



TOWN OF
VICTORIA PARK

Special Council Meeting Agenda – 4 February 2025



WE'RE OPEN
VIC PARK

Please be advised that a **Special Council Meeting** will be held at **5:00 PM** on **Tuesday 4 February 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Carl Askew – Chief Executive Officer
30 January 2025

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1 Declaration of opening

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.

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

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

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

2.2 Public question time and public statement time

As this is a Special Council Meeting, any public questions or statements must relate to the business of the agenda.

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

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

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

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

2.3 No adverse reflection

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

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

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

3 Attendance

Mayor

Ms Karen Vernon

Banksia Ward

Cr Claire Anderson
Cr Peter Devereux
Cr Peter Melrosa
Cr Lindsay Miles

Jarrah Ward

Cr Sky Croeser
Cr Jesse Hamer
Deputy Mayor Bronwyn Ife
Cr Daniel Minson

Chief Executive Officer

Mr Carl Askew

Chief Operations Officer

Ms Natalie Adams

Chief Financial Officer

Mr Duncan Olde

Acting Chief Community Planner

Mr David Doy

Manager Governance and Strategy

Ms Bernadine Tucker

Meeting Secretary

Ms Winnie Tansanguanwong

Public Liaison

Ms Tomoko Kidahashi

3.1 Apologies

3.2 Approved leave of absence

Nil.

4 Declarations of interest

4.1 Declarations of financial interest

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

4.2 Declarations of proximity interest

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons' land.

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

4.3 Declarations of interest affecting impartiality

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

- 5 Public question time**
- 6 Public statement time**
- 7 Presentations**
- 8 Method of dealing with agenda business**

9 Council Reports

9.1 Independent Auditor's Report and Annual Financial Report 2023/24

Location	Town-wide
Reporting officer	Manager Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL REDACTED - Final Management Letter Attachment A - Town of Victoria Park - 30 June 2024 [9.1.1 - 5 pages]2. CONFIDENTIAL REDACTED - Final Management Letter Attachment B - Town of Victoria Park - 30 June 2024 [9.1.2 - 8 pages]3. CONFIDENTIAL REDACTED - Interim Management Letter Attachment - Town of Victoria Park - June 2024 [9.1.3 - 6 pages]4. Opinion - Town of Victoria Park - 30 June 2024 [9.1.4 - 3 pages]5. To VP Financial Report 2023-24 Signed Stamped [9.1.5 - 75 pages]

Summary

As part of Council's committee structure, the Audit and Risk Committee has been established to review areas of an audit or compliance nature. The Office of the Auditor General has provided an independent auditor's report, management letters and have signed off on the Town's annual financial statements for the 2023/24 financial year.

Recommendation

The Audit and Risk Committee recommends that Council:

1. Receives the independent auditor's report and management matters for the 2023/24 audit.
2. Accepts the 2023/24 annual financial statements, as attached.

Background

1. Each year, as part of Council's audit process, an independent audit is undertaken to assess Council's Annual Financial Statements and the legitimacy and accuracy of Council's accounts. An Independent Audit Report is then produced by the Auditor. The Auditor, after completing the audit, is to forward a copy of the audit and/or management report to the;
 - a. Mayor
 - b. Chief Executive Officer
 - c. Minister for Local Government, via the Department of Local Government, Sport and Cultural Industries.

2. The Independent Auditor’s Report is also required to be included in Council’s Annual Report. Any issues arising from the Independent Audit Report are to be investigated and action taken to resolve those issues.

Discussion

3. The Annual Financial Report was audited by the Office of Auditor General. It is recommended that the Audit and Risk Committee recommends Council to accept the 2023/24 Annual Financial Report.
4. In accordance with the Local Government Act 1995 (Section 7.12A – Duties of local government with respect to audits) a representative(s) who conducted the audit, will also attend the meeting to speak to the audit and take questions from committee members.
5. The Independent Auditor’s Report notes that: “In my opinion, the financial report:
 - is based on proper accounts and records.
 - presents fairly, in all material respects, the results of the operations of the Town for the year ended 30 June 2024 and its financial position at the end of that period.
 - is in accordance with the *Local Government Act 1995* (the Act) and to the extent that they are not inconsistent with the Act, Australian Accounting Standards Continue numbered paragraphs.

Relevant documents

Not applicable

Legal and policy compliance

[Local Government Act 1994 - Part 7](#)

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	Misstatement or significant error in annual financial report.	Moderate	Low	TREAT risk by conducting daily and monthly reconciliations and internal audits, external interim audits and annual report audits.

Financial	Fraud and illegal acts.	Moderate	Low	TREAT risk by strengthening internal controls, internal audits and segregation of duties.
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Data, Information Technology and Cyber	Not applicable		Medium	
Assets	Not applicable		Medium	
Compliance Breach	Annual financial report not complying with the requirements of the Local Government (Financial Management) Regulations 1996.	Moderate	Low	TREAT risk by engaging external auditors to audit the annual financial statements.
Reputation	Council not accepting the Independent Auditor's Report.	Moderate	Low	TREAT risk by providing reasoning and detailed explanations to Council to enable informed decision making.
Service delivery interruption	Not applicable		Medium	

Engagement

Internal engagement	
Service Area Leaders and Senior Management	Service area leaders were consulted and engaged during the external annual audit to provide information and responses to auditor queries.

