



TOWN OF
VICTORIA PARK



Agenda Briefing Forum Agenda – 3 October 2023



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 3 October 2023** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Anthony Vuleta – Chief Executive Officer
29 September 2023

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1 About the Agenda Briefing Forum

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

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

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

All others may participate in the meeting during the allotted Public Participation Time. While it is not required, members of the public are encouraged to submit their questions and statements in advance by [email](#) or by completing the [Public Question/ Statement Form on the Town's website](#). Please note that questions and statements related to an agenda item will be considered first. All those dealing with matters of a general nature will be considered in the order in which they have been received.

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

Disclaimer

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

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

2 Opening

3 Acknowledgement of country

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

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

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

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

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

4.5 Questions taken on notice

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

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

5 Attendance

Mayor

Ms Karen Vernon

Banksia Ward

Deputy Mayor Claire Anderson
Cr Wilfred Hendriks

Jarrah Ward

Cr Jesse Hamer
Cr Bronwyn Ife
Cr Jesvin Karimi
Cr Vicki Potter

Chief Executive Officer

Mr Anthony Vuleta

Chief Financial Officer

Mr Duncan Olde

Chief Community Planner

Ms Natalie Martin Goode

A/Chief Operations Officer

Mr Paul Denholm

Manager Governance and Strategy

Ms Bernadine Tucker

Coordinator Governance and Strategy

Ms Tracey Wilson

Secretary

Ms Felicity Higham

Public liaison

Ms Alison Podmore

5.1 Apologies

5.2 Approved leave of absence

Banksia Ward

Cr Peter Devereux

6 Declarations of interest

6.1 Declarations of financial interest

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

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

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

6.2 Declarations of proximity interest

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

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

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

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

6.3 Declarations of interest affecting impartiality

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

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

11 Chief Executive Officer reports

11.1 Council Resolution Status Report - September 2023

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none"> Outstanding Council Resolutions Report September 2023 (1) [11.1.1 - 25 pages] Completed Council Resolutions Report September 2023 (1) [11.1.2 - 27 pages]

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

Purpose

To present Council with the Council resolutions status reports.

In brief

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

Background

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

Strategic alignment

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

Engagement

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

Legal compliance

Not applicable.

Risk management consideration

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

Financial implications

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

Analysis

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

4. The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 1 September 2023 to 28 September 2023. A status update has been included by the relevant officer/s.

Relevant documents

Not applicable.

12 Chief Community Planner reports

12.1 Draft Innovate Reconciliation Action Plan

Location	Town-wide
Reporting officer	Coordinator Community Development
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Community Engagement Report Innovate RAP 2022 - FINAL [12.1.1 - 10 pages]2. To VP Innovate RAP 2023 V 3 - Conditional Endorsement for Council [12.1.2 - 38 pages]

Recommendation

That Council:

1. Approves the advertising of the draft Innovate Reconciliation Action Plan 2023-2025 for public comment, as at Attachment Two.
2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present the Innovate Reconciliation Action Plan 2023-2025 back to Council for consideration.

Purpose

To present Council with the draft Innovate Reconciliation Action Plan 2023-2025 and seek approval to release the plan for public comment period.

In brief

- The Town's Reflect Reconciliation Action Plan November 2018 – June 2020 was adopted by Council in November 2018 after provisional approval from Reconciliation Australia.
- The draft Innovate Reconciliation Action Plan (RAP) was developed after consultation with Town staff, community, Elected Members, Mindeera Advisory Group and Reconciliation Australia.
- The draft Innovate RAP was conditionally approved by Reconciliation Australia in September 2023.
- The Town is now seeking approval from Council to release the draft RAP for public comment prior to returning to Council for final endorsement.

Background

1. A Reconciliation Action Plan (RAP) is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.
2. The RAP Program contributes to advancing the five dimensions of reconciliation by supporting organisations to develop respectful relationships and create meaningful opportunities with Aboriginal and Torres Strait Islander peoples.
3. Each of the progressive four RAP types (Reflect, Innovate, Stretch, Elevate) set out the minimum elements required from an organisation to build strong Relationships, Respect and Opportunities within the organisation, as well as the wider community.

4. The Town established an Aboriginal Engagement Strategy Group (now Mindeera Advisory Group) in 2013 to build relationships and respect between members of our wider community and Aboriginal and Torres Strait Islander people.
5. The Town's Reflect Reconciliation Action Plan (RAP) was adopted by Council in November 2018 after provisional approval was received from Reconciliation Australia.
6. Council approved a 12-month extension to the Town's existing Reflect RAP in July 2020 and July 2021.
7. Development of the Innovate RAP began in 2022, with community consultation occurring from May to July 2022 and internal Town staff consultation beginning and ongoing from July 2022.
8. A draft of the Innovate RAP was presented to the Mindeera Advisory Group in May 2023 and their feedback incorporated into the draft.
9. A draft of the Innovate RAP was presented to Elected Members via the portal in June 2023 and their feedback was incorporated into the draft.
10. A draft of the Innovate RAP was submitted to Reconciliation Australia (RA) in June 2023.
11. After incorporating RA feedback into the draft, the Innovate RAP was conditionally endorsed by Reconciliation Australia in September 2023.
12. The Town is now seeking approval from Council to release the draft RAP for public comment prior to returning to Council for final endorsement.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Our community has an understanding and knowledge of the Town's RAP and a greater awareness and understanding of Aboriginal culture and history.

