



TOWN OF
VICTORIA PARK

Ordinary Council Meeting Agenda - 20 May 2025



WE'RE OPEN
VIC PARK

Please be advised that an **Ordinary Council Meeting** will be held at **6:30 PM** on **Tuesday 20 May 2025** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Carl Askew – Chief Executive Officer
15 May 2025

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1 Declaration of opening

Acknowledgement of Country

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

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

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

2 Announcements from the Presiding Member

2.1 Recording and live streaming of proceedings

In accordance with regulation 14I of the Local Government (Administration) Regulations 1996, this meeting is being audio and video recorded and live streamed on the Town's website.

Under clause 39(1) of *the Meeting Procedure Local Law 2019* I do not give permission for any other person to record the proceedings of this meeting. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the meeting.

2.2 Public question time and public statement time

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

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

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

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

2.3 No adverse reflection

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

2.4 Town of Victoria Park Meeting Procedures Local Law 2019

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

3 Attendance

Mayor	Ms Karen Vernon
Banksia Ward	Cr Claire Anderson Cr Peter Devereux Cr Peter Melrosa Cr Lindsay Miles
Jarrah Ward	Cr Sky Croeser Cr Jesse Hamer Deputy Mayor Bronwyn Ife Cr Daniel Minson
Chief Executive Officer	Mr Carl Askew
Chief Operations Officer Chief Financial Officer Chief Community Planner	Ms Natalie Adams Mr Duncan Olde Mr David Doy
Manager Governance and Strategy Coordinator Governance and Strategy Manager Assets and Environment	Ms Bernadine Tucker Mr Jordan McDermott Mr John Wong
Meeting Secretary Public liaison	Ms Winnie Tansanguanwong Ms Sarah Vader

3.2 Apologies

3.3 Approved leave of absence

4 Declarations of interest

4.1 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.

4.2 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.

4.3 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

5 Public question time

5.1 Response to previous public questions taken on notice at Ordinary Council Meeting held on 15 April 2025

Vince Maxwell, Victoria Park

At the start of the year, I predicted only \$12 million in capital works would be completed. By February, \$7 million had been done. With three months left, how much of the remaining \$53 million is expected to be carried forward next year?

While staff have made a preliminary assessment of the projects that may have some part carried forward, the final dollar value will be detailed in the budget to be put up for adoption later in the year.

5.2 Response to previous public questions taken on notice at Agenda Briefing Forum held on 6 May 2025

Luana Lisandro, Lathlain

1. In regard to Motion 5 related to bus shelters, the officer's comment indicated the PTA's Bus Shelter Subsidy Program. Can you please clarify whether the state government has recently introduced a new scheme that provides 50% subsidies for bus shelters?

PTA's Bus Shelter Subsidy Program (BSSP) has been in place for many years and is not a new initiative. To our knowledge it's a continuing scheme that all Local Governments have access to.

To apply for BSSP funding support, applicants are required to make a submission to the PTA detailing the stop location for the PTA's consideration. In general terms, the PTA will support approval for a bus shelter under this program if they have sufficient funds available and:

1. the bus stop has consistent passenger boardings of more than 15 people (average weekday basis);
2. the applicant agrees to pay to the PTA the required financial contribution toward the cost of purchasing and installing the bus shelter; and
3. the applicant agrees to own and accepts ongoing maintenance responsibility for the bus shelter.

Under this program, the PTA will construct a compliant passenger boarding area, and contribute 50 per cent of the supply and installation cost of a bus shelter to a maximum amount of \$7,000, excluding GST. If a higher cost (more than \$14,000) bus shelter is selected, the applicant will be required to pay the balance of funds to the PTA. Furthermore, we may not be approved for funding support if shelters are removed as part of a Town project.

5.3 Public question time

6 Public statement time

7 Confirmation of minutes and receipt of notes from any agenda briefing forum

Recommendation

That Council:

1. Confirms the minutes of the Ordinary Council Meeting held on 15 April 2025.
2. Receives the notes of the Agenda Briefing Forum held on 6 May 2025.

8 Presentation of minutes from external bodies

Recommendation

That Council:

1. Receives the minutes of WALGA South East Metropolitan Zone held on 20 November 2024.
2. Receives the minutes of Catalina Regional Council Meeting held on 20 February 2025.
3. Receives the minutes of Mindarie Regional Council Meeting held on 27 February 2025.

9 Presentations

9.1 Petitions

9.2 Presentations

9.3 Deputations

10 Method of dealing with agenda business

11 Chief Executive Officer reports

11.1 Council Resolutions Status Report - April 2025

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Outstanding Council Resolutions Report April 2025 [11.1.1 - 45 pages] 2. Completed Council Resolutions Report April 2025 [11.1.2 - 16 pages]

Summary

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

Recommendation

That Council:

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

Background

1. On 17 August 2021 Council resolved as follows:

That Council:

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

Discussion

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

The Completed Council Resolutions Report details all Council resolutions that have been completed by officers from 28 March 2025 to 30 April 2025. A status update has been included by the relevant officer/s.

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable.		Low	
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	Not applicable.		Medium	
Compliance Breach	Not applicable.		Low	
Reputation	Not applicable.		Low	
Service delivery interruption	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.

Further consideration

Not applicable.

11.2 Outcomes from Annual Meeting of Electors 10 March 2025

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. Annual Meeting of Electors Minutes 10 March 2025 (1) [11.2.1 - 16 pages]

Summary

For Council to receive the minutes and consider the decisions from the Annual Meeting of Electors held on Monday 10 March 2025. Responses to questions taken on notice at the meeting are also provided in this report.

Recommendation

That Council:

1. Receives the minutes of the 2025 Annual Electors Meeting held on Monday 10 March 2025 as contained in Attachment 1;
2. Considers the decisions made at the Annual Meeting of Electors held on Monday 10 March 2025 as contained within the body of this report.

Background

1. The Annual Meeting of Electors was held at 6.00pm on Monday 10 March 2025 in the Council Chamber. There were 37 members of the public present.
2. In accordance with section 5.33 of the *Local Government Act 1995*, Council is required to consider any decisions that result from the meeting.

Discussion

3. There were 11 motions carried and one motion lapsed at the Annual Meeting of Electors. Each motion is provided below with officer comments.
4. Decisions made by Electors at an Annual Meeting of Electors are the recommendations of those Electors present, on the matters discussed and considered at the meeting. Any motions passed at an Annual Meeting of Electors are not binding on the Council however Council is required to consider them under the *Local Government (Administration) Regulations 1996*.
5. Should Council wish to progress any of the elector motions, Council will need to endorse a Notice of Motion at a future meeting or an amendment to the recommendation contained within this report.

Motion 1

Moved: Dave Knight, East Victoria Park

Seconded: Paul Anesbury, Lathlain

That the Annual Report 2023/24 be received.

CARRIED

Votes for the motion: 25

Votes against the motion: 6

Officer Comment

No officer comment required.

Motion 2

Moved: Jade Soh, East Victoria Park

Seconded: Briony Whitton, East Victoria Park

That Council seeks ways to make it safer for cyclists & riders travelling along Hordern Street - one of the main roads connecting Victoria Park, and the new Boorloo Bridge.

CARRIED

Votes for the motion: 30

Votes against the motion: 1

Officer Comment

Through the Integrated Transport Program, this key connection from Hordern St to McCallum Park has been identified as a focus area for review. Town staff will consider improved footpath connections from Hordern St to the underpass through the Pedestrian Infrastructure Sub-Program.

Improvements to the Bike Network will also be considered in this area aligned to the Long-Term Cycle Network for Perth and Peel, with the McCallum Park path link designed for delivery this financial year, to complete the connection of new paths from the Boorloo Bridge to the Hordern St underpass.

Motion 3

Moved: Jade Soh, East Victoria Park

Seconded: Briony Whitton, East Victoria Park

That Council extends the no-parking zone at the Hordern St and Armagh St intersection (in Victoria Park) to be past the first house/7 Armagh St to improve visibility and make it safer for cyclists travelling towards Boorloo Bridge.

CARRIED

Votes for the motion: 27

Votes against the motion: 0

Officer Comment

Cars and cyclists do not have priority when travelling straight on Hordern St towards the underpass below Canning Highway and may struggle to see vehicles approaching from the northeast direction on Armagh Street due to the road's bend geometry. To address this, the Street Improvement team has decided to

install a central solid barrier line marking the bend and remove one parking bay closest to the curve. These measures aim to improve visibility for cyclists and enhance lane discipline for motorists.

Motion 4

Moved: Luana Lisandro, Carlisle

Seconded: Ronnhda Potter, Carlisle

That the Town of Victoria Park investigate the introduction and implementation of electronic online petitions to allow residents and ratepayers to create and lodge petitions via an online petitions portal on the Town's website.

CARRIED

Votes for the motion: 26

Votes against the motion: 0

Officer Comment

Clause 35 of the Town of Victoria Park Meeting Procedures Local Law 2019 outlines the process for Council to receive petitions. As such, there is no ability to receive on-line petitions without amending the local law.

The State Government is introducing a number of local government reforms, one of which is to introduce a uniform set of regulations for meeting procedures to ensure all local governments conduct council council meetings in the same way and the decision-making process for each local government will be the same

Given these reforms are soon to be implemented, no change will be made to the Town's Meeting Procedures Local Law 2019.

Motion 5

Moved: Luana Lisandro, Carlisle

Seconded: Ronnhda Potter, Carlisle

That the Town of Victoria Park investigate the reinstating of a number of bus shelters that were removed when hardstands were upgraded throughout the Town a few years ago, with a program to reinstall bus shelters over the next five years within each budget cycle as to be determined by Council.

CARRIED

Votes for the motion: 28

Votes against the motion: 0

Officer Comment

According to the latest data from the Public Transport Authority (PTA), there are only four bus stops where shelters have been replaced, as outlined below. Furthermore, thirteen new shelter s have been installed within the Town since 2018, as detailed in the provided list as per available information.

The Town will continue to engage in the PTA's Bus Shelter Subsidy Program, which provides 50% funding for the installation of new shelters at eligible bus stop locations. These installations will be prioritised based on community needs and patronage levels.

It is recommended that the Council allocate funding for the installation of new bus shelters within the Town, with priority given to bus stops where the PTA has completed hard-standing upgrades to meet disability standards where shelters, previously removed, have not yet been reinstated.

