



TOWN OF
VICTORIA PARK

Audit and Risk Committee Minutes – 26 February 2024



WE'RE OPEN
VIC PARK

Please be advised that an **Audit and Risk Committee** was held at **5.30 PM** on **Monday 26 February 2024** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mayor Karen Vernon – Presiding Member
27 February 2024

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1 Declaration of opening

Mayor Karen Vernon opened the meeting at 5:31 pm.

Acknowledgement of Country

I am not a Nyungar man, I am a non-Indigenous man. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

Ngany yoowart Noongar yorga, ngany wadjella yorga. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

2 Attendance

Presiding Member	Mayor Karen Vernon
Banksia Ward	Cr Claire Anderson
Jarrah Ward	Cr Daniel Minson Cr Jesse Hamer
Independent Committee Members	Ms Tracy Destree Mr Jonathan Seth
Chief Financial Officer	Mr Duncan Olde
Manager Governance and Strategy	Ms Bernadine Tucker
Corporate Performance Advisor	Ms Kogilyn Titus
Meeting Secretary	Ms Tracey Wilson

2.1 Apologies

Chief Executive Officer Anthony Vuleta

2.2 Approved leave of absence

Nil.

3 Declarations of interest

Nil.

4 Confirmation of minutes

COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Mr Jonathan Seth

That the Audit and Risk Committee confirms the minutes of the Audit and Risk Committee meeting held on 13 November 2023.

Carried (6 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Ms Tracy Destree, Cr Jesse Hamer, Cr Daniel Minson and Mr Jonathan Seth

Against: Nil

5 Presentations

Nil.

6 Method of dealing with agenda business

COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Ms Tracy Destree

That Audit and Risk Committee in accordance with clause 58 of the *Meeting Procedures Local Law 2019* suspends clause 50 - Speaking twice of the *Meeting Procedures Local Law 2019* for the duration of the meeting.

Carried (6 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Ms Tracy Destree, Cr Jesse Hamer, Cr Daniel Minson and Mr Jonathan Seth

Against: Nil

7 Reports

7.1 Compliance Audit Return 2023

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Compliance Audit Return 2023 [7.1.1 - 12 pages]

Summary

The Town is required to conduct an annual audit of statutory compliance (Compliance Audit Return) in accordance with Regulation 14 of the Local Government (Audit) Regulations 1996. The completed 2023 Compliance Audit Return (CAR) is presented to the Audit and Risk Committee prior to adoption by Council. The adopted CAR must be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.

Recommendation

That the Audit and Risk Committee recommends to Council that:

1. The Department of Local Government, Sport and Cultural Industries Compliance Audit Return for the period 1 January 2023 to 31 December 2023 as contained in **Attachment 1** be adopted.
2. Authorises the certification to be jointly completed by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the Local Government (Audit) Regulation 1996.

Background

1. Regulation 14 of the Local Government (Audit) Regulations 1996 (Regulations) requires that a CAR be completed and submitted to the Department by 31 March 2024.
2. The 2023 CAR contained the following compliance categories:
 - Commercial Enterprises by Local Governments;
 - Delegation of Power/Duty;
 - Disclosure of Interest;
 - Disposal of Property;
 - Elections;
 - Finance;
 - Integrated Planning and Reporting;
 - Local Government Employees;

- Official Conduct;
 - Optional Questions; and
 - Tenders for Providing Goods and Services.
3. Regulation 15 of the Regulations requires a joint certification to be completed by the Mayor and Chief Executive Officer. The document is to be forwarded to the Department via its online portal.

Discussion

4. In accordance with Regulation 14 of the Audit Regulations, the Town is required to carry out an annual audit of statutory compliance in the form determined by the Department.
5. The 2023 CAR deals with the period 1 January 2023 to 31 December 2023 and focuses on those areas considered high risk in accordance with the Local Government Act 1995 (Act) and associated regulations.
6. Of the questions asked, the Town was non-compliant in three categories.