Social	
Community Priority	Intended public value outcome or impact
S3 - Facilitating an inclusive community that celebrates diversity.	Through reconciliation the Town's First Nations People have a sense of pride and belonging in the local community.
S4 - Improving access to arts, history, culture and education.	The Town's community celebrates, acknowledges and has opportunities to learn about Aboriginal culture and history.

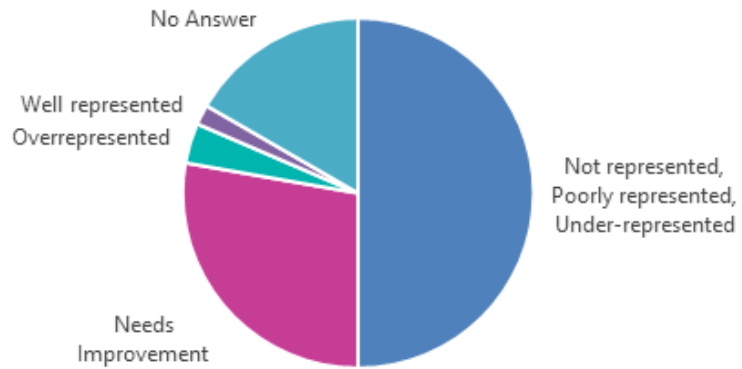
Engagement

Internal engagement	
Stakeholder	Comments
Community Development	Consultation and completion of internal Innovate RAP review and deliverables.
Mindeera Advisory Group	Consultation and completion of internal Innovate RAP development and deliverables. Support provided to continue activity with the current RAP until the Innovate RAP has been endorsed.

People and Culture	Consultation and completion of internal Innovate RAP review and deliverables.
Communications	Consultation and completion of internal Innovate RAP review and deliverables.
Town Staff including a members of the RAP Internal Working Group	Town staff were engaged during the consultation phase in July 2022 through questions posed in the All of Staff meeting held on 5 July 2022. A total of 72 responses were received from that engagement.

External engagement	
Stakeholders	Residents / ratepayers, broader community members, business owners, visitors
Period of engagement	May to July 2022
Level of engagement	2. Consult
Methods of engagement	<ol style="list-style-type: none"> 1. Community survey (online and hard copy) 2. A physical "Wishing Well" positioned at various locations around the town, and an online brainstorming "Wishing Well" tool. 3. Online Facebook question regarding dual naming of the Town of Victoria Park
Advertising	The community was alerted to the opportunity to engage via the Town website, social media, and e-news.
Submission summary	<ol style="list-style-type: none"> 1. Community survey – 54 responses 2. Wishing Well – 65 responses 3. Facebook dual naming question – 160 responses (91% vote of support)
Key findings	<p>Please refer to Attachment 1 – Community Engagement Report Innovate RAP 2022 for detailed feedback and results.</p> <p>Several common themes and ideas for action were identified through the community engagement process, some of which were translated into deliverables in the draft RAP. Over 75% of community survey responses indicated that Noongar community and culture representation in the Town needs improvement and is poorly/not represented in the Town.</p>

How well represented do you think the Noongar community and culture are in the Town?



Other engagement

Stakeholder	Comments
Reconciliation Australia	Consultation and advice on the Town's reconciliation journey. Conditional approval of draft Innovate RAP.
City of Vincent, City of South Perth, City of Melville,	Ongoing collaboration and consultation with other local government colleagues.

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial					Low	
Environmental					Medium	
Health and safety					Low	
Infrastructure/ ICT systems/ utilities					Medium	

Legislative compliance					Low	
Reputation	<p>Negative public perception towards the Town should the Mindaera Advisory Group and broader community not see the Town progress on its journey of reconciliation.</p> <p>Negative public perception of the Town due to the RAP engagement being confused / linked with the Voice Referendum debate.</p>	Moderate	Possible	Medium	Low	<p>TREAT risk by continuing to deliver the Town's current RAP while developing the new Innovate RAP. Prioritise endorsement of the Innovate RAP for public comment.</p> <p>TREAT risk by communicating clearly the purpose of the public comment process and the purpose of the RAP.</p>
Service delivery	Inability to deliver relevant and priority RAP actions due to having an out-of-date RAP.	Moderate	Possible	Medium	Medium	TREAT risk by continuing to deliver the Town's current RAP while developing the new Innovate RAP. Prioritise endorsement of the Innovate RAP for public comment.