List of location where bus shelters not reinstated

Stop Number	Road	Stop Name	Suburb	Reason for Removal
11296	Orrong Road	after Cohn Street	Carlisle	Old Shelter Removed during upgrade, due to available space.
14419	Archer Street	after Bishopsgate Street	Carlisle	Shelter removed during LGA street works Jan 2023
14420	Archer Street	after Mars Street	Carlisle	Shelter removed during LGA street works Jan 2023
14431	Howick Street	before Rayment Street	Lathlain	Shelter removed private development

List of new bus shelters installed since 2018 within the Town of Victoria Park

Stop Number	Road	Stop Name	Suburb
11807	George Street	after Dyson St	Kensington
14509	Craig Street	after Burswood Rd	Burswood
27576	Shepperton Road	before Oats St	East Victoria Park
28723	Oats Street	after Read St	East Victoria Park
28839	Orrong Road	after Roberts Rd	Lathlain
28842	Orrong Road	after Archer St	Carlisle
14435	Goddard Street	after Howick St	Lathlain
14410	Memorial Avenue	before Rutland Ave	Carlisle
14388	Star Street	before Archer St	Carlisle
14384	Star Street	after Archer St	Carlisle
11788	Kent Street	Before Albany Hwy	Victoria Park
12005	Sussex Street	Before Gascoyne St	East Victoria Park
29226	Kent Street	Before Manning Rd	Bentley

Motion 6

Moved: Luana Lisandro, Carlisle

Seconded: Jennifer Ammons Noble, East Victoria Park

That the Town of Victoria Park investigate the restoration and costings of preserving the historic brick tram stop in front of Edward Millen Park on Albany Highway, and to liaise with Transperth as it remains a current working bus shelter.

CARRIED

Votes for the motion: 28

Votes against the motion: 0

Officer Comment

This location is identified as a potential Bus Bay Build Out in the Albany Highway Precinct Structure Plan and is subject to further discussions with Public Transport Authority on its future form.

The historic tram stop is located within Elisabeth Baillie Park reserve (formerly known as Edward Millen Park) and is therefore subject to State Heritage requirements with regards to conservation and requirements by a suitably qualified consultant.

The Administration can investigate the potential restoration and costing of preserving the brick tram stop in consultation with the State Heritage Office.

Motion 7

Moved: Luana Lisandro, Carlisle

Seconded: Ronhhda Potter, Carlisle

That the Town of Victoria Park investigate and consider doing a community survey on future upgrades to Parnham Park, Carlisle in the 2025/2026 budget cycle as well as interacting with relevant stakeholders and nearby nursing homes to create an inviting and accessible park for all.

CARRIED

Votes for the motion: 28

Votes against the motion: 0

Officer Comment

Improvements to parks and reserves are informed by the Town's Public Open Space Strategy and delivered through the Public Places Program to ensure improvements are undertaken in a strategic and prioritised manner. A review of the Town's Public Open Space Strategy is due to occur in 2025/2026 and is the appropriate mechanism for the community to have their say on potential future upgrades to Parnham Park.

Accessibility to the Parnham Park clubrooms is currently being improved through upgrades to gender neutral change room facilities to support the use of the park for women's sport.

Motion 8

Moved: John Gleeson, Carlisle

Seconded:

That council ensures that any expenditure by the Town exceeding \$40,000 requires a survey of at least three surrounding streets before the incurring that expenditure.

MOTION LAPSED FOR WANT OF A SECONDER

Motion 9

Moved: Briony Whitton, East Victoria Park

Seconded: Steph Costa, Carlisle

In reviewing the Town's climate emergency plan, Council shall include consideration of

- a) The removal of gas from Town owned premises
- b) supporting initiatives for residents for the removal of gas from their properties.

CARRIED

Votes for the motion: 21

Votes against the motion: 4

Officer Comment

As part of the Climate Emergency Plan, there is an action for the Town to investigate the feasibility of replacing gas use with electricity, geothermal or renewable hydrogen for council facilities. The most significant gas consuming facility is, by far, the Aqualife centre. Therefore, this facility has been an initial focus. The Town has undertaken a review of energy usage and emission reduction measures for the Aqualife facility, with a view to transitioning off gas in future, such as solar-assisted heat pump technology.

The Town will conduct further feasibility and lifecycle analysis of the recommended technologies, the outcome of which will help in making informed decisions for the Aqualife facility to reduce its carbon footprint by transitioning to sustainable energy options.

The Town will also investigate options for other facilities.

In the review of the Climate Emergency Plan, the Town can also include provision to investigate ways that it can support residents' transition away from gas.

Motion 10

Moved: Jethro Sercombe, East Victoria Park

Seconded: Jennifer Ammons Noble, East Victoria Park

That the Town of Victoria Park review the usage rules of the Victoria Park community space on Miller Street to remove barriers in place for community groups in particular, removing requirements for public insurance coverage and public liability insurance coverage in order to increase accessibility and usage.

CARRIED

Votes for the motion: 28

Votes against the motion: 0

Officer Comment

Public Liability Insurance or a certificate of currency is currently required for Not-for-Profit organisations and formal community groups (such as sporting clubs). These requirements are standard practice for hire arrangements across all the Town facilities and other hireable spaces.

Casual or informal groups are not required to provide or hold public liability insurance and can freely use the space without charge.

Motion 11

Moved: Dave Knight, East Victoria Park

Seconded: Luke Garswood, Victoria Park

That the Town of Victoria Park allocate \$20,000 from the 2024/2025 Urban Forest Canopy strategy budget to plant and maintain at least 20 Marri trees in Harold Rossiter and Fraser Parks this calendar year - 31 December 2025.

CARRIED

Votes for the motion: 25

Votes against the motion: 0

Officer Comment

Tree planting projects require a year to plan to procure stock and time planting between May – Sept to ensure stock successful establishment in the cooler months. This is not achievable to be delivered by 31 Dec 2025. The request can be added to 2025/26 planting projects list.

Motion 12

Moved: Dave Knight, East Victoria Park

Seconded: Ronhhda Potter, Carlisle

That the Town of Victoria Park commissions a report to council on the phasing out on the use of glyphosate for weed treatment within the town.

CARRIED

Votes for the motion: 23

Votes against the motion: 0

Officer Comment

The Town provided a detailed report to Council in December 2019 regarding its use of glyphosate and other alternatives as part of normal integrated weed management practices. This includes hand removal, glyphosate and other herbicides, mechanical removal (mowing/whippersnipping), steam treatment and mulching. The Town also has a “do not spray” list for residents willing to maintain their adjacent footpaths and kerblines. We still use all these practices and have reduced the use of glyphosate over time.

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

Question from Mr Vince Maxwell, Victoria Park

1. In the 2023/2024 annual report, the income from asset disposals in 2023 under the investing activities section does not align with the figure in the adopted 2022/2023 annual report. Can you explain why there is no clarification regarding this significant adjustment?

Officer Response

There was a restatement required for the 2022/23 financial year, due to the Town identified there were prior year balances in the Town's works-in-progress account that were no longer considered capital in nature and required to be expensed. As a result, in the Statement of Financial Activity the proceeds from disposal of assets were increased and there was an adjusting entry to the materials and contracts totalling for the same amount.

It is noted in the Statement of Financial Activity that the 2022/23 column is restated, and the information required is included in Note 30 of which the reasoning of the restatements is noted. The auditors did not request the Statement of Financial Activity to be separately listed with in this note. The change to the proceeds from disposal of assets is within note 10(c) of the financial statements with the full balance sitting in the works-in progress line.

Question from Mr Paul Schipper, Carlisle

1. Regarding the verge watering at Fletcher Park, why has the water been stopped and changed for the past two weeks, specifically around the perimeter of the curb on Marchamley Street, Weston Street, Holden Street, and Solar Way?

Officer Response

All Town bores are metered as per Department of Water requirements. The Town is required to provide bore water usage figures as part of that licence and have a set water allocation. In the case of Active reserves, the reticulation systems are specifically designed so we can separate playing surfaces from surrounds and verges. The playing surface is required to be watered more due to additional wear and tear generated by organised sport and to prevent injuries. To keep within our allocation, surrounds and verges are watered less than the playing surface, as it is more for aesthetics than recreation and is a responsible environmental practice. This is standard procedure on any of our Active reserves throughout the Town, not just Fletcher Park. Currently there is also a drop in performance of the system at Fletcher Park due to a bore issues, making watering of the playing surface more critical as we have less water. The Towns pump contractor will be investigating this shortly.

2. Is it possible to take a percentage of the allocation of water for Fletcher Park to ensure it goes only to the verge area?

Officer Response

As noted above, the Town's priority is to direct our set water allocation to the playing surfaces to address the wear and tear issues generated by organised sport and to prevent injuries. Watering the verge area would be for aesthetic value and is not considered a responsible environmental practice in a time of limited water availability.

Relevant documents

Not applicable.

Legal and policy compliance

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

Financial implications

Current budget impact	Not applicable.
Future budget impact	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	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance breach	Not applicable		Low	
Reputation	Negative public perception of the Council	Minor	Low	TREAT risk by providing reasons and justification for why items are not supported.
Service delivery interruption	Not applicable		Medium	

Engagement

Internal engagement	
Stakeholder	Comments

Governance & Strategy	Provided comments and recommendations in this report
External engagement	
Stakeholders	Electors
Period of engagement	Monday 10 March 2025 from 6.00pm to 7.47pm.
Level of engagement	Involved
Methods of engagement	Annual Meeting of Electors
Advertising	The Annual Meeting of Electors was advertised using the following methods: 1. Social media posts. 2. Town of Victoria Park website – public notice and Town meeting dates page. 3. Public noticeboard at the Administration Building and Library. 4. Town of Victoria Park e-newsletter.
Submission summary	Motions and questions were raised by electors of the District at the meeting.
Key findings	12 motions were raised at the meeting and 11 motions were carried.

Strategic alignment

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

Further consideration

At the Agenda Briefing Forum meeting held on 6 May 2025, the following information was requested

Motion 5

7. Provide the response to question *Regarding Motion 5 on bus stop shelters, temporary shelters were installed on Archer Street during the roadworks. Now that the bus stops are definite, has there been any consideration to reinstate the bus shelters on Archer Street, given its emphasis as an active street?*

The bus stop (No 14419) in front of 37-41 is temporary. The permanent location for bus stop 14419 is located opposite bus stop 14427, between Raleigh Street and Bishopsgate Street. As part of the Streetscape Project for Archer Street, stage 3, no shelter will be installed as there is an existing awning off the building.

Bus stop 14420 was designed as "floating bus stop". This type of stop allowed the cycle lane to continue over the platform boarding area. PTA opposed the design, and the bus stop was made redundant. No bus

stop will be replaced in the section between Mars Street and Star Street; however, a new stop will be placed in the section between Planet and Mars Street as part of the current streetscape works.

8. Regarding Motion 5 on the reinstatement of removed bus shelters, provide the information of 4 bus stops where the shelter has been replaced.

