



TOWN OF  
VICTORIA PARK

## Agenda Briefing Forum

### Agenda – 6 August 2024

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**WE'RE OPEN**  
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **6 August 2024** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mr David Doy – Acting Chief Executive Officer**  
1 August 2024

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## Table of contents

Item	Page no
1 About the Agenda Briefing Forum .....	5
2 Opening .....	6
3 Acknowledgement of country .....	6
4 Announcements from the Presiding Member .....	6
5 Attendance.....	8
5.1 Apologies .....	8
5.2 Approved leave of absence .....	8
5.3 Approved leave.....	8
6 Declarations of interest.....	9
7 Public participation time .....	10
8 Presentations .....	10
9 Deputations.....	10
10 Method of dealing with agenda business.....	10
11 Chief Executive Officer reports .....	11
11.1 Council Resolutions Status Report - July 2024 .....	11
11.2 Adoption of Vehicle Management Amendment Local Law 2024.....	13
11.3 Elected Member Superannuation .....	17
11.4 Nomination of WALGA 2023 Annual General Meeting Delgates.....	21
11.5 Council Meeting Dates 2025.....	24
11.6 Quarterly Strategic Reporting .....	27
12 Chief Community Planner reports.....	30
12.1 Application for Development Approval - 24 Multiple Dwellings - No. 45 Bishopsgate Street and No. 6 Raleigh Street, Carlisle .....	30
12.2 Integrated Transport Program Working Group.....	57
12.3 Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants - Application.....	61
13 Chief Operations Officer reports.....	64
13.1 Proposed Access Licence for Blackoak - Hillview Bushland .....	64
14 Chief Financial Officer reports.....	71
14.1 Financial Statement June 2024 .....	71
14.2 Schedule of Accounts- June 2024.....	74
15 Committee reports .....	78
15.1 Regulation 5 Final Audit Report .....	78
15.2 Risk Management Framework Review .....	81

15.3 Strategic Risk Register Review .....	84
15.4 Quarter 4 Progress Report 1 April 2024 - 30 June 2024 .....	87
15.5 Audit update report June 2024.....	98
16 Motion of which previous notice has been given .....	101
17 Public participation time.....	101
18 Questions from members without notice on general matters .....	101
19 Confidential matters.....	101
20 Closure .....	101

# 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](mailto:GovernanceVicPark@vicpark.wa.gov.au).

## Disclaimer

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

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

## **2 Opening**

## **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 kenya kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaadijtin, 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

<b>Mayor</b>	Ms Karen Vernon
<b>Banksia Ward</b>	Cr Claire Anderson Cr Peter Devereux Cr Peter Melrosa Cr Lindsay Miles
<b>Jarrah Ward</b>	Cr Sky Croeser Deputy Mayor Bronwyn Ife
<b>Acting Chief Executive Officer</b>	Mr David Doy
<b>Chief Operations Officer</b> <b>Chief Community Planner</b> <b>Acting Chief Financial Officer</b>	Ms Natalie Adams Ms Natalie Martin Goode Mr Trent Prior
<b>Acting Manager Governance and Strategy</b>	Ms Rhonda Bowman
<b>Secretary</b> <b>Public liaison</b>	Ms Winnie Tansanguanwong Ms Felicity Higham

### 5.1 Apologies

### 5.2 Approved leave of absence

<b>Jarah Ward</b>	Cr Jesse Hamer
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### 5.3 Approved leave

<b>Jarrah Ward</b>	Cr Daniel Minson
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## **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 Resolutions Status Report - July 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Governance Officer
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Completed Council Resolutions Report July 2024 [<b>11.1.1</b> - 4 pages]</li><li>2. Outstanding Council Resolutions Report July 2024 [<b>11.1.2</b> - 22 pages]</li></ol>

### Summary

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

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

### 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 28 June 2024 to 29 July 2024. A status update has been included by the relevant officer/s.

### Legal and policy compliance

Not applicable.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	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.

## 11.2 Adoption of Vehicle Management Amendment Local Law 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Proposed Vehicle Management Amendment Local Law 2024 #2 [11.2.1 - 2 pages]

### Summary

At the 21 May 2024 Council Meeting, Council resolved to start the local law process for a Town of Victoria Park Vehicle Amendment Local Law 2024 as required by the Joint Standing Committee on Delegated Legislation (JSCDL). This report is to adopt the amendment local law following the public consultation process.

#### Recommendation

That Council, pursuant to section 3.12 of the *Local Government Act 1995*:

1. Notes the submissions received for the Town of Victoria Park Vehicle Management Local Law 2024.
2. Adopts the Town of Victoria Park Vehicle Management Amendment Local Law 2024 as contained in Attachment 1 with the purpose of the effect of the local law being:

Purpose: To provide for the regulation, control and management of parking and vehicles within the district.

Effect: To regulate the parking and control of vehicles.

### Background

1. On 16 March 2021, Council resolved to make the Vehicle Management Local Law 2021 (local law).
2. The local law was subsequently published in the Government Gazette on 21 May 2021 and commenced on 4 June 2021.
3. In March 2024, the local law-making process was completed, and the Council resolved to make the Town of Victoria Park Vehicle Management Amendment Local Law 2024.
4. Under the Act, and following the Council resolution, an Explanatory Memorandum was provided to the JSCDL.
5. Following this, Council resolved to adopt undertakings at the 21 May 2024 Council meeting as follows:  
That Council:
  1. Resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

- a. Within 6 months, the Town of Victoria Park Vehicle Management Local Law 2021 will be re-amended to restore the original wording of clauses 6, 9, 10, 46, 54, 65, 70, 74 and 75 as they were before the Town of Victoria Park Amendment Local Law 2024 came into effect.
  - b. Any delegations purportedly made under those provisions are not exercised, and decisions made under those clauses are made by the Council.
  - c. Ensure that all consequential amendments arising out of these undertakings will be made.
  - d. Where the Town of Victoria Park Vehicle Management Local Law 2021 or the Town of Victoria Park Amendment Local Law 2024 are made publicly available by the Town, whether in hardcopy or electronic form, ensure that they are accompanied by a copy of these undertakings.
2. That Delegation 2.1.6 Vehicle Management Local Law 2021 be amended by removing the words "(other than clause 10 of the local law)".
  3. Commences the local law-making process for the Town of Victoria Park Vehicle Management Amendment Local Law 2024 with the purpose and effect of the local law being:  
 Purpose: To provide for the regulation, control and management of parking and vehicles within the District.  
 Effect: To regulate the parking and control of vehicles.
  4. Authorises the CEO to carry out the local law-making process under section 3.12(3) of the Local Government Act 1995 by:
    - a. Giving local public notice of the Amendment Local Law; and
    - b. Giving a copy of the Amendment Local Law and public notice to the Minister for Local Government.
  5. Notes that the CEO, after the close of the public consultation period, will submit a report to the Council on any submissions received on the proposed local law to enable the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4) of the Local Government Act 1995.

## Discussion

6. In accordance with the Council resolution from May 2024, local public notice of the Town's intention to make the new local law was advertised on the Town's website, social media, library notice board and e-news.
7. A copy of the proposed local law and public notice was also provided to the Minister for Local Government.
8. At the close of the consultation period, two submissions were received.
9. As no further amendments to the local law have been proposed, it is recommended that Council makes the Town of Victoria Park Vehicle Management Amendment Local Law 2024.
10. If Council resolves to adopt this amendment local law, the local law would be published in the Government Gazette and a copy provided to the Minister for Local Government. A copy of the law and Explanatory Memorandum, as prepared in accordance with the Minister's Local Laws Explanatory Memoranda Directions 2010, will be provided to the State Government's Joint Standing Committee on Delegated Legislation. The Town would also give local public notice that the local law has been made.

Relevant documents

[Town of Victoria Park Vehicle Management Amendment Local Law 2024 Undertakings resolved at the 21 May 2024 Council Meeting](#)

Legal and policy compliance

[Section 3.12 of the 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	Not applicable		Low	
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Infrastructure/ ICT systems/ utilities	Not applicable		Medium	
Legislative compliance	Not following the local law-making process.	Medium	Low	Treat the risk by following the local law-making process and consider the public submissions received.
Reputation	Not following the local law-making process.	Low	Low	Treat the risk by following the local law-making process and consider the public submissions received.
Service delivery	Not applicable		Medium	

Engagement

External engagement	
Stakeholders	Public consultation in accordance with section 1.7 and 3.12 of the <i>Local Government Act 1995</i> .
Period of engagement	Commenced 4 June 2024 and closed on 19 July 2024.

Level of engagement	Public consultation.
Methods of engagement	Written submissions were invited.
Advertising	<ul style="list-style-type: none"> <li>• Town website</li> <li>• Facebook post</li> <li>• E-newsletter</li> <li>• Administration and Library noticeboards</li> </ul>
Submission summary	<ul style="list-style-type: none"> <li>• One submission was received from the Department of Local Government, Sport and Cultural Industries. The submission was supportive of the local law with some minor typographical edits suggested. These have been incorporated and do not change the content of the local law in any way.</li> <li>• One submission was received from a member of the public. The submitter did not indicate they were in support of or against the local law however requested an addition to the local law that is already included.</li> </ul>
Key findings	There is no opposition to the adoption of the local law.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Local Laws are periodically reviewed and updated to reflect organisational and community needs. This local law is being adopted inline with the adopted undertakings from the Joint Standing Committee on Delegated Legislation.



## 11.3 Elected Member Superannuation

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

### Summary

At the Council meeting held 12 December 2023, it was resolved (in part) that:

- Council defers consideration of the Town becoming an eligible governing body under the *Taxation Administration Act 1953* (Cth) for the purpose of making compulsory superannuation contributions to Elected Members until the May 2024 Council meeting.
- At the Council meeting held 21 May 2024, Council resolved to defer consideration of this item until the June 2024 Council meeting. The reason for the deferral was so the matter could be considered towards the end of the financial year.
- At the Council meeting held 18 June 2024, Council resolved to defer consideration of this item until the August 2024 Council meeting. The reason for the deferral was: an alternative motion will require a unanimous vote of Council.

### Recommendation

That Council not progress with elected member superannuation at this time.

### Background

1. At the Council Meeting held Tuesday 18 July 2023, it was resolved that a report be provided to Council by August 2023 to consider resolving becoming an eligible governing body under the *Taxation Administration Act 1953* (Cth) allowing the Town to make compulsory superannuation contributions to Elected Members.
2. At the Council meeting held Tuesday 15 August 2023, it was recommended that Elected Member superannuation not be progressed at that time.
3. Council subsequently resolved that specialist taxation and superannuation advice was required and requested a further report be provided back to Council with options for introducing superannuation to Elected Members.
4. A subsequent report was provided to Council at the Ordinary Council Meeting held 12 December 2023.
5. At that meeting, Council subsequently resolved (in part) that:  
"Council defers consideration of the Town becoming an eligible governing body under the *Taxation Administration Act 1953* (Cth) for the purpose of making compulsory superannuation contributions to Elected Members until the May 2024 Council meeting."

### Discussion

6. As the former Minister for Local Government supported amendments to the *Local Government Act 1995* to enable Council members to receive superannuation payments, it is recommended that Council

not progress with Elected Member superannuation until the Minister does make those legislative amendments.

7. Should Council resolve to be paid superannuation, the Council must make a unanimous resolution that the remuneration of Council members be subject to withholding under Part 2-5 (about Pay As You Go withholding). The effect is to capture payments and benefits to Elected Members within the PAYG and fringe benefits tax (FBT) provisions.
8. The Council resolution must specify a day on which the resolution takes effect which must be within 28 days of the Council resolution.
9. An allocation of \$38,000 for Elected Member superannuation is included in the adopted 2024-25 annual budget.
10. The Town must then give written notice of the resolution to the Taxation Commissioner within 7 days of the Council resolution being made.
11. That resolution would continue in force despite any change to the membership of the Council but the Council would have the power, at a later stage, to make another unanimous resolution cancelling the initial unanimous resolution.
12. If such a resolution is made, the Elected Members will be taken to be 'employees' for the purposes of PAYG withholding, superannuation guarantee and FBT.
13. The Town will be required to withhold tax from amounts it pays to Council members (including by way of allowances) from the date on which the resolution takes effect and remit it to the Australian Taxation Office.
14. The Town will then be obliged to provide payment summaries to all Elected Members detailing the total of the payments made to them during the financial year together with the amounts withheld from those payments.
15. FBT rules are applicable to all benefits provided to Elected Members. The Town will therefore be required to determine the taxable value of all benefits provided to Elected Members, report the benefits in the annual FBT return, pay any FBT due on those benefits, and if applicable, if a reportable fringe benefit, report that on the payment summary issued to Elected Members.

## Relevant documents

Taxation and superannuation advice as contained in Attachment 1.

## Legal and policy compliance

[Taxation Administration Act 1953 \(Cth\)](#)

## Financial implications

<b>Current budget impact</b>	A \$38,000 allocation to accommodate the cost of paying Elected Member superannuation for the current financial year has been included in the adopted budget.
<b>Future budget impact</b>	If Elected Member superannuation is supported, future budget allocations of approximately \$38,000 per year will be required

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
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Financial	The Town has insufficient financial resources to pay for Elected Member superannuation.	Medium	Low	Treat the risk by making provision for the payment through the annual budget process.
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Infrastructure/ ICT systems/ utilities	Not applicable.		Medium	
Legislative compliance	Not applicable.		Low	
Reputation	Negative media coverage.	Moderate	Low	Treat the risk by following amendments made to WA legislation for Elected Member Superannuation.
Service delivery	Not applicable		Medium	

## Engagement

Internal engagement	
Stakeholder	Comments
Finance and Payroll have been consulted	Relevant officers have provided comments on the impact of implementing Elected Member superannuation

External engagement	
Stakeholder	Comments
Taxation and superannuation advice	The Town sought taxation and superannuation advice which has been included in this report.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	It is unclear whether using the Town's financial resources for superannuation for Elected Members will provide public value.
CL3 - Accountability and good governance.	It is unclear whether using the Town's financial resources for superannuation for Elected Members will provide public value.

## **Further consideration**

When this item was presented to the Council meeting held 21 May 2024, Council decided to defer the item until the June 2024 Council Meeting so that the matter could be considered towards the end of the financial year.

At the June 2024 Council Meeting, Council again decided to defer this item, this time to the August 2024 Ordinary Council Meeting. The reason provided was: an alternative motion will require a unanimous vote of Council.

## 11.4 Nomination of WALGA 2023 Annual General Meeting Delegates

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

### Summary

For Council to nominate two voting delegates and two proxy delegates for the 2024 Annual General Meeting of the WA Local Government Association (WALGA).

#### Recommendation

That Council:

1. Nominates Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as voting delegates for the 2024 Annual General Meeting of the WA Local Government Association to be held on Wednesday 9 October 2024 at Perth Convention and Exhibition Centre.
2. Nominates Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as proxy voting delegates for the 2024 Annual General Meeting of the WA Local Government Association to be held on Wednesday 9 October 2024 at Perth Convention and Exhibition Centre, in the event that Council's appointed representatives are unable to attend.
3. Requests the Chief Executive Officer advise the WA Local Government Association of Council's nominees.

### Background

1. WALGA is the peak industry body for local government in Western Australia and advocates on behalf of 139 local governments.
2. All member Councils are entitled to be represented by two voting delegates and two proxy voting delegates at the Annual General Meeting of WALGA.
3. At the Annual General Meeting, members consider WALGA's annual financial statements, the Presidents annual report and any executive or member motions that are raised.
4. The 2024 WALGA Annual General Meeting is being held on Wednesday 9 October 2024 at Perth Convention and Exhibition Centre.
5. The Town must register two voting delegates by Friday, 27 September 2024 to be able to participate in matters to be voted on.
6. Two proxy delegates should be nominated in the event that the appointed representatives are unable to attend on the day.

### Discussion

7. At its Special Council Meeting held on 30 October 2023, Council appointed Cr Lindsay Miles and Cr Peter Devereux as members to represent the Town on the WALGA South-East Metropolitan Zone for the period 30 October 2023 to 18 October 2025.
8. Mayor Karen Vernon and Deputy Mayor Bronwyn Ife were appointed as deputies for the period 30 October 2023 to 18 October 2025.

9. The Acting Chief Executive Officer has received communication from WALGA requesting the Town register its voting delegates by Friday, 27 September 2024.

Relevant documents

[WALGA AGM Standing Orders](#)

Legal and policy compliance

WALGA’s constitution requires that voting delegates are registered.