Financial implications

Current budget impact	Sufficient funds have been requested within the 2022/23 annual budget to address this recommendation.
Future budget impact	<p>Additional funds may be required in future budgets, however the amounts required will be determined via further investigation, aligned to proposed priority works.</p> <p>Future budget impacts will be considered by Council through the budget deliberation process prior to works / activities being endorsed and undertaken.</p>

Analysis

13. Town officers have developed the draft Innovate Reconciliation Action Plan 2023-2025 in consultation with Town staff, community members, Elected Members, Mindeera Advisory Group and Reconciliation Australia.
14. Development of the Innovate RAP includes refinement of Reconciliation Australia provided baseline deliverables, as well as the addition of further deliverables to address stakeholder feedback.
15. The Town's Innovate RAP contains 64 deliverables separated into the following four categories:
 - (a) Relationships
 - (b) Respect
 - (c) Opportunities
 - (d) Governance
16. The Town's Innovate RAP was conditionally approved by Reconciliation Australia in September 2023.
17. As recognised by Reconciliation Australia, RAP deliverables are about embedding cultural change and building strong relationships with Aboriginal and Torres Strait Islander people.
18. Adequate resources have been provided as part of the 2023/24 budgeting process to deliver initial elements of the Innovate RAP in anticipation of endorsement in this financial year. Prioritisation of deliverables has been integrated across the life of the plan to assist delivery as resources, capability and capacity are available.
19. The draft Innovate RAP 2023-2025 is now presented to Council for advertising for public comment for a three-week period. During this time, the Town will seek feedback from the relevant stakeholders.
20. Upon integration of relevant feedback, the final Innovate RAP 2023-2025 will be presented to Council for formal adoption.
21. The document would then be desktop published to meet Town and Reconciliation Australia standards, and then re-submitted to Reconciliation Australia for final endorsement.

Relevant documents

[Reflect Reconciliation Action Plan](#)

[Reconciliation Australia – RAP Framework](#)

12.2 Consideration of draft amended Lathlain Park Management Plan

Location	Lathlain
Reporting officer	Manager Development Services
Responsible officer	Chief Community Planner
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. LPMP Draft for Final Approval [12.2.1 - 30 pages]2. June 2023 OCM report [12.2.2 - 10 pages]3. Schedule of submissions received [12.2.3 - 3 pages]

Recommendation

That Council recommends to the Western Australian Planning Commission that the draft amended Lathlain Park Management Plan, as contained at Attachment 1, be approved.

Purpose

To obtain Council's recommendation on the amended Lathlain Park Management Plan, for forwarding to the Western Australian Planning Commission (WAPC).

In brief

- The Lathlain Park Management Plan (LPMP) was originally approved by the Western Australian Planning Commission (WAPC) in July 2017 and is to be reviewed every 5 years.
- At the September 2021 Ordinary Council Meeting (OCM), Council resolved to commence the early review of the LPMP, subject to consent from key stakeholders, with a report to be presented to the February 2022 OCM.
- At the February 2022 OCM, Council received a report on the review of the Lathlain Park Management Plan, with it being recommended that Element Advisory Pty Ltd be appointed to progress with the stakeholder engagement, community consultation and preparation of an amended LPMP.
- Since the February 2022 OCM, the LPMP has undergone an extensive review process, including but not limited to a desktop analysis, meetings with key stakeholder groups, community engagement, preparation of the draft amended LPMP and review of the draft amended LPMP by Town Officers.
- At the June 2023 OCM, Council resolved to advertise the draft amended LPMP for public comments. Community consultation has now been completed.
- The matter is presented to Council to endorse the amended LPMP for forwarding to the WAPC for approval.

Background

1. Relevant background is contained in the report to the June 2023 OCM – see Attachment 2.
2. Notably the development approval issued by the WAPC for Perth Football Club and West Coast Eagles to play competitive matches at Lathlain Park with crowds of 3500 – 6500, expires in December 2023. While the draft amended Management Plan now includes provisions allowing for the permanent ongoing playing of matches with crowds between 3500-6500, if approved by the WAPC this would not likely come into effect until March 2024. To allow for the ongoing playing of matches with crowds between 3500-6500 between the expiry of the current development approval in December 2023 and the WAPC deciding

upon the amended Management Plan in March 2024, a new development application has been submitted to continue this arrangement, albeit seeking approval for an interim period until the amended Management Plan takes effect. This development application is currently under assessment and a recommendation to the WAPC will be provided by Council Officers under delegated authority.

Strategic alignment

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

Engagement

3. Commentary on the internal and external engagement that occurred prior to the June 2023 OCM is contained in the report to the June 2023 OCM – see Attachment 2.
4. The table below describes the consultation that occurred as part of the formal advertising of the draft amended LPMP post the June 2023 OCM.

External engagement	
Stakeholders	<ul style="list-style-type: none"> • Phase 1 respondents; • Wider community
Period of engagement	Time period that engagement was undertaken, including dates.
Level of engagement	Consult
Methods of engagement	Direct email to phase 1 respondents; Your Thoughts engagement page;
Advertising	Social media;
Submission summary	12 responses received – see Attachment 3
Key findings	<ul style="list-style-type: none"> • Support redevelopment of the grandstand building; • Traffic and parking concerns; • Trees and sustainability need consideration.

Legal compliance

5. There are no statutory provisions, policies or guidelines that deal with preparing or amending a Management Plan.
6. In relation to Council Policy 011 'Elections' and the caretaker period it is considered that the Council's consideration of a planning matter of this kind does not fall within the terms of a 'major decision' as defined by the Policy, also noting that Council is being asked for a recommendation with the WAPC being the decision-maker.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.					
Environmental	Not applicable.					
Health and safety	Not applicable.					
Infrastructure/ ICT systems/ utilities	Not applicable.					
Legislative compliance	Not applicable.					
Reputation	Dissatisfaction from stakeholders if LPMP is not reviewed and/or no longer valid.	Minor	Possible	Medium	Low	Treat by reviewing and updating the LPMP.
Service delivery	Not applicable.					

