpose.	Moderate	Low	TREAT – Acquittal process to be well organised and monitored.
	Conditions are put on letter of agreement regarding date of expenditure.	Moderate	Low	TREAT – Letter of agreement states date of expenditure and monitored.
	Event bookings, permits and forms not approved.	Moderate	Low	TREAT – Event Management advice and coordination process explained and monitored
Environmental	Not applicable			
Health and safety	Not applicable			
Infrastructure/ ICT systems/ utilities	Not applicable			
Legislative compliance	Not applicable			

Reputation	Negative public perception towards the Town should applications not be funded	Minor	Low	TREAT – Transparent application and approval process with rationale and feedback to unsuccessful applicants.
Service delivery	Not applicable			

Engagement

Internal engagement	
Stakeholder – Assessment Panels	Art Funding Assessment Panel Community Funding Assessment Panel Sport and Sport Equipment Funding Assessment Panel
Engagement	Consultation and management of grant administration Consultation and panel evaluation

External engagement	
Stakeholders	All community
Period of engagement	Art, Community, Sport and Sport Equipment Grants opened for applications on 29 April 2024. Art Grants closed on 2 June 2024 and Community, Sport and Sport Equipment grants closed on 2 June 2024.
Level of engagement	1. Inform
Methods of engagement	Town’s website Town’s social media platforms – Facebook and Town’s e-newsletters Direct email Grant drop-in sessions Art grant writing workshop
Advertising	Town’s website Town’s social media platforms – Facebook and Town’s e-newsletters Direct email Grant drop-in sessions Art grant writing workshop
Submission summary	Five art grant submissions received Eleven community grant submissions received Four sport grant submissions received Four sport equipment grant submissions received
Key findings	Art grant program: Five submissions are recommended for Council endorsement

Community grant program:
 Eight submissions are recommended for Council endorsement
 Three submissions are not recommended for Council endorsement

Sport grant program:
 Four submissions are recommended for Council endorsement

Sport equipment grant program:
 Four submissions are recommended for Council endorsement

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Funds are managed with full, accurate and timely disclosure of financial information relating to the Council. Town grants funds are maximised by seeking the greatest possible benefit to the community within the available monetary resources.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	To connect businesses, community groups, and residents to gain a strong sense of place by activating public spaces and local activity centres to gain an inclusive, engaged and empowered community.

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Protect and enhance the natural environment by environmental sustainability, conserve and support the creation of more green space and shaded areas in the Town.

Social	
Community Priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	Funds used for organisation's to facilitate an inclusive community through local celebrations including food markets, local performances from culturally diverse artists, multicultural art exhibitions, sporting events and storytelling.
S4 - Improving access to arts, history, culture and education.	To support local organisation's and individuals to deliver services and initiatives that encourage awareness of arts, history, culture and education.

Questions and responses

Cr Peter Devereux

1. Is it common to include direct services in sport grants?

The Chief Community Planner advised that it is not common to provide those in sports grants, and the majority of sport grants are for training. For example, first aid, coaching and training seminars.

2. Given that it is not common, does it come to consideration that it might encourage other sports groups to have similar requests to council in the future?

The Chief Community Planner advised that it is possible in the future, however, direct services grants are within the scope of the sporting grants.

3. Would you clarify that, for example, the mobile sauna recovery therapy is not related to training, is that correct?

The Chief Community Planner advised that it is not related to training the members of the sporting club, it is a direct benefit to the members of the sporting club, the sporting people themselves.

Cr Daniel Minson

1. Will the application for different grant categories be treated independently? Will it be considered as counting against a group regarding spread of the funds?

The Chief Community Planner advised that there are two types of sport grants: equipment, and others being non-equipment, usually for training. One grant would not count against the same group in another grant category as all the applications are based on merit.

Cr Lindsay Miles

1. Do you consider whether they've had grants in previous years, or do you consider it as stand alone?

The Chief Community Planner advised that it is stand alone on merit every year.

13 Chief Operations Officer reports

Nil.