No shelters are proposed to be replaced at any of the 4 bus stops listed at this stage. Details on the Archer Street stops have been detailed in question 7. In relation to bus stop No 14431 located on Howick Street, just south of Rayment Street, the stop is covered by a building awning. No shelter is proposed.

Bus stop 11296, north of Cohn Street had the boarding area upgraded to ensure DDA compliance in 2023, however it's not clear why a shelter has not been replaced when it previously existed. Technical staff will follow-up with PTA representatives to determine the need and whether there are other constraints that need to be considered.

9. Provide clarification regarding Motion 5, table 1 'List of location where bus shelters not reinstated' as the motion is regarding the removal of bus shelters during hard stand upgrades and the request to investigate their reinstatement, rather than determining the number of shelters removed and not replaced.

All details have been provided in question 7 and 8 which answer this query.

10. Provide the reason for the long delay in reinstating the bus shelters on Archer Street after Bishopsgate Street and Archer Street after Mars Street?

Temporary arrangements is the main reason for the delay as the bus stop are not positioned in their final locations along Archer Street. Furthermore, if Awnings exist to the adjacent buildings and the bus stop is located beneath this structure, no shelter will be installed.

Motion 10

11. Provide the response to question *Regarding Motion 10 on the officer's comment, if a casual or informal group books the community space, they must explain the purpose of their meeting. Is the booking automatically approved, or is there further inquiry into the purpose of the meeting?*

All booking applications for venue/facility hire across the Town are reviewed and manually approved by the Town's Booking Officers. Prospective hirers submit an application form detailing date, time, and information about the event, so the officers can determine the nature of the booking, availability, and eligibility of the venue.

12. Provide response to question *Regarding Motion 10, if an informal group or individuals book the community space, what happens if someone gets hurt or injured, given that there is no requirement for the booking party to have insurance?*

It depends on the situation. The town maintains a Casual Hirers Liability Insurance to cover casual hirers using the town's hireable venues or spaces. A 'Casual Hirer' means any person or group of persons (not being a sporting body, club, association, corporation, or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes. Any entity that does not fall within the definition of a casual hirer (as outlined above) should hold their own liability insurance and should provide a certificate of currency to the Town as proof of insurance prior to utilising Town facilities.

11.3 May 2025 Policy Review

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	1. Policies requiring amendment [11.3.1 - 97 pages] 2. Policies for revocation [11.3.2 - 10 pages] 3. Policies requiring no amendment [11.3.3 - 46 pages] 4. Policies for noting [11.3.4 - 11 pages]

Summary

A review of 29 of the Town's policies identified that 11 require amendment, three (3) are proposed to be revoked, 11 policies need no changes, and four (4) policies are for Council to note that further reviews are to be conducted. This report addresses the findings of the review.

Recommendation

That Council:

1. Amends the following policies as contained in Attachment 1:
 - a. Policy 002 – Review of Decisions
 - b. Policy 011 – Elections
 - c. Policy 027 – Legal representation for Elected Members and Employees
 - d. Policy 114 – Community Funding
 - e. Policy 116 - Sponsorship
 - f. Policy 223 – Fleet management light vehicles
 - g. Policy 226 – Recreation Reserves Hire
 - h. Policy 303 – Debt collection
 - i. Policy 305 – Loan borrowing limitations
 - j. Policy 308 – Financial hardship
 - k. Policy 312 – Transaction Card
2. Revokes three policies as contained in Attachment 2:
3. Notes that 11 policies contained in Attachment 3 have been reviewed with no changes proposed.
4. Notes that three policies contained in Attachment 4 require further review and will be presented to a future Policy Workshop:

Background

1. Policy 002 - Review of Decisions was adopted in September 1999 and was last reviewed and amended by Council in April 2022.
2. Policy 003 – Legal Advice was adopted by Council in February 2011 and was last reviewed and amended by Council in April 2022.
3. Policy 011 – Elections was adopted in July 2021 and was last amended by Council in August 2023.

4. Policy 027 - Legal representation for Elected Members and Employees was adopted by Council in August 2023.
5. Policy 028 - Fraud, Corruption and Misconduct Control was adopted by Council in August 2023.
6. Policy 051 - Agenda Briefing Forum, Concept Forum and workshops was adopted by Council in March 2019 and was last reviewed and amended by Council in December 2023.
7. Policy 114 – Community Funding was adopted in December 2019 and was last reviewed and amended by Council in February 2024.
8. Policy 104 - Managing complaints and customer behaviour was adopted by Council in August 2023.
9. Policy 111 – Commemorative recognition policy was first adopted by Council in November 2005. This policy was last reviewed and amended in April 2020.
10. Policy 113 – Homelessness – the Towns role was adopted in December 2016 and was last reviewed and amended by Council in September 2022.
11. Policy 115 - Public Art was adopted in May 2019 and was last reviewed and amended by Council in December 2022.
12. Policy 116 - Sponsorship was adopted in December 2020 and was last reviewed and amended by Council in April 2022.
13. Policy 117 – Business Grants was first adopted in August 2021 and last reviewed and amended in February 2024.
14. Policy 208 - Street verges reinstatement of lawns following works was adopted in September 1999 and was last reviewed and amended by Council in April 2022.
15. Policy 223 – Fleet management light vehicle was adopted in July 1998 and was last reviewed and amended by Council in April 2022.
16. Policy 224 - Fences between property owned by the Town and adjoining properties was adopted in September 1994 and was last reviewed and amended by Council in April 2022.
17. Policy 226 – Recreation Reserves Hire was adopted in July 1994 and was last reviewed and amended by Council in June 2022.
18. Policy 252 – Nuclear free zone was adopted in September 2022.
19. Policy 253 – Water conservation was adopted in September 2017 and was last reviewed and amended by Council in April 2022.
20. Policy 301 – Procurement . In October 2024, Council rescinded Policy 301 Purchasing and replaced it with Policy 301 – Procurement.
21. Policy 303 – Debt collection was adopted in September 1999 and was last reviewed and amended by Council in February 2024.
22. Policy 305 – Loan borrowing limitations was adopted in August 2019 and was last reviewed by Council in April 2023.
23. Policy 308 – Financial hardship was adopted in May 2020 and was last reviewed by Council in February 2024.
24. Policy 310 – Leasing and Licensing was adopted in May 2020 and was last reviewed and amended by Council in February 2024.
25. Policy 312 – Transaction card was adopted in February 2024.

26. Policy 331 – Information Systems Security was adopted in December 2019 and was last reviewed and amended by Council in February 2024.
27. Policy 332 – Record keeping was adopted in April 2023 and was last reviewed by Council in May 2024.
28. Policy 405 - Events on parks and reserves notification to local residents, was adopted in December 1995 and was last reviewed and amended by Council in June 2022.

Discussion

29. On Monday 24 March 2025, a Policy Workshop was held with Elected Members to discuss a number of policies that had been reviewed. These policies are provided below.
30. Policy 114 – Community funding . A review of this policy has identified a number of changes are required. The review also identified that the requirements contained in Policy 117 – Business Grants, could be incorporated into Policy 114. As such, it will be recommended that Policy 117 be revoked, and Policy 114 be amended to include:
 - Authorising the CEO to assess and approve grants up to \$15,000.
 - Adding new and missing funding programs, including insurance grant, reusable sanitary products and cloth nappy rebates.
 - Removing reference to 'publicly available management practices' as they are internal documents.
31. Policy 116 – Sponsorship. A review of this policy has identified a number of changes are needed. Amendments have been made to the aims, eligibility criteria, management, sponsorship panel, funding process, incoming sponsorship and unsolicited offers for sponsorship criteria.
32. Policy 226 – Recreation Reserves Hire. Following a review of this policy, and Policy 405 - Events on parks and reserves notification to local residents, it is recommended that both policies be incorporated into one. Policy 405 is recommended to be revoked and Policy 226 amended. The proposed amendments include:
 - Incorporating the notification of residents (previously covered by Policy 405)
 - Minimum required information to be included in resident notifications. This aligns with recommendations from [health.wa.gov.au](https://www.health.wa.gov.au) – Guidelines for concerts, events and organised gatherings.
 - Outlines that it is the responsibility of the hirer to notify the local residents in line with the Town's instructions and requirements.
 - Added clear instructions to the catchment area of residents to be notified based on size of event, which was not previously specified:
 - <500 – Adjacent streets to the event location
 - >500 – 300m radius to the event location
33. Policy 305 – Loan borrowing limitations . This policy has been reviewed where major amendments are suggested. These include:
 - The Town's position on long-term borrowings
 - Exceptions
 - Approved long-term borrowing
 - Internal borrowings
34. Policy 312 – Transaction card. Following a recent review, a number of changes are proposed including:

- Incorporating the definition of a store card
 - Including store card limits
 - Minor changes to Cardholder obligations
 - Major changes to Transaction evidence
35. Policy 002 Review of Decisions. This policy has been recently reviewed with the following suggested changes:
- Including reference Part 9, Division 1 of the *Local Government Act 1995* relating to objections and reviews
 - References to management practices have been removed as these are operational, as has the requirement to fill in a form.
 - That the review period be extended from 20 to 28 days in line with the Local Government Act process
 - Decisions made by the CEO are reviewed by the Ombudsman WA rather than Council as the role of the Ombudsman is to review administrative decisions.
36. Policy 011 – Elections. This policy requires one minor update. The definition of “events and functions” in this policy has been updated to include reference to section 5.90A of the *Local Government Act 1995*.
37. Policy 027 - Legal representation for Elected Members and Employees. A review of this policy requires one minor adjustment to delete reference to Policy 003 – Legal advice.
38. Policy 223 – Fleet management light vehicle . It is proposed to amend this policy to take out reference to a rate under “Private Vehicle Use – Employee contribution rate” as this is covered within the associated management practices.
39. Policy 303 – Debt collection. This policy has been reviewed and suggested changes made. These changes include:
- adding two new policy definitions
 - removing some headings
 - making reference to owners who have multiple properties
 - making it clear that if the Rates department don’t receive an arrangement to pay or full payment within 14 days, options for debt collection will be explored.
40. Policy 308 – Financial hardship. A review of this policy has identified a number of proposed changes. These include:
- Adding to the policy objective and policy scope
 - Including additional financial hardship criteria
 - Identifying other documentation that could be requested
 - Applicants to be advised of the outcome of their application within 4 weeks
41. Policy 003 – Legal Advice. It is recommended that this policy be rescinded as it is an operational procedure, rather than a policy.
42. Policy 116 -
43. Policy 117 – Business Grants. As mentioned above, this policy can be incorporated into Policy 114 – Community funding. As such, it is recommended that this policy be revoked.