Financial implications

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

Analysis

7. The report presented to the June 2023 OCM (see Attachment 2) outlines the need for a review of the LPMP, and describes the key changes between the approved LPMP and the advertised draft amended LPMP which is summarised below:
- Addition of a new section to outline the playing of competitive matches at Lathlain Park and the associated management of impacts on the surrounding community (based on the provisions of the WAPC's 2020 development approval for competitive matches).
 - Updated sections of the report to reflect the current planning framework, including Town of Victoria Park Parking Management Plan and Integrated Transport Strategy, and the deletion of transport strategies already implemented as part of the Zone 2 and 3 works.

- All sections of the report updated to reflect the current circumstances at Lathlain Park, including the completion of development at Zones 2, 3, 4 and 5.
 - Updated aerial photography and figures.
 - Updated general public uses for Zone 1, to provide greater flexibility of possible land uses that may occupy new community space being planned for the Town of Victoria Park in the Zone 1 redevelopment.
 - An increase in the number of Perth FC game days from 20 to 25, accounting for a future WAFLW team, but still being within the total maximum of 45 game days across both West Coast Eagles and Perth FC.
 - Introduction of greater flexibility allowing the Town and the WAPC to consider alternative uses or operations
8. The submissions have been reviewed by the appointed consultant for the project (see Attachment 3) with no changes recommended to the LPMP from that which was advertised for public comments.
9. It is recommended that Council support the amended LPMP and recommend approval to the WAPC.

Relevant documents

Not applicable.

12.3 Removing barriers and incentivising residential development within the Town of Victoria Park

Location	Town-wide
Reporting officer	Place Leader – Strategic Planning
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	1. Research and Findings Report Incentivising Residential Development within the Town [12.3.1 - 21 pages]

Recommendation	
<p>That Council receives the 'Reducing Barriers and Incentivising Residential Development within the Town of Victoria Park – Research and Findings Report' at Attachment 1.</p>	

Purpose

This report is in response to the Council Resolution (134/2023) and is for the purpose of presenting:

- Outcomes of investigations into current barriers and disincentives to residential development within the Town.
- Initiatives and incentives that the Town could implement to stimulate residential development within the Town in the next 5 financial years.
- Advocacy positions the Town could adopt to influence the initiatives and actions to be undertaken by the State and Federal government.

In brief

- Numerous factors impact on the desirability and feasibility of residential development of which many of the most impactful are outside of the responsibility or immediate influence of local government.
- Barriers/disincentives and potential initiatives/incentives for residential development that are within the primary influence of the Town of Victoria Park include the effectiveness of the local planning framework, the quality of the public realm, development fees and rates, advocacy, promotion and branding, development approval processes and the use of Town owned land assets.
- The Town has adopted a number of strategies in recent years, including the Local Planning, Integrated Transport, Public Open Space, Urban Forest and Land Asset Optimisation strategies that identify initiatives that if implemented will contribute to attracting residential development to the Town.
- This report recommends that Council prioritise the implementation of a number of actions from existing approved strategies/plans over the next five years to incentivise residential development within the Town. Alternatively the Council may wish to consider supporting the implementation of other additional measures identified in this report, such as fee/rates subsidies, undertaking further and ongoing engagement with the development industry and advocacy to State and Federal Government, to explore further initiatives that can contribute to the Town achieving its goal of 18,000 new residents by 2036.

Background

1. Australia is experiencing major housing affordability challenges which are placing large numbers of people into housing stress that has heightened housing as a key priority for all levels of government. Local Government has a key role to play in resolving these challenges.
2. The State Governments Perth and Peel @ 3.5 million strategic planning framework identifies significant dwelling targets for Perth's inner east. In response, the Town of Victoria Park Strategic Community Plan 2022-2032 and the Town's recently adopted Local Planning Strategy have set ambitious targets for the Town's future growth to accommodate 18,000 new residents by 2036, growing from 36,500 residents to 54,500 residents, requiring an additional 10,500 new dwellings.
3. For the Town to meet its growth targets residential development will need to substantially increase over the next 10 years.
4. On 20 June 2023 the Town of Victoria Park Council requested a report on:
 - Current barriers and disincentives to residential development within the Town
 - Initiatives and incentives that the Town could implement to stimulate residential development within the Town in the next 5 financial years; and,
 - Advocacy positions the Town could adopt to influence the initiatives and actions to be undertaken by the State and Federal Government.
5. While the Administration has had resourcing and capacity to complete a high-level literature review and limited internal engagement within the requested timeframe, no engagement with external stakeholders such as State or Federal Government agencies or the development/property industry has been undertaken. Similarly, detailed investigations into the costings and implications of the identified initiatives and incentives for residential development, outside those contained within existing Council endorsed strategies/plans, have not been completed.
6. At an Elected Member Concept Forum session held on 22 August 2023, Council was provided an overview of the preliminary investigations on the issues and potential initiatives identified across the following themes of 'Developability', 'Friendly Approvals' and 'The Town as an Active Player' covering mechanisms related to:
 - a. Planning (policy framework)
 - b. Public realm and other infrastructure improvements
 - c. Community appetite/risk to development
 - d. Finance (rates/fees)
 - e. Planning and Building approval processes
 - f. Promotion and branding
 - g. Utilisation of Town land assets
 - h. Advocacy opportunities to State and Federal Government on legislation, policy and practices that affect residential development.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Incentivising residential development can support financial sustainability through an increased rates base and additional fees and charges for services.
Environment	

Community Priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	Incentivising residential development can support the Town to meet community expectations to support the provision of sufficient housing for future population growth.