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	If the Town doesn’t submit its voting members, it will not be able to vote on matters being considered	Low	Low	Treat risk by nominating voting members
Reputation	Not applicable		Low	
Service delivery	Not applicable		Medium	

Engagement

Not applicable

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	WALGA’s constitution requires that voting delegates are registered. Representation at WALGA’s Annual General Meeting will enable the Council to be involved in any decision-making affecting the Town.

**Further consideration**

## 11.5 Council Meeting Dates 2025

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Summary

To set the meeting dates for Ordinary Council Meetings and Agenda Briefing Forums for the 2025 calendar year.

<b>Recommendation</b>		
That Council adopts the schedule of Agenda Briefing Forums and Ordinary Council Meetings for 2025, with all meetings being held from 6.30pm in the Town of Victoria Park Council Chambers, 99 Shepperton Road, Victoria Park.		
<b>Month</b>	<b>Agenda Briefing Forum</b>	<b>Ordinary Council Meeting</b>
<b>January</b>	No meeting	No meeting
<b>February</b>	4 February 2025	18 February 2025
<b>March</b>	4 March 2025	18 March 2025
<b>April</b>	1 April 2025	15 April 2025
<b>May</b>	6 May 2025	20 May 2025
<b>June</b>	3 June 2025	17 June 2025
<b>July</b>	1 July 2025	15 July 2025
<b>August</b>	5 August 2025	19 August 2025
<b>September</b>	2 September 2025	16 September 2025
<b>October</b>	7 October 2025	21 October 2025
<b>November</b>	4 November 2025	18 November 2025
<b>December</b>	25 November 2025	9 December 2025



## Background

1. Prior to 2018, Council held its briefing forum, known as the Elected Members Briefing Session, and the Ordinary Council Meeting on the first and second Tuesday of the month respectively. This was changed to allow elected members more time to engage with the community before making decisions and to allow Administration time to provide any further information requested for fully informed decisions to be made.
2. At the Ordinary Council Meeting held on 13 November 2018, Council resolved to continue to hold a briefing forum, now known as the Agenda Briefing Forum, on the first Tuesday of the month and moved the Ordinary Council Meeting to the third Tuesday of the month.
3. The meeting schedule has followed this format since it was introduced for the 2019 calendar year.

## Discussion

4. The schedule of meetings proposed for the 2025 calendar year follows a similar format that was adopted for 2024.
5. It is noted that Agenda Briefing Forums to be held on 4 March and 3 June 2025 follow a long weekend however it was not considered necessary to move the meetings.
6. Meeting dates proposed for December have been brought forward so they are further from the holiday period. This will mean there will only be one week between the November Ordinary Council Meeting and December Agenda Briefing Forum.
7. The Town is required to provide local public notice of its Council meetings at least once each year, in accordance with regulation 12 of the Local Government (Administration) Regulations 1996. To do this, Council must adopt its schedule of Agenda Briefing Forums and Ordinary Council Meetings for 2024.
8. Following adoption of the meeting schedule, the Town will communicate all Council meeting dates through a public notice in the Perth Now Southern, on the Town’s website, noticeboards and social media platforms.

## Relevant documents

Not applicable

## Legal and policy compliance

[Section 5.3 of the Local Government Act 1995](#)

[Regulation 12 of the Local Government \(Administration\) Regulations 1996](#)

[Policy 051 – Agenda Briefing Forum, Concept Forum and Workshops](#)

## 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	Non-compliance with the statutory requirement to set and advertise Council meeting dates	Minor	Low	TREAT risk by adopting meeting dates for 2025 and public notice given prior to January 2025.
Reputation	Not applicable		Low	
Service delivery	Not applicable		Medium	

## Engagement

Not applicable

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 – Communication and engagement with community.	Whilst legislatively required, the setting and communicating of Council meeting dates provides the community with information on when decisions will be made and assists with planning their participation at meetings.

## Further consideration

## 11.6 Quarterly Strategic Reporting

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Summary

To review the method of Corporate Business Plan quarterly progress reporting to Council.

#### Recommendation

That Council no longer receives a quarterly written progress report on the actions, projects and outcomes within the following Town plans and strategies:

- (a) Corporate Business Plan
- (b) Annual Strategic Project Summary
- (c) 5 Year Capital Works Program
- (d) Economic Development Strategy
- (e) Urban Forest Strategy
- (f) Reconciliation Action Plan
- (g) Access and Inclusion Plan
- (h) Community Benefits Strategy
- (i) Climate Emergency Plan

### Background

1. At the Ordinary Council Meeting on 16 July 2019, Council resolved:

*"That Council requests that the Chief Executive Officer;*

*...*

3. *Presents to Council, commencing from the October Ordinary Council Meeting, quarterly written progress reports on the actions, projects and outcomes within the Town's following plans and strategies:*

- (a) Corporate Business Plan*
- (b) 2019/2020 Annual Strategic Project Summary*
- (c) 5 Year Capital Works Program*
- (d) Economic Development Strategy 2018 – 2023*
- (e) Urban Forest Strategy*
- (f) Reconciliation Action Plan*
- (g) Disability Access and Inclusion Plan*
- (h) Community Benefits Strategy"*

2. At the Ordinary Council Meeting on 20 July 2021, Council resolved:

*"That Council:*

*...*

*(c) Instructs the Chief Executive Officer to include the Climate Emergency Plan in the Quarterly progress reports to Council, commencing in the next quarter for 2021."*

3. The quarterly written progress reports were requested to enable Council to assess performance against strategies and plans, identify risks and significant variations in project performance and budgeting, receive information needed to be able to make informed decisions and to take action to address any issues that arise. They were also requested to give Council and the community a higher level of transparency and accountability relating to strategic actions, plans and projects.

## Discussion

4. Since the previous resolutions of Council, Administration has procured a software system that records all actions against the relevant plans and strategies and provides for reporting against these to show progress towards completion and comments where appropriate.
5. A report is extracted from the software system and provided to Council through the Audit and Risk Committee each quarter as an attachment to the written report.
6. The information included in the written report is a duplication of what is contained in the attachment.
7. Should there be any information relating to the completion of the goals for each strategy or plan that needs to be highlighted to Elected Members, this information can be added to the written report.

## Relevant documents

[Corporate Business Plan](#)

[Economic Development Strategy](#)

[Urban Forest Strategy](#)

[Reconciliation Action Plan](#)

[Access and Inclusion Plan](#)

[Community Benefits Strategy](#)

[Climate Emergency Plan](#)

## Legal and policy compliance

[Section 2.7 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	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 towards the Town in relation to transparency	Low	TREAT risk by ensuring accuracy of reporting and additional highlighting of any items of note within the written report.
Service delivery	Not applicable	Medium	

## Engagement

Not applicable

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Council is provided with the information in an effective yet time efficient manner.
CL3 - Accountability and good governance.	Progress towards goals of relevant Town plans and strategies is provided in a clear and transparent manner within additional commentary provided where required.

## Further consideration

## 12 Chief Community Planner reports

### 12.1 Application for Development Approval - 24 Multiple Dwellings - No. 45 Bishopsgate Street and No. 6 Raleigh Street, Carlisle

<b>Location</b>	<b>Carlisle</b>
<b>Reporting officer</b>	{author-name}
<b>Responsible officer</b>	Manager Development Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Location Plan [<b>12.1.1</b> - 1 page]</li><li>2. Development Plans [<b>12.1.2</b> - 10 pages]</li><li>3. Applicant's Planning report [<b>12.1.3</b> - 31 pages]</li><li>4. Addendum to Applicant's Planning report - Property and Tenancy Management overview [<b>12.1.4</b> - 1 page]</li><li>5. Existing Site Feature Survey [<b>12.1.5</b> - 2 pages]</li><li>6. Tree Assessment Report [<b>12.1.6</b> - 15 pages]</li><li>7. Waste Management Plan [<b>12.1.7</b> - 2 pages]</li><li>8. Transport Impact Statement [<b>12.1.8</b> - 32 pages]</li><li>9. Schedule of Community Submissions [<b>12.1.9</b> - 79 pages]</li><li>10. Applicant Response to Community Submissions, Design Review Panel Comments and Town Request for Further Information [<b>12.1.10</b> - 6 pages]</li><li>11. Town's Design Review Panel recommendation [<b>12.1.11</b> - 4 pages]</li></ol>

<b>Landowner</b>	<b>Western Australian Planning Commission</b>
<b>Applicant</b>	My Home Australasia Limited
<b>Application date</b>	11 April 2024
<b>DA/BA or WAPC reference</b>	5.2024.93.1
<b>MRS zoning</b>	Urban
<b>TPS zoning</b>	Residential
<b>R-Code density</b>	R60
<b>TPS precinct</b>	Precinct P8 - Carlisle
<b>Use class</b>	Multiple Dwellings

<b>Use permissibility</b>	Permitted (P) use
<b>Lot area</b>	Lot 1004, No. 6 Raleigh Street: 1343 m <sup>2</sup> Lot 1005, No. 45 Bishopsgate Street: 1157 m <sup>2</sup> Total area: 2500 m <sup>2</sup>
<b>Right-of-way (ROW)</b>	Not applicable
<b>Municipal heritage inventory</b>	Not applicable
<b>Residential character study area/weatherboard precinct</b>	Not applicable
<b>Surrounding development</b>	The surrounding development is predominantly single storey and two storey residences (Single Houses and Grouped Dwellings). The subject site is also near Koolbardi Park and Lathlain Oval.

## Summary

1. Development approval is sought for 24 Multiple Dwellings (i.e. apartments) and Ancillary Infrastructure at Lot 1004, No. 6 Raleigh Street and Lot 1005, No. 45 Bishopsgate Street in Carlisle.
2. This application for development approval is referred to Council for determination due to the high level of community interest in the proposal during the public consultation period. A total of 353 submissions were received and a petition opposing the application containing 105 signatures.
3. Following planning assessment of the application and consideration of the public submissions received, Council officers recommend that the application is approved, subject to conditions.

## Recommendation

- A. That Council approves the application for development approval (DA Ref: 5.2024.93.1) for 24 Multiple Dwellings and Ancillary Infrastructure at No. 6 (Lot 1004) Raleigh Street and No. 45 (Lot 1005) Bishopsgate Street, Carlisle in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme, subject to the following conditions:
  1. The development, once commenced, is to be carried out in accordance with the approved plans date stamped received 23 July 2024, at all times, unless otherwise authorised by the Town.

2. Prior to lodging an application for a building permit, the applicant/owner is to contribute a sum of 1% of the value of the total construction value towards public art (refer to related Advice Note)
3. Prior to lodging an application for a building permit, all plant equipment, air conditioning units, hot water systems, water storage tanks, service metres, bin storage areas and clothes drying facilities must be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street. Design plans for the location, materials and construction for screening of any proposed external building plant must be submitted to and approved by the Town.
4. Prior to lodging an application for a building permit, a detailed Noise Management Plan/Acoustic Assessment is to be submitted and approved by the Town, which demonstrates that the dwellings are sufficiently insulated from noise sources from both external noise sources such as traffic and from internal noise sources within the development including communal-areas, air-conditioning units, entry gates and bin store. Any recommended mitigation or design measures are to be incorporated into the drawings and submitted for a building permit and the development shall be constructed in accordance with the approved details.
5. Prior to lodging an application for the relevant building permit, complete details of the proposed external colours, finishes and materials to be used in the construction of the buildings and specifications of the proposed permeable driveway/shared space surface are to be provided to the satisfaction of the Town. The proposed roof profile is to be modified from Kliplock profile to a corrugated profile. The development shall be constructed in accordance with the approved details and shall be thereafter maintained.
6. Prior to lodging an application for the relevant building permit, the development plans are to be modified to address the following:
  - i. the 1.8m high pinelap fencing and gates on the Raleigh and Bishopsgate Street boundaries are to be modified to be no higher than 1.2m above natural ground level or alternatively may be visually permeable.
  - ii. incorporate the use of awnings to the south-west elevation for improved building appearance and for enhanced climatic design response.
7. Prior to lodging an application for the relevant building permit, plans are to be provided demonstrating that a minimum of 20% of all dwellings within the development have been designed to a minimum silver level universal design (Residential Design Codes – Volume1, Appendix A4 Universal Design Requirements), or certified Livable Housing Australia to a minimum silver level of performance. The dwellings shall be constructed and maintained as such for the life of the development.
8. Prior to lodging an application for the relevant building permit, a Construction Management Plan must be submitted for approval by the Town, and thereafter implemented to the satisfaction of the Town (refer to related Advice Note).



9. Prior to lodging an application for the relevant building permit, a Stormwater and Drainage Management Plan including details of the on-site stormwater disposal including soakwell sizes and locations to be submitted to and approved in writing by the Town. The development shall be constructed in accordance with the approved details and thereafter maintained (refer to related Advice Note).
10. Prior to lodging an application for the relevant building permit, a detailed landscaping and reticulation plan for the subject site and the adjacent road verge(s) must be submitted to and approved by the Town, and must include the following:
  - a. The location, number and type of proposed trees and shrubs including planter and/or tree pit sizes and planting density;
  - b. Any vegetative lawn to be established;
  - c. Any existing vegetation and/or landscaped areas to be retained;
  - d. Any verge treatments;
11. Prior to the occupation or use of the development, the approved landscaping and reticulation plan must be fully implemented and maintained thereafter, to the satisfaction of the Town.
12. Prior to submission of an application for a building permit, the applicant is to provide details of the security intercom system at the security gate to the car park to the satisfaction of the Town, demonstrating that residential visitors can gain access to the on-site residential visitors bays.
13. Prior to the occupation or use of the development, all car parking spaces together with their access aisles, are to be clearly paved, sealed, marked and drained and thereafter maintained to the satisfaction of the Town.
14. Prior to the occupation or use of the development, any alterations, relocation, or damage to existing infrastructure within the road reserve must be completed and reinstated to the specification and satisfaction of the Town.
15. The trees and associated deep root zones (DRZ) as shown on the approved tree retention plan, shall be retained and protected in accordance with Australian Standard AS4970-2009 (as amended). No structures, unless water permeable, are to encroach within the deep root zones. If a tree is of poor health and is removed, it is to be replaced upon written authorisation by the Town with a suitable replacement tree by the owner or developer.
16. The existing Queensland Brush Box *Lophostemon confertus* street tree in the Bishopsgate Street verge is approved for removal. Prior to the removal of this street tree, the applicant/owner is to pay the Town of Victoria Park the costs associated with the removal of the tree, including the Helliwell valuation (refer to related Advice Note).
17. Prior to the occupation or use of the development, the applicant/owner is to plant a 35L Yellow Bloodwood *Corymbia eximia* replacement tree, in the verge between the proposed crossover (at least 1.5m distance) and the street light (at least 6m distance) on Bishopsgate Street verge.

18. The approved Waste Management Plan is to be implemented and complied with by the landowner(s) for the life of the development, unless otherwise agreed to in writing by the Town.
19. The minimum finished floor level of the development is to be 16.1RL.
20. All building works to be carried out under this development approval are required to be contained within the boundaries of the subject lots.
21. To address the conditions of this approval, a covering letter (detailing compliance with each condition), a copy of the final working drawings and relevant associated reports and information, are to be submitted by the applicant and be cleared by the Town.

#### Advice Notes

AN1 This development approval does not remove the need to obtain licenses, permits or other forms of approval that may be required under other legislation or requirements of Council.

AN2 Any amendments, or modifications to this development approval may require the submission of an application for amendment to development approval and reassessment of the proposal.

AN3 In relation to the public art contribution, the options include:

- a. payment directly to the Town which will be placed in the Town's Community Art Reserve with the funds being used by the Town to provide public art within the same Town Planning Scheme Precinct; or
- b. the owner/applicant is to provide public art on the development site in accordance with the procedures outlined in the Town's Developers Public Art Handbook, which includes the submission of details for approval by Council. The public art is to be completed and installed to the satisfaction of the Town prior to the occupation of the development. The public art is to be maintained thereafter by the owner/occupiers.

Refer to 'Local Planning Policy 29 – Public Art Private Development Contribution' for further guidance.

AN4 In relation to the proposed permeable paving, it is advised that the submitted specifications are to demonstrate that the selected product is universally accessible, low maintenance and can sustain repeated heavy vehicle loading. The specification is to also detail the proposed method of installation, infiltration rates and soakwell locations (noting that permeable paving will eventually clog due to particulate pollutants).

AN5 In relation to the Construction Management Plan, it is to address the following matters:

- a. How materials and equipment will be delivered and removed from the site;
- b. How materials and equipment will be stored on the site;
- c. Parking arrangements for contractors;
- d. Construction waste disposal strategy and location of waste disposal bins;

- e. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;
- f. Other matters are likely to impact on the surrounding properties.