44. Policy 405 - Events on parks and reserves notification to local residents. It is recommended that this policy be revoked and incorporated into a revised Policy 226 – Recreation Reserves – Hire.
45. The following policies have been reviewed and are considered fit for purpose with no changes being proposed:
- Policy 028 - Fraud, Corruption and Misconduct Control
 - Policy 051 - Agenda Briefing Forum, Concept Forum and workshops
 - Policy 104 - Managing complaints and customer behaviour
 - Policy 208 - Street verges reinstatement of lawns following works
 - Policy 224 - Fences between property owned by the Town and adjoining properties
 - Policy 252 – Nuclear free zone
 - Policy 253 – Water conservation
 - Policy 301 – Procurement
 - Policy 310 – Leasing and Licensing
 - Policy 331 – Information Systems Security
 - Policy 332 – Record keeping
46. The following four policies require further review and will be presented to a future Policy Workshop:
- Policy 111 – Commemorative recognition policy
 - Policy 113 – Homelessness – the Towns role
 - Policy 115 - Public Art

Relevant documents

Not applicable

Legal and policy compliance

[Section 2.7\(2\)\(b\) of the Local Government Act 1995](#) – to determine the local government’s policies.

Financial implications

Current budget impact	Not applicable
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	

Environmental		Medium	
Health and safety		Low	
Data, Information Technology and Cyber		Medium	
Assets		Medium	
Compliance Breach	Not reviewing policies may lead to non-compliance with regulation.	Low	Treat the risk by conducting regular reviews of policies.
Reputation	Not reviewing policies to ensure they are fit for purpose may impact on the Towns reputation.	Low	Treat the risk by conducting regular reviews of policies.
Service delivery interruption	Not reviewing policies may impact service delivery.	Medium	Treat the risk by conducting regular reviews of policies.

Engagement

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

Strategic alignment

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

Further consideration

Not applicable.

11.4 Annual Review of Delegations

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Absolute majority
Attachments	1. Substituted 10.2.1 [11.4.1 - 9 pages] 2. New Delegations [11.4.2 - 5 pages] 3. Amended Delegations [11.4.3 - 3 pages] 4. Annual Review of Council Delegations 2025 [11.4.4 - 2 pages] 5. 2024-2025- Register-of-delegations-and-sub-delegations [11.4.5 - 180 pages]

Summary

For Council to undertake its annual review of delegations and consider proposed amendments.

Recommendation

That Council:

1. Notes a review of the Town's delegations has been completed in accordance with sections 5.18 and 5.46 of the *Local Government Act 1995*.
2. Revoke Delegation 10.2.1 and replace it with a new delegation as contained in Attachment 1.
3. Endorses new delegations as contained in Attachment 2.
4. Endorses the amended delegations as contained in Attachment 3.

Background

1. In accordance with the *Local Government Act 1995*, Council is required to review its delegations each financial year.
2. Council last reviewed the Register of Delegations and Sub-delegations at its meeting held on 18 June 2024 (resolution 129/2024 refers).
3. New and amended delegations are proposed.
4. In accordance with sections 5.16 and 5.42 of the *Local Government Act 1995* (the Act), a local government can delegate certain functions to a committee of Council, or the Chief Executive Officer. Other legislation also provides for the delegation of some function to the Chief Executive Officer, as well as other officers. Some of these functions can then be on delegated by the Chief Executive Officer.
5. Sections 5.18 and 5.46 of the Act require that at least once every financial year, delegations are to be reviewed by the delegator for those delegations under the Act.
6. The Town's register is based on the model provided by the Western Australian Local Government Association (WALGA).
7. The 2024-25 review has resulted in refining delegations to ensure the Town's continued ability to maintain high standards of service delivery and improved workflow processes.

Discussion

- 8. The 2024-25 annual review of the Register of Delegations and Sub-delegations was a comprehensive review of existing delegations to determine:
 - (a) the appropriateness of the existing delegations and whether to amend or delete any delegations
 - (b) the need for any additional delegations.
- 9. The proposed amendments reflect the following:
 - (a) Amending existing delegations to improve workflow processes and service delivery.
 - (b) Addition of four new delegations (which are a result of a comprehensive review of delegation 10.2.1).
 - (c) Minor wording and formatting changes.
- 10. Although the main changes are detailed in Attachment 2 and 3, Attachment 4, Annual Review of Delegations – 2025 Identified Changes, provides an overview of all the requested changes.

Relevant documents

[Department of Local Government, Sport and Cultural Industries Operational Guideline No. 17 - Delegations Register of Delegations and Sub-delegations](#)

Legal and policy compliance

[Section 5.42 of the Local Government Act 1995](#)

[Section 127 of the Building Act 2011](#)

[Section 48 of the Bush Fires Act 1954](#)

[Section 44 of the Cat Act 2011](#)

[Section 10AA of the Dog Act 1976](#)

[Section 118 of the Food Act 2008](#)

[Section 16 of the Graffiti Vandalism Act 2016](#)

[Sections 39 and 40 of the Liquor Control Act 1988](#)

[Section 21 of the Public Health Act 2016](#)

[clause 82\(1\) of Schedule 2 of the Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

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	
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	Not applicable		Low	
Compliance Breach	Not complying with legislative compliance.	Medium	Low	TREAT risk by Council reviewing its delegations before 30 June 2024.
Reputation	Increased oversight by regulatory authorities affecting the Town's reputation.	Low	Low	TREAT risk by Council reviewing its delegations before 30 June 2024.
Service delivery interruption	Unable to deliver services in a timely manner.	Medium	Medium	TREAT risk by putting in place the appropriate delegations.

Engagement

Internal engagement	
Stakeholder	Comments
Chiefs, Managers and other relevant staff	Chiefs, Managers and other relevant staff were asked to provide feedback in relation to existing delegations and if any amendments were required. Feedback was also sought for any new delegations required.
C-Suite	At its meeting on 23 May 2024, C-Suite was asked to provide any feedback on the delegations with the proposed amendments and new delegations.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Maintaining effective and practical delegations ensures Council remains strategically focused.
CL3 - Accountability and good governance.	Reviewing delegation annually ensures Council has complied with its legislative responsibility under the <i>Local Government Act 1995</i> .

Further consideration

Not applicable.

11.5 Local Emergency Management Arrangements (LEMA)

Location	Town-wide
Reporting officer	Coordinator Safety and Emergency Management
Responsible officer	Chief Community Planner Chief Executive Officer Manager People and Culture
Voting requirement	Simple majority
Attachments	1. City of Belmont and Town of Victoria Park's LEMA [11.5.1 - 216 pages] 2. Town of Victoria Park - Local Recovery Plan 09052025 [11.5.2 - 99 pages]

Summary

To endorse the Local Emergency Management Arrangements (LEMA) and the Local Recovery Plan (LRP) following the 5-year routine review.

Recommendation

That Council endorses

1. The Local Emergency Management Arrangements (LEMA) as contained in attachment 11.5.1
2. The Local Recovery Plan (LRP) as contained in attachment 11.5.2

Background

1. The LEMA is a collection of the collection of the emergency management documentation, systems, processes, agreements and memorandums of understanding which affect the local government district.
2. The Emergency Management Act 2005 requires a local government to develop, maintain and test a LEMA for its district and manage recovery following an emergency affecting the community.
3. In 2020, the Town developed a combined LEMA with the City of Belmont in accordance with the State's guidelines.
4. The combined LEMA was noted at the 14 August 2020 meeting of the State Emergency Management Committee (SEMC) resolution no 50/2020.
5. The City of Belmont's Council endorsed the LEMA in May 2020, but the Town of Victoria Park's Council did not endorse the LEMA.
6. In 2024, the Town received the All West Australians Reducing Emergencies (AWARE) grant to facilitate the review and exercise of the LEMA and LRP.
7. A consultant from Fire and Emergency Services was engaged to review the LEMA and LRP.
8. The Emergency Management Act requires that the Local Emergency Management Committee (LEMC) advise and assist the local government in ensuring that the LEMA are established and maintained for the community.
9. The Emergency Management Act allows for two or more local governments to agree to unite for the purposes of emergency management with the approval of the SEMC therefore:

- a. The Town of Victoria Park and the City of Belmont have a combined LEMC.
 - b. The Town of Victoria Park and the City of Belmont have a combined LEMA.
10. As required by the AWARE grant, the reviewed LEMA and LRP was tested through a workshop which occurred at the City of Belmont on Monday, 10 March 2025.
11. Those present at the workshop conducted at the City of Belmont included members of the LEMC and representatives from the Town of Victoria Park.
12. The LEMC endorsed the LEMA and LRP on 10 March 2025 after the exercise.
13. The approval process for the LEMA as set out by the SEMC involves:
- a. Document created by the Local Government in consultation with the LEMC.
 - b. Document checked for compliance with requirements by the District Emergency Management Advisor.
 - c. Endorsed by the LEMC.
 - d. Endorsed by the Council.
 - e. Noted by the District Emergency Management Committee (DEMC).
 - f. DEMC sends document to the SEMC.
 - g. Document checked for requirements by the SEMC business unit.
 - h. SEMC sends confirmation of noting to local government.
14. The Town is currently on step 13d with regards to the approval process.

Discussion

15. The Town provides an annual report to the District Emergency Management Committee (DEMC) with regards to the LEMA and in 2024, the DEMC requested the date for endorsement of the LEMA from the Town.
16. It was reported that the Town did not endorse the LEMA in 2020, however it was endorsed by the City of Belmont.
17. The Town also secured the AWARE grant to review the LEMA. The council endorsement is a key milestone within this project.
18. Non-completion or non-adherence by the Local Government regarding the creation or review of the LEMA or the LEMA not being consistent with the State's policy will attract a letter of concern being raised and sent to the Local Government and subsequently a notification to the Department of Local Government, Sport and Cultural Industries.

Relevant documents

Not applicable

Legal and policy compliance

[Emergency Management Act 2005](#)

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation. The Town secured the AWARE funding.
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Non-resilient community because of the Town not sufficiently investing in preparedness activities	High	Low	TREAT risk by Endorsing the LEMA and LRP. The Town staff will kickstart preparedness activities in consultation with the relevant Hazard Management Agencies (HMA).
Environmental	None		Medium	Not applicable
Health and safety	There will be loss of lives if there's lack of coordination as a result of the Town not having the appropriate documentation to provide to the HMA	High	Low	TREAT risk by Endorsing the LEMA and LRP. The Town staff will kickstart preparedness activities in consultation with the relevant Hazard Management Agencies (HMA).
Data, Information Technology and Cyber	None		Medium	Not applicable
Assets	Without the LEMA there will be communication gaps, duplication of effort and delays which could impact on the response phase of the emergency.	Medium	Medium	TREAT by consistently updating the Contacts and resource register
Compliance Breach	Breach to the Emergency Management Act 2005.	High	Low	TREAT by endorsing the LEMA and LRP
Reputation	Failure to comply with the terms and conditions of the AWARE grant.	Medium	Low	TREAT by endorsing the LEMA and LRP. The Town's responsible officer will provide a report to the AWARE program to indicate that the milestone has been completed.
Service delivery interruption	Lack of understanding of roles and responsibilities regarding an emergency which could lead to service delivery interruption if an emergency were to occur.		Medium	TREAT by endorsing the LEMA and LRP. Further lunch and learn sessions will be held at the Town.