Engagement

Internal engagement	
Service Area	Comments
Place Planning	Liaison in preparation of 'Research and Findings Report' and associated recommendations.
Urban Planning	Liaison in preparation of 'Research and Findings Report' and associated recommendations.
Property and Leasing	Liaison in preparation of 'Research and Findings Report' and associated recommendations.
Finance	Liaison in preparation of 'Research and Findings Report' and associated recommendations.
Communications and Marketing	Liaison in preparation of 'Research and Findings Report' and associated recommendations.

Other engagement	
Stakeholder	Comments
Local, State or Federal Governments	No engagement undertaken due to no allocation of budget and re-allocation of resourcing from existing 23/24 projects.
Development/Property Industry	No engagement undertaken due to no allocation of budget or re-allocation of resourcing from existing 23/24 projects.
Council	Elected Member Concept Forum – 22 August 2023

Legal compliance

Not applicable.

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
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Financial	The Town has insufficient financial resources to complete all priority actions within 5 years.	Moderate	Possible	Medium	Low	TREAT – the number of key actions prioritised will affect budget available for other projects. Allocate (or re-allocate) necessary budget to complete actions.
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Negative perceptions of the Town as a barrier to residential development.	Minor	Possible	Medium	Low	TREAT risk by implementing strategic actions that support residential development.
Service delivery	Resources management, additional projects.	Moderate	Possible	Medium	Medium	TREAT – the number of key actions prioritised will affect resources available for other projects. Allocate (or re-allocate) necessary and resourcing to complete actions.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Passing of the recommendation may inform what funds are required in future budgets to action the recommended priority actions over the next 5 financial years. It is important to recognise that the prioritisation of any of the key actions identified in the 'Reducing Barriers and Incentivising Residential Development within the Town of Victoria Park – Research and Findings Report' needs to be

accompanied by the necessary allocation (or re-allocation) of funding and resourcing for implementation.

Analysis

7. In preparing the 'Reducing Barriers and Incentivising Residential Development within the Town of Victoria Park – Research and Findings Report' (the report) at Attachment 1, the Town of Victoria Park Administration has undertaken a literature review relating to residential development focusing on the roles and levers available to Federal, State and Local governments and a review of existing Town strategies to identify initiatives, incentives and advocacy positions to stimulate residential development that Council may wish to adopt.
8. The report finds that numerous factors impact the desirability and feasibility of residential development and a range of different mechanisms are available to influence supply and demand. Many of the most influential mechanisms, such as tax and migration policy, major infrastructure funding and public housing, are the responsibility of State and Federal Government.
9. Overall, the report identifies that mechanisms that pose current barriers and disincentives to residential development and are the responsibility of the Town of Victoria Park include the effectiveness of the local planning framework, the quality of the public realm, fees and rates. The Town can also influence the desirability and feasibility of development through promotion and branding, making it easier for businesses to do business with the Town to secure approvals or utilising Town owned land assets for residential development.
10. Key actions have been identified across the themes of 'Developability', 'Friendly Approvals' and 'The Town as an Active Player':

Developability - The developability of a locality is its capacity and suitability for development. The Town can contribute positively to its developability through a number of mechanisms including:

- Planning (policy framework): maintaining a contemporary and adequately flexible local planning to support development.
- Public realm and other infrastructure improvements: improving the public realm to make the Town attractive as a place to live.
- Community appetite/risk: community sentiment (particularly where strongly oppositional) can pose as a barrier to new residential development through prolonging development approval timeframes.
- Finance (rates): applying rates that are competitive as an attraction to living in the Town.

Friendly Approvals – How easy it is to do business with the Town and what confidence is given that approvals will be received in a timely manner.

- Planning and Building approval processes: reducing the layers of red tape to make it easier for developers to secure approvals from the Town. Considering the experience administrator curate for the develop in the approvals process.
- Finance (fees): reduces fees for development approvals could provide a competitive advantage over other local governments that charge higher fees.

Town as an Active Player – How active the Town is in promoting itself as a place to live and for development or as a contributor to providing development opportunities.

- Promotion and branding: promoting the Town to prospective investors.
- Disposal or development of Town land assets: utilising Town land assets for the provision of residential development.
- Engaging with industry: undertaking ongoing engagement with the development industry to

understand how the Town can best support development.

- Advocacy opportunities: Targeted advocacy to State and Federal Government on legislation, policy and practices that affect residential development.

11. The report identifies that the primary factors that affect residential development are heavily market dependent and can only happen with private sector confidence and investment, and recommends that the Council prioritise implementing existing endorsed strategic actions, the most pertinent of which focus on the Town's role in maintaining the local planning framework and investing in a high amenity public realm, as the most effective ways residential development can be incentivised within the Town within the next five years.