AN6 All stormwater drainage shall be designed by a certified Hydraulic Engineer. An overland flow path is to be included in the design does not ensure diversion of stormwater from the development during storm event.

AN7 In relation to the detailed landscaping plan, consideration is to be given to the following matters:

- a. Encourage the use of water-wise planting
- b. Selection of landscaping adjacent to ground floor units to provide privacy to windows
- c. Landscape buffer between the car parking bays and neighbouring fences to encourage creepers and create a green backdrop when viewed from the units.
- d. An alternative material/s to river stone for the informal pathways and 'quiet corner' for universal access
- e. Height of plantings adjacent to driveways to ensure adequate vehicle sightlines are maintained.
- f. Maintenance for the replacement street tree (Yellow Bloodwood *Corymbia eximia*) to be planted on the Bishopsgate Street verge for three years from planting. This includes watering, weeding, application of fertiliser and wetting agent.
- g. Relocation of the proposed fencing to the play area to ensure that the deep root zones of the retained trees is not impacted.

AN8 In relation to the street tree removal, the removal works remain the responsibility of the Town. An interim quotation (valid this current financial year) for the cost of Helliwell valuation, removal, replacement and maintenance of the street tree(s) is \$12,803.40, which is subject to change pending further quotation by the Town when removal is required. The Town's Parks service area is to be notified in writing four weeks prior to removal and payment in full is required at this time. The tree removal process will not commence unless this occurs.

AN9 Existing trees located within the verge are a Town asset and as such must be retained except where otherwise approved for removal by the Town.

AN10 There are existing Town of Victoria Park bore and irrigation assets on the land subject of this approval. The Town advises that budget has been allocated to decommission these assets. It is recommended that the applicant/owner liaises with the Town's Parks service area in relation to the proposed construction timeframes. The Town advises that continued access to use and maintain the bore, irrigation and irrigation cabinet is required until the assets are decommissioned by the Town.

AN11 A building permit is required to be obtained from the Town prior to commencement of any work in relation to this development approval.

AN12 To achieve compliance with the National Construction Code – Building Codes of Australia Volume 1 2022 it may be necessary for the lots to be amalgamated or alternatively the patio structure over the lot boundaries removed. Please liaise with the Building Certifier for further advice.

AN13 The bathroom, laundries and kitchens of each dwelling are to comply with the provisions set out in the Town of Victoria Park *Health Local Law 2003*.

AN14 Sound levels created are not to exceed the provisions of the *Environmental Protection (Noise) Regulations 1997*.

AN15 A Work Zone Permit application is to be submitted to and approval issued the Town, prior to any works or temporary storage on a public thoroughfare (including roads, parking bays, footpaths or verges). To download an application form and for further information, please refer to the Town's website or contact the Town's Street Improvement business unit on (08) 9311 8111.

AN16 The development is located on or within close proximity to an existing Water Corporation sewerage system. The owner/applicant is advised to contact the Water Corporation to confirm their requirements and if approval is required prior to works commencing.

AN17 A separate application is to be submitted to the Town's Street Improvement business unit for approval prior to construction of a new crossover. To submit a crossover application please complete a 'Crossover Installation Application Form' and refer to the 'Crossover Installation Package'. Both documents are available from the Town's website.

AN18 All car parking bays to be lined-marked and designed in accordance with Australian Standards AS2890.1 and AS2890.6.

AN19 There is an existing parking sign in the location of the proposed crossover to Bishopsgate Street. Please liaise with the Town's Parks and Ranger area to organise its relocation.

AN20 All services (including power domes, water metres, telecom pits) are to be relocated outside the driveway, crossover and vehicle manoeuvring areas.

AN21 This approval does not include the approval of any signage. Any signage for the development to be the subject of a sign licence application and depending on the type of signage, development approval may also be required.

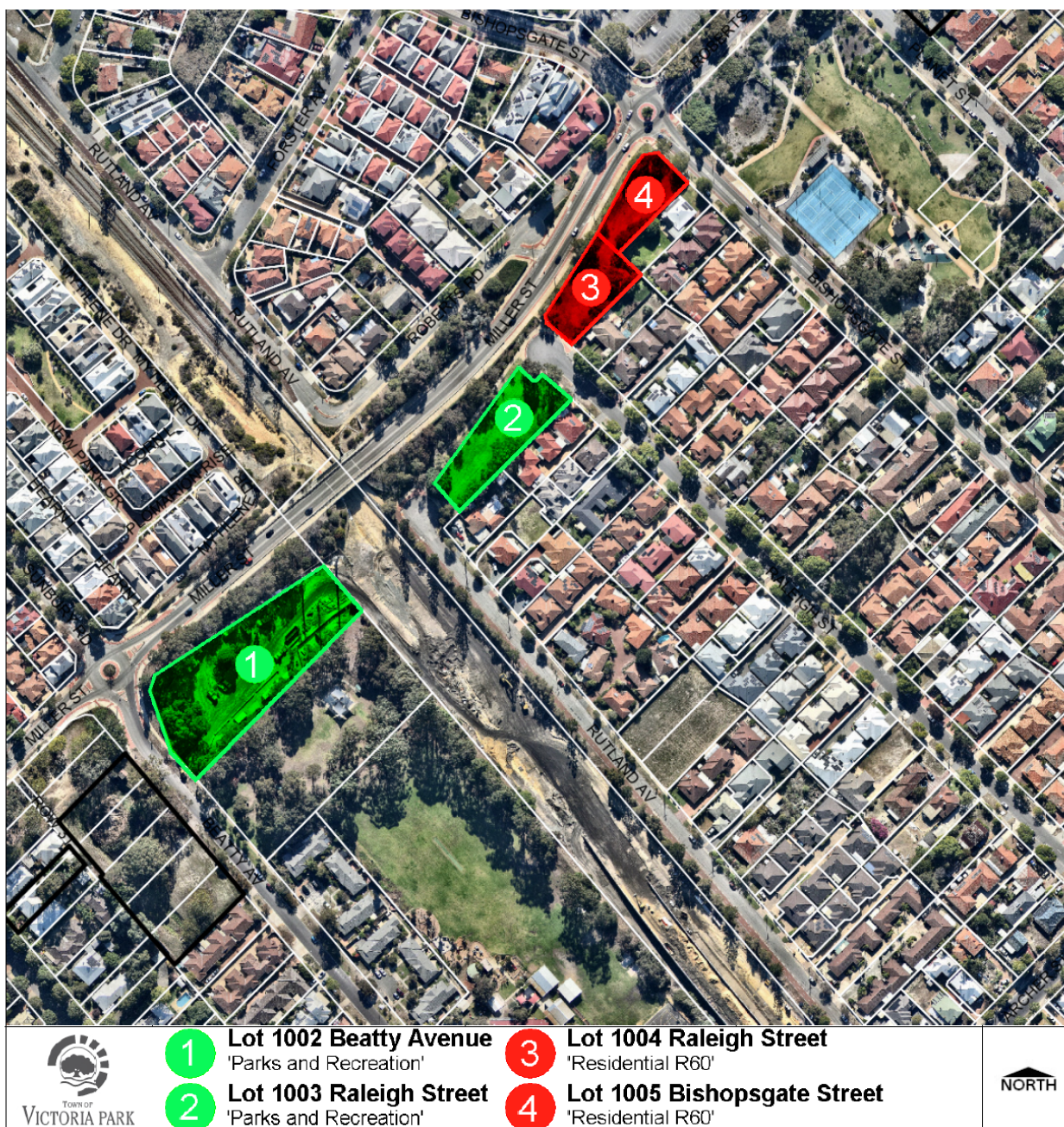
- B. Requests the A/Chief Executive Officer to advise in writing those persons who lodge a submission on the application of Council's decision.

## Background

1. In August 2011, an amendment to the Metropolitan Region Scheme (MRS) was gazetted, which transferred the subject land and other nearby land from being reserved as 'Other Regional Roads' to the 'Urban' zone. The land previously reserved was found to be in surplus following the construction of the Miller's crossing bridge.
2. In November 2011, Council resolved to initiate a scheme amendment (Amendment 56) to the Town of Victoria Park Town Planning Scheme No.1 to reserve the subject land and nearby land as "Parks and Recreation" to reflect the use of the land as open space. This scheme amendment was the subject of protracted considerations by the Western Australian Planning Commission (WAPC) in its roles both as advisory body to the Minister for Planning and landowner of the lots.

3. As part of the scheme amendment, the Town went through a significant engagement process, prepared a Public Open Space Strategy in late 2019 to understand Public Open Space supply in the Town; and undertook a land purchase evaluation in 2020 to assist the Town contemplate a potential purchase of the land from the WAPC.
4. Council ultimately decided to not purchase the land with the Public Open Space Strategy determining that there is sufficient Public Open Space in the immediate surrounds to the Millers Crossing site.
5. In August 2021, following consideration and decision by the Minister for Planning, the Town was requested to re-advertise and further modify Amendment 56 including zoning the subject land Residential with an R60 density coding. This was following an earlier request from the Minister for Planning in 2017 for the subject land to have a Residential zoning with a density coding of R30.
6. At the time (2021), the WAPC provided the Town with the following reasons for the requested Residential zoning and R60 density coding:
  - a. consistency with the urban consolidation principles of the WAPC Central Sub-regional Planning Framework which is broadly supportive of medium density development outcomes at appropriate locations, as part of meeting the dwelling targets of inner and middle-ring metropolitan local governments;
  - b. the opportunity to develop the subject land as a demonstration of a high-quality medium-density development, in the context of the Medium Density Codes being progressed by the WAPC as part of its review of State Planning Policy 7.3 Residential Design Codes – Volume 1;
  - c. the subject land’s proximity to general amenities, including high-frequency public transport, infrastructure and public open space;
  - d. densities currently permitted under TPS1 in the surrounding area allow for a range of medium density development. In this regard, it is considered that R60 is broadly consistent with densities permitted in the area; and development of the subject sites at R60 would supplement broader dwelling diversity in the locality;
  - e. the opportunity to make the subject land a demonstration project for medium-density development has arisen in part due to it being under State Government ownership. In this regard, the WAPC’s process for the sale of the land can be used to ensure a high-quality development outcome for the area is achieved; and
  - f. it is envisaged that the subject land may be suitable for terraced housing.
7. In April 2022, Council considered the modified scheme amendment, including the Minister for Planning’s request to zone the land Residential with an increased residential density coding of R60. Council resolved to continue its support for the original intent of the scheme amendment, for the subject land to be reserved as “Parks and Recreation” and requested the Mayor and CEO to advocate politically for this.
8. In February 2023, Council again considered Amendment 56 and having regard to a range of factors resolved on this occasion to support a Residential zoning and R60 density coding for the subject land, and for the other land parcels included within the amendment being reserved for Parks and Recreation.
9. In September 2023, the scheme amendment was gazetted with the subject land being formally zoned Residential R60 and the other land being reserved as Parks and Recreation. This is reflected in the following image:





10. As part of the approval of Amendment 56, the following development standards were inserted into the Scheme and now apply to the development of the subject land :

*"Development shall generally be in accordance with the R-Codes (where applicable) and any relevant planning policy.*

*The following additional provisions apply to No. 8 Raleigh Street, Carlisle (Lot 1004 on DP 45185, CT: 2604/545) and No. 45 Bishopsgate Street, Carlisle (Lot 1005 on DP 45185, CT: 2604/546):*

- i. Trees to be retained in accordance with a tree retention plan approved by the local government prior to subdivision and/or development; and*
- ii. Vehicle access shall not be provided to/from Miller Street".*

11. It is noted that the above Scheme wording incorrectly references No. 8 Raleigh Street and should instead read as No. 6 Raleigh Street, but regardless the lot numbers are the legal entity and are correct.

12. An Application for Development Approval was accepted by the Town on 11 April 2024, which seeks approval for a three (3) storey building containing 24 multiple dwellings (apartments) and has an estimated development value of \$7.88 million.
13. The proposed development is summarised as follows:
- A total of 24 apartments, with 6 apartments (1 bed and 1 bath) and 18 apartments (2 bed and 1 bath).
  - The development is being built to rent, with the property and tenants to be managed by a Department of Communities approved and registered Community Housing Provider (clarified in correspondence at Attachment 3 to be Uniting WA).
  - The applicant states that *“the proposed development demonstrates low income affordable housing”* with further clarification provided in correspondence at Attachment 3 that *“the tenants will be mothers with young children and older women. They will be long term residents and we expect a low turnover of tenants.”*
  - A total of 13 existing trees on-site and 13 trees on the adjacent verges are to be retained, with 6 on-site trees and one street tree proposed for removal.
  - Car parking is accessed from Raleigh Street and Bishopsgate Street, with a total of 10 resident car spaces and 6 visitor car spaces, in addition to 3 motorcycle and 15 bicycle spaces.
  - Construction of communal outdoor facilities including a play area, clothes drying area, bin storage areas
  - Construction of four stairwells equipped with lifts.
  - Installation of landscaping, shared solar panels and batteries.

A copy of the development plans are included at **Attachment 2**.

## Applicant's submission

14. As part of the application submission, the applicant has provided:
- Planning report
  - Addendum to the planning report providing an overview of the proposed property and tenancy management
  - Development plans
  - Existing site feature survey
  - Supporting technical reports, including a tree assessment report, waste management plan and transport impact statement.
  - Written response to the community submissions, Town's Design Review Panel comments and Council officer request for further information.

These documents can be viewed in the report attachments.

15. The applicant's planning report (see **Attachment 3**) includes the following information:
16. An overview of the development site and proposal.
17. The relevant planning framework.
18. Design response to the 10 Design Principles of State Planning Policy 7.0: Design of the Built Environment.



19. The development is intended to accommodate single parents with young children and single older women. The applicant, who is the project architect, outlines that the apartment layouts, fitout and communal site amenities have been designed to cater for this tenant cohort, and in consultation with the Community Housing Provider who will manage the property and the tenants.
20. Such design features are outlined in the applicant's planning report and include single level dwellings with communal stairs and lifts to upper level dwellings, wider than standard doors for easier access for everyone (including prams, carrying shopping), vinyl floor finishes and wall finishes to bathrooms for easy cleaning and low maintenance, and communal site amenities including a playground, turf play area and vegetable & herb garden. This is in addition to consideration of the construction cost (i.e. method, material selection), and in-building energy efficiency to minimise power bills.
21. A number of community submissions cited concerns regarding the provision of social housing and future management. In response, the applicant has provided the following information regarding the Community Housing provider and tenant management (see Attachment 3) :

*"The housing will be managed by UnitingWA, a State government registered community housing and services organization providing a wide range of services and support to individuals, families and communities, focusing on improving social and economic outcomes for vulnerable and disadvantaged people.*

*The role of UnitingWA is to manage the property and the tenants, provide a safe, secure and enjoyable home environment and nurture harmonious relationships with neighbours and the wider community.*

*UnitingWA is responsible for maintenance and repairs of the building and upkeep of the gardens as well as providing support and resources to help tenants maintain stable housing and improve their overall well-being.*

*Residents enter into a standard Tenancy Agreement and are subject to the same conditions and expectations of appropriate behaviour as tenants living in a private rental property.*

*The tenants will be mothers with young children and older women. They will be long term residents and we expect a low turnover of tenants.*

*Tenancy management focuses on maintaining housing stability and, if necessary, working with tenants to address issues that could jeopardize their housing, such as rental arrears, unacceptable behaviour or lease compliance. There is ongoing monitoring and evaluation of tenancy support services so that they continue to be relevant and beneficial to the tenant. There are compliance reporting and review mechanisms in place.*

*UnitingWA provides regular and consistent support to tenants. The amount of direct contact between the tenancy support team and the tenants varies according to the needs of each tenant. It could be daily, weekly or as need arises. Tenancy support is ongoing and is always available to the tenant.*

*The role of the UnitingWA tenant support team is multifaceted, focusing on developing tailored support plans in collaboration with each tenant, outlining specific goals and the steps needed.*

*The team connects tenants with appropriate external services, such health and medical, social welfare, vocational training, employment services, and financial counselling and other community services".*

22. The concluding remarks of the applicant's planning report states:

*"The proposed development of Lots 1004 Raleigh Street and 1005 Bishopsgate Street, Carlisle has been duly considered in accordance with the relevant local planning framework.*



*The development has focused on delivering affordable housing typologies within an integrated communal environment.*