Engagement

Internal engagement	
All Service Area Leaders	No comments
Senior Management Team	Community asked a question regarding the Recovery Centre Coordinator role.
C-Suite	No comments
Electoral Members	<p>9 April – EM portal post on “To do: Review of Local Emergency Management Arrangements and Local Recovery Plan” – no feedback received</p> <p>17 April – EM portal post on “Local Emergency Management Arrangements (LEMA) - Further details” - no feedback received</p>

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Compliance with Emergency Management Act

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Establishing a recovery plan for the community in case an emergency occurs.

Further consideration

19. Attachment 11.5.1 has been edited to ensure that the threat lists i.e. public events listed for the Town of Victoria Park are accurate.
20. The attachments were also edited to ensure that gender neutral terminology was used.
21. Attachment 11.5.1 and 11.5.2 are no longer confidential documents.
22. The distribution list in Attachment 11.5.1 and Attachment 11.5.2 has been revised to include organisations such as the South Metropolitan TAFE and neighbouring local governments such as City of Canning, City of South Perth and City of Perth.

11.6 Presiding Member and Deputy Presiding Member for the Town's Committees

Location	Town-wide
Reporting officer	Manager Governance and Strategy
Responsible officer	Chief Executive Officer
Voting requirement	Absolute majority
Attachments	Nil

Summary

Amendments to section 5.12 of the *Local Government Act 1995* require councils to appoint new committee presiding members and deputy presiding members by 1 July 2025. These appointments must be made by an absolute majority decision of Council.

Recommendation

That Council:

1. Reaffirms Mayor Vernon as the Presiding Member of the Audit and Risk Committee.
2. Appoints _____ as the Deputy Presiding Member of the Audit and Risk Committee.
3. Reaffirms Mayor Vernon as the Presiding Member of the Chief Executive Officer Recruitment and Performance Review Committee.
4. Reaffirms Deputy Mayor Bronwyn Ife as the Deputy Presiding Member of the Chief Executive Officer Recruitment and Performance Review Committee.

Background

1. At the Special Council Meeting held 30 October 2023, Council appointed Mayor Karen Vernon and Councillors Claire Anderson, Jesse Hamer, and Daniel Minson to the Audit and Risk Committee in accordance with sections 5.10 and 5.11 of the Local Government Act 1995 for the period 30 October 2023 to 18 October 2025.
2. Council also appointed Council appointed Mr Jonathan Seth and Ms Tracy Destree as independent members to the Town of Victoria Park Audit and Risk Committee for a two-year term expiring on 18 October 2025.
3. At the first Audit and Risk Committee meeting (13 November 2023) following the Special Council Meeting, the Committee elected Mayor Karen Vernon as the Presiding Member, and Ms Tracy Destree as the Deputy Presiding Member. There was no requirement at the time for these appointments to be endorsed by Council.
4. On Tuesday 21 January 2025, independent Committee Member, Ms Tracy Destree, resigned from her position creating a vacancy. At the Ordinary Council Meeting held 15 April 2025, Council agreed not to fill this vacancy until October 2025, unless legally required to do so.
5. At the Ordinary Council Meeting held 30 October 2023, Council also appointed Mayor Karen Vernon and Councillors Claire Anderson and Peter Devereux from the Banksia Ward and Deputy Mayor Bronwyn Ife and Sky Croeser, from the Jarrah Ward as members of the Chief Executive Officer

Recruitment and Performance Review Committee in accordance with sections 5.10, 5.11A and 5.11 of the *Local Government Act 1995* for the period 30 October 2023 to 18 October 2025.

6. At the first Chief Executive Officer Recruitment and Performance Review Committee meeting (28 November 2023) following the Special Council Meeting, the Committee elected Mayor Karen Vernon as the Presiding Member, and Deputy Mayor Bronwyn Ife as the Deputy Presiding Member. There was no requirement at the time for these appointments to be endorsed by Council.
7. Amendments to section 5.12 of the *Local Government Act 1995* require councils to appoint new committee presiding members and deputy presiding members by 1 July 2025. These appointments must be made by an absolute majority decision of Council.

Discussion

8. As Mayor Vernon was elected to the position of Presiding Member of the Audit and Risk Committee, it is recommended that Mayor Vernon be formally appointed by Council as Presiding Member of the Audit and Risk Committee.
9. Although section 5.12(2) of the *Local Government Act 1995*, states that a deputy presiding member of a committee **may** be appointed, it is recommended that a person be appointed as Deputy Presiding Member of the Audit and Risk Committee.
10. Ms Tracy Destree was the elected Deputy Presiding Member of the Audit and Risk Committee, and as noted above, has subsequently resigned from this committee. Independent Committee Member Mr Jonathan Seth and Councillors Claire Anderson, Jesse Hamer, and Daniel Minson are eligible for appointment. Additionally, Council can decide to advertise externally for another independent committee member as either an ordinary committee member or as the Deputy Presiding Member.
11. Under section 5.11 of the *Local Government Act 1995*, the membership of a committee ceases at the next ordinary election, which will be 18 October 2025.
12. Two Audit and Risk Committee meetings are scheduled to be held before 18 October 2025. These are: 14 July and 13 October.
13. Policy 025 provides that at least three months prior to the expiry of existing independent committee members term, the recruitment process for independent members is to commence. As such, recruitment for both independent committee member positions to the Audit and Risk Committee will commence in July 2025.
14. It is important to note that significant changes are proposed to be made to the *Local Government Act 1995* that will affect local government Audit and Risk Committees (see *Local Government Amendment Act 2024*). The proposed changes include:
 - renaming these committees to be an Audit, Risk and Improvement Committee.
 - The Presiding Member of the Audit, Risk and Improvement Committee cannot be a council member of the local government or of any other local government.
 - The local government must appoint a person to be a Deputy Presiding Member of the audit, risk and improvement committee and that person cannot be a council member of the local government or of any other local government.
15. It is unknown when these changes are likely to come into effect. As such, it is recommended that Council reaffirms the Mayor as the Presiding Member of the Audit and Risk Committee and appoints a new Deputy Presiding Member from the existing membership until the next ordinary local government elections in October 2025, (in accordance with section 5.12 of the *Local Government Act 1995*), or unless required to do so earlier due to legislative changes.

16. If legislative changes are made prior to October 2025, a report will be provided to Council.
17. As Mayor Vernon was elected Presiding Member and Deputy Mayor Bronwyn Ife as Deputy Presiding Member for the Chief Executive Officer Recruitment and Performance Review Committee, it is recommended the Council reaffirm these appointments.
18. There is no proposed legislative amendments to the composition of CEO Recruitment and Performance Review Committees.

Relevant documents

Not applicable

Legal and policy compliance

[Section 5.12 of the Local Government Act 1995](#)

[Local Government Amendment Act 2024](#)

Financial implications

Current budget impact	Not applicable
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	TREAT risk by Adopting an internal program with a focus area on high-risk financial processes and activities.
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	Not complying with section 5.12 of the Local Government Act will expose the local government to repercussions	Moderate	Low	Treat the risk by appointing a Presiding Member and Deputy Presiding Member of the Audit and Risk Committee and the Chief Executive Officer Recruitment and

	from the Department of Local Government	Performance Review Committee by an absolute majority.
Reputation	Low	
Service delivery interruption	Medium	

Engagement

Not applicable.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Complying with legislation promotes good governance and accountability.

Further consideration

Not applicable.

12 Chief Community Planner reports

12.1 Economic Development Grants 2024/2025 - Recommend Recipients

Location	Town-wide
Reporting officer	Place Leader (Economic Development)
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	1. Attachment 1 - Economic Development Grants 2024-25 Evaluation Summary [12.1.1 - 8 pages]

Summary

To present the Town's judging panel assessment and recommendations of the 2024/25 Economic Development Grants to ensure Council can make informed and transparent decisions.

Recommendation

That Council:

1. Endorses the following Economic Development grant applications.
 - a. Reach Her Inc. - Female Entrepreneurs Program and Business Masterclasses, \$9,971.80
 - b. Spacecubed Ventures - Vic Park Networking Series, \$10,000.00
 - c. Ask Fleur – Boost Your Business Workshop Access, \$9,045.00
 - d. NAJA Business Consulting Services – Local Business Development and Grant Writing Workshops, \$9,320.00
2. In accordance with section 9.49A(4) of the Local Government Act 1995, Council authorise the Manager Place Planning to sign the corresponding documents in alignment with Category Two documents in Policy 009 – Execution of Documents.

Background

1. The objective of the 2024/25 Economic Development Grants is to support projects that deliver economic benefits to a group of businesses, an industry sector or the broader local economy in the Town of Victoria Park.
2. The Town administers Economic Development Grants in accordance with Policy 117 Business Grants. The policy aims to support the local business community while ensuring transparency of funding decisions and accountability of those parties receiving funding.
3. The round for applications was open for a period of 35 days commencing 24 February 2025 and closing 31 March 2025.
4. The total funding available for Economic Development Grants is \$40,000.
5. In making recommendations to Council the Economic Development Grant Assessment panel provides the following details on all applications to ensure Council can make informed and transparent decisions.

Discussion

6. The Economic Development Grants were assessed individually by judges and then reviewed in a formal panel meeting in accordance with Policy 117 Business Grants. Four panel members assessed applications against three criteria, scoring out of a maximum 100 points.
7. The Economic Development Grant Assessment Panel consisted of the below Town officers.
 - a. A/Manager Place Planning
 - b. Coordinator Communications and Engagement
 - c. Place Leader (Transport)
 - d. Place Leader (Urban Forest)
8. The Town's assessment questions included the below.
 - a. Eligibility
 - b. Conflict of interest
 - c. Applicant details
 - d. Project details
 - e. Assessment criteria questions
9. The assessment criteria questions are shown below.