14 Chief Financial Officer reports

14.1 Schedule of Accounts- May 2024

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Payment Summary - May 2024 [14.1.1 - 9 pages]2. Credit Card Transactions May 2024 [14.1.2 - 2 pages]3. Fuel and Store Card Transactions May 2024 [14.1.3 - 1 page]

Summary

Council is required to confirm payments made from the municipal fund, payments by employees via purchasing cards each month and fuel and store card transactions under Section 13 and 13A of the Local Government (Financial Management) Regulations 1996. The information required for Council to confirm the payments made is included in the attachment for the month ended 31 May 2024.

Recommendation

That Council:

1. Receives the accounts for May 2024, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
3. Receives the credit card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.
4. Receives the fuel and store card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.

Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the Local Government (Financial Management) Regulations 1996.
2. Under Regulation 13(1) and 13A of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or authorised an employee to use a credit, debit or other purchasing card, each payment is to be noted on a list compiled for each month showing:
 - a) The payee's name
 - b) The amount of the payment

- c) The date of the payment
 - d) Sufficient information to identify the transaction
3. That payment list should then be presented at the next ordinary meeting of the Council, following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.
 4. The payment list and the associated report was previously presented to the Audit and Risk Committee. Given this Committee's scope has changed to focus more on the audit function, the payment listings will be forwarded to the Elected Members ahead of time. Any questions received prior to the finalisation of the report will be included along with the responses within the Schedule of Accounts report for that month.
 5. The list of accounts paid in accordance with Regulation 13 and 13A of the Local Government (Financial Management) Regulations 1996 is contained within the attachment and is summarised below.

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn		\$0
Creditors – EFT Payments		\$3,869,898.29
Payroll		\$1,279,463.87
Bank Fees		\$4,959.29
Corporate MasterCard		\$11,789.64
Total		\$5,166,111.09

Discussion

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

Relevant documents

Nil.

Legal and policy compliance

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

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

[Procurement Policy](#)

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Misstatement or significant error in Schedule of accounts.	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transactions	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits.
Environmental	Not applicable.			
Health and safety	Not applicable.			
Infrastructure/ICT systems/utilities	Not applicable.			
Legislative compliance	Not accepting schedule of accounts will lead to non-compliance.	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.
Reputation	Not applicable.			
Service Delivery	Not applicable.			

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 – Communication and engagement with the community	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town

CL3 – Accountability and good governance.

The presentation of the payment listing to Council is a requirement of Regulation 13 & 13A of Local Government (Financial Management) Regulation 1996.

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

14.2 Financial Statement May 2024

Location	Town-wide
Reporting officer	Financial Services Controller
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Statements - May 2024 [14.2.1 - 26 pages]

Summary

To present the statement of financial activity reporting on the revenue and expenditure for the period ending 31 May 2024.

Recommendation

That Council receives the financial statements for May 2024, as included in the attachment, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Background

1. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance. Number all paragraphs from here on, not including tables.
2. As part of the monthly financial reports, material variances are reported. Thresholds are set by Council and are as follows:

Revenue

Operating revenue and non-operating revenue – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$50,000 or 10% and, in these instances, an explanatory comment has been provided.

Expense

Operating expense, capital expense and non-operating expense – material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$50,000 or 10% and in these instances, an explanatory comment has been provided.

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

Period variation

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

Primary reason(s)

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

End-of-year budget impact

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

Discussion

4. The Financial Statements – May 2024 complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Statements – May 2024 be accepted.

Relevant documents

Not applicable.

Legal and policy compliance

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk mitigation
Financial	Misstatement or significant error in financial statements	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transaction	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits.
Environmental	Not applicable.			
Health and safety	Not applicable.			
Infrastructure/ICT systems/utilities	Not applicable.			
Legislative compliance	Council not accepting financial statements will lead to non-compliance	Medium	Low	Treat risk by providing reasoning and detailed explanations to Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.

Financial implications

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

Engagement

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

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
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> .

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

14.3 Adoption of 2024/25 Annual Budget

Location	Town-wide
Reporting officer	Manager Strategic Accounting
Responsible officer	Acting Chief Financial Officer
Voting requirement	Absolute majority
Attachments	<ol style="list-style-type: none">2024/25 Statutory Annual Budget [14.3.1 - 28 pages]2024/25 Schedule of Fees and Charges [14.3.2 - 47 pages]2024/25 Capital Works Projects [14.3.3 - 4 pages]2024/25 Carry Forward Projects [14.3.4 - 3 pages]Differential Rates - Public Submissions [14.3.5 - 4 pages]

Summary

The purpose of this report is to facilitate final consideration of the recommended annual budget for 2024/25, enabling the continued operation of the Town's works and service programs.