*We offer alternative solutions to achieve this, whilst considering and being respectful of the site, adjoining properties and the immediate locality. The development outcome is a response to and respectful of the established streetscape and local development character.*

*It is requested the Town supports this important addition to the local area which assists the Town meeting its dwelling diversity and targets social housing with a fresh and sensitive solution."*

## Relevant planning framework

Legislation	<a href="#">Planning and Development Act 2005</a> <a href="#">Planning and Development (Local Planning Schemes) Regulations 2015</a> <a href="#">Town Planning Scheme No. 1 (TPS1)</a> <a href="#">TPS1 Precinct Plan P8 'Carlisle Precinct' (Carlisle Precinct Plan P8)</a> <a href="#">Metropolitan Region Scheme Text</a>
State Government policies, bulletins or guidelines	<a href="#">State Planning Policy 7.0 – Design of the Built Environment</a> (SPP7.0) <a href="#">State Planning Policy 7.3 – Residential Design Codes - Volume 1</a> (R-Codes Vol 1)
Local planning policies	<a href="#">Local Planning Policy 29 – Public Art Private Developer Contribution</a> (LPP29) <a href="#">Local Planning Policy 37 – Community Consultation on Planning Proposals</a> (LPP37)
Other	<a href="#">Town of Victoria Park Local Planning Strategy</a> <a href="#">Town of Victoria Park Urban Forest Strategy</a> (UFS) <a href="#">Western Australian Planning Commission Development Application Exercise of Discretion Guidelines</a> Draft Town of Victoria Park Local Planning Scheme No. 2 (LPS2) <a href="#">Council Policy 255 Tree Management</a>

23. As noted above, through the gazettal of Amendment 56, the following development standards apply to the subject land under the TPS1 Carlisle Precinct Plan:

*"Development shall generally be in accordance with the R-Codes (where applicable) and any relevant planning policy.*

*The following additional provisions apply to No. 8 Raleigh Street, Carlisle (Lot 1004 on DP 45185, CT: 2604/545) and No. 45 Bishopsgate Street, Carlisle (Lot 1005 on DP 45185, CT: 2604/546):*

- i. Trees to be retained in accordance with a tree retention plan approved by the local government prior to subdivision and/or development; and*
- ii. Vehicle access shall not be provided to/from Miller Street".*

24. A tree assessment report prepared by an Environmental Consultant is provided at **Attachment 6** and a tree retention plan is provided at pages 5 & 6 of **Attachment 2**. The design response and proposed tree retention is supported by the Town's Design Review Panel and internal service areas. This is discussed further in the planning assessment section below.
25. No vehicle access is proposed to/from Miller Street. The on-site car parking is accessed separately from both Raleigh Street and Bishopsgate Street.

26. The application has also been assessed against Part C of the R-Codes Vol 1 relating to medium density development, which recently commenced operation in April 2024. Council officers have found that the plans satisfy the relevant R-Codes Design Elements.
27. Notably under Part C of the R-Codes the permitted building height is a maximum of 3 storeys for development on land coded R60. The proposed building height is therefore compliant.
28. Under draft LPS2, the subject land is proposed to remain zoned Residential R60.

## General matters to be considered

<b>TPS precinct plan statements</b>	<p><b>The following statements of intent contained within the precinct plan are relevant to consideration of the application.</b></p> <ul style="list-style-type: none"> <li>• <b>Medium density residential development of single houses and grouped dwellings is considered appropriate for the precinct.</b></li> <li>• <b>The development of grouped housing should be in a manner that conserves the pleasant low scale residential style and character of the areas.</b></li> <li>• <b>Priority will be given to ensuring that new development does not result in undue loss of privacy or amenity for existing residences.</b></li> </ul>
<b>Local planning policy objectives</b>	<p>The following objectives <a href="#">Local Planning Policy 29 – Public Art Private Developer Contribution</a> are relevant in determining the application:</p> <ul style="list-style-type: none"> <li>• <i>The development and promotion of the community's identity through the provision of public artworks which reflect the place, locality and/or community of which the occupants, visitors and customers of new or refurbished developments form part;</i></li> <li>• <i>To increase the amenity provided to the existing or future occupants of new or refurbished developments through the provision of public artwork on the development site or within the surrounding locality;</i></li> <li>• <i>To establish a clear and consistent approach for the provision of public art as part of the private development process;</i></li> <li>• <i>To facilitate understanding and celebration of the Town's natural, physical, cultural and social values, including natural and built cultural heritage;</i></li> <li>• <i>To enhance the visual amenity, vibrancy and character of the Town's built environment; and</i></li> <li>• <i>To improve way-finding and legibility of streets, open spaces and buildings, including landmark treatments where appropriate.</i></li> </ul>
<b>Urban forest strategy</b>	<p>This application has the following impacts, in regards to the Town's Urban Forest Strategy.</p> <ul style="list-style-type: none"> <li>• The proposed development retains the majority of existing trees on the subject land and the adjacent verges. Specifically, 13 on-site trees and 13 verge trees, which is a total of 26 mature trees are being retained. Conversely, 6 on-site trees and 1 verge tree are proposed to be removed.</li> <li>• A total of 32 new fruit trees are proposed to be planted, in addition to medium sized screening shrubs.</li> <li>• Landscaping selection to be water-wise and low maintenance.</li> </ul>
<b>Deemed clause 67 of the Planning and Development (Local</b>	<p>The following are relevant matters to be considered in determining the application.</p> <p>(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;</p>

<p><b>Planning Schemes) Regulations 2015</b></p>	<ul style="list-style-type: none"> <li>(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving;</li> <li>(c) any approved State planning policy;</li> <li>(g) any local planning policy for the Scheme area;</li> <li>(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development</li> <li>(n) the amenity of the locality including the following – <ul style="list-style-type: none"> <li>(i) environmental impacts of the development;</li> <li>(ii) the character of the locality;</li> <li>(iii) social impacts of the development.</li> </ul> </li> <li>(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;</li> <li>(s) the adequacy of – <ul style="list-style-type: none"> <li>(i) the proposed means of access and egress from the site; and;</li> <li>(ii) arrangements for the loading, unloading, manoeuvring of vehicles;</li> </ul> </li> <li>(u) the availability and adequacy for the development of the following — <ul style="list-style-type: none"> <li>(iii) storage, management and collection of waste;</li> <li>(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);</li> <li>(v) access by older people and people with disability;</li> </ul> </li> <li>(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;</li> <li>(y) any submissions received on the application</li> <li>(zb) any other planning consideration the local government considers appropriate.</li> </ul>
<p><b>SPP7.0 – Design of the Built Environment</b></p>	<p>Under SPP7.0, the following 10 Design Principles are considered to be pillars of good design of the built environment that can inform proposals across Western Australia:</p> <ol style="list-style-type: none"> <li>1. Context and character</li> <li>2. Landscape quality</li> <li>3. Built form and scale</li> <li>4. Functionality and build quality</li> <li>5. Sustainability</li> <li>6. Amenity</li> <li>7. Legibility</li> <li>8. Safety</li> <li>9. Community</li> <li>10. Aesthetics</li> </ol>

## Compliance assessment

Residential development		
Planning element	Permissibility/deemed-to-comply	Requires the discretion of the Council
Land use	X	
Density	X	
Street setback		X
Front fence		X
Building setbacks/boundary wall	X	
Building heights	X	
Open space/site cover	X	
Private open space	X	
Landscaping	X	
Communal open space	X	
Size and layout of buildings	X	
Solar access and natural ventilation	X	
Parking and access	X	
Universal design	X	
Solar access for adjoining sites	X	
Visual privacy	X	
Site works/retaining walls	X	
Surveillance	X	
Public art		X

## Engagement

Internal engagement	
Stakeholder	Comments
<b>Building</b>	A Building Permit is required. Standard conditions and advice notes recommended.
<b>Community Development (Arts)</b>	Does not support the applicant's request to waive the public art contribution. In terms of the applicant's alternate proposal to use the external lift well facades on the Miller Street elevation to provide public art, this location is supported. This is because it is public facing and would positively contribute to the building's design and its surrounds. Standard condition and advice notes recommended in relation to the public art contribution.
<b>Design Review Panel</b>  <i>Note: a Town advisory panel of experts in the fields of</i> <ul style="list-style-type: none"> <li>• architecture,</li> <li>• urban design,</li> <li>• landscape architecture, and</li> <li>• building services/sustainability.</li> </ul>	<p>The design is supported by the Town's Design Review Panel. The Panel commends the design and in its final remarks noted that it, <i>"sensitively addresses a major issue that Western Australia is currently facing now and into the future that of housing affordability addressing a particularly vulnerable clientele. The project is well executed through intelligent design, for both tenants and the general public"</i>.</p> <p>The Panel recommends that the public art contribution is maintained and should form part of the development's architecture. Other recommendations relate to the use of awning to the south-west elevation and using landscaping as a buffer to the ground floor units to enhance privacy.</p> <p>A full copy of the Design Review Panel's recommendation is included at <b>Attachment 11</b>.</p>
<b>Engineering</b>	Supports the findings of the submitted Transport Impact Statement that the development will have minimal impact on the surrounding road network. The finished floor levels of the ground floor apartments are to be at minimum 16.1, as the subject land is in the vicinity of recent flooding events. Standard conditions and advice notes recommended relating to construction management, stormwater drainage and the on-site carpark.
<b>Environmental Health</b>	Recommends a planning condition that an acoustic report is submitted and approved prior to the lodgement of a building permit application which demonstrates compliance with relevant legislation. Standard advice notes recommended.
<b>Parks</b>	<p>Supports removal of the Queensland Brush Box <i>Lophostemon confertus</i> street tree in the Bishopsgate Street verge subject to the applicant/owner paying the Helliwell value of the tree, which has been independently assessed at \$12,803.40.</p> <p>Standard condition and advice notes recommended in relation to protecting the existing street trees in the adjacent verge.</p>

	Input to advice note recommended to notify applicant/owner of existing Town of Victoria Park bore and irrigation assets on the subject land and project to decommission these assets.
<b>Place Planning</b>	<p>Acknowledges the considered design of the development to retain the majority of mature trees on-site.</p> <p>Advice note recommended to notify applicant/owner of existing Town of Victoria Park bore and irrigation assets on the subject land and project to decommission these assets.</p>
<b>Waste</b>	The Waste Management Plan has been reviewed and is supported. Standard condition to ensure ongoing compliance with Waste Management Plan is recommended.

External engagement	
<b>Stakeholders</b>	Owners and occupiers of properties within a 200m radius
<b>Period of engagement</b>	30 May 2024 to 27 June 2024 (28 days)
<b>Level of engagement</b>	2. Consult
<b>Methods of engagement</b>	Online survey and written submission
<b>Advertising</b>	On-site notification signage to each street frontage, notice in local newspaper and letters to owners and occupiers within 200m radius of subject site (307 letters sent)
<b>Submission summary</b>	<p>A total of 353 submissions received, 57 support the proposal, 283 object to the proposal and 13 did not support or object, comments only. A schedule of the submissions received during consultation period can be viewed at <b>Attachment 9</b>.</p> <p>In addition, a petition opposing the development application containing 105 signatures was received, of which 89 are verified electors.</p> <p>The petition states that:</p> <p><i>"We, the undersigned, all being electors of the Town of Victoria Park, do respectfully request that Council reject the proposed development application 5.2024.93.1 for a three-storey building containing 24 multiple dwellings at 6 Raleigh Street and 45 Bishopsgate Street, Carlisle, in its current form.</i></p> <p><i>The reasons for this request are:</i></p> <ol style="list-style-type: none"> <li><b>1. Inadequate Car Parking:</b> <ul style="list-style-type: none"> <li>○ <i>The proposed development provides only 15 car spaces for residents and 2 visitor car spaces, which is significantly below the minimum requirement of 24 resident car spaces and 6 visitor car spaces as outlined in the State Planning Policy 7.3 Residential Design Codes Volume 1 (R-Codes Volume 1), Clause 5.3.3.</i></li> <li>○ <i>This shortfall will increase on-street parking, exacerbate traffic congestion, and pose safety risks to pedestrians and other road users.</i></li> </ul> </li> <li><b>2. Negative Impact on Community and Environment:</b></li> </ol>

- *The development is out of character with the low-density residential nature of Carlisle and will significantly alter the streetscape.*
  - *Despite retaining 12 trees, the development does not sufficiently contribute to the area's green space and biodiversity goals, as highlighted in the Carlisle Place Plan.*
- 3. Misalignment with Infrastructure and Urban Planning Goals:**
- *The proposed development fails to integrate with ongoing Metronet projects and long-term urban planning goals aimed at improving connectivity, safety and amenity in Carlisle.*
  - *The high-density nature of the development may disrupt the holistic growth strategy for the area.*
- 4. Existing Social Housing:**
- *The Department of Communities already has social housing within the immediate vicinity, and additional high-density social housing units are unnecessary and could strain local resources and services”.*

29. It should be noted that the consultation material prepared by the Town incorrectly referred to the development proposing a car parking shortfall with the provision of 15 car spaces for residents and 2 visitor car spaces on-site in lieu of a minimum 24 car spaces for residents (or 1 car space per apartment) and 6 visitor spaces, as outlined in the Residential Design Codes; Volume 1, C2.3.1. However, from further assessment against Part C of the Residential Design Codes Volume 1, which commenced in April 2024, it has been found that the car parking provision is compliant as it satisfies the minimum deemed-to-comply requirements. Please refer to the below Planning Assessment section for additional details.
30. A summary of the themes expressed in the submissions received, and the assessing officer's response to those matters, are as follows:

Summary of submissions received	
Matter	Comments
Development scale and density	<p>The subject land is zoned Residential R60, which is a higher density than the surrounding lots which are zoned Residential R30.</p> <p>The development's proposed density, along with the built form including building height and site coverage, complies with the Residential Design Codes: Volume 1.</p> <p>At the R60 density, the required site area per dwelling is 85m<sup>2</sup>. The subject land is 2,500m<sup>2</sup> in area and permits up to 29 dwellings. A total of 24 dwellings are proposed.</p>
Traffic and car parking	<p>From further assessment against the recently operative Residential Design Codes: Volume 1, Part C, the proposed provision of car parking on-site is compliant. This is due to the size of the dwellings being one and two bedroom apartments and the development being within a walkable distance to Carlisle train station. Refer to the planning assessment section below for further details on the parking assessment.</p> <p>The development application has been revised to remove the outdated reference to a public car parking area opposite at Koolbardi Park. The provision of car parking for the development is not reliant on this car park or any public car park.</p> <p>In terms of traffic, the Transport Impact Statement (TIS) prepared by a traffic consultant has been reviewed by the Town's Engineering service area with its</p>

	findings supported. The TIS found that the traffic generation from the development will be low, less than 10 vehicles per hour, and would have minimal impact on the surrounding road network.
Property and tenant management	Whilst the management of tenants is not a planning consideration, the applicant has provided further details regarding the selected property manager Uniting WA who are a registered community housing and services organization. Residents enter into a standard Tenancy Agreement and are subject to the same conditions and expectations of appropriate behaviour as tenants living in a private rental property. Refer to <b>Attachment 4</b> for further details.
Anti-social behaviour from tenants	A number of submissions comment or imply that as the proposed dwellings are to be affordable dwellings occupied by persons on a low income, that there will be increased occurrence of anti-social and/or criminal behaviour. From a planning assessment perspective, the land use assessment confines itself to the use as dwellings, being for occupation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family. It is not relevant to the planning assessment as to whether the dwellings are to be owner-occupied or rented, or who the dwellings are to be occupied by. Furthermore, anti-social and/or criminal behaviour is a police matter and is not a valid planning consideration.
Extent of existing social housing in locality	There are no statutory/policy requirements in the planning framework that limit the extent of social housing within a particular area nor is it a relevant planning consideration.
Removal of existing trees and local green space	<p>The majority of existing trees on the subject land and adjacent verges will be retained. Of the trees to be removed, only one tree of high retention value (Jacaranda tree, exotic species) is proposed for removal. Refer to the planning assessment section below for further details on trees.</p> <p>Whilst it is acknowledged that the subject land has been used by the community as parkland, it was rezoned last year to Residential R60 by the Minister for Planning. As noted in the background section of this report (above), the land was previously a regional road reservation which was identified as being superfluous following the construction of the Miller's crossing bridge. The land at the adjacent lot, Lot 1003 bounded by Rutland Ave, Miller Street and Raleigh St has had a change in reservation to Parks and Recreation.</p>
Building architecture and appearance out of character with the locality	The development plans have been reviewed by the Town's Design Review Panel who advise that the design demonstrates a contemporary interpretation of the local character, in particular the surrounding area's prevalence of pitched roof homes.
Impact to local services and amenities	The proposed development is within a walkable distance to the Archer Street local centre and to Carlisle train station for access to other services and amenities in the region. In terms of school catchment, the Department of Education have been consulted on the application, noting that the density of the development is in line with the subject site's zoning.
Impact on property values	Noted, however not a planning consideration.
Extent of community consultation	Letters were sent to owners and occupiers within a 200m of the development site. This is in line with Local Planning Policy 37 – Community Consultation on Planning Proposals.