Assessment Criteria Questions	Weighting per question
<p>Criterion 1</p> <p>The proposed project, activity or program occurs within or substantially benefits economic development outcomes within the Town of Victoria Park local government area.</p>	10%
<p>Criterion 2</p> <p>The applicant can demonstrate the feasibility of the proposed project, activity or program and their capability to successfully deliver the proposed project, activity or program. The proposed project, activity or program is a discrete piece of work and is not, in the opinion of the Town of Victoria Park, a standard operational expense.</p>	30%
<p>Criterion 3</p> <p>The proposed project, activity or program will deliver at least one substantial broad benefit to the local economy, including:</p> <ol style="list-style-type: none"> a. Substantial improvements to the amenity of the public realm that will attract visitors to the area; b. Substantial activation of underutilised or vacant spaces that will attract visitors or investment to the area; c. Provide a unique and visible retail or service offering that will attract visitors to the Town of Victoria Park; 	60%

<ul style="list-style-type: none"> d. Foster networking and collaboration between local businesses; e. Provide unique, regionally significant promotion, development or investment for the Town of Victoria Park's local economy; and/or f. Foster innovation industries or innovative business practices in the Town of Victoria Park's local economy. 	
	Total weighting for three questions = 100% Average score between judges is out of 100

10. The Town received 9 applications with a total request of \$76,969.
11. The assessment panel determined that six applications sufficiently met the assessment criteria.
12. Due to the grants program being oversubscribed the judging panel recommends the four applications with the highest assessment scores are awarded funding for a total of \$38,337.
13. A summary of panel assessment evaluation feedback is provided in Attachment 1 - Economic Development Grants 2024-25 Evaluation Summary.
14. The Town recommends that Council endorses the below Economic Development Grants.

Applicant	Project	Budget
Reach Her Inc	Female Entrepreneurs Program and Business	\$9,971.80
Spacecubed Ventures	Vic Park Networking Series	\$10,000.00
Ask Fleur	Boost Your Business Workshops	\$9,045.00
NAJA Business Consulting Services	Local Business Development and Grant Writing Workshops	\$9,320.00
Total		\$38,336.80

15. The Town recommends that Council does not endorse the below Economic Development Grants.

Applicant	Project	Budget
Galactic Co-operative WA Ltd	Galactic Sustainability Webinar Toolbox – Webinars and Networking Event	\$6,780.00
Western Business Advisory	Economic Development Workshops	\$10,000.00

Beans Knees Pty Ltd T/A Home Coffee Hub	Coffee Vending Machine Promotional Activity	\$5,648.88
Sussex Street Community Law Service Inc.	Brightening Our Nonprofit's Presence – Signage	\$6,204.00
Baking Corner	Outdoor Seating Area	\$10,000.00
Total		\$38,632.88

Funding Administration

16. Decisions regarding funding of grant applications are the responsibility of Council. Policy 009 Execution of Documents requires the execution of Grant Agreements for successful applications by the Chief Executive Officer. However, as the issue of Grant Agreements is a standard administration practice which utilises a standard template, this report requests the Council provide authorisation to the Manager Place Planning to execute Grant Agreements in-lieu of the CEO as permitted under Clause 10 of Policy 009 Execution of Documents and 9.49A(4) of the Local Government Act, 1995.

Relevant documents

[Policy 009 Execution of Documents](#)

[Policy 117 Business Grants](#)

Legal and policy compliance

Not applicable.

Financial implications

Current budget impact	<p>Sufficient funds exist within the annual budget to address this recommendation.</p> <p>Current budget for Economic Development Grants is \$40,000, with a recommended awarding of \$38,336.80 in funding.</p>
Future budget impact	<p>Not applicable – allocated funds will be expended in the 2024/25 financial year.</p>

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Loss of funds if projects are not delivered as agreed.	Minor	Low	TREAT risk by Letter of agreement will be executed that outlines expected deliverables. Acquittal process to be communicated to all successful participants to help ensure funding is used per proposed applications.
Environmental	Not applicable.		Medium	
Health and safety	Not applicable.		Low	
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	Not applicable.		Medium	
Compliance Breach	Not applicable.		Low	
Reputation	Negative public perception towards the Towns applications being funded or not funded	Minor	Low	TREAT risk by Administering grant application and assessment through a transparent system. Rationale and feedback will be provided to unsuccessful applicants.
Service delivery interruption	Not applicable.		Medium	

Engagement

Internal engagement	
Stakeholder	Comments
Economic Development Grant Panel	Consultation, assessment and panel evaluation of applications.
Communications and Engagement	Consultation with the Town's Communications team to develop a Communications Plan to promote the opening and closing of Economic Development Grants.

External engagement	
Stakeholders	Business owners
Period of engagement	Economic Development grants opened 24 February 2025 and closed 31 March 2025
Level of engagement	1. Inform
Methods of engagement	<ul style="list-style-type: none"> Advertising Place Leaders sending emails and visiting local businesses
Advertising	<ul style="list-style-type: none"> Town's website Town's social media platforms (Facebook, Instagram and LinkedIn) Town of Victoria Park Business E-newsletter Place Leaders directly emailing and contacting businesses Economic Development grant flyers circulated to local businesses Economic Development grant posters circulated to local businesses Google ads
Submission summary	9 applications were received
Key findings	Six applications sufficiently met the grant assessment criteria. Due to the grant program being oversubscribed the top four applications with the highest panel scores are recommend for Councils endorsement for a total of \$38,336.80.

Strategic alignment

Economic	
Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	The objective of the Economic Development Grants is to deliver broad economic benefits to the local business community. This helps achieve the EC1 goals of enabling the local economy to be prosperous and resilient and ensuring businesses feel supported.
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Economic Development Grants provide an opportunity for businesses to attract visitors to the Town by activating underutilised places, making improvements to the amenity of the public realm or by providing unique and visible retail or service offering.

Further consideration

Not applicable.

12.2 Public Comment Period - DRAFT Youth Action Plan 2025-2028

Location	Town-wide
Reporting officer	Community Development Officer, Youth & Diversity
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	1. Attachment 1 - DRAFT Youth Action Plan 2025-2028 [12.2.1 - 20 pages] 2. Attachment 2 - Youth Plan 2025-28 Background Document [12.2.2 - 85 pages]

Summary

The Draft Youth Action Plan 2025–2028 has been developed to guide the Town’s support for young people aged 12–25 years over the next three years. Council is requested to endorse the release of the Draft Youth Action Plan 2025–2028 for public comment for a period of 21 days to ensure that community and stakeholder feedback is incorporated prior to finalisation.

Recommendation

That Council:

1. Approves the advertising of the Draft Youth Action Plan 2025–2028 as per Attachment 1 for a 21-day public comment period.
2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present an updated Plan to Council for consideration at the July 2025 Ordinary Council Meeting.

Background

1. The Draft Youth Action Plan 2025–2028 (the Plan) is the Town’s third youth-specific strategic plan, building on the outcomes and learnings of the Youth Action Plan 2021–2024 and Interim Youth Action Plan 2024–2025.
2. The Plan outlines the Town’s commitment to supporting young people aged 12–25 years and aims to foster a community where young people feel safe, connected, and empowered to thrive.
3. It was developed through research, best practice review, and early stakeholder engagement with local young people, youth services, schools, internal staff, and youth advisory groups such as the Vic Park Young Leaders.
4. The Plan is now presented to the Council for approval to proceed to broader public consultation.

Discussion

5. The Draft Youth Action Plan 2025–2028 identifies three key focus areas developed from community engagement and aligned with strategic goals:
 - Communication
 - Civic and community participation
 - Spaces and activities

- 6. Public release of the Plan will allow the Town to validate its strategic direction with the broader community, including young people, families, schools, service providers, and internal stakeholders.
- 7. Engagement during the public comment period will be designed to be accessible, youth-friendly, and inclusive, ensuring feedback represents the diversity of young people across the Town.
- 8. Feedback collected will be analysed and incorporated into the final Youth Action Plan 2025–2028, to be presented to Council for adoption, estimated July 2025.

Relevant documents

- [Interim Youth Action Plan 2024-2025](#)
- [Youth Action Plan 2021-2024](#)

Legal and policy compliance

Section 1.3(2)(e) of the *Local Government Act 1995* requires local governments to actively involve and engage with their communities in planning processes.

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	No significant risk identified.	Low	Low	ACCEPT risk: within existing budget.
Environmental	Not applicable.	N/A	N/A	
Health and safety	Not applicable.	N/A	N/A	
Data, Information Technology and Cyber	Not applicable.	N/A	N/A	
Assets	Not applicable.	N/A	N/A	
Compliance Breach	Lack of youth engagement could contradict the Town values of inclusive community planning.	Medium	Low	TREAT risk by conducting broad and accessible consultation.
Reputation	Releasing a plan without community input could	Medium	Low	TREAT risk by seeking public comment before final adoption.

	damage trust in the Town's engagement.		
Service delivery interruption	Not applicable.	N/A	N/A

Engagement

Internal engagement	
Relevant Officers	Participated in early consultation
Service Area Leadership Team (SALT)	Reviewed and supported the Draft Plan.
Senior Management Team (SMT)	Reviewed and supported the Draft Plan.
Internal teams responsible for deliverables	Reviewed, provided input, and supported the Draft Plan.

External engagement	
Stakeholders	Young people aged 12–25 years Parents and carers Youth services High schools Youth Affairs Council of Western Australia Elected Members
Period of engagement	October 2024-March 2025
Level of engagement	Consult and Involve
Methods of engagement	Youth surveys Parent/carer surveys Co-design sessions Stakeholder workshops One-on-one service provider interviews Elected Member portal post asking for feedback on draft plan [none received]
Advertising	Social media Youth sector networks School networks Posters and flyers
Submission summary	See 'Attachment 2 - Youth Plan 2025-28 Background Document'

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Endorsing the public comment period for the Draft Youth Action Plan 2025–2028 demonstrates Council's commitment to transparent and inclusive community engagement. It ensures young people have meaningful opportunities to influence the design and delivery of services and initiatives that affect them.

Further consideration

At the Agenda Briefing Forum meeting held on 6 May 2025, the following information was requested

9. As requested by Elected Members at the Agenda Briefing Forum, the wording relating to Strategic Community Plan actions in 'Attachment 1 – DRAFT Youth Action Plan 2025–2028' has been corrected and the document re-uploaded for the OCM.
10. To address confusion caused by the terms 'Existing' and 'New', the budget column in the Action Table of 'Attachment 1 – DRAFT Youth Action Plan 2025–2028' has been removed.
11. Regarding the Town's specific process of gathering feedback of the broader consultation with young people, in addition to the consultation period (outlined in the Background and detailed in 'Attachment 2 – Youth Plan 2025–28 Background Document'), the Communications and Community Development teams will target young people during the Public Comment Period. The Vic Park Young Leaders have also already reviewed the draft and provided feedback.