12. Town staff will proceed with implementing the key actions identified as 'high' and medium' priority in the Report, subject to Council allocating appropriate budget as required, based on each action's potential to positively influence residential development within the Town and summarised as follows:

High Priority Actions

- Complete Local Planning Scheme No.2.
- Complete the planning for the Albany Highway Precinct Planning Area.
- Complete the planning for the Oats Street Station Precinct Planning Area.
- Commence planning for the St James Future Investigation Area.
- Commence planning for the Lathlain Future Investigation Areas.
- Commence implementation of upgrades identified in the Burswood South Streetscape Plan.
- Commence implementation of upgrades identified in the Burswood Station East planning framework.
- Implement upgrades to Stiles Griffith Reserve, Burswood.
- Implement the Albany Highway West End 'Old Spaces New Places' project.
- Implement the Town's Vic Park Leafy Streets and Urban Centres Greening programs in growth areas.
- Continue to collaborate with State Government to support the delivery of public open space as part of METRONET.
- Implement delivery of the Macmillan Precinct Redevelopment project.
- Prioritise the implementation of the Friendly Approvals Sub-Program.
- Consider elevating incentivising residential development in the Town's Advocacy Strategy.

Medium Priority Actions

- Continue implementation of the Archer/Mint Streetscape Improvement Plan.
- Revisit the design of the Invest Vic Park program and explicitly target residential developers.
- Commence planning for Burswood South Precinct Planning Area.
- Commence planning for the Carlisle Town Centre Precinct Planning Area.
- Commence planning for the Victoria Park Station catchment Future Investigation Area.
- Commence implementation of pedestrian improvements identified in the Albany Highway Precinct Structure Plan and Oats Street Station Precinct Structure Plan.
- Plan and deliver local-scale community infrastructure (public and private) to cater for the growing population on the Burswood Peninsula.
- Deliver the Lathlain Community Centre as part of Perth Football Club redevelopment.

Actions that require further investigation prior to implementation

- Expediate the development of business cases to determine the future for key Town properties.
- Adopt an agreed narrative and undertake a proactive communication education campaign.
- Investigate the potential and effectiveness of rates incentives.

- Investigate rate income versus expenditure in growth areas to inform investment priorities.
- Investigate the effectiveness of waiving fees as an incentive to residential development.

13. Should Council wish to consider supporting the implementation of the other key actions identified in the Report an alternative motion would be required. The alternative motion may relate to pursuing key actions such as:

- a. preparing business cases to determine the future of key Town properties
- b. adopting a proactive communication and education campaign or the potential for fee/rates incentive schemes
- c. exploring further initiatives that can contribute to the Town achieving its goal of 18,000 new residents by 2036

14. It is important to recognise that the prioritisation of any of the key actions identified in the Report needs to be accompanied by the necessary allocation (or re-allocation) of funding and resourcing for implementation.

Relevant documents

[Town of Victoria Park - Local Planning Strategy](#)

[Town of Victoria Park – Integrated Transport Strategy](#)

[Town of Victoria Park – Public Open Space Strategy](#)

[Town of Victoria Park - Economic Development Strategy: Pathways to Growth 2018-2023](#)

[Town of Victoria Park – Social Infrastructure Strategy](#)

[Town of Victoria Park – Urban Forest Strategy Implementation Plan 2019-2024](#)

[Town of Victoria Park – Land Asset Optimisation Strategy](#)

13 Chief Operations Officer reports

13.1 October TVP 23 09 - Provision of Buildings Electrical Services

Location	Town-wide
Reporting officer	Coordinator Strategic Assets
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - TV P-23-09 - Evaluation Report Final [13.1.1 - 19 pages]

Recommendation

That Council accepts the tender associated with TVP/23/09 Provision of Electrical Services: Building Assets for a term of three years (with two one-year extension options, exercisable by the Town as the contract Principal) to Rosevale Fire and Electrical Pty Ltd (ABN: 39 601 543 131) for electrical repairs and maintenance in buildings and surrounds, with the terms and conditions as outlined in the contract, as their offer has been evaluated as most advantageous to the Town.

Purpose

For Council to accept the tender submission by Rosevale Fire and Electrical Pty Ltd for the Provision of Electrical Services in buildings and surrounds. As the overall value of the contract may potentially exceed \$250,000, the acceptance of the offer and subsequent award of any such contract is to be determined by Council.

In brief

- TVP/23/09 Provision of Electrical Services: Building Assets was published through Tenderlink, the Town website and notice boards on Wednesday 2 August 2023, closing at 5pm on Wednesday 25 August 2023 in line with statutory requirements.
- Suppliers were requested to provide a schedule of rates for electrical repair, maintenance and upgrade works within the Town buildings and surrounds.
- The approved municipal funding allocation for this item is spread through various budgets within the Buildings and Facilities Operations area.
- Eleven (11) Submissions were received, all were considered compliant.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Rosevale Fire and Electrical Pty Ltd and enters a contract to provide Electrical Services to the Town.

Background

1. The Town is required to carry out maintenance, repairs, and upgrades of its external electrical infrastructure within the Town.
2. This tender is inclusive of but not limited to the following services, within the prescribed response times:
 - (a) Fault finding

- (b) Repair
 - (c) Fitting and installing
 - (d) Electrical testing
 - (e) Testing and tagging
 - (f) RCD (Residual Current Device) testing
 - (g) Thermographic scanning
3. The work includes organizing and supplying necessary materials, personnel, plant, equipment, and traffic management to carry out the requirements of the contract.
 4. This tender is to replace the previous contract which has now expired.