	In addition, notification signs were installed on the subject land, notice in the local newspaper for four consecutive editions and consultation material displayed on the Town's website.
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Other engagement	
Stakeholder	Comments
<b>Department of Communities</b>	Provided guidance regarding the development approval process, noting that the development is proposed to be managed by a Department of Communities approved registered Community Housing Provider.
<b>Department of Education</b>	No in principle objections to the proposal, noting that Lathlain Primary School kindergarten is approximately 140m away. Comments state that the proposal, "...is anticipated to have minimal impact on the kindergarten".
<b>Department of Planning, Lands and Heritage (Strategy and Engagement)</b>	<p>No objection to the proposal on Other Regional Roads [Miller Street] planning grounds.</p> <p>In relation to the submitted Transport Impact Statement the DPLH states that, <i>"the development will result in 120 daily trips, with 12 AM and PM peak hour trips. No direct vehicular access is proposed from Miller Street. This is in accordance with the Commission's Regional Roads (Vehicular Access) Policy D.C. 5.1, which seeks to minimise the number of new crossovers onto regional roads"</i>.</p>

## Planning Assessment

### Bicycle and car parking

31. In terms of car and alternate transport parking, the development proposes:

- 10 resident car bays, including an accessible bay
- 6 visitor car bays, including an accessible bay
- 3 motorcycle/scooter spaces
- 15 bicycle spaces

Refer to the development plans at **Attachment 2**.

32. The Residential Design Codes: Volume 1 (R-Codes) at Part C, 2.3 Parking sets out the minimum car parking standards, which differ depending if the subject land is in Location A or Location B.
33. The R-Codes defines Location A as all land located within an 800m walkable catchment of a train station on a high-frequency rail route, 250m walkable catchment of a transit stop on a high-frequency transit route or that has multiple transit routes, that when combined stop every 15 minutes during weekday peak periods (7am –9am and 5pm – 7pm) or is located within the defined boundaries of an activity centre.
34. In the case of this application, the subject land is within an approximately 600m walkable catchment of the Carlisle train station (ultimate location, noting it is currently under construction with Metronet) and is therefore within Location A.

35. The provision of occupant (resident parking) has recently been reduced with the introduction of Part C of the R-Codes in April 2024. R-Codes Table 2.3a does not require any minimum car parking for occupants of 1 and 2 bedroom dwellings in Location A. The planning assessment of the deemed-to-comply requirements are as per below:

Element	Requirement – <i>based on 24 dwellings</i>	Proposed
<b>Parking - Occupant Car Parking</b>  (Location A)	1 bedroom dwelling – No parking spaces required  2 bedroom dwelling – No parking spaces required  TOTAL – Nil parking bays required for occupants	10 occupant car bays including an accessible occupant bay  COMPLIES
<b>Parking - Visitor Car Parking</b>	13 or more dwellings – A minimum of 3 visitor bays plus 1 additional bay per four dwellings or part thereof of.  First 13 dwellings = 3 visitor bays Remaining 11 dwellings = 3 visitor bays Total – A minimum 6 visitor bays	6 visitor car bays including an accessible visitor bay  COMPLIES
<b>Parking – Motorcycle/scooter Parking</b>	20 or more dwellings – one motorcycle/scooter space for every 10 car parking spaces  Total - 16 car parking spaces proposed = A minimum 2 motorcycle/scooter spaces	3 motorcycle/scooter spaces  COMPLIES
<b>Parking - Occupant Bicycle Parking</b>	0.5 x the total number of dwellings  Total – 0.5 x 24 = A minimum of 12 occupant parking spaces	A total 15 bicycles spaces, with 7 bicycle spaces on Lot 1004 and 8 bicycle spaces on Lot 1005.  COMPLIES
<b>Parking – Visitor Bicycle Parking</b>	0.1 x the total number of dwellings  Total – 0.1 x 24 = A minimum of 2.4 (or 3) occupant parking spaces	

36. A deemed-to-comply requirement of the R-Codes sets out the development standard that the proposed must satisfy to meet the policy objectives and the requirements of the relevant design element.

37. The R-Codes at section 2.2.2 'Judging merit of the proposal' states that:

*"The decision-maker shall not refuse to grant approval to an application where the application satisfies the deemed-to-comply provisions of the R-Codes Volume 1 and any relevant provision of the scheme and local planning framework".*

38. As outlined above, the proposed provision of bicycle and car parking is compliant and meets the deemed-to-comply provisions of the R-Codes. There is no other scheme or local planning provision which sets out differing car parking standards. As such, Council is bound to support the development's proposed parking provision.
39. Furthermore, the applicant at **Attachment 10** states, *"The property manager will promote the use of public transportation and ride/bike-sharing to residents consistent with expectations of the Town and residents"*.
40. While the car parking provision is compliant, Officers acknowledge the community concerns around a perceived lack of on-site car parking. The Town is satisfied that the provision of 16 on-site car bays (for both occupants and visitors) will meet the likely demand taking into account a range of factors including :
- Proximity to public transport;
  - Alternative modes of transport are accommodated within the site including the provision of bicycle racks.
  - The lower parking demand for social housing.

## **Traffic**

41. In support of the application, a Transport Impact Statement (TIS) has been submitted. Refer to **Attachment 8**. The findings of the TIS are that:
- *"The site features good connectivity with the existing road, walking and cycling network. There is good public transport coverage through nearby bus services which connect to the rail network.*
  - *The car parking supply is satisfactory and can accommodate the car parking demand of the proposed development.*
  - *The traffic analysis undertaken in this report shows that the traffic generation of the proposed development is low (less than 10vph on any lane) and as such would have minimal impact on the surrounding road network.*
  - *It is concluded that the findings of this Transport Impact Statement are supportive of the proposed development."*
42. The statement has been reviewed by the Town's Engineering service area and the Department of Planning, Land and Heritage. The overall TIS findings are supported, however for section 4.4 Public off-site parking availability, Council officers advise that the nearest public parking within a 500m walking distance is on McCartney Crescent and it is fully occupied by visitors during game days. Further, the other nearest public parking available in the walking catchment located at the northeast corner of Archer Street and Bishopsgate Street roundabout intersection is also well occupied by the visitors of this local centre. While not anticipated, if overflow parking is reported and occurs in the future due to the proposed development, the Town may consider restricting on-street parking on Raleigh Street.
43. Overall, the TIS (also upon peer-review) has found that the proposed traffic generation from the development would have minimal impact on the surrounding road network.

## **Trees**

44. The subject land currently contains 19 trees on-site and 14 street trees on the adjacent verges. Details of the existing tree species, size, health and retention value are provided in the tree assessment report at **Attachment 6**.

45. The development has been designed to retain the majority of these trees. A total of 13 tree on-site and 13 street trees are proposed to be retained. Of the 6 trees on-site and 1 verge tree to be removed, only one tree of high retention value (Jacaranda tree, exotic species) is proposed for removal. The remaining trees proposed to be removed have been identified as being of moderate value and are generally located in a position that does not allow for their retention.. A total of 32 new fruit trees are also proposed to be planted, in addition to medium sized screening shrubs. Refer to the development plans at **Attachment 2**.
46. In terms of the proposed tree retention, the applicant in their planning report comments that,  
*"An Environmental Arborist's Report confirms our tree retention proposal. The proposed development retains all significant trees within the site. Most of these trees are around the perimeter of the site surrounding a open turf area. The building and ancillary structures are located so that the significant existing trees are not impacted. The retained significant trees will continue to be used as habitat for Black Cockatoos".*
47. Whilst it is noted that a specific development standard for tree retention applies to the subject land through the Scheme, for a comparative site of 2,500 square metres in area for multiple dwellings the Residential Design Codes: Volume 1 would require a minimum of 6 medium trees to be planted on-site. The proposed retention of 13 trees on-site is more than the minimum requirement and the retention of significant existing trees is preferred in terms of amenity, fauna habitat and ecological benefits.
48. The Town's Local Planning Policy 39 – Tree Planting and Retention does not apply to proposals for multiple dwellings, with the applicable provisions for tree retention and new tree planting being those specified by the Scheme and the R-Codes respectively.
49. The proposed verge tree to be removed is a Queensland Box or *Lophostemon confertus*, identified in the tree assessment report to be of moderate value. This existing verge tree is located within the proposed crossover location to Bishopsgate Street. There are limited locations to propose this crossover, as a double width crossover is required to service the number of car bays proposed whilst ensuring adequate distance from the roundabout intersection for vehicle safety. The removal of this tree is supported by the Town's Parks service area with the recommended replacement tree to be a Yellow Bloodwood or *Corymbia eximia* tree, consistent with recent verge tree plantings in the area. In line with Council Policy 255 – Tree Management, the Helliwell value of the tree to be removed, which has been independently assessed at \$12,803.40, is to be paid by the developer. Refer to recommended conditions 15 & 16.
50. Council officers recommend that the proposed tree retention plan, provided at **Attachment 2** is approved providing that the trees are protected in accordance with the Australian Standards during and post construction, and the depicted deep root zones are maintained only containing permeable surfaces.

### Street setback

Element	Requirement	Proposed	Variation
Street setback – Miller Street	Min 3m	At minimum 0.25m and up to 4.3m	Up to 2.75m
			Supported

51. The street setback of the development to Miller Street seeks approval under the performance criteria of Clause 1, Local Planning Policy 25 – Streetscape (LPP25).
52. The performance criteria requires consideration of the desired streetscape, adequate privacy and open space from dwellings and consistency with the rhythm and scale of development in the street.

53. The extent of the balcony, storage and communal lift areas protruding into the secondary street setback area, is shown in the figure below:
- 
- The figure is a detailed site plan for Lot 1004, which is 1343 m². The lot is bounded by Miller Street to the north. A concrete footpath runs along the street frontage. The plan shows a building with several units: a one-bedroom unit (47m² FECA, 16.1 RL), two two-bedroom units (each 67m² FECA, 16.1 RL), and another one-bedroom unit (47m² FECA, 16.1 RL). There are also storage areas, lift shafts, and a communal lift. A red dashed line indicates the proposed building setback line. Other features include a shared path, a turf mound, a garden node, a barbecue, and existing fences (1200H PINELAP FENCE, 1800H METAL FENCE). The plan also shows a visitor area, a shared path, and a concrete footpath.
54. The directly adjacent lots to the side of the subject land is reserved as 'Parks and Recreation, meaning there is not an existing or future building setback line to this side of Miller Street. On the opposite side of Miller Street the front property boundary line is not parallel to the road geometry, and as such there is not uniformity to the street setback line.
55. The development's overall open space on-site exceeds the deemed-to-comply requirements. This is coupled with each ground floor apartment having a generous soft landscaped outdoor area facing the Miller Street frontage, which also includes the retention of mature trees.
56. The proposed building setback to Miller Street is considered to meet the Performance Criteria at Clause 1 of Local Planning Policy 25 – Streetscape.

### Street fencing

Element	Requirement	Proposed	Variation
Street fencing - height	Solid up to 1.2m above natural ground level	Portions up to 2.1m above natural ground level (Bishopsgate St frontage)	Up to 0.9m to portions to Bishopsgate Stret and Raleigh Street frontages
		Portions up to 2m above natural ground level (Raleigh Street frontage).	
		1.2m to Miller Street frontage.	
		<i>Note: fencing is up to 1.8m from finished ground level</i>	
			Not Supported

57. A variation to the street fencing height is proposed to portions of fencing to the Bishopsgate Street and Raleigh Street frontages. Consideration to this variation is assessed under the performance criteria of Clause 6, Local Planning Policy 25 – Streetscape (LPP25).
58. The performance criteria requires street fencing to promote surveillance and enhance the streetscape, consider traditional patterns of fencing in the street and the style and character of the development.
59. The proposed street fencing and gates on the Raleigh and Bishopsgate Street boundaries, adjacent to the car parking areas and a secondary fencing around the bin store enclosure within the street setback area, is to be 1.8m high pine-lap fencing with a stained white paint finish. Refer to the development plans at **Attachment 2**.
60. The street fencing does screen the car-parking and bin storage areas, however it limits street view to the proposed tree plantings in front of the bin storage areas and is not considered to enhance nor be consistent with the surrounding residential streetscape.
61. Council officers do not support the solid pinelap fencing and car park gates on the boundary, however supports use of the 1.8m pinelap fencing to the communal bin storage areas. A condition of approval is recommended for this plan revision.

## Public art

62. Local Planning Policy 29 – Public Art Private Developer Contributions (LPP29) requires that for developments with an estimated development cost of \$2 million or more a contribution to public art is required to the value of 1% of the estimated value of building work.
63. The Policy is applicable in this case as the proposal for apartments does not meet the policy criteria to be excluded from public art contribution and the value of the proposed development is estimated at \$7.88 million. Therefore, in accordance with the abovementioned policy, a public art contribution of \$78,800 is applicable.
64. The applicant's position is that a public art contribution should not be applied in this instance for the following reasons:  
*"We have previously requested that retention of the existing trees, particularly on the corner of Bishopsgate Street and Miller Street is a significant contribution to the aesthetic of the public realm by providing an attractive natural green canopy to alleviate the hard surfaces of the road intersection. Further, we request that the payment in lieu be waived. This money could be spent on amenity for the social housing which, we believe is more valuable expenditure and would be a direct contribution from the Town to improving living standards for the most disadvantaged people in your community".*
65. Notwithstanding the above, as an alternate option the applicant contends that:  
*"We are open to the proposal that the external facades 4 x liftwells are now used for public art. If this is acceptable, and the Town chooses not to waive the in-lieu payment option, we will provide a design and specification in our Building Licence application. If the Town requires an example of the art design beforehand, we can provide this given a reasonable timeframe for the artist to complete the design".*
66. Whilst the applicant's comments are noted, in order to maintain the integrity of LPP29 it is recommended that Council applies the Town's standard condition regarding a public art contribution.
67. It is noted that other multiple dwelling and mixed-use developments within the Town have been required to provide a public art contribution. For a development of this size, a public art contribution requirement would be a common planning requirement imposed, across various local authorities in Western Australia.



68. This view is also supported by the Town's Community Development (Arts) service area and the Design Review Panel. By the latter, it was expressed that the artwork, if to proceed at the nominated location of the four liftwells to Miller Street, should be considered as part of the architecture and not a standalone artwork. Such artwork should enhance the local identity of the development.
69. Notwithstanding the above, should Council wish to waive or reduce the public art contribution payable to support affordable, social housing, it would be appropriate for Local Planning Policy 29 – Public Art Private Developer Contributions to be updated accordingly at a future time to enable future consistent decision-making on development applications proposing social housing.

### Relevant planning matters

70. In conclusion, it is considered that those relevant matters listed under deemed clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* are satisfied.,
71. It is acknowledged that the apartment development at three storeys in height is a different built form to the existing residential development in the locality. However, this is due to the subject land having a residential density of R60 which is higher than the surrounding properties residential density of R30. From planning assessment, the development is in compliance with the planning framework for a R60 site.

### Financial implications

<b>Current budget impact</b>	<b>No impact.</b>
<b>Future budget impact</b>	No direct impact on future budget.

### Risk management considerations

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	The proponent has a right of review to the State Administrative Tribunal		Low	ACCEPT Ensure that Council is provided with information to make a sound recommendation based upon relevant

	against Council's decision, including any conditions.		planning considerations including the Scheme and applicable Local Planning Policies.
Reputation	Public criticism regarding decision on application	Low	ACCEPT Provide sound reasons for decision of application and advise submitter/s of decision in a timely manner.
Service delivery	Not applicable		

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	In accordance with 'Local Planning Policy 37 – Community Consultation on Planning Proposals', community comments on the proposal were sought for a 28 day period.

Environment	
Community Priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	The proposed development meets the relevant planning framework and has been considered by the Town's Design Review panel to be an exemplar design in terms of demonstrating the 10 Design Principles of State Planning Policy 7.0 – Design of the Built Environment.

Social	
Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home.	The proposed development is for affordable, social housing designed to accommodate single parents with young children and single older women.