12.3 Community Benefits Strategy update

Location	Town-wide
Reporting officer	Social Impact Specialist
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	1. FINAL Community Benefits Strategy 2025__2029 May 2025 OCM [12.3.1 - 21 pages] 2. CBS Community Feedback May 2025 OCM [12.3.2 - 9 pages] 3. CBS Review Key Findings Report Nov 24 [12.3.3 - 28 pages] 4. CBS 2019 - 2024 Program Insights [12.3.4 - 6 pages]

Summary

The Draft Community Benefits Strategy 2025 – 2029 was made available for public comment for 21 days in March 2025. Public commentary reflected alignment with the draft approach, as such no changes are proposed in the document presented for endorsement. Commentary from community and Town Advisory Groups will be acted upon in the associated implementation plan, with a targeted approach to communicate and promote both the Strategy and actions delivered.

Recommendation

That Council approve the *Community Benefits Strategy 2025 – 2029 as per Attachment 1*.

Background

1. The Community Benefits Strategy (CBS) is a partnership between the Town of Victoria Park, the West Coast Eagles (WCE), Waalitj Foundation (WF) (formerly Wirrpanda Foundation, a Not For Profit organisation founded by WCE in 2001), and Perth Football Club (PFC) that aims to deliver life-long learning opportunities, empower local community members, improve local amenities, and foster leadership and collaboration using a strengths-based and collaborative approach.
2. The lease agreement between the Town and WCE states that, "community benefits delivered by [WCE] form part of the benefits to [the Town] in lieu of a wholly commercial transaction." The Community Benefits Strategy articulates the benefits delivered for the community by WCE and WF.
3. The 2019 – 2024 Strategy was informed by extensive community engagement to ensure it addressed local community priorities. Partners committed to review the Strategy every five years to ensure programming remains relevant and responds to changing community priorities.
4. The final *Community Benefits Strategy 2025 – 2029* is an overarching strategic document that outlines a five-year approach to delivering benefits to the community as defined by the lease agreement between the Town and West Coast Eagles and identified strategic priorities.
5. In February 2025 Council approved the Draft Strategy for public comment.
6. The final version of the Community Benefits Strategy 2025-2029 is now presented for endorsement.

Discussion

7. The Community Benefits Strategy is an overarching document setting the strategic intent for benefits delivered to the community through the presence of the West Coast Eagles, Waalitj Foundation, and Perth Football Club being located within the Town.
8. An evaluation of the current CBS was undertaken in 2024 to identify key successes and social impacts, partner strengths, areas for improvement, and focus areas for the next strategy.
9. Proposed CBS programs were selected to reflect community priorities and partner strengths while aligning with the capacity and capability of West Coast Eagles, Waalitj Foundation and Perth Football Club to deliver.
10. The Draft Strategy was available on the Your Thoughts online platform with a hard copy option also available. The period for public comment was 5 – 26 March 2025.
11. Public and stakeholder feedback focused on actions related to the Strategy's associated implementation plan, rather than suggesting alterations to the Strategy document.
12. Feedback highlighted the *Community Benefits Strategy 2019 – 2024* could be better communicated, promoted and more broadly celebrated.
13. Feedback regarding the name of the Strategy was equally divided between retention of the existing name, and updating.
14. As a result of feedback, it is suggested that the document covering the period 2025 – 2029 retains the name "Community Benefits Strategy", with further investigation to be undertaken for the next iteration (2030 – 2034).
15. By retaining the current name there is opportunity to promote the Strategic objectives and deliverables through a clear continuity of delivery from 2019 – 2029 (across two Strategies).
16. Continuity provides the opportunity to build on lessons learnt in the first 5 years of partnership and improve outcomes and communication across the next five years.
17. An associated biennial Implementation Plan will be developed to define specific actions, priorities, deliverables, responsibilities and outcome indicators, thereby providing flexibility to evolve over the life of the partnership, while retaining its strategic intent.
18. The final Community Benefits Strategy 2025-2029 is now presented to Council for approval. Once endorsed the final document will be graphically designed.
19. Pending the outcome of advocacy efforts related to the Lathlain Grandstand redevelopment, a strategy launch is proposed to occur later this calendar year.

Relevant documents

[Community Benefits Strategy 2019 - 2024](#)

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	<p>No direct adverse budget implications. Future budget requests will be considered during relevant budget cycles.</p> <p>While the majority of actions relate to external partners, there is capability for the Town to leverage off proposed focus areas to enhance broader community outcomes which may require financial resources from the Town eg Success Series with support from the WCE.</p> <p>Relevant deliverables by the Town would be adjusted to align with provided resources, capacity and capability to ensure responsible and sustainable delivery.</p>

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	
Data, Information Technology and Cyber	Not applicable		Medium	
Assets	Not applicable		Medium	
Compliance Breach	Not applicable		Low	
Reputation	The Town's reputation may be negatively impacted if the partnership between WCE, Perth FC and ToVP is not shown to result in positive outcomes for the community.	High	Low	TREAT: endorse the proposed Strategy; and develop an ongoing communication plan to demonstrate program outcomes delivered through the Community Benefits Strategy.
Service delivery interruption	Not applicable			

Engagement

Internal engagement	
Stakeholder	Comments
Access and Inclusion Advisory Group	Agenda item on 11 December 2024. General support for the approach and strategy overall. Support for the ongoing engagement of groups with access and inclusion needs such as WADSA and Healthy Strides, as well as Men's Health – Walking Footy.
Mindeera Advisory Group	Agenda item on 4 November 2024. Request for attendance by the WCE representative at Mindeera meetings. Supported proposed extension of the Waalitj Club to include high school aged attendees. General support for the approach and strategy overall.
Service Area Leader Team	Support for proposed draft, with no changes requested.
Senior Management Team	Support for proposed draft, with no changes requested.
Elected Members	EM Portal Post published 14 November 2025. Concept Forum held on 3 December 2024.
Community Development / Events, Arts and Funding	Support for the strategy focus areas, proposed draft, and resultant proposed operational linkages / actions.
Property and Leasing	Support for the proposed approach, including alignment with the intent of the current Lease Agreement.

External engagement	
Stakeholders	Community
Period of engagement	3 weeks from 5 March – 26 March 2025
Level of engagement	3. Involve
Methods of engagement	Online Your Thoughts survey. Hard copies of survey available at the library and on demand. West Coast Eagles and Waalitj were requested to share the link to the online survey through their networks.
Advertising	Social Media Direct emails

	Town Website – Your Thoughts
Submission summary	10 submissions received
Key findings	<ul style="list-style-type: none"> • No material changes suggested or arising from the engagement. • Five respondents said that the name could better reflect the scope of the Strategy with one suggestion made (<i>Community Engagement Strategy</i>) • Five respondents said that the name reflected the scope and intention of the Strategy. • Most respondents said that the Community Benefits Strategy was not promoted sufficiently among the general community. • For further feedback please refer to attachment “CBS Community feedback – May 2025 OCM”.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Community members have the opportunity to give feedback and make suggestions for deliverables under the Community Benefits Strategy.

Economic	
Community Priority	Intended public value outcome or impact
EC1 - Facilitating a strong local economy.	The presence of West Coast Eagles in the Town has a positive impact on the local economy.

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Increasing and improving public open spaces	The presence of West Coast Eagles in the Town has a positive impact on community access to spaces at Mineral Resources Park.
EN5 - Providing facilities that are well-built and well-maintained.	The presence of West Coast Eagles in the Town has a positive impact on community access to facilities at Mineral Resources Park.

Social	
Community Priority	Intended public value outcome or impact
S1 - Helping people feel safe.	Deliverables under the Community Benefits Strategy include campaigning against Family and Domestic Violence through the Healthy Relationships program.
S3 - Facilitating an inclusive community that celebrates diversity.	Deliverables under the Community Benefits Strategy include supporting local community organisations, including WADSA, Healthy Strides and Vic Park Pride.

Further consideration

At the Agenda Briefing Forum meeting held on 6 May 2025, the following information was requested

20. Provide more information regarding what information was provided to the community when they complete community feedback.
- A. The draft [*Community Benefits Strategy 2025 – 2029*](#) and the [*Program Insights 2019-2024*](#) document were provided as supporting documentation on the Your Thoughts online engagement hub, viewable via this link: <https://yourthoughts.victoriapark.wa.gov.au/cbs>

13 Chief Operations Officer reports

13.1 TVP/25/03 Tree Audit Services

Location	Town-wide
Reporting officer	Manager Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - TV P-25-03 Evaluation Report [13.1.1 - 20 pages]

Summary

To seek Council approval to appoint a preferred contractor to carry out Tree Auditing Services, as the value of the tender exceeds \$500,000. It is estimated the value of the contract will cost in the order of \$705,000 over the next 3 years with 2 possible 12-month extensions.

Recommendation

That Council awards the contract associated with TVP/25/03 Tree Audit Services, to Tenderer E, for the Auditing and safety checks on Trees within the Town, with the terms and conditions as outlined in the contract, as a schedule of rates, cost estimated at \$235,000 per annum.

Background

1. The Town has over 18,000 street trees and 5000 park trees. The Town carries out tree audits for health and safety yearly for street trees and every two years for park trees.
2. Audits are done on a rotational basis through the Town's eleven precincts.
3. Additional detailed audits are also carried out on high-risk trees, whether it is due to tree size, species, proximity to structures, or environmental conditions.
4. The Town is seeking a suitably qualified arboricultural company to carry out these programmed audits as well as more detailed individual tree audits as required.
5. TVP/25/03 Tree Audit Services, was published through Tenderlink and advertised in the West Australian on Wednesday 26 February 2025, closing at 2pm on Wednesday 26 March 2026.
6. Suppliers were requested to provide Tree Auditing Services based on a schedule of rates.
7. The approved municipal funding allocation for this item was \$235,580.
8. The schedule of rates are fixed in the contract for the first 3 years, with CPI being added to the 2 possible 12-month extensions.
9. The Town received seven (7) submissions.
10. An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission made by Tenderer E and enters a contract for the

tree auditing services with the terms and conditions as outlined in the contract as a schedule of rates. The cost is estimated at \$235,000 per annum, or \$705,000 over 3 years.

Discussion

11. The assessment of the submissions was formally undertaken by a panel that included:
 - Manager Infrastructure Operations
 - Depot Technical Officer
 - Place Leader Urban Forest
12. The Town received seven (7) submissions. Of these submissions, all were deemed compliant.
13. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below.