Category	2022 Audit Questions	Compliance Rating	2023 Audit Questions	Compliance Rating
Commercial Enterprises by Local Governments	5	100%	5	100%
Delegation of Power/Duty	13	100%	13	100%
Disclosure of Interest	21	90.5%	21	1 non compliance 95.2%
Disposal of Property	2	100%	2	100%
Elections	3	100%	3	100%
Finance	7	86%	7	100%
Integrated Planning and Reporting	3	100%	3	100%
Local Government Employees	5	100%	5	100%
Official Conduct	4	100%	4	100%
Optional Questions	9	89%	9	3 non compliance 66.7%

Tenders for Providing Goods and Services	22	100%	22	1 non compliance 95.5%
TOTAL	94	97%	94	96.1%

7. The Town was non-compliant with one question under the Disclosure of Interest category. In this instance, an internal Governance audit on primary returns identified that one return had been submitted outside of the legislated time period. As required, the CCC were notified of this late return.
8. Under the Finance category, the Town did not receive the Auditors' report for the financial year ended 30 June 2023 by 31 December 2023. Therefore, four questions were unable to be answered in this category.
9. In the Optional Questions category, the Town was non-compliant with three questions. Firstly, the Town did not review the Towns financial management systems and procedures in accordance with regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996. This review is scheduled to be undertaken in 2024. An audit firm has been contracted to undertake this review, which commenced in February 2024. Secondly, one gift was declared 11 days after the gift was received, rather than the required 10 days, making the Town non-compliant with the Local Government Act 1995. Lastly, the Town did not submit to the auditor a balanced account and annual financial report (for the year ending 30 June 2023), by 30 September 2023. In this case, the Town applied for an extension which was granted on 16 October 2023.
10. The Town was non-compliant with one question under the Tenders for Providing Goods and Services category. This question asked if the information recorded in the tender register complied with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? In this case, the internal procurement audit found that the register was missing a copy of the notices of the invitation to tender. The register is currently being updated with archived newspaper clippings and the online register updated.
11. The Town was compliant in all other areas.
12. Following adoption of the CAR by the Audit and Risk Committee and Council, the CAR is to be certified by both the Mayor and Chief Executive Officer.
13. Once certified, the completed CAR must be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2023.

Relevant documents

Not applicable.

Legal and policy compliance

[Regulation 14 of the Local Government \(Audit\) Regulations 1996](#)

[Regulation 15 of the Local Government \(Audit\) Regulations 1996](#)

Financial implications

Current budget impact	Nil
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Infrastructure/ ICT systems/ utilities			Medium	
Legislative compliance	Not completing the CAR will result in non-compliance with the Towns statutory reporting obligations	High	Low	Treat risk by submitting the attached CAR to the Department by 31 March 2024.
Reputation			Low	
Service delivery			Medium	

Engagement

Internal engagement	
Stakeholder	Comments
Business unit Managers	The 2023 CAR was circulated to the relevant Business Unit Managers for comment.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	As the completion of a CAR is a statutory requirement, it is important that this review be submitted to the Department by 31 March 2023

COMMITTEE RECOMMENDATION

Moved: Cr Jesse Hamer

Seconded: Cr Daniel Minson

That the Audit and Risk Committee recommends to Council that:

3. The Department of Local Government, Sport and Cultural Industries Compliance Audit Return for the period 1 January 2023 to 31 December 2023 as contained in **Attachment 1** be adopted.
4. Authorises the certification to be jointly completed by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the Local Government (Audit) Regulation 1996.

Carried (6 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Ms Tracy Destree, Cr Jesse Hamer, Cr Daniel Minson and Mr Jonathan Seth

Against: Nil

7.2 Final Audit Report: Environmental Sustainability

Location	Town-wide
Reporting officer	Corporate Performance Advisor
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL Environmental Sustainability Internal Audit Report [7.2.1 - 22 pages]

Summary

In December 2023, Stantons conducted an Environmental Sustainability Internal audit and a final report has been received.

Recommendation

That the Audit and Risk Committee recommends that Council notes the final Environmental Sustainability Internal audit report.

Background

1. The Environmental Sustainability audit was conducted in December 2023 as part of the 2023-2026 Audit program.
2. This was classified as an assurance audit with a focus on controls and compliance for the period 1 July 2023 to 30 November 2023.