- As required by Section 6.2 of the Local Government Act 1995, each local government is to prepare and adopt a budget for its municipal fund for the next financial year ending on the 30 June.
- Council has advertised its intention to levy differential rates and minimums for 2024/25, which represents an 8% increase in rate revenue, generating rate revenue of \$53,041,616, contributing to total operating revenue of \$69,913,734.
- 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 2024/25 presents a balanced budget and is recommended for adoption by Council.

Recommendation

That Council:

1. Budget

Pursuant to the provisions of Section 6.2(1) of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the Town of Victoria Park Annual Budget as detailed in (**Attachment 1**) for the year ended 30 June 2025, which includes:

- Statement of Comprehensive Income by Nature and Type showing a net result for that year of \$25,552,123.
- Statement of Cash Flows showing a net cash provided by operations of \$10,163,580 and net increase in cash held of \$1,712,005;
- Statement of Financial Activity showing an amount required to be raised from rates of \$53,041,616.
- Transfers to/from Reserves as detailed on the Reserves Account note showing a 30 June 2025 closing balance of \$33,627,306;
- Notes to and forming part of the Budget, as included in Attachment 1; and

- (f) Capital Works Program showing a total of \$56,526,883 (including 2023/24 carry forward projects of \$22,924,849) as detailed in **Attachment 3** and **Attachment 4**;

2. Rates

Differential rates, minimum payments, service charges and instalment payment arrangements:

- (a) Imposes the following differential rates for the 2024/25 financial year for the purpose of yielding the deficiency disclosed by the 2024/25 Annual Statutory Budget pursuant to Sections 6.32, 6.33 and 6.35 of the Local Government Act 1995.
- (b) Residential – GRV of 9.058 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,357 per assessment.
- (c) Non-Residential – GRV of 11.000 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 \$1,411 per assessment.
- (d) All Vacant Land - GRV of 17.137 cents in the dollar of gross rental value applicable to properties used primarily as vacant land subject to a minimum rate of \$2,199 per assessment.
- (e) 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 11 September 2024.
 - (ii) Second quarterly instalment due date 12 November 2024.
 - (iii) Third quarterly instalment due date 21 January 2025.
 - (iv) Fourth quarterly instalment due date 28 March 2025.
 - (v) Direct debit due date 20 June 2025.
- (f) Pursuant to Section 6.45(3) 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 a four equal instalment option of \$12 for each instalment after the initial instalment is paid (representing a total of \$36 over the second, third and fourth instalments).
- (g) Pursuant to Section 6.45(3) 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 a four equal instalment option.
- (h) Pursuant to Section 6.45(3) of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through a flexible direct debit option.
- (i) 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 8.0% for rates and service charges, and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
- (j) NOTES community submissions were received in response to the Notice published in accordance with section 6.36(1) of the Local Government Act 1995, detailed in **Attachment 5**.

3. Fees and Charges

Pursuant to Section 6.16 of the Local Government Act 1995, adopts the Schedule of Fees and Charges in **Attachment 2**.

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:
- (b) Mayor \$33,072.
 - (c) Councillors \$24,726.

- (d) 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.
 - (e) 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 \$68,552 to be paid to the Mayor in addition to the annual meeting allowance.
 - (f) 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 \$17,138 to be paid to the Deputy Mayor in addition to the annual meeting allowance.
5. New loan
- Pursuant to Section 6.20 of the Local Government Act 1995 and authorises the following new loans: Edward Millen Site - \$2,200,000.
6. Reporting of Budget Variances
- 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 2024/25 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.
7. Approves the change of the purpose of the Community Art Awards to include: To be used for the purchasing, placement, and recognition of art for the Council and Community.