## 12.2 Integrated Transport Program Working Group

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Lisa Rooke
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Integrated Transport Strategy

### Summary

To support the Integrated Transport Program through the creation of an Integrated Transport Program Working Group, in alignment with Policy 101 Governance of Council Advisory and Working Groups.

#### Recommendation

That Council:

1. Establishes the Integrated Transport Program Working Group for the purpose of assisting the delivery of the Integrated Transport Program.
2. Endorses the membership of the group to include the following:
  - a. Up to three Elected Members
  - b. Up to six community members.
3. Advertises the establishment of the Integrated Transport Program Working Group, seeking applications from candidates who meet the following criteria to fill up to six community member vacancies:
  - a. Resident or ratepayer of the Town of Victoria Park; and
  - b. A passion for integrated transport in the Town of Victoria Park; and
  - c. Commitment to the time and effort required in joining the group; and
  - d. Experience in working in a collaborative manner; and
  - e. Capacity to act as an Integrated Transport ambassador; and either:
  - f. Relevant qualification, experience and/or knowledge in Integrated Transport; or
  - g. Experience working in a community group or on projects of community benefit.
4. Requests that the Chief Executive Officer presents a further report by November 2024 back to Council with a recommendation on community member appointments in line with point 3 above.

### Background

1. The Town's Integrated Transport Strategy (ITS) sets the strategic direction for managing the Town's transport network. The ITS outlines how we will provide an integrated, accessible and sustainable transport network that connects people to places and supports the Town as a liveable inner-city community.
2. Since it was endorsed by Council in 2022, the ITS has established three key themes that our transport network plays in fostering healthier populations and more sustainable environments:
  - A Healthy Community
  - An Accessible Town of Victoria Park

- A Liveable Town
3. The ITS is delivered through the Integrated Transport Program and its various sub programs.
  4. Best practice approaches to preparing and implementing an integrated transport plan highlight the importance of community involvement in identifying, understanding, and resolving local transport issues.

## Discussion

5. It is proposed that Council endorses the creation of an Integrated Transport Program Working Group (ITPWG) to support the community ownership of and engagement with the Integrated Transport Program. Experience from similar Working Groups for Strategic Programs at the Town has demonstrated increased accountability through ongoing engagement and connection with the Program.
6. The Urban Forest Program Implementation Working Group provides one example of this, where community members bring unique skill sets to complement experience and expertise of Elected Members and Town staff. This group has been valuable to test thinking around practical implementation and to offer a finger on the pulse for what the community wants. The establishment of this Working Group has forged a stronger relationship through two-way communication for outcomes-focused results.
7. Should the ITPWG be endorsed, a communications strategy for advertising will be created, and will include the following channels:
  - a. Website
  - b. Social media
  - c. e-newsletters
  - d. Print advertising
  - e. Direct stakeholder engagement

## Relevant documents

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

## Legal and policy compliance

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

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Should the Council vote to support establishment of the ITS Working Group, funds could be required in future budgets to maintain the ITS Working Group. Considering the operation of similar working groups, funds could be spent on catering, education and support for group members (capacity building), community engagement (recruitment and communications), and resources to support group activities (marketing and communications). This is estimated to be under \$2,000 and would be included in future budget requests.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not recruiting sufficient membership to establish an ITS Working Group.	Low	Low	Treat and manage by sufficient community advertising within existing budget allowance.
Environmental	N/A	Low	Medium	N/A
Health and safety	N/A	Low	Low	N/A
Infrastructure/ ICT systems/ utilities	Not adhering to Town protocols for ICT systems.	Low	Medium	Treat by adopting clear Terms of Reference that confirm guidelines for information sharing.
Legislative compliance	N/A	Low	Low	N/A
Reputation	ITPWG members may attract media exposure that may or may not impact reputation and image and may or may not require action or intervention.	Med	Low	Treat by providing a clear briefing for ITPWG members with guidance and support from communications team.
Service delivery	ITPWG members may disrupt the delivery of the ITP, which could result in delays to delivery.	Low	Medium	Treat by providing a clear definition of ITPWG roles and communication of responsibilities and tasks. Clear messaging on the goals and priorities in the Council endorsed ITS.

## Engagement

Internal engagement	
Stakeholder	Comments
Place Planning	Guidance on operation of existing Working Groups linked to Strategic projects. Support for the ITPWG
Operations	The report including the criteria and composition of the ITPWG was reviewed by the Manager of Technical Services, with no changes suggested.
Project Management	The report including the criteria and composition of the ITPWG was reviewed by the Project Management Office, with no changes suggested.
Stakeholder Relations	Guidance on communications and community engagement.
Governance	Report reviewed for compliance with Policy 101.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The aim of the ITP is to improve how people get around the Town, and the ITPWG looks to support the delivery of this program.

Environment	
Community Priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	The creation of an ITPWG shows civic leadership by communicating with, empowering and supporting people in the community have involvement in programs delivered by the Town.

## Further consideration

## 12.3 Community Sporting and Recreation Facilities Fund (CSRFF) - Small Grants - Application

<b>Location</b>	Bentley
<b>Reporting officer</b>	Manager Place Planning
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	Nil

### Summary

The purpose of the report is for Council to support the application for the Community Sport and Recreation Facilities Fund (CSRFF) for the replacement of the existing cricket training nets at Harold Rossiter Reserve.

#### Recommendation

That Council approves the submission of a Community Sport and Recreation Facilities Fund (CSRFF) grant application by the Town for \$12,500 to replace the existing cricket training nets at Harold Rossiter Reserve, and ranks the application priority one of one application.

### Background

1. The CSRFF is run by the Department of Local Government, Sport and Cultural Industries (DGLSC) to provide financial assistance to community groups and Local Government Authorities (LGAs) to develop basic infrastructure for sport and recreation. There is \$12.5 million available for allocation in the 2025/2026 funding rounds.
2. The CSRFF process requires LGAs to endorse, rank and submit applications to DLGSC upon Council approval. There is only the one proposed application this round, being the replacement of the existing cricket training nets at Harold Rossiter Reserve.
3. The netting of the existing cricket training nets at Harold Rossiter Reserve have perished and are severely limiting the use of the nets.
4. The Town has \$12,500 allocated in the 2024-2025 capital budget to upgrade the cricket wickets at Harold Rossiter Reserve.
5. The Town proposes to use this funding as matched funding for a CSRFF Small Grants Round application.
6. The CSRFF requires Council endorsement of the proposed application.

### Discussion

7. The replacement of the netting of the existing cricket training nets at Harold Rossiter Reserve will significantly improve the quality of these training nets. They cannot and are not being used in their current state.
8. If successful in this grant application, works will include:
  - a. Demolition and removal of existing chain wire and damaged rails and fittings to existing 3 bay practice nets.
  - b. Retention of existing conveyer rubber.

- c. Supply and install new rails and fittings where necessary.
- d. New heavy gauge PVC black chain wire to existing cricket practice net framework. New mesh to be 3.15mm instead of current 2.5mm to ensure longevity.
- e. Chain wire to be 3.15mm gauge x 45mm nominal pitch diamonds PVC black.

## Relevant documents

[Public Open Space Strategy](#)

## Legal and policy compliance

Not applicable.

## Financial implications

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

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applying for this CSRFF grant will result in the Town not having sufficient funding to undertake proposed works.	Low	Low	Treat risk by applying for CSRFF grant.
Environmental	N/A		Medium	
Health and safety	Leaving the existing netting which could result in injury due to the poor quality of the netting.	Low	Low	Treat risk by renewing the asset.
Infrastructure/ ICT systems/ utilities	N/A		Medium	
Legislative compliance	N/A		Low	
Reputation	Not replacing this netting may lead to reputational damage as it may appear the Town is not maintaining assets.	Low	Low	Treat risk by renewing asset.
Service delivery	Not maintaining this asset will mean we are unable to provide appropriate cricket training facilities at this location.	Low	Medium	Treat risk by renewing asset.

## Engagement

Internal engagement	
Stakeholder	Comments
Parks	Parks are aware and supportive of this grant application.
Finance	Finance is aware and supportive of this grant application.

## Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN5 - Providing facilities that are well-built and well-maintained.	Continually maintaining and improving recreational assets in public open spaces is critical for the Town. Without this, our clubs will be at a disadvantage.

## Further consideration

## 13 Chief Operations Officer reports

### 13.1 Proposed Access Licence for Blackoak - Hillview Bushland

<b>Location</b>	East Victoria Park
<b>Reporting officer</b>	Property Development and Leasing Officer
<b>Responsible officer</b>	Chief Operations Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Aerial - Existing access road and Edward Millen [<b>13.1.1</b> - 1 page]</li><li>2. BULK EARTHWORKS LAYOUT PLAN [<b>13.1.2</b> - 1 page]</li><li>3. ROADWORKS &amp; DRAINAGE LAYOUT PLAN [<b>13.1.3</b> - 1 page]</li><li>4. Finalised Draft Key Terms [<b>13.1.4</b> - 4 pages]</li></ol>

### Summary

This report seeks Council approval to authorise the Chief Executive Officer to enter into a non-exclusive access licence with Blackoak Capital – Elizabeth Baillie Pty Ltd (Blackoak). This is necessary to secure the use by Blackoak of an existing access track over a portion of Lot 1000 at 386 Berwick Street, East Victoria Park, for the purposes of access to a Fire Pump installation within Blackoak’s lease area for the heritage redevelopment of Edward Millen located on part of Lot 9000 at 15 Hill View Terrace.

### Recommendation

That Council:

1. Authorises the Chief Executive Officer to finalise a non-exclusive access licence for a portion of Lot 1000, 386 Berwick Street, East Victoria Park with Blackoak Capital – Elizabeth Baillie Pty Ltd, in accordance with the key terms outlined in this report, together with any reasonable and necessary amendments.
2. Authorises the Chief Executive Officer to execute as a deed the licence referred to in 1 above and to sign or execute as a deed any further permission, licence or assignment documentation required in order to give effect to access over Lot 1000 as per Development Approval (DAP/23/02602) approved by the Metro Inner Development Assessment Panel on 28 March 2024.

### Background

1. Since the Town inherited the Edward Millen site from the WA State Government in 2006, the Town engaged local urban designers at Element to create an Interpretation Plan that identified key themes, stories, and messages of the Precinct’s rich history.
2. A tender process in 2021 led to Blackoak Capital Ventures (Blackoak) being selected by the Town as the preferred lessee for a long-term ground lease for an adaptive heritage redevelopment of the Edward Millen site.
3. An agreement for lease (AFL) was executed on 23 October 2023 between the Town and Blackoak.
4. Further to the AFL, Blackoak obtained a Development Approval (DAP/23/02602) approved by the Metro Inner Development Assessment Panel on 28 March 2024.
5. DAP/23/02602 included Condition 25 and Advice Note AN4:



25. Prior to occupation of the development (a) detailed plans shall be submitted for the Town's approval detailing the works to be undertaken to facilitate DFES access to the site via the existing track within Hill View Bushland; and (b) the necessary works shall be completed. All costs in preparing the design and implementing measures to ensure acceptable ongoing access are to be borne by Blackoak Capital. (see Advice Note below).

AN4. Recently completed Drainage swale works at end of Bushland sites internal road will need to be removed to accommodate the proposed turning area into the Fire Pump area. Drainage for road will require a full redesign at applicant's expense to prevent stormwater overland flowing into neighbouring property currently under development and the Ed Millen development site from the bushland site."

## Discussion

6. Hillview Bushland, which is also known as Lot 1000 on Plan 410921, 386 Berwick Drive East Victoria Park, currently has an access track on the north-east border of the lot as shown on *Attachment 1*. This was constructed in the 1980's and served as a driveway to the Federal Archives Building for light vehicles (the Access Track).
6. Since the closure of Federal Archives Building in 2018, the Access Track has had minimal maintenance in 2023 to address some minor drainage issues. In order to comply with the requirements of DAP/23/02602, Blackoak needs to secure non-exclusive use of the Access Track and to undertake various works (including a minor extension) in order to access the Fire Pump installation within Blackoak's lease area, for the life of Blackoak's lease from the Town.
7. Blackoak have provided the Town with *Attachment 2 and 3*, which outline the planned proposed works under the licence. The Town has reviewed these plans and added special conditions to the proposed key terms.
8. The key terms presented below and within *Attachment 4*, include terms to protect the Town's interests and to enable Blackoak to meet the requirements of DAP/23/02602:

Key Terms	Proposed Non-Exclusive Access Licence
Council Approval and LGA Compliance	All negotiations, discussions and correspondence are non-binding on the Town and do not create a licence or agreement to licence. Pre-requisites for any binding legal relationship to be created include a Council resolution, Local Government Act compliance and conclusion of appropriate licence documentation drafted by the Town's lawyers to the Town's satisfaction and executed by all parties.
Policy 310 – Leasing and Licensing	Proposed Key Terms depart from standard policy and will require Council approval as no delegation is in place.
Proposed Licensor	Town of Victoria Park ABN 77 284 859 739
Proposed Licensee	Blackoak Capital – Elizabeth Baillie Pty Ltd ACN 651 448 583.
Property	Portion of Lot 1000 on Plan 410921 386 Berwick Street, EAST VICTORIA PARK 6101 being land held on certificate of title Volume 2992 Folio 720

Licensed Area	The access track and turning area described in Annexure A (highlighted in yellow and subject to minor variations if necessary).
Commencement Date, Term and Further Terms	Commencement Date, Term and Further Terms to align with Term (20 Years) and Further Terms (5 x 10 years) of the Lease between the parties of an approximately 1.4 Hectare portion of Lot 9000 on Deposited Plan 41207 being the whole of the land in Certificate of Title Volume 2992 Folio 139, more commonly known as 15 Hill View Terrace, East Victoria Park, Western Australia.
Nature of Licence	Non-exclusive access with and without vehicles in favour of the Licensee and in common with the Licensor (and all invitees and persons authorised by the Licensor) for the purposes of access to the Fire Pump area referred to in Advice Note AN4 of development approval DAP Application reference DAP/23/02602 dated 28 March 2024, including access for the Department of Fire and Emergency Services in both emergency and non-emergency situations."
Licence Fee	\$1 per annum (if demanded).
Grant of Licence	Grant of licence to be subject to: (a) all existing encumbrances (including easement O545034 to Electricity Networks Corporation); (b) all other existing matters affecting the Property; and (c) all future encumbrances or matters, that do not substantially interfere with the Licensee's non-exclusive access
Licensee Works	The proposed works include earthworks for stormwater retention, remediation of the existing swale, and an assessment of the existing access road for potential resurfacing with bitumen.
Outgoings	Nil.
Services	No services are required in the licence area.
Maintenance	<ol style="list-style-type: none"> <li>1) Licensee is responsible for all repair and maintenance to the Licence Area as required to maintain it in a safe and suitable condition for the purpose for which access has been granted.</li> <li>2) Licensor shall not have any responsibility whatsoever to repair and maintain; provided that the Licensor may in its absolute discretion undertake repair and maintenance.</li> </ol>
Assignments & Subletting	Licensee needs to be able to assign the Licence to any subsequent assignee under the Lease. Licensee to pay costs of Licensor's lawyers preparing assignment documentation, such costs being payable in advance by the Licensee and directly to the Licensor's lawyers.
Indemnity and insurance by Licensee	Licensee to insure and indemnify the Town on terms drafted by the Town's lawyers based on insurance, indemnity, and limitation of Licensor's liability provisions in Blackoak lease.
No warranty	The Town does not warrant in any way that the Property or Licensed Area is suitable for the use or works intended by the Licensee.