External engagement	
Stakeholders	Office of the Auditor General (OAG), and OAG appointed auditors.
Period of engagement	Interim audit – May. Final audit – through October to December.

Level of engagement	3. Involve
Methods of engagement	On-site visits, email correspondence, and in-person.

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 annual 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 Town meets its legislative responsibility in accordance with Part 7 of the Local Government Act 1995.

Further consideration

- The Audit and Risk Committee resolved at its meeting on 19 December 2024 to demonstrate completion of the Committee's duties as per its Terms of Reference to review the audit report.

9.2 Annual Report 2023/2024 and Annual Electors Meeting

Location	Town-wide
Reporting officer	Manager Governance and Strategy / Manager Stakeholder Relations
Responsible officer	Chief Executive Officer
Voting requirement	Absolute majority
Attachments	1. Annual Report 23-24 [9.2.1 - 31 pages]

Summary

For Council to accept the Town of Victoria Park Annual Report 2023/2024 and to set the meeting date for the Annual Electors Meeting.

Recommendation

That Council:

1. Accepts the Town of Victoria Park Annual Report 2023/2024 in **Attachment 1**.
2. Convenes the 2024 Annual Electors Meeting on Monday 10 March 2025, commencing at 6:00pm in the Council Chamber, Town of Victoria Park Administration Centre, 99 Shepperton Road, Victoria Park.

Background

1. In accordance with section 5.53 of the *Local Government Act* 1995 (the Act), local governments are to prepare an annual report.
2. The audited accounts for the financial year are incorporated into the annual report following the annual external audit by the Office of the Auditor General.
3. Once the annual report is accepted, it is to be presented to an Annual Electors Meeting.
4. The Annual Electors Meeting must be advertised by way of 14 days public notice to the community in accordance with the public notice provisions in the Act.

Discussion

Annual Report

5. In accordance with section 5.53 of the Act, the Town of Victoria Park Annual Report has been prepared for the 2023/2024 financial year.

6. The Annual Report provides a summary of the previous year's achievements and challenges, and the outlook for the year ahead. It includes specific statutory requirements and demonstrates performance against the Town's 10-year Strategic Community Plan.
7. The Annual Report is a key reporting mechanism of the Town's Integrated Planning and Reporting Framework. In accordance with guidelines from the Department of Local Government, Sport and Cultural Industries, local governments are expected to outline progress towards achieving the objectives of their respective 10-year Strategic Community plan and the major projects and priorities of their 5-year Corporate Business Plan.
8. The Annual Report is also seen as an essential tool to inform the community and key stakeholders about the Town's achievements, challenges, and future plans, promote greater community awareness of the Town's programs and services, and illustrate the Town's commitment to accountable and transparent government.
9. The Town of Victoria Park Annual Report 2023/2024 is provided at **Attachment 1**. The Annual Report also includes the Town's Annual Financial Report for 2023-2024 which has been audited by the Office of the Auditor General.
10. In accordance with section 5.54 of the Act, the Council is required to accept an Annual Report by an absolute majority and present the annual Report to the Annual Electors Meeting.
11. Section 5.55 of the Act states the Chief Executive Officer (CEO) is to give local public notice of the availability of the Annual Report as soon as practicable, following its acceptance by Council. This notice is to apply for at least seven days.

Annual Meeting of Electors

12. Section 5.27 of the Act requires that the Annual Electors Meeting is to be held on a day selected by the local government, but not more than 56 days after the local government accepts the Annual Report.
13. Section 5.29 of the Act states the CEO is to convene an Annual Electors Meeting by giving at least 14 days public notice.
14. It is recommended that the Annual Electors Meeting be held on Monday 10 March 2025, commencing at 6:00pm in the Council Chamber, Town of Victoria Park Administration Centre, 99 Shepperton Road, Victoria Park.
15. Regulation 15 of the Local Government (Administration) Regulations 1996 provides that the Annual Report for the previous financial year and any other general business can be discussed at the Annual Meeting of Electors.

Relevant documents

[Town of Victoria Park Community Strategic Plan 2022/2032](#)

Legal and policy compliance

Division 5 of the [Local Government Act 1995](#)

Part 3 of the [Local Government \(Administration\) Regulations 1996](#)

Financial implications

Current budget impact	Nil
Future budget impact	Nil

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	Non-compliance with legislative requirements	Medium	Low	Adopt the Annual Report and set a date for the Annual Electors Meeting
Reputation	Town's reputation affected	Medium	Low	Adopt the Annual Report and set a date for the Annual Electors Meeting
Service delivery interruption			Medium	

Engagement

Internal engagement	
Stakeholder	Comments
Whole of organisation	The whole organisation was consulted in the preparation of the Annual Report

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The Annual Report provides a summary of the previous year’s achievements and challenges, and the outlook for the year ahead. It includes specific statutory requirements and demonstrates performance against the Town’s 10-year Strategic Community Plan.
CL2 - Communication and engagement with the community.	The Annual Report details the previous year’s achievements and challenges of the Town, and the outlook for the year ahead. It includes specific statutory requirements and demonstrates performance against the Town’s 10-year Strategic Community Plan. The Annual Electors Meeting provides a forum for the community to receive the Annual Report plus raise any other matters of general business.
CL3 - Accountability and good governance.	The Annual Report demonstrates accountability and good governance to the community and other stakeholders.

Further consideration

- 10 Public question time**
- 11 Public statement time**
- 12 Meeting closed to the public**
- 13 Closure**