Background

1. Local governments are required to prepare and adopt a budget for the financial year. In preparing the budget, the administration has compiled and analysed relevant information, held a series of budget workshops with Council Members, aligned the budget to the priorities in the Town's Strategic Community Plan 2022 – 2032, Long Term Financial Plan, Corporate Business Plan, and other supporting strategies.
2. Over the past five years, Council has endorsed budgets that have resulted in the below annual rates of income over that period.
 - (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 decreased rates by 7.88%, 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 actual rates revenue of \$46,431,117.
 - (e) In the 2023/24 budget, Council increased rates by 5.9% with actual rates revenue of \$49,475,403.
3. The Producer Price Index (PPI) (published by the ABS in March each year) has measured an annualised growth of 3.18% p.a. over the same five-year period. The increase in goods and services over the period has impacted prices in some of our recent construction contracts.
 - (a) In March 2024, the PPI rose 1.3% over the past twelve months.
 - (b) In March 2021, the PPI rose 0.2% over the past twelve months.
 - (c) In March 2022, the PPI rose 4.9% over the past twelve months.
 - (d) In March 2023, the PPI rose 5.2% over the past twelve months.
 - (e) In March 2024, the PPI rose 4.3% over the past twelve months.

4. Price increases have been identified in many core contracts for materials, utilities, insurance, services and capital works.
 - (a) Waste processing gate fees have increased by approximately 22% to \$1,903,000.
 - (b) Verge collection costs have increased by 90% and 200% for green and bulk waste collection. The above verge collections' total cost for 2024/25 is estimated at \$309,000 and \$515,000 respectively.
 - (c) Various contracts within our Parks Department have increased by either CPI or higher. Some examples include; Tree removal costs have increased due to the long drought period, resulting in a loss of about 35 - 50 mature or approximately \$800 - \$1000 per tree.
 - (d) Tree audits, watering, and maintenance contracts have all increased by 4.1%, according to the contract extension agreement.
 - (e) Nitrogen based fertilisers and equipment have increased by 30% and 8%, respectively.
 - (f) Road resurfacing and roads works have seen a 10 - 15% increase due to material and traffic management cost all increasing over the past 12 months.
 - (g) Legislation change that requires tree contractors to use a shadow vehicle, resulting in \$130,000 - \$160,000 per year on top of our \$1,400,000 budget for tree maintenance or around 11%.

Discussion

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) The Long Term Financial Plan, Corporate Business Plan, and the Strategic Community Plan.
 - (b) Asset Management and Capital Works Programs.
 - (c) Fees & Charges.
 - (d) Operational Management budgets, and
 - (e) New capital and operational requests.
7. 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 2024/25.
 - (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
Residential	\$0.09058	\$1,357
Non-residential	\$0.11000	\$1,411
Vacant land	\$0.17137	\$2,199

- (c) Differential general rates can only be imposed based on certain characteristics.
- (d) 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.
- (e) The Town will rate 18,254 properties in the 2024/25 financial year, including 118 newly added rateable properties.
- (f) The total budgeted revenue from rates for the 2024/25 financial year is \$53,041,616 derived from the rate in the dollar and minimum rates outlined in this report.

8. Fees & Charges

- (a) The fees and charges for 2024/25 (Attachment 2) include various regulated fees set by legislation or regulation and fees or 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, the ability of the community to pay, and the overall impact on the Town’s budget.
- (b) Total fees & charges revenue for 2024/25 financial year is forecast to be \$10,860,246.

9. Grants

- (a) The Town is anticipating \$26,321,112 (carry forward of \$7,290,981) in grant and contribution funding across a range of projects and services. **Table 2** shows the projects receiving more than \$250,000 in grant funding.

10. **Table 2**

Project	Grant Funding
LPRP Zone 1 Community and Sports Club Facility	\$13,200,000
McCallum Park Active Area – Federal Investing in Our Communities Grant	\$2,500,000
Rutland Avenue Shared Path	\$1,678,613
Roads - Black Spot	\$1,521,213
McCallum Park Active Area – State CSRFF Grant	\$926,653
Roads - MRRG - Rutland Avenue - Welshpool Road to Oats Street	\$490,145
Roads - MRRG - Oats Street - Planet Street to Tuckett Street	\$258,893

11. Capital Works Program

In 2024/25 the Town of Victoria Park plans to capital expenditure of \$56,526,883 (**Attachment 3**) including an estimated carry forward of \$22,924,849 from 2023/24 into the 2024/25 budget. The recommended budget includes several multi-year projects that allow the Town to deliver on its strategic programs.

The capital expenditure budget includes significant funding from grants, third party contributions and reserves with the residual \$9,438,418 (carry forward \$2,990,326) from municipal funds. Further details are provided below in relation to some of the capital works programs.