Signage	Prior written consent from the Lessor required. Licensee to provide a design concept and location map for consideration.
Legal	Licensee to bear the Town's reasonable legal costs for the negotiation and execution of the Licence documentation. Legal costs to be advanced by Licensee to the Town's lawyers for the Town's lawyers to draft documentation at the cost of Licensee
Approvals and compliance with laws.	<p>Licensee to comply with all applicable laws and to be responsible for obtaining any approvals required in order for the Licensee to exercise its rights under this Licence.</p> <p>There is no fetter on the Lessor's discretion in exercising its statutory functions/duties with regard to any approval processes required in order for the Licence to take effect.</p>
No Caveat	Licensee shall not be permitted to register a caveat or other notification on the Landgate title to the Property
Conditions Precedent	Licence to come into effect through provisions drafted by the Town's lawyers. Subject to the Town's lawyer's advice, this may be by means of the licence being made conditional upon Blackoak's Lease commencing in full force and effect.
Other terms and conditions	To be drafted by Town's lawyers and address a variety of matters including but not limited to default, termination, damage and destruction, PPSA, and miscellaneous.
Special Conditions	<p>The proposed works are subject to the below conditions and considerations that must be taken cognisance of by the Licensee or addressed by the Licensee (as the case may be) to the Licensor's satisfaction:</p> <ol style="list-style-type: none"> <li>1) Gravity Sewer: <ol style="list-style-type: none"> <li>i. A recently constructed sewer within Hillview Bushland runs parallel to the property boundary of Hillview Bushland and 304 Berwick Street, at an offset of approximately 1.0m.</li> <li>ii. This sewer is pending take over inspection by Water Corp. Whilst under current circumstances, this sewer may not be connected and may be noted as "unused" by Water Corp, this sewer may become subject to future Water Corporation requirements.</li> <li>iii. Future easements may apply if the line is connected.</li> </ol> </li> <li>2) Stormwater: At the cost of the Licensee: <ol style="list-style-type: none"> <li>i. Alternate stormwater retention structures must be installed when the swale is removed within the Hillview Bushland.</li> <li>ii. The stormwater drainage structures shall be installed at an appropriate offset from the property boundary between Hillview Bushland and 384 Berwick St, due to risk of water seepage and outside of implied easement area.</li> <li>iii. The design must eliminate the risk of water seeping into neighbouring property due to the topography at the location and must ensure the runoff shall not flow across any property boundaries.</li> </ol> </li> <li>3) The access track should be assessed by the Licensee for intended traffic, and may if required by the Licensor, be resealed at the cost of the Licensee. A required report should be provided to confirm to the satisfaction of the Licensor that the sprayed bituminous surfacing is fit for purpose and provide a surface that is: <ul style="list-style-type: none"> <li>– well-bonded to the underlying granular base;</li> <li>– safe, durable, and traversable for the anticipated traffic; and</li> </ul> </li> </ol>

- a moisture barrier and/or waterproofing membrane for the underlying pavement.
- 4) The Hillview Bushland is classified as a Threatened Ecological Community (TEC). Measures must be taken by the Licensee to the satisfaction of the Licensor to mitigate the risk of physical damage to the bush and spread of die back.
- 5) The Access track along the perimeter of the Hillview Bushland boundary shall be kept unimpaired.

9. The proposed non-exclusive access licence is required to support the implementation of Blackoak's redevelopment of the Edward Millen property in compliance with emergency service access requirements under DAP/23/02602.
10. The proposed works will meet the DA advice requirements and are essential for the Department of Fire and Emergency Services (DFES), to enable access to the Edward Millen Fire Pumps and Tanks.
11. The non-exclusive access licence over the Hillview Bushland's access track will align with Blackoak's agreement for lease documents and will be drafted by the Town's lawyers.
12. All related works are to be at Blackoak's cost, ensuring compliance with DAP/23/02602.

## Relevant documents

Not applicable.

## Legal and policy compliance

Not applicable.

## Financial implications

<b>Current budget impact</b>	The legal costs for the Town's lawyers will be paid directly by Blackoak. Any required works will also be at the expense of Blackoak under the licence terms. No expenditure out of the annual budget is required.
<b>Future budget impact</b>	Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not accepting the proposed non-exclusive access licence may result in the delay or withdrawal of the redevelopment of the Edward Millen Adaptive Heritage Redevelopment Project.	High	Low	TREAT risk by adopting the proposed key terms which will shape the non-exclusive access licence agreement.
Environmental	Not accepting the non-exclusive access licence may result in future damage to surrounding bushland and	Medium	Medium	TREAT risk by approving the proposed key terms which allows Blackoak to begin installing a new stormwater retention system to the Towns satisfaction, which will prevent

	adjacent lots as no adequate stormwater drainage is present.			stormwater flowing into neighbouring property adjacent to the bushland site. No additional trees or native vegetation will be impacted on the Hillview site due to the pre-existing track.
Health and safety	Not approving the non-exclusive access licence will leave uncertainty for DFES to access the Edward Millen site.	High	Low	TREAT risk by approving the proposed key terms which enable DFES access.
Infrastructure/ ICT systems/ utilities	Not applicable		Medium	
Legislative compliance	Not applicable		Low	
Reputation	Not approving the non-exclusive access licence may result in reputational loss as this non-exclusive licence agreement is an important factor to support the redevelopment of the Edward Millen precinct.	Extreme	Low	TREAT risk by supporting the non-exclusive access licence for Blackoak that will act as a supporting agreement to Blackoak's agreement across the Edward Millen precinct.
Service delivery	Not applicable.		Medium	

## Engagement

Internal engagement	
Stakeholder	Comments
Development Engineer	Comments are presented within the special conditions of the proposed key terms.
Parks and Reserves	If works are planned in proximity to the bush on Hillview Bushland, an approved Dieback Management Plan must be implemented for protection of the Threatened Ecological Community (TEC).
Manager Development Services	Access over Lot 100 is consistent with the intent outlined in the development approval supported by Council and approved by the Metro Inner DAP.

## Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	The non-exclusive licence agreement will achieve an overall design outcome that improves the stormwater retention system and eliminates the risk of water seeping into neighbouring properties due to the topography of the site, as well as provide an access road for DFES. An important consideration is that this site was previously used as a driveway to the Federal Archives Building for light vehicles, to access an adjacent lot. This was constructed in the 1980's with sprayed bitumen, which will result in this non-exclusive licence agreement having a very minor or no impact on the surrounding bushland within Lot 1000.

## Further consideration

## 14 Chief Financial Officer reports

### 14.1 Financial Statement June 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Financial Statements June 2024 [ <b>14.1.1</b> - 26 pages]

### Summary

To present the statement of financial activity reporting on the revenue and expenditure for the period ending 30 June 2024.

#### Recommendation

That Council receives the financial statements for June 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

1. The Financial Statements – 2024 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 Statements – June 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.		Medium	
Health and safety	Not applicable.		Low	
Infrastructure/ ICT systems/ utilities	Not applicable.		Medium	
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.
Reputation	Not applicable.		Low	
Service delivery	Not applicable		Medium	



## Financial implications

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

## 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> .

## 14.2 Schedule of Accounts- June 2024

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Financial Services Controller
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Payment Summary June 2024 [ <b>14.2.1</b> - 10 pages] 2. Credit Card Transactions June 2024 [ <b>14.2.2</b> - 2 pages] 3. Fuel and Store Card Transactions June 2024 [ <b>14.2.3</b> - 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 30 June 2024.

### Recommendation

That Council:

1. Receives the accounts for June 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
<b>Municipal Account</b>		
Automatic Cheques Drawn	608911-12	\$6,272.00
Creditors – EFT Payments		\$5,296,775.21
Payroll		\$1,343,166.82
Bank Fees		\$4,086.06
Corporate MasterCard		\$13,859.17
<b>Total</b>		<b>\$6,664,159.26</b>

## 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

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

## 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		Medium	
Health and safety	Not applicable		Low	
Infrastructure/ ICT systems/ utilities	Not applicable		Medium	
Legislative compliance	Not accepting the schedule of accounts will lead to non-compliance.	Medium	Low	Treat risk by providing reasoning and detailed explanations to the Council to enable informed decision making. Also provide the Payment summary listing prior to preparation of this report for comments.
Reputation	Not applicable		Low	
Service delivery	Not applicable		Medium	

## 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.

## 15 Committee reports

### 15.1 Regulation 5 Final Audit Report

<b>Location</b>	<b>Town-wide</b>
<b>Reporting officer</b>	Corporate Performance Advisor
<b>Responsible officer</b>	Chief Financial Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. CONFIDENTIAL REDACTED - Financial Reg 5 Audit - Final Report [15.1.1 - 15 pages]

### Summary

To present the final outcomes to the Financial Regulation 5 Audit to Council.

#### Amended Officer Recommendation and Committee Recommendation

That the Audit and Risk Committee recommends to Council that it:

1. Notes the Internal Review report - Financial Regulation 5 Review as contained in confidential attachment 1.
2. Notes that nine review findings will be included in the Audit update report.

### Background

1. The financial management review of the Town of Victoria Park's financial management systems and procedures are required to be undertaken at least once every 3 years as per the Regulation (5)(2)(c) of the Local Government (Financial Management) Regulations 1996.
2. The Regulation 5 Audit was completed in May 2024.

### Discussion

3. As part of the attached report, the following findings were reported:
  - 2 Medium risk
  - 7 low risks
4. These risks will be added to the Audit update report.

### Relevant documents

Not applicable.

### Legal and policy compliance

Not applicable.

## Financial implications

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

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not adopting an internal audit program means we can't test our financial controls and mitigate financial loss through administrative errors, fraud and corruption.	High	Low	TREAT risk by Adopting an internal program with a focus area on high-risk financial processes and activities.
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
Finance	Provided the information requested and comments on the audit report.
C-Suite	The report was presented to C-Suite for noting.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Audits promote integrity and identify areas for improvement.
CL3 - Accountability and good governance.	Audits allow for an assessment of whether legislation, policies and practices are being followed to ensure intended outcomes are achieved.

## Further consideration



## 15.2 Risk Management Framework Review

<b>Location</b>	<b>Town-wide</b>
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. ToVP Risk Management Framework [ <b>15.2.1</b> - 18 pages] 2. ToVP Risk Management Framework - Clean version [ <b>15.2.2</b> - 17 pages]

### Summary

The Town's Risk Management Framework was last reviewed by the Audit and Risk Committee on 19 June 2023, and adopted by Council on 18 July 2023. Since that time, the Town has reviewed the operational and strategic risk registers. As an outcome of these reviews, it is recommended the Risk Management Framework be amended.

### Committee Recommendation

The Audit and Risk Committee recommends to Council to defer the item to a committee workshop to be held prior to the next Audit and Risk committee meeting.

### Background

1. The Town has an embed risk management approach in accordance with the Australian Standard AS/NZS 31000 – Risk Management. As part of this approach, the Town had adopted the following:
  - (a) A Risk Management Policy (Policy 004) which sets out the general scope, expectations, roles and responsibilities for risk management, with reference to the Risk Management Framework.
  - (b) A Risk Management Framework which outlines the Town's approach to the management of risk by setting out key governing elements:
    - (i) Principles, framework and process and systems
    - (ii) Structure
    - (iii) Risk appetite statement for the Town
    - (iv) Risk assessment and acceptance criteria adopted by Council.
  - (c) A Risk Management Practice (004.1) which provides information to C-Suite, managers, senior staff and other employees on how risk management philosophies and practices are operationalised throughout the organisation.
2. In July 2023, the Risk Management Framework was reviewed with minor edits made.
3. In 2024, the operational and strategic risk registers were reviewed and amended.

4. Following these reviews, it has been identified that the Risk Management Framework also requires amending.

## Discussion

5. The Risk Management Framework has been updated to include the following:
  - (a) Reference to the Towns Strategic Community Plan
  - (b) Definitions of risk management and risk
  - (c) References to the Strategic and Operational Risk Register, and inclusion of project risks
  - (d) Changes to the governance structure for risk management
  - (e) Changes to the risk impact categories and Risk Consequences table.
6. There have been some minor edits to the names of four Risk Impact categories. Financial has been renamed Financial Loss, Health and Safety has been renamed Safety, Legislative Compliance has been renamed Compliance Breach and Service Delivery has been renamed Service Delivery Interruption. The description has also been changed for both of these new categories to correctly reflect the risk. Their corresponding descriptions have not been changed.
7. The Risk Impact Category of Infrastructure/ICT Systems/Utilities has been split into two distinctive categories – Information Security and Assets. It is believed that splitting the category in this way better reflects the risks that are to be managed.
8. New descriptions have been added for these two new risks.
9. The Risk Consequences table has been amended to reflect the new naming conventions, and new ratings have been added for the new categories of Information Security and Assets.
10. The Town's internal Risk Management Working Group have recommended the Risk Impact Categories and Risk Consequences table be amended as proposed.
11. Should the amendments to the Risk Management Framework be approved, the risk section for Council reports will be amended accordingly.

## Relevant documents

Nil

## Legal and policy compliance

[Policy 004 Risk Management](#)

## Financial implications

<b>Current budget impact</b>	There are no budget implications associated with this report.
<b>Future budget impact</b>	Not applicable

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial		High	Low	
Environmental			Medium	
Health and safety			Low	
Infrastructure/ ICT systems/ utilities	Not properly identifying and classifying the risks can cause incorrect assessments and treatment options to be implemented.		Medium	Treat the risk by correctly labelling the risks.
Legislative compliance			Low	
Reputation			Low	
Service delivery	A Risk Management Framework that is lacking in important information		Medium	Treat the risk by amending the Risk Management Framework

## Engagement

Internal engagement	
Stakeholder	Comments
Risk Management Working Group	The Town's internal Risk Management Working Group have recommended the Risk Impact Categories and Risk Consequences table be amended as proposed.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Amending the Risk Management Framework will enable the resources of the Town to be managed more effectively and improve performance.
CL3 - Accountability and good governance.	Sound risk management approaches and processes that are embedded into the Town's operations and culture, promotes good governance and better accountability outcomes.

## Further consideration

## 15.3 Strategic Risk Register Review

<b>Location</b>	<b>Town-wide</b>
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. CONFIDENTIAL REDACTED - 2024 Strategic Risk Register [15.3.1 - 3 pages]

### Summary

To present the reviewed Strategic Risk Register for endorsement.

#### Committee Recommendation

That the Audit and Risk Committee recommends to Council to defer the item to a committee workshop to be held prior to the next Audit and Risk committee meeting.

### Background

1. In July 2023, Governance commenced an integrated risk management process for the Town's operational and strategic risks. In July 2023, an internal Risk Management Working Group was formed and the operational risk register was reviewed to align with contemporary risk management principles and Australian Standards. This review was completed in May 2024.
2. Around the same time, the strategic risk register was reviewed internally where it identified that this register also needed to be amended.
3. In October 2023, a Strategic Risk Workshop was conducted with Councillors, facilitated by RSM Australia, and areas of improvement identified. A follow up workshop was scheduled to complete the review, however RSM declared a conflict of interest as they were also the Town's external auditor (contracted by the OAG). Therefore, a new company, Quantum Assurance were contracted to complete the strategic risk register review.
4. The first workshop facilitated by Quantum Assurance with Council occurred on 27 March 2024, with a second workshop held on 9 April 2024. Following the last workshop, Quantum Assurance developed a strategic risk register with a few controls and residual risk ratings still being required.

### Discussion

5. The Risk Management Working Group met on Tuesday 18 June 2024 and completed the outstanding items on the Strategic Risk Register.
6. C-suite subsequently endorsed the Strategic Risk Register.
7. The strategic risk register is now presented for endorsement.

## Relevant documents

Not applicable

## Legal and policy compliance

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

## Financial implications

<b>Current budget impact</b>	Not applicable
<b>Future budget impact</b>	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			Low	
Reputation			Low	
Service delivery	Not reviewing the Town's strategic risks will impact on service delivery	Low	Medium	Treat the risk by endorsing the strategic risk register.

## Engagement

Internal engagement	
Stakeholder	Comments
Council	Council have been involved in the development of the strategic risk register
External members of the Audit & Risk Committee	The Town's two external members were involved in the development of the strategic risk register

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Regularly reviewing the strategic risk register promotes good governance and aids in improving performance and efficiency.

Further consideration

## 15.4 Quarter 4 Progress Report 1 April 2024 - 30 June 2024

<b>Location</b>	<b>Town-wide</b>
<b>Reporting officer</b>	{Corporate Performance Advisor}
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Quarter 4 Performance Report April - June 2024 [<b>15.4.1</b> - 25 pages]</li><li>2. Mid Year Report Community Benefits Strategy Jan - June 2024 [<b>15.4.2</b> - 24 pages]</li><li>3. 2023-2024 Annual Strategic Projects &amp; Capital Work Program Operations Q 4 attachment [<b>15.4.3</b> - 6 pages]</li><li>4. Annual Summary as at 1 July 2024 [<b>15.4.4</b> - 5 pages]</li></ol>

### Summary

The Audit and Risk Committee recommends that Council accepts the quarterly progress reports for the period 1 April 2024 – 30 June 2024.

#### Officer Recommendation and Committee Recommendation

That the Audit and Risk Committee recommends that Council accepts the quarterly progress reports for the period 1 April 2024 - 30 June 2024, relating to the:

- (a) Corporate Business Plan
- (b) Five-year capital works program, including the 2023/2024 Annual Strategic Project Plan
- (c) Economic Development Strategy 2018-2023
- (d) Urban Forest Strategy
- (e) Reconciliation Action Plan
- (f) Disability Access and Inclusion Plan
- (g) Community Benefits Strategy
- (h) Climate Emergency Plan.