Compliance criteria

Description of Compliance Criteria	
<p>i. Compliance with the Conditions of this Tender Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>ii. References Provide a minimum of three (3) references. You should give examples of work provided for your referees where possible.</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>iii. Complete Respondents Offer</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>iv. Complete Pricing Schedule</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>v. Corporate Information Respondents to submit organisation profile. Advise if agent for another party, include name and address of Principal.</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>vi. Financial Position a) Respondent to confirm ability to pay all debts in full as and when they fall due; and</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>b) Advise of any current litigation as a result of which you may be liable for \$50,000 or more.</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>c) Will you be able to fulfil the Financial Requirements from your own resources or from resources readily available to you to pay all your debts in full as and when they fall due?</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>vii. Conflict of Interest Advise of any actual or potential conflict of interest in the performance of your obligations under the Contract, or if any such conflict of interest likely to arise during the Contract.</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>viii. Insurance Provide details of the insurance coverage that meets the insurance requirements for this Request. A copy of the Certificate of Currency is to be provided to the Principal within seven days of acceptance.</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>
<p>ix. Disability Access and Inclusion Plan (DAIP) If this Contract involves the supply of Services to the public, then the successful Contractor will to the extent practicable, implement the Principal's "Disability Access and Inclusion Plan" prepared under the Disability Services Act 1993 for the duration of the Contract. Do you agree to abide by the Principal's DAIP?</p>	Yes / No <input type="checkbox"/> <input type="checkbox"/>

5. Tender submissions must comply with the advice provided under the compliance criteria, as indicated in section 4.2 of the tender document.
6. The Town's Senior Procurement Officer assessed all submissions for compliance against the compliance criteria set out in section 4.2 of the tender document.
7. All submissions were deemed compliant.

Evaluation process

<p>Relevant experience:</p> <ol style="list-style-type: none"> i). Provide details of similar work. ii). Provide scope of the Respondent's involvement including details of outcomes. iii). Provide details of issues that arose during the project and how these were managed. iv). Demonstrate competency and proven track record of achieving outcomes; and v). Demonstrate sound judgement and discretion. 	<p>Weighting 25%</p>
<p>Current capability:</p> <ol style="list-style-type: none"> i). Organisations capacity and capability ii). Organisation's structure iii). Organisation's vision and mission alignment iv). Plant, equipment, and materials; and v). Any contingency measures or back up of resources including personnel (where applicable). <p>Tenderers must address the required information in an attachment and label it "Current Capability".</p>	<p>Weighting 20%</p>
<p>Demonstrated understanding:</p> <ol style="list-style-type: none"> i). A project schedule/timeline (where applicable); ii). The process for the delivery of the goods/services; iii). Training processes (if required); and iv). A demonstrated understanding of the scope of work <p>Supply details and provide an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding."</p>	<p>Weighting 20%</p>
<p>Economic Sustainability</p> <p>How will a contract with your organisation provide economic benefits to the geographical region of the Town of Victoria Park?</p> <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, cultural initiatives, training opportunities for apprentices etc.</p> <p>Supply details and provide an outline of your proposed methodology in an attachment labelled "Economic Sustainability."</p>	<p>Weighting 5%</p>
<p>Support of Local Businesses</p> <ul style="list-style-type: none"> • Does your organisation have premises (i.e., main office / branch office / depot) located within the Town's boundaries? YES / NO, if yes, please specify and provide street address, and duration of tenancy at this location. • What percentage of your employees lives within the Town's boundaries? 	<p>Weighting 5%</p>

<ul style="list-style-type: none"> If your organisation is awarded this contract, will you purchase any goods / services from local businesses? YES / NO, if yes, please specify the type of goods / services required and an estimated value. <p>Supply details and provide an outline in an attachment labelled “Support of Local Business.”</p>	
<p>Price</p> <p>The price to supply the goods or services in accordance with the Request Rates or prices for variations</p>	Weighting 25%

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	A public tender process ensures integrity in the appointment of contractors who manage the Town’s infrastructure, and the ability to monitor their performance.
CL3 - Accountability and good governance.	A public tender process ensures integrity in the appointment of contractors who manage the Town’s infrastructure, and the ability to monitor their performance.

Environment	
Community Priority	Intended public value outcome or impact
EN5 - Providing facilities that are well-built and well-maintained.	Ensuring the Towns electrical infrastructure is built to a standard and maintained for longevity and safety.

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Asset Planning	Provide information on the types of electrical works required and review specifications.
Project Management	Assisted with tender evaluation

Legal compliance

8. In relation to Council Policy 011 ‘Elections’ and the caretaker period, it is considered that the Council’s consideration of a tender does not fall within the terms of a ‘major decision’ as defined by the Policy.