Discussion

3. There were no findings noted in the Environmental Sustainability Audit, however the audit suggests:
 - (a) The Town will consider referring to ISO 14001:2015 – Environment Management System in the development of strategies and plans.
 - (b) The Town considers developing a detailed annual environment report where strategic environmental objects are measured, reported, and then monitored on an ongoing basis. A visual depiction of outcomes from different perspectives, such as energy saving, carbon emission reductions, offsets and residual emissions, waste contamination rates, etc. may be beneficial.
4. In response to these Business Improvement suggestions, the Town provides the following comments:
 - (a) The Town will consider referring to ISO 14001:2015 – Environment Management System in the development of future strategies and plans. Compliance with ISO standards is voluntary and can improve service quality, and result in improved processes and risk management. Internet research suggests that the price for a consultant to set up a single ISO compliant system (e.g. Environment) can range from \$7,500 to \$15,000 per system. There are up to 11 different systems.
 - (b) If formal certification is desired (a more formal and recognised way to show conformity with ISO standards to community and stakeholders), a third-party audit would cost an additional \$5,000.

- (c) The Town will investigate if the quarterly reporting already undertaken could be amended to add other sections that would be measured and recorded in a detailed environment report. It is more beneficial for the Town to use reporting that is already undertaken, rather than create another report.

Relevant documents

Not applicable.

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not adopting an internal audit program means we can't test our controls and mitigate loss through administrative errors and processes.	High	Low	TREAT risk by adopting an internal program with a focus area on high-risk processes and activities.
Environmental	Failure to take action to protect the environment or heritage assets can result in fundamental changes in our natural environment.	High	Medium	TREAT risk by adopting an internal program with a focus area on high-risk processes and activities.
Health and safety	Not applicable.			
Infrastructure/ ICT systems/ utilities	Not applicable.			
Legislative compliance	Not applicable.			

Reputation	Not refining management practices and processes to address audit findings could result in reputational risk to Council and the Town.	High	Low	Treat risk by adopting an internal program with a focus area on high-risk processes and activities.
Service delivery	Not applicable.			

Engagement

Internal engagement	
Stakeholder	Comments
Operations: Environment	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.	Internal audits promote integrity and identify areas for improvement.
CL3 - Accountability and good governance.	Internal audits allow for an assessment of whether legislation, policies and practices are being followed to ensure intended outcomes are achieved.

Further consideration

The Committee requested clarity on the difference between 'in progress' and 'on going' in the Auditors report. The Chief Operations Officer advised that in progress relates to those which have a defined end point. Ongoing may be those that are core business year on year that, no end point. For example, community education initiatives that are funded each year.

COMMITTEE RECOMMENDATION

Moved: Mayor Karen Vernon

Seconded: Cr Jesse Hamer

That the Audit and Risk Committee recommends that Council notes the final Environmental Sustainability Internal audit report.

Carried (6 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Ms Tracy Destree, Cr Jesse Hamer, Cr Daniel Minson and Mr Jonathan Seth

Against: Nil

7.3 Final Audit Report Records Management

Location	Town-wide
Reporting officer	Corporate Performance Advisor
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL Records Management - Town of Victoria Park - Final [7.3.1 - 13 pages]

Summary

In February 2024 Paxon presented its final report on the Records Management Internal Audit Review.

Recommendation

That the Audit and Risk Committee recommends that Council notes the final Records Management Internal audit report.

Background

1. The Records Management audit was conducted in January 2023 as part of the 2023-2026 Audit program.
2. The objective of the review was to provide a report to management and the Committee on the design and operational effectiveness of records management processes in place within the Town.

Discussion

3. The findings are summarised below and documented in detail within Attachment 1 of this report.
4. Five risk areas were identified with 3 of them being medium risk and 2 low risk.

Risk Area	Finding	Risk Rating
Record Keeping Plan	Record Keeping Plan Update	Medium
Disaster Recovery Procedures	Record Keeping Disaster Recovery Update	Medium
Monitoring & Compliance	Documentation of Activity	Medium
Staff Training & Security Measures	Induction Training	Low
Electronic Records	Digitisation of Physical Records	Low

Relevant documents

Not applicable.