(a) Public Places Program:

McCallum Park and Taylor Reserve: which is to complete the detailed design and construction of the upgraded Skate and Pump Track Facility works with a Federal government grant (liOC) of \$2,500,000, State CSRFF Grant of \$926,653, and \$300,000 from the Town. This will be delivered to fully activate the McCallum Park area with the parallel delivery of the new Causeway Pedestrian and Cyclist Bridge.

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 be neurodiversity inclusive. \$2,000,000 from the Blackoak Capital lease of the Heritage building precinct will contribute to the park redevelopment. The total cost of the park redevelopment is \$7,500,000, the expenditure for the 2024/25 financial year is expected to be \$2,500,000.

Burswood Station East: Stiles Griffiths Reserve Upgrade: In 2023/24 a design was completed for an upgraded Stiles/Griffiths Reserve in the emerging Burswood Station East Precinct. A first stage of upgrades to lighting, paths and the creation of landscape zones will occur in 2024/25 with a total stage 1 project budget of \$540,000.

Higgins Park Playground and Surrounds Upgrade: Stage 2 of the implementation of the Higgins Park and Playfield Reserve Masterplan will see an upgrade to the playground in front of the Higgins Park clubrooms and improvements to the immediate area surrounding the playground in accordance with the Masterplan with an overall project budget of \$250,000.

Old Spaces New Places Project No.4 - State Street and Albany Highway Intersection: The Town has budgeted \$324,000 (\$274,000 from a Federal Government Grant) for an upgrade to the State Street and Albany Highway intersection (near the Victoria Park Hotel) which was identified for improvements in the Albany Highway Precinct Structure Plan Public Realm Strategy approved by Council in 2023. This improvement will result in a more pedestrian friendly, slower and greener outcome.

Better Parks Sub Program: In response to community requests and a growing community group, \$40,000 has been requested to upgrade Duncan Street Reserve. Works will include improved pathway connections, benches and swing, and will be done in collaboration with the community and the Urban Forest Program. A further \$20,000 is requested for upgrades at Millers Crossing.

(b) Social Infrastructure Program:

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 250m² 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 \$15,200,000. The Town's contribution will be \$5,000,000. The expenditure for the 2024/25 financial year is expected to be \$15,000,000 but is still subject to final approvals and funding.

(c) Integrated Transport Program

Archer Street and Mint Street Streetscape Improvement Plan – Stage 2b: The Town will complete the next installment of the Carlisle Town Centre between Planet St and Mars St. This will ensure that the new bike lanes completed in 2023/24 between Gemini Way and Mars St will connect all the way to the Town Centre. This next portion of Carlisle Town Centre has a project budget of \$1,100,000.

Rutland Avenue Shared Path: This project completes the final missing piece of the regionally linked Armadale line principal shared path in the Town of Victoria Park. This project is fully funded by the Department of Transport and there is ongoing debate as to the preferred arrangement in the road layout to facilitate the shared path due to the overall project costs and benefits.

Skinny Streets and Low-Cost Urban Road Safety Program: The Town is making changes to its local roads to reduce speeds and create safer and more walkable streets for pedestrians. This work is done via the Town's Skinny Streets Sub-Program and \$200,000 (Municipal funds) plus a \$320,000 fully funded allocation on completion of works from Main Roads WA will facilitate these important changes. **Black Spot Projects:** The following new intersections are planned for upgrade works in the 2024/25 Financial Year: Archer Street/ Beatty Avenue; Mint Street/ Hubert Street; and Star Street/ Lion Street. Minister's approval for these projects is still pending. **Burswood South Streetscape Improvement Plan – Detailed Design:** The Town is progressing the approved Concept Plan for the streets in the Burswood South precinct to the Detailed Design phase in preparation for construction in future years. A total of \$240,000 has been allocated for the Detailed Design phase in 2024/25.

(d) Urban Forest Program

Green Basins: \$76,000 has been allocated to the Green Basins Sub-Program. These funds will be focused on progressing work to re-shape and green the 76 Planet Street drainage basin.

Vic Park Leafy Streets: \$220,000 has been allocated to deliver the Town's street tree planting program across a range of streets in the Town. Each year the Town aims to plant approximately 800 new street trees.