### Background

At the Ordinary Council Meeting on 16 July 2019, Council resolved:

*"That Council requests that the Chief Executive Officer:*

- 1. Develops an Annual Strategic Project Summary for 2019/2020, containing a summary of the projects that are aligned to strategic outcomes in the Strategic Community Plan 2017-2027.*
- 2. Presents the 2019/2020 Annual Strategic Project Summary for adoption at the September Ordinary Council Meeting.*
- 3. Presents to Council, commencing from the October Ordinary Council Meeting, quarterly written progress reports on the actions, projects and outcomes within the Town's following plans and strategies:*
  - (a) Corporate Business Plan*
  - (b) 2019/2020 Annual Strategic Project Summary*

(c) 5 Year Capital Works Program

(d) Economic Development Strategy 2018 – 2023

(e) Urban Forest Strategy

(f) Reconciliation Action Plan

(g) Disability Access and Inclusion Plan

(h) Community Benefits Strategy

4. At the Ordinary Council Meeting on 20 July 2021, Council resolved: That Council:

(a) Receives the community consultation results for the draft Climate Emergency Plan.

(b) Endorses the Climate Emergency Plan 2021 – 2031.

(c) Instructs the Chief Executive Officer to include the Climate Emergency Plan in the Quarterly progress reports to council, commencing in the next quarter for 2021.

5. The quarterly written progress reports were requested to enable Council to assess performance against strategies and plans, identify risks and significant variations in project performance and budgeting, receive information needed to be able to make informed decisions and to take action to address any issues that arise. They were also requested to give Council and the community a higher level of transparency and accountability relating to strategic actions, plans and projects.

## Discussion

6. Written progress reports will enable the Council to oversee the Town's performance and allocation of the Town's finances and resources. They will also help to inform the community about the Town's progress in relation to the plans and strategies.
7. The Corporate Business Plan 23/24 was endorsed by Council in December 2023, and these reports on the actions, projects, and outcomes, for the plans and strategies listed in the Council resolution, have been attached to this report. Further commentary for each report has also been included below.

## Corporate Business Plan

8. The status of actions from the CBP are as follows:

Strategic Outcome	Total Actions	No of actions completed	No of actions behind	No of actions on track
Social	22	14	8	0
Environment	16	4	12	0
Economic	4	2	2	0
Civic Leadership	23	6	17	0

9. Actions not completed within the reporting quarter are as per attachment 7.4.1 and annual summary as per attachment 7.4.4



## 2023/2024 Annual Strategic Project Summary

10. The status of projects from the Annual Strategic Project summary is as follows:

Total projects	No of projects on track	No of projects completed	No of projects delayed
17	9	5	3

## Five Year capital works program

11. The status of actions from the Five-Year Capital Works Program are as follows.

Total projects	Works in progress / on track	Not yet started	Complete	Delayed/Deleted projects
91	21	0	64	6

## Economic Development Strategy 2018-2023

12. The Economic Development Strategy 2018- 2023 (EDS) outlines 50 actions required to achieve the seven pathways for sustainable economic growth over the next five years. The EDS was adopted by Council in March 2019.

13. The summary table below represents the number of actions progressed and completed since the adoption of the EDS.

Outcome	Total actions	No of actions completed	No of actions in progress	No of actions not started
Pathway 1: Leadership	4	3	1	0
Pathway 2: Identity	2	1	1	0
Pathway 3: Local to Global Connections	5	1	2	2
Pathway 4: Smart Town – digital innovation	7	1	4	2

Pathway 5: Creating an enabling business environment	8	1	6	1
Pathway 6: High Value Precincts	6	5	1	0
Pathway 7: High value sectors	18	4	12	2
<b>Total</b>	50	16	27	7

## Urban Forest Strategy:

14. The Urban Forest Strategy (UFS) Implementation Action Plan (IAP) outlines 41 actions required to achieve the six strategic outcomes defined in the UFS over a five-year period. The UFS was adopted by council in September 2018 and the IAP in September 2019.

15. The summary table below represents the number of actions progressed and completed since the adoption of the IAP.

Outcome	No of actions completed	No of actions in progress	No of actions ongoing	No of actions not started
<b>Strategic Outcome 1:</b> Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by Council.	3	3	4	2
<b>Strategic Outcome 2:</b> Maximize community involvement and collaboration in its implementation.	3	1	4	1
<b>Strategic Outcome 3:</b> Increase tree diversity, whilst favouring local endemic and West	1	0	2	0

Australian species that also support wildlife.				
<b>Strategic Outcome 4</b> Maintain high standard of vegetation health.	0	2	4.	0
<b>Strategic Outcome 5</b> Improve soil and water quality	0	1	2	0
<b>Strategic Outcome 6</b> Improve urban ecosystems	1	2	1	1

## Reconciliation Action Plan:

16. The Town's Innovate Reconciliation Action Plan (RAP) was adopted by Council in December 2023.

17. The document outlines strategies and actions to support opportunities to strengthen the community, build strong relationships and foster greater awareness and understanding of Aboriginal culture and history.

18. The status of actions from the Reconciliation Action Plan are as follows.

Category	No. of actions completed	No. of actions in progress/ongoing	No. of actions not started
Relationships	5	8	3
Respect	1	15	6
Opportunities	0	3	7
Governance	1	8	6
<b>Tracking and Progress</b>	<b>7</b>	<b>34</b>	<b>22</b>

19. This quarter, the key progress highlights of the Reconciliation Action Plan included:

- Showcase of Aboriginal artwork on outdoor banners and staff Acknowledgement training to mark National Reconciliation Week.
- Progress has been made on dual naming protocols through engagement with external stakeholders and the Mindeera Advisory Group.
- Activities and events for NAIDOC Week have been planned with community stakeholders including a Town event with the Friends of Jirdarup Bushland.

- d. Two meetings have been held with the Mindeera Advisory Group - one in April and another in June.
- e. Expressions of Interest have been evaluated for the Mindeera Advisory Group and recommendation is expected to go to Council at the July OCM.

### Access and Inclusion Plan:

20. The Town's Access and Inclusion Plan was adopted by Council in December 2022 and is a legislative requirement for all local governments.

21. The status of actions from the Access and Inclusion Plan are as follows.

Category	No. of actions completed /ongoing	No. of actions in progress	No. of actions not started
Goal 1: Customer Experience - Services and Events	4	2	0
Goal 1: Customer Experience - Information	4	3	1
Goal 1: Customer Experience - Quality Customer Service	3	1	1
Goal 2: Physical Access - Building and Facilities	3	2	2
Goal 3: Active Citizenship - Complaints	0	1	3
Goal 3: Active Citizenship - Public Consultation	2	0	3
Goal 4: Employment	5	0	0
Goal 5: Governance and Impact	4	1	0
<b>Total 45</b>	<b>25</b>	<b>10</b>	<b>10</b>

22. This Quarter, the key progress highlights of the Access and Inclusion Plan include:
- Continuing to engage with relevant stakeholders to advance AIP deliverables.
  - The Access and Inclusion Advisory Group continues to support and advise project management and internal stakeholders on inclusive design and planning elements; the next meeting is on 26 June 2024.
  - Access and Inclusion Advisory Group members and Town officers continue to identify areas of the Town where accessibility can be improved, and subsequently investigating the feasibility of improvements.
  - Work with the Communications teams has continued to improve navigation for people with disabilities on the Town website. A clickable Accessibility icon has been added.
  - An easy-to-read version of the Strategic Community Plan has been created and published on the website, improving accessibility to Town documents.

## Climate Emergency Plan

23. The Town's Climate Emergency Plan (CEP) was adopted by Council on 20 July 2021.

24. The Climate Emergency Plan aims to:

- Achieve a zero-carbon target for emissions generated by the Town of Victoria Park by 2030. The timeframe of 2030 has been chosen because it is the timeframe needed to curb emissions and limit the seriousness of climate change impacts.
- Achieve at least 40% emissions reduction through direct action (i.e. not through carbon offsets).
- Support the community and businesses in working towards their own zero carbon target.
- Improve the resilience of the Town in responding to immediate climate change impacts.

25. The status of actions from the CEP are as follows:

Category	No of actions completed	No of actions in progress/ongoing	No of actions not started
1 Embed a low carbon culture	4	5	2
2 Reduce emissions of facilities and assets	3	9	0
3 Reduce waste emissions	1	4	0
4 Switch to low carbon and renewables	2	2	1
5 Respond to immediate climate change impacts	1	7	0
6 Support and educate our community	3	8	1

7 Support and educate our businesses	4	4	4
8 Offset residual emissions	1	2	0

26. This quarter, the key progress highlights of the 2023/24 actions under the Climate Emergency Plan included:

- (a) Respective Carbon Impact and Climate Emergency Plan review reports are now complete. These are currently under internal review by our consultant.
- (b) Home composting workshops held, the last one being in June 2024.
- (c) Education and behaviour change program for the Town's staff focused on energy savings and efficiency – Sustainability for Staff workshop held in April.
- (d) Final home energy and water audits held through Green Services. Twenty-four audits held over 2023/24.

## Community Benefits Strategy

27. The Community Benefits Strategy (CBS) was launched on 2 December 2019, operating on a calendar year basis, rather than financial year.

28. The Town of Victoria Park, West Coast Eagles (WCE), Waalitj Foundation (WF), and the Perth Football Club partnered in the design process of CBS to collectively bring their own strengths to the partnership. The design process resulted in the creation of four programs, each program has a main delivery partner to ensure its success. Four programs as follows:

- (1) Program 1: Youth Engagement, delivered by Waalitj Foundation to focus on engaging young people in constructive local activities and support parents with older children and adolescence.
- (2) Program 2: Healthy Relationship Awareness, delivered by West Coast Eagles and focuses on domestic violence awareness and prevention.
- (3) Program 3: Supporting Local Community Organisations, delivered by West Coast Eagles the program function is to support four not-for-profit groups or community groups over the first five years of CBS.
- (4) Program 4: Recreational Groups and Sports Club Development, delivered by West Coast Eagles who aid with strategic planning, governance, structures, constitutions, long term planning and other club related management issues.

29. The status of actions from the CBS are as follows:

Program	No of actions completed/ongoing	No of actions in progress	No of actions not started
Youth Engagement Program	5	1	0
Healthy Relationships Awareness	4	1	0

Supporting local community organisations	5	1	0
Recreational groups and sports club development	3	2	1

30. This quarter, the key progress highlights of the Community Benefits Strategy included:

- (1) Progression of the evaluation of the current CBS, and development of CBS 2.0.
- (2) Youth Engagement Program Waalitj Foundation continued facilitating weekly Waalitj Club sessions during the school term, focusing on positive and healthy lifestyles, physical activity sessions and committing to school attendance and performance. During this quarter, Waalitj Foundation has maintained or developed relationships with
  - a. Lathlain Primary School (facility use).
  - b. Clontarf Aboriginal College (facility use).
  - c. St Clare's College (invitation to students to attend the Deadly Sista Girlz Leadership event).
  - d. Ursula Frayne Catholic College (hosted work experience students).
- (3) Healthy Relationships Awareness West Coast Eagles facilitated an event run by the Aboriginal Family Legal Services on 16<sup>th</sup> February; participated in the WA Respectful Relationships Sport and Recreation workshop on 17<sup>th</sup> April and are planning activities for the 16 Days in WA campaign.
- (4) Supporting Local Community Organisations West Coast Eagles:
  - a. hosted the Healthy Strides *Run 4 Health* 12 week program, completed on 11<sup>th</sup> June and co-hosted a Move-a-thon at Optus Stadium with Healthy Strides.
  - b. facilitated a football clinic and hosted a Leadership Day for Kensington PCYC.
  - c. supported Connect Vic Park's *Walking Footy* program, held weekly at Mineral Resources Park. The Vic Park team played the Southwest Regional Walking Footy team at the AFL curtain raiser on 14<sup>th</sup> April.
  - d. supported WADSA's *All Abilities Recreation* program by attending all sessions, building relationships and role modelling a healthy and inclusive lifestyle. Players also attended WADSA's annual *AFL Xperience* camp on 3<sup>rd</sup> June.
  - e. allocated 10 signed 2024 AFL Team guernseys for distribution to community groups.
- (5) Recreational Groups and Sports Club Development: West Coast Eagles are liaising with the Town and will contribute to the Club Connect program and LeisureLife school holiday program.
- (6) Further information is available regarding quarter 2 activities in the CBS Attachment.

## Relevant documents

Not Applicable

## Legal and policy compliance

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

### Financial implications

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

### 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	Negative public perception towards the Town if progress expectations are not being met.	Minor	Low	Treat risk by providing commentary and reasoning within progress reports where expectations are not being met
Service delivery	Not applicable.			

### Engagement

Internal engagement	
Stakeholder	Comments
Operations	Operations coordinate the progress reports for the 2019/2020 Annual Strategic Project Summary and Five-Year Capital Works Program.



Governance and Strategy	Governance and Strategy coordinates the progress against the Corporate Business Plan.
Place Planning	Place Planning coordinates the progress reports for the Economic Development Strategy 2018 – 2023 and Urban Forest Strategy.
Community Development	Community Development coordinates the progress reports for the Reconciliation Action Plan, Community Benefits Strategy and Disability Access and Inclusion Plan.
Environment	Environment coordinates the progress reports for the Climate Emergency Plan.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Council is provided with the information that they have requested in the way they determined is best for them.
CL3 - Accountability and good governance.	Council is provided with the information that they have requested in the way they determined is best for them.

## Further consideration

## 15.5 Audit update report June 2024

<b>Location</b>	<b>Town-wide</b>
<b>Reporting officer</b>	Corporate Performance Advisor
<b>Responsible officer</b>	Chief Executive Officer
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. CONFIDENTIAL REDACTED - Audit Update Report for Audit 1 April- 30 June 2024 [<b>15.5.1</b> - 9 pages]</li><li>2. CONFIDENTIAL REDACTED - AUDIT FUNCTION DASHBOARD [<b>15.5.2</b> - 1 page]</li></ol>

### Summary

The Audit and Risk Committee recommends that Council receives the Audit Update Report for June 2024 as contained in Attachment 7.6.1.

#### Officer Recommendation and Committee Recommendation

That the Audit and Risk Committee recommends that Council receives the Audit Update Report for June 2024 as contained in attachment 7.6.1.

### Background

1. The 2021-2022 Internal Audit Program was adopted by Council on 16 August 2022.
2. The 2023-2026 Internal Audit Program was adopted by Council on 19 June 2023 and the audits for 23/24 have been completed.
3. The Regulation 5 Audit was completed in May 2024.

### Discussion

1. All the audits for 23/24 as per the 3year-audit plan has been completed.
2. The Regulation 5 Audit was completed, and the audit recommendations were updated in Cascade.
3. All current audit actions are still being monitored in Cascade on a quarterly basis.
4. The 24/25 audits will commence in November 2024.

### Relevant documents

Not applicable.

### Legal and policy compliance

[LOCAL GOVERNMENT \(AUDIT\) REGULATIONS 1996 \(austlii.edu.au\)](https://www.austlii.edu.au/au/other/dfat/special/localgovernment/1996regulations/)

## Financial implications

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

## Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not adopting an internal audit program means we can't test our financial controls and mitigate financial loss through administrative errors, fraud, and corruption.	High	Low	TREAT risk by Adopting an internal program with a focus area on high-risk financial processes and activities.
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Infrastructure/ ICT systems/ utilities	Not applicable		Medium	
Legislative compliance	Not adopting an internal audit program means we cannot test our legislative compliance and mitigate financial loss through administrative errors, fraud, and corruption.	High	Low	TREAT risk by ensuring commitment to management actions to address findings.
Reputation	A poorly designed Internal Audit Program will make the Town vulnerable to non-compliance, fraud and corruption risks which adversely impact on the Town's reputation.	Moderate	Low	TREAT risk by ensuring commitment to management actions to address findings.
Service delivery	Not applicable		Medium	

## Engagement

Internal engagement	
Stakeholder	Comments
Business unit managers	providing responses and supporting documentation to the internal auditors.
C-Suite	Noting the final internal audit outcomes

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Internal audits promote integrity and identify areas for improvement
CL3 - Accountability and good governance.	As internal audit is a key pillar of organisational governance, a robust internal audit program, with oversight from the Audit Committee, will enable the Town to have a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal controls, and governance processes. The business improvements that result from an effective internal audit program will add value to the way The Town runs its business

## Further consideration

- 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**