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not adopting an internal audit program means we can't test our controls and mitigate loss through administrative errors and processes.	High	Low	TREAT risk by adopting an internal program with a focus area on high-risk processes and activities.
Environmental	Not applicable.			
Health and safety	Not applicable.			
Infrastructure/ ICT systems/ utilities	Not applicable.			
Legislative compliance	Breach of legislation and compliance requirements may or may result in legal action and financial penalties.	High	Low	TREAT risk by ensuring commitment to management actions to address findings.
Reputation	Not refining management practices and processes to address audit findings could result in reputational risk to Council and the Town.	High	Low	Treat risk by adopting an internal program with a focus area on high-risk processes and activities.

Service delivery	Not applicable.
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Engagement

Internal engagement	
Stakeholder	Comments
Information Management	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.	Internal audits promote integrity and identify areas for improvement.
CL3 - Accountability and good governance.	Internal audits allow for an assessment of whether legislation, policies and practices are being followed to ensure intended outcomes are achieved.

COMMITTEE RECOMMENDATION

Moved: Cr Jesse Hamer

Seconded: Mr Jonathan Seth

That the Audit and Risk Committee recommends that Council notes the final Records Management Internal audit report.

Carried (6 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Ms Tracy Destree, Cr Jesse Hamer, Cr Daniel Minson and Mr Jonathan Seth

Against: Nil

7.4 Audit Update Report January 2024

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL Audit Update Report for Audit and Risk Committee [7.4.1 - 6 pages]2. CONFIDENTIAL - AUDIT FUNCTION DASHBOARD [7.4.2 - 1 page]

Summary

The Audit and Risk Committee recommends that Council receives the Audit Update Report for December 2023 as contained in Attachment 1.

Recommendation

That the Audit and Risk Committee recommends that Council receives the Audit Update Report for December 2023 as contained in attachment 1.

Background

1. The 2021-2022 Internal Audit Program was adopted by Council on 16 August 2022.
2. The Records Management audit has been completed and was the final audit to be conducted from the 2021-2022 plan.
3. The 2023-2026 Internal Audit Program was adopted by Council on 19 June 2023 and the following audit has been completed.
 - (a) The Environmental Sustainability audit.
4. The Workplace Health and Safety and Financial Sustainability Audit is still in progress and will be completed and reported in the next Audit and Risk Committee meeting.

Discussion

5. The findings for the Records Management Audit include 3 medium and 2 low risks.
6. There were no findings noted in the Environmental Sustainability Audit.
7. These audit actions will be added into Cascade and monitored on a quarterly basis.

Relevant documents

Not applicable.

Legal and policy compliance

[Part 7 of the Local Government Act 1995](#)

[Local Government Regulations 1996](#)

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 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.			
Health and safety	Not Applicable.			
Infrastructure/ ICT systems/ utilities	Not applicable.			
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
Service delivery	Not applicable.		

Engagement

Internal engagement	
Stakeholder	Comments
Business units	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.

COMMITTEE RECOMMENDATION

Moved: Cr Jesse Hamer

Seconded: Cr Daniel Minson

That the Audit and Risk Committee recommends that Council receives the Audit Update Report for December 2023 as contained in attachment 1.

Carried (6 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Ms Tracy Destree, Cr Jesse Hamer, Cr Daniel Minson and Mr Jonathan Seth

Against: Nil

7.5 Quarter 2 Progress Report 1 October 2023 - 31 December 2023

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Q2 Report By Exception [7.5.1 - 4 pages]2. Annual Report - Community Benefits Strategy CBS [Jan - Dec 2023] - West Coast Eagles [7.5.2 - 38 pages]3. Community Benefits Strategy - West Coast Eagles - Lease Obligations and Player Hours Report 2023 [7.5.3 - 18 pages]4. Annual Report - Community Benefits Strategy [Jan - Dec 2023] - Waalij Foundation [7.5.4 - 7 pages]

Summary

The Audit and Risk Committee recommends that Council accepts the quarterly progress reports for the period 1 October 2023 – 31 December 2023.