Urban Centres Greening: The Urban Forest Program is providing a renewed focus on planting trees in its Urban Centres. Trees are more difficult to plant in hardscaped activity centres and often require a different specification and careful planning and design. But the impact on air temperature, walkability and the local economy of more trees in activity centres is significant. The Town has allocated \$120,000 to this important part of the Urban Forest Program.

(e) Asset Renewal Program

Road Renewals: To maintain critical Town infrastructure, the Town has identified sites that require critical renewal and upgrades to maintain current service levels. The total cost of road renewals and upgrades is \$7,819,194, which is supported by \$2,060,131 from grants and other contributions.

Drainage: Capital works are intended to be undertaken to the drainage network at various hotspot locations. These include Weston Street, Horden Street, Second Avenue, Solar Way, Keyes Street and Albany Highway. The improvements are anticipated to cost \$370,000 and will help mitigate property flooding in these areas.

Right of Way: The upgrade of ROW 130, which is currently an unsealed laneway, is planned for full reconstruction in the 2024-2025 Financial Year. This includes lighting, drainage and new seal. The Municipal funding for this project is \$280,000.

Lighting: The upgrade of Ceres Lane was completed in November 2023 and lighting will be installed in FY2024-2025 at a cost of \$75,000. All conduits have already been laid and ready for poles and luminaires installation.

12. Carry Forward

The Town of Victoria Park plans to carry forward \$22,924,849 (**Attachment 4**) from 2023/24 into the 2024/25 budget, which represents \$1,317,834 from operating and \$21,607,015 from capital/infrastructure projects. The recommended budget includes several projects currently in progress and other large-scale projects that are expected to commence during the 2024/25 financial year.

- (a) The operating carry forward value of \$1,317,834 has been identified to be carried from 2023/24 into the 2024/25 budget. Some of the major operating carry forward projects include;
 - (i) Albany Highway Precinct Structure Plan for \$274,017, a multi-year project expected to be completed in 2024/25.
 - (ii) Oats Street Precinct Structure Plan for \$160,005, a multi-year project that has been entirely funded by Public Transport Authority of Western Australia is expected to be completed in 2025/26.
 - (iii) Customer Relations – Consultancy for \$115,000, which is for the transition from the current telephone system (IFPX which is outdated) to Microsoft Teams Calling. It will improve accessibility and service delivery to the community, allowing for video calling and long-term cost reductions (hardware requirements and maintenance agreement). Expected to be delivered in the second quarter of the 2024/25 financial year.
 - (iv) IT Hardware with the value of \$150,000, which is for the replacement of the administration's servers and storage infrastructure with an expected delivery in the first quarter of the 2024/25 financial year.
- (b) The capital/infrastructure carry forward value of \$21,607,015 has been identified to be carried from 2023/24 into the 2024/25 budget. Some of the major capital/infrastructure carry forward projects include;
 - (i) The Edward Millen Park Masterplan has a carry forward of \$6,662,000, with \$3,750,000 allocated to be spend towards the parkland and playground redevelopment in the 2024/25 financial year.
 - (ii) Several Road Renewals projects to the value of \$6,025,332, of which \$3,295,287 of the projects are expected to the delivered in the first quarter of the 2024/25 financial year, and a further \$1,348,476 is delayed due to conflicts with the Metronet Project.
 - (iii) A portion of Skinny Street Program funds (incl. Main Roads WA Low-Cost Urban Road Safety Program funding) will be carried forward to 2024/25 (\$340,650) with the majority expended early in the new financial year.

- (iv) The Lathlain Precinct Redevelopment Project Zone 1 – Perth Football Club/Community Facility of \$4,500,000, of which it is expected that the Early Contractor Involvement (ECI) is completed and the planned construction to commence in the first half of the 2024/25 financial year.
- (v) The Rutland Avenue Shared Path of \$1,678,613 is carry forward due to ongoing reviews as to the preferred arrangement in the road layout to facilitate the shared path.
- (vi) Old Spaces New Places Project No.3 - Western Gateway for \$77,805. This project is part way through the Detailed Design phase. Detailed Design will be completed in the first part of 2024/25.
- (vii) Several Fleet and Machinery vehicles of \$928,408, of which \$306,848 is expected to be delivered in the first quarter and \$450,000 for the Road Sweeper in the third quarter of the 2024/25 financial year.
- (viii) Kent Street Sandpit Bushland Management Project of \$541,350, of which it's expected that trafficable perimeter and secondary paths, plus site fill, will be completed within the 2024/25 financial year.