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

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not getting best electrical service and value for money.	Moderate	Likely	High	Low	TREAT risk by going through a detailed public tender process.
Environmental	Not applicable.				Medium	
Health and safety	Failure to provide safe electrical infrastructure.	High	Possible	High	Low	TREAT risk by utilising suitably qualified and experienced electrical contractor.
Infrastructure/ ICT systems/ utilities	Failure of electrical infrastructure.	Moderate	Possible	High	Medium	TREAT risk by having suitable contractor with availability to carry out maintenance in a timely manner.
Legislative compliance	Failure to comply with Office of Energy requirements.	Moderate	Possible	Medium	Low	Treat risk by having a suitably qualified and licenced electrical contractor.
Reputation	Not applicable.				Low	
Service delivery	Failure to carry out work in a timely manner.	Moderate	Possible	Medium	Medium	TREAT risk by ensuring electrical contractor has availability including after hours.

Financial implications

Current budget impact	As the 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. Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Funds will need to be provided in future Operations maintenance budgets to cover the costs of this contract.

Relevant documents

[Policy 301 – Purchasing](#)

Analysis

9. The evaluation of the submissions was formally undertaken by a panel that included:
- (a) Strategic Projects Manager
 - (b) Coordinator Strategic Assets
 - (c) Building Officer
10. The Town received ten (11) submissions from the following contractors. All were considered compliant.
- (a) Greenlite Electrical Contractors Pty Ltd
 - (b) Infinity Electrical and Solar
 - (c) Lece P/L
 - (d) NC Electrical & Communication Pty Ltd
 - (e) Northlake Electrical P/L
 - (f) KH Signature Pty Ltd as Trustee for the Holic Family Trust Trading as O'Brien Electrical Welshpool
 - (g) Platinum Electricians Pty Ltd
 - (h) Powerbrite Pty Ltd
 - (i) Rosevale Fire and Electrical Services P/L
 - (j) Techworks Electrical P/L
 - (k) Tri Tech Group Pty Ltd trading as Jannissen Electrics Pty Ltd
11. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the top 3 rankings as shown below, with the first ranking scoring the highest. Full analysis is provided in the attached evaluation report.

Company	Ranking
Rosevale Fire & Electrical Services P/L	1
Tri Tech Group Pty Ltd	2
Powerbrite Pty Ltd	3

12. Rosevale Electrical Pty Ltd were first in the price weighted score and first in the qualitative score, giving them the overall number 1 ranking. The panel recommends that Rosevale Electrical Pty Ltd is accepted as the successful contractor.

14 Chief Financial Officer reports

14.1 Financial Statements - August 2023

Location	Town-wide
Reporting officer	Manager Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. August 2023 - Monthly Financial Report [14.1.1 - 22 pages]

Recommendation

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

Purpose

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

In brief

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

Background

1. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* states that each month, officers are required to prepare monthly financial reports covering prescribed information, and present these to Council for acceptance. 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 expenditure and non-operating expenditure material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$50,000 or 10% and in these instances, an explanatory comment has been provided.

Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	To make available timely and relevant information on the financial position and performance of the Town so that Council and public can make informed decisions for the future.
CL3 - Accountability and good governance.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the <i>Local Government (Financial Management) Regulations 1996</i> .

Engagement

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

Legal compliance

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

Risk management consideration

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

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

Financial implications

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.

Analysis

- The Financial Activity Statement Report – 30 June complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report January 2023 be accepted.

Relevant documents

Not applicable.

14.2 Schedule of Accounts - August 2023

Location	Town-wide
Reporting officer	Manager Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple Majority
Attachments	1. Payment Summary - August 2023 [14.2.1 - 8 pages]

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives the list of payments for August 2023, as included in the attachment, pursuant to Regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i>.

Purpose

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

In brief

- Council is required to confirm payments made from the municipal fund and the trust fund each month, under Section 13 of the *Local Government (Financial Management) Regulations 1996*. The Town currently do not have fund in the trust.
- The information required for Council to confirm the payments made is included in the attachment.

Background

1. Council has delegated the Chief Executive Officer the authority to make payments from the municipal and trust funds in accordance with the *Local Government (Financial Management) Regulations 1996*.
2. Under Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment is to be noted on a list compiled for each month showing:
 - a. the payee's name
 - b. the amount of the payment
 - c. the date of the payment
 - d. sufficient information to identify the transaction
3. That list of payments 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 list of payments in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* is contained within the attachment and is summarised below.

Fund	Reference	Amounts
Municipal Fund		
Creditors – Cheque Payments	608906 - 608907	\$6,434.33
Creditors – EFT Payments		\$4,768,381.73
Payroll		\$1,240,903.78
Corporate Credit Cards		\$7,762.23

Total		\$6,023,482.07
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Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The monthly payment summary listing of all payments made by the Town during the reporting month from its municipal fund and trust fund provides transparency into the financial operations of the Town.
CL3 - Accountability and good governance.	The presentation of the payment listing to Council is a requirement of Regulation 13 of <i>Local Government (Financial Management) Regulation 1996</i> .

Legal compliance

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

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

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Misstatement or significant error in financial statements.	Moderate	Unlikely	Medium	Low	Treat risk by ensuring daily and monthly reconciliations are completed. Internal and external audits.
Financial	Fraud or illegal transaction.	Severe	Unlikely	High	Low	Treat risk by ensuring stringent internal controls, and segregation of duties to maintain control and conduct internal and external audits.
Environmental	Not applicable.					
Health and safety	Not applicable.					

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

Financial implications

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

Analysis

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

Relevant documents

[Procurement Policy](#)

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