Recommendation

That the Audit and Risk Committee recommends that Council accepts the quarterly progress reports for the period 1 October 2023 – 31 December 2023, relating to the:

- (a) Corporate Business Plan
- (b) Five-year capital works program, including the 2022/2023 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

1. 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.
2. The Corporate Business Plan 23/24 has been 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

3. The status of actions from the CBP are as follows.

Strategic outcome	Total actions	No. of actions completed	No. of actions overdue	No. of actions on track
Social	26	1	2	23
Environment	25	2	6	17
Economic	6	1	0	5
Civic Leadership	35	7	8	20

4. Actions not completed within the reporting quarter are as per attachment 7.4.1

2022/2023 Annual Strategic Project Summary

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

Total Projects	No of projects on track	No of projects complete	No. of projects delayed
17	10	2	5

Five Year capital works program

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

Total project	Works in progress	Not yet started	Complete	Deleted projects
96	67	5	24	

Economic Development Strategy 2018-2023

7. 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.

8. 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	2	2	0
Pathway 2: Identity	2	0	2	0
Pathway 3: Local to Global Connections	5	1	2	2
Pathway 4: Smart Town – digital innovation	7	0	5	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	1	14	3
Total	50	10	32	8

Urban Forest Strategy:

9. 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.
10. 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
Strategic Outcome 1 Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by Council.	0	4	8	3
Strategic Outcome 2 Maximize community involvement and collaboration in its implementation.	0	1	7	1
Strategic Outcome 3 Increase tree diversity, whilst favoring local endemic and West Australian species that also support wildlife	1	0	2	0

Strategic Outcome 4 Maintain high standard of vegetation health.	0	1	5	0
Strategic Outcome 5 Improve soil and water quality	0	1	2	0
Strategic Outcome 6 Improve urban ecosystems	0	1	2	2

Reconciliation Action Plan:

11. The Town's Reflect Reconciliation Action Plan (RAP) was adopted by Council in November 2018.
12. 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.
13. The status of actions from the Reflect Reconciliation Action Plan are as follows.
14. The Town's Innovate Reconciliation Action Plan (RAP) was adopted by Council in December 2023.
15. Future CBP updates will be related to the Innovate RAP.

Category	No. of actions completed	No. of actions in progress/ongoing	No of actions not started
Relationships	14	3	1
Respect	32	3	1
Opportunities	14	3	3
Tracking and Progress	2	2	0

16. This quarter, the key progress highlights of the Reconciliation Action Plan included:
 - (a) Endorsement of the Innovate RAP by Council in December 2023.
 - (b) Public comment on the Innovate RAP followed by final endorsement of the Innovate RAP by Council on 12 December 2023.
 - (c) The new Community Development Officer – Reconciliation meeting with local stakeholders and identifying opportunities for collaboration.
 - (d) Development of the RAP Implementation Plan detailing the delivery of actions.

Disability Access and Inclusion Plan

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

18. 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	2	1
Goal 1: Customer Experience - Quality Customer Service	2	1	2
Goal 2: Physical Access – Building and Facilities	2	3	3
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
Total	23	10	12

19. This quarter, the key progress highlights of the Access and Inclusion Plan included:
- (a) Continuing to engage with relevant stakeholders to advance AIP deliverables.
 - (b) The Access and Inclusion Advisory Group continues to support and advise project management and internal stakeholders on inclusive design and planning elements, the last meeting was held 13 December 2023. Potential to collaborate with City of Perth Access and Inclusion Advisory Group to support inclusive solutions for causeway bridge.
 - (c) Continued discussions with relevant Town officers to explore adding a sensory room in the Admin building.
 - (d) Collaboration with community groups to support inclusive events for Seniors Week (November 2023) and International Day of People with Disability (December 2023).