13. Operating Expenditure

The Town of Victoria Park has continued to experience inflationary cost pressures due to rising construction costs, changes in legislative requirements, and supply chain issues. Annual PPI for the March 2024 quarter is at 4.3% and in many instances the actual costs have increased much higher.

Operating expenditure has increased by \$4,540,723 or 6.86% compared to the current revised budget, which is mainly attributed to:

- (a) Employee costs are anticipated to increase by \$1,194,753 due to changes in the enterprise bargaining agreement, superannuation payments, and increases in worker's compensation insurance.
- (b) Material and contracts expenditure is expected to rise by \$2,570,687 due to higher inflationary cost pressures across several categories including materials, waste, ICT, and other operating associated operating costs.

14. Reserves

- (a) The proposed transfers detail a net decrease of \$15,115,430 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.
- (c) Updated the purpose description for Community Art Reserve to include the following; To be used for the purchasing, placement, and recognition of art for the Council and Community. The purpose change will enable the reserve to support the Town's Community Art Awards, such as the Youth Art Awards and others alike.

15. Loans

- (a) The budget does include a loan to be raised for the Edward Millen project, valued at \$2,200,000. Once works have commenced, this loan will be raised in the 2024/25 financial year. It has been included in previous budgets. This will be raised in the 2024/25 financial year once work has commenced. This loan has been included in previous budgets, but not yet drawn down.

16. 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. There were seven public submissions received and have been included as an attachment to this agenda item.
 - (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) 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.
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17. 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.

Legal and policy 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](#)

Financial implications

Current budget impact	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.
Future budget impact	The adoption of the 2024/25 budget will enable the continuity of service delivery, maintenance of existing assets and generation of new assets in line with the Strategic Community Plan.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Potential reduction in the quality of assets provided and services delivered if the proposed annual budget is not adopted.	Moderate	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	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	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 adopt the annual budget.	Minor	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 adopted. Community submission periods.
Service delivery	Potential reduction in the quality of services delivered if the annual budget is not adopted.	Possible	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.

Engagement

Internal engagement	
Stakeholder	Comments.
Elected Members	Engagement was completed with Elected Members over five workshops with the administration.
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.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The 2024/25 budget complies with the relevant legislative regulations and adheres to the Town’s own policies and practices to ensure the effective management of resources.

CL2 - Communication and engagement with the community.	Proposed differential rates advertised and public comment sought.
CL3 - Accountability and good governance.	The 2024/25 budget has been developed with Elected Members through a series of workshops to ensure it reflects the communities' current needs.

Economic	
Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	The 2024/25 annual budget facilitates a strong local economy by investing in infrastructure projects, local events, and community services.

Questions and responses

Cr Daniel Minson

1. What is the Asset Sustainability Ratio and what is the target ratio?

The Acting Chief Executive Officer advised that the asset sustainability ratio is the Town's actual expenditure on renewal divided by the Town's annual depreciation. Our target was between 90% and 110%

2. What are the Town's ratios based on the current proposed budget?

The Acting Chief Executive Officer advised that the Town's Asset Sustainability Ratio for financial year 22/23 has been calculated in the draft Asset Management Plan, and it is 45% for infrastructure and 17% for buildings. For clarity, the ratio does not include operating maintenance or new assets.

15 Committee reports

Nil.

16 Motion of which previous notice has been given

Nil.

17 Public participation time

Public participation time opened at 6:53pm and there being no public in the gallery at this time, Deputy Mayor Ife closed the public participation time at 6:53pm.

18 Questions from members without notice on general matters

Cr Peter Devereux

1. Regarding EV charging points, I understood that it wasn't possible for a Council to have an EV charger that was available to the public. However, I noticed some local governments have council EV charging that's available to the public. Would you have any more information on that?

The Acting Chief Executive Officer took the question on notice.

19 Confidential matters

The meeting closed to the public at 6:55pm and re-opened at 6:56pm.

20 Closure

There being no further business, Deputy Mayor Bronwyn Ife closed the meeting at 6:56pm.

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

Signed:

Dated this:

Day of:

2024