Climate Emergency Plan

20. The Town's Climate Emergency Plan (CEP) was adopted by Council on 20 July 2021.
21. The Climate Emergency Plan aims to:
- (a) 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.
 - (b) Achieve at least 40% emissions reduction through direct action (i.e. not through carbon offsets).
 - (c) Support the community and businesses in working towards their own zero carbon target.
 - (d) Improve the resilience of the Town in responding to immediate climate change impacts.
22. 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	3	6	2
2 Reduce emissions of facilities and assets	2	10	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

23. This quarter, the key progress highlights of the 2023/24 actions under the Climate Emergency Plan included:
- (a) Energy and water audit coordinated for Leisurelife in March 2024.
 - (b) Climate Impact Assessment has been completed. Climate Emergency Plan is being subsequently reviewed. Report with these outcomes will be forthcoming.
 - (c) The Town continues to implement an education program re: FOGO to improve waste segregation by residents to avoid recyclables and organics entering landfill.
 - (d) ARENA grant funding has been secured for a dual charger at Aqualife, anticipated to be installed March 2024. Another charger being investigated for Library.
 - (e) Energy Efficiency workshop coordinated for March 2024.

Community Benefits Strategy

24. The Community Benefits Strategy (CBS) was launched on 2 December 2019, operating on a calendar year basis, rather than financial year.
25. 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:
- (a) 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.
 - (b) Program 2: Healthy Relationship Awareness, delivered by West Coast Eagles and focuses on domestic violence awareness and prevention.
 - (c) 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.
 - (d) 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.
26. 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	3	3	0
Healthy Relationships Awareness	5	3	1
Supporting local community organisations	6	1	0
Recreational groups and sports club development	2	4	0

27. This quarter, the key progress highlights of the Community Benefits Strategy included:
- (a) The Waalitj Foundation has developed strong and meaningful relationships with local community, organisations and primary schools.
 - (b) During the reporting period the Waalitj Foundation facilities were utilised by the Lathlain Primary School and Clontarf Aboriginal College.
 - (c) WCE facilitated AFL Blind Football in the Mineral Resources Park (MRP) Indoor Training Hall for 2 sessions throughout October and November.
 - (d) The 16 Days in WA Campaign Launch by Department of Communities – Saturday 25 November at South Perth Foreshore was attended by an AFL past player. Tom Barrass and AFLW player Jessica Sedunary attended the 16 Days in WA Breakfast held at Crown on 28 November, where the WA Premier Roger Cook addressed guests on the importance of the campaign. The full AFL squad and coaches also wore orange socks during their training sessions during the first week of the campaign to raise awareness to members and supporters. A video and article was produced and posted to the WCE website [West Coast Eagles call to end to violence against women](#)
 - (e) Celebration at MRP Community Oval – International Day of People with Disabilities – Friday 1 December with ToVP, Healthy Strides, WADSA, Guide Dogs WA and WA All Abilities Football Association. Both AFL and AFLW players along with WCE Community staff helped to facilitate and deliver the event. Over 100 people attended the event which included local organisations and residents from the Town of Victoria Park. This event was established by WCE to engage the ToVP communities and this was the third year it has taken place. An article was written and posted to the WCE website: [Eagles HQ packed out for International Day of People with Disability \(westcoasteagles.com.au\)](#)
 - (f) AFLW players attended the Town of Victoria Park Summer Street Party on 25 November. Past player, mascot, giveaways and football drills and AFLW player engaged with the local community.

Relevant documents

Not Applicable.

Legal and policy compliance

[Section 2.7 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.			
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		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.

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

The committee requested that for future reports, there is consistency with terminology.

COMMITTEE RECOMMENDATION

Moved: Mr Jonathan Seth

Seconded: Cr Jesse Hamer

That the Audit and Risk Committee recommends that Council accepts the quarterly progress reports for the period 1 October 2023 – 31 December 2023, relating to the:

- (a) Corporate Business Plan
- (b) Five-year capital works program, including the 2022/2023 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.

Carried (6 - 0)

For: Mayor Karen Vernon, Cr Claire Anderson, Ms Tracy Destree, Cr Jesse Hamer, Cr Daniel Minson and Mr Jonathan Seth

Against: Nil

8 Motion of which previous notice has been given

Nil.

9 Meeting closed to the public

Nil.

9.1 Matters for which the meeting may be closed

Nil.

9.2 Public reading of resolutions which may be made public

Nil.

10 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 6:15 pm.

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

Signed:
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Dated this: Day of: 2023