Company	Ranking
Tenderer E	1

Compliance criteria

14. The compliance criteria used in the assessment was:
 - a) Compliance with the Conditions of Submission
 - b) Compliance with the General Conditions of Contract, Special Conditions, and this Request
 - c) References
 - d) Acknowledgement of Addenda (if any)
 - e) Complete Pricing Schedule
 - f) Corporate Information
 - g) Financial Position
 - h) Conflict of Interest
 - i) Insurance
 - j) Complete respondents Offer

Selection criteria

Suitability of Proposed Services	Weighting
i. Demonstrate how the proposed Services meet the description set out in Schedule 2 - Specification / Statement of Requirements; and ii. Demonstrate an appreciation and understanding of the requirements of the Request and the Respondent must provide an outline of its proposed methodology and approach. Details of the methodology should include: <ol style="list-style-type: none"> (A) The scope of work/requirements broken into components including timeframes and the estimated number of hours required to complete each component of the requirements; 	20%

<p>(B) Details of the roles of the Specified Personnel and an estimated percentage of time spent by each in completing the requirements;</p> <p>(C) A description of critical issues, and quality control mechanisms used in undertaking the requirements.</p>	
<p>Skills and Experience of the Organisation to Undertake Projects of a Similar Nature (20% Weighting)</p> <p>The Respondent must provide information regarding:</p> <p>i. The skills and experience of the key Specified Personnel who will be involved with this contract. A brief curriculum vitae should be provided outlining their similar experience to the requirements as set out in Schedule 2 – Specification / Statement of Requirements;</p> <p>ii. Roles of the Specified Personnel and their availability during the term of the contract; and</p> <p>iii. The organizational capacity to perform the Contract including relevant skills and experience within the organization (other than the specified personnel) in performing similar requirements.</p> <p>Respondents must provide contact details of referees for contracts of a similar nature have been successfully completed by the proposed Specified Personnel. These referees may be contacted to verify claims of relevant experience.</p>	<p>Weighting 20%</p>
<p>Demonstrated Experience (20% Weighting)</p> <p>i. The Respondent must provide details of contracts for similar Goods and / or Services provided for other clients. The Respondent must provide:</p> <p>(A) A detailed description of the Goods and / or Services provided;</p> <p>(B) Similarities between the previous contracts and this Request;</p> <p>(C) When the previous contracts were performed; and</p> <p>(D) The outcome of the previous contracts.</p> <p>ii. The Respondent must also provide a minimum of [2] referees in respect of the contracts detailed above. Referee details must include:</p> <p>(A) The referee's name and position;</p> <p>(B) Company name;</p> <p>(C) The contact telephone number; and</p> <p>(D) The contract or project title.</p>	<p>Weighting 20%</p>
<p>Support of Local Businesses (10% Weighting)</p> <p>Respondents should provide evidence of sustainability in the delivery of the project / goods or services, and in the general day-to-day operation of their organisation. Respondents should also demonstrate the benefits and contribution to the Town of Victoria Park local economy and community. Areas you may wish to cover include:</p> <p>i. Does your organisation have premises (i.e. main office / branch office / depot) located within the Town's boundaries? YES / NO, if yes, please specify and provide street address, and duration of tenancy at this location.</p> <p>ii. What percentage of your employees lives within the Town's boundaries?</p>	<p>Weighting 10%</p>

<p>iii. Detail the involvement of any employees listed above in the delivery of the contract should you be successful?</p> <p>iv. How many employees from Town of Victoria Park will be engaged in delivery of the goods or services? What total annual salaries will the employees receive?</p> <p>v. Are you using Town of Victoria Park based sub-contractors /suppliers to deliver the goods or service? YES / NO, if yes, please specify what percentage of the total contract value will be paid to subcontractors/ supplier should you be successful?</p> <p>vi. If your organisation is awarded this contract will you purchase any goods / services from local businesses? YES / NO, if yes, please specify the type of goods / services required and an estimated value.</p> <p>vii. Does your organisation have any local employment initiative / program? YES / NO, if yes, please provide details.</p> <p>Address the above information in an attachment and label it "Sustainability".</p>	
<p>Price (30% Weighting)</p> <p>i. Price to be offered as a schedule of rates. Include in the rates all:</p> <ul style="list-style-type: none"> (A) Items, tasks and requirements detailed in the Specifications; (B) Any other costs; and (C) Disbursements to provide the required service and appropriate level of the Goods and Services Tax. <p>ii. The offered price must represent the best value for money.</p>	<p>Weighting</p> <p>30%</p>

Legal and policy compliance

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

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

[Policy 301 - Procurement](#)

Financial implications

<p>Current budget impact</p>	<p>As the value of the contract exceeds \$500,000, the acceptance of the offer/tender and subsequent award of any such contract is to be determined by Council.</p> <p>Sufficient funds exist within the annual budget to address this recommendation.</p> <ul style="list-style-type: none"> • Parks Maintenance Work order 3175, budget \$235, 580
<p>Future budget impact</p>	<p>Funds to cover the ongoing Tree Audits will need to be included in future Parks Maintenance budgets.</p>

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Failure to provide suitable level of inspection with funds available	Medium	Medium	TREAT risk by carrying out appropriate tender process and providing required budget.
Environmental	Failure to inspect Town trees causing decline in tree health	Medium	Medium	TREAT risk by appointing suitably qualified Arborist to inspect town trees.
Health and safety	Trees causing injury or damage	High	Low	TREAT risk by having scheduled auditing of Town trees and as required detailed audits on high-risk trees.
Data, Information Technology and Cyber	Failure to update Towns Tree data base	Low	Medium	TREAT risk by appointing a suitably qualified Arborist who has the IT capability to update our data base.
Assets	Not applicable		Medium	
Compliance Breach	Failure to comply with purchasing requirements	Low	Low	TREAT risk by carrying out appropriate tender process
Reputation	Negative public perception of Town's tree maintenance regime	Medium	Low	TREAT risk by having qualified Arborist carry out assessments on Town trees and recommend works required.
Service delivery interruption	Contractor fails to keep up with Audit schedule	Medium	Medium	TREAT risk by selecting a suitably resourced contractor who can meet the tender criteria for tree audits

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Parks	Provide data base information and feedback for the tender documents

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact

CL1 – Effectively managing resources and performance.	Going through a public tender process allows for open submissions and transparency of process.
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Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Assessing trees for health and safety helps to preserve our existing tree canopy and reducing the “heat island effect” of urban areas

Further consideration

Not applicable.

13.2 Food Organics and Garden Organics (FOGO) Implementation

Location	Operations
Reporting officer	Manager of Assets and Environment
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL REDACTED - EM Workshop on 11 March 2025 - waste management presentation [13.2.1 - 8 pages]2. CONFIDENTIAL REDACTED - C O 2 emission estimation table pdf [13.2.2 - 1 page]3. CONFIDENTIAL REDACTED - cost estimation for FOGO system pdf [13.2.3 - 1 page]4. CONFIDENTIAL REDACTED - Confidential attachment transport cost difference FOGO pdf [13.2.4 - 1 page]

Summary

This report provides an update to Council on the progress of commencing the collection of Food Organics and Garden Organics (FOGO) and advises the recommended course of action.

Recommendation

That Council:

1. Notes the information available regarding the current state of the Food Organics and Garden Organics (FOGO) industry since Council's previous decision made on 15 December 2020 to roll out FOGO.
2. Endorses Option 1 which requests the Chief Executive Officer to bring a report back to Council by March 2026 to update Council on the FOGO processing capacities and capabilities along with a recommended FOGO rollout date for the Town.
3. Approves a deferral of the current planned rollout of FOGO bins to accommodate the amended recommendation for a rollout date which will be established through the future proposed report back to Council.

Background

1. The Town has proactively supported the transition to organics collection and processing since 2018.
2. At the ordinary Council meeting held on 15 December 2020, decision was made to implement garden organics (GO) collection, with food organics and garden organics (FOGO) to be implemented at a later date as provided below.

That Council:

1. *Endorses the introduction of an organics collection and processing system (OCAPS) in a two-staged approach, with the initial stage accepting Garden Organics (GO) in a "third bin", and the subsequent stage accepting Food Organics and Garden Organics (FOGO) in a third bin.*
2. *Lists for consideration in future Budgets the introduction of the OCAPS focusing initially on Garden Organics collection service being made available to all rated residential properties commencing in 2022.*

3. Lists for consideration in the draft 2021/22 Annual Budget the establishment of a Waste and Environment management area within the Town including a request for three further full-time equivalent positions from FY2021/22 to adequately resource the management of the OCAPS and other ongoing strategic waste management issues in line with the Town's Strategic Waste Management Plan and the new State Waste Plan.

3. At the ordinary Council meeting held on 15 April 2025, a decision was made to proceed with the tender TVP/24/22 for the supply of FOGO bins, lids and associated materials and services.
4. The FOGO system will improve recovery rates and increase diversion from landfill. Organic waste diverted from landfill means less production of harmful greenhouse gases. Methane gas is 80 time more potent than CO₂ over a 20 year period.
5. The draft Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy) aims to move Western Australia towards a sustainable, low-waste circular economy in which human health and the environment are protected from the impacts of waste. The intention to transition all WA local governments to FOGO by 2025 was a key commitment of the current Waste Strategy. The Strategy also contains objectives to avoid waste, recover more value and resources from waste and protect the environment, supported by ambitious but achievable targets.
6. The Town has been working towards implementing FOGO in line with the targets contained in the Waste Strategy.

Discussion

7. The Town is a member of the MRC and relies heavily on MRC to provide waste management services. The Town and other member council officers are working with MRC to secure best practice FOGO processing services.
8. The Town's general waste is sent to Tamala Park (operated by MRC) which currently does not have the capacity to process FOGO.
9. The Town has worked closely with relevant stakeholders including officers associated with the MRC, officers from non-MRC councils and contractors to monitor the various key factors affecting the current FOGO processing industry and compost customers.
10. The Town understands that there are FOGO processing challenges in the industry, such as lack of adequate availability of suitable FOGO processing plants (current processing capacity only accommodates a portion of the State's total FOGO quantity) and less than anticipated demand for FOGO derived compost and soil improvers in the metropolitan market.
11. The Australian Standard AS4454 for compost production is being reviewed, potentially to also consider further non-visible contaminants such as PFAS and other toxic chemicals. This could make FOGO processing even more challenging in future and may have an impact on the current Waste Strategy review.
12. The State Government has been monitoring and investigating many of these issues. The review of the draft Waste Strategy is not expected to be finalised in the near future. It is possible that the final Strategy may contain less strict deadlines for the FOGO rollout as the previous Minister for Energy, Environment and Climate Action, the Hon. Reece Whitby MLA, has stated more local governments would adopt FOGO by June 2026.
13. A number of local governments have decided to delay their FOGO rollout beyond 2025 and have not published any definitive roll out dates (this includes large and smaller councils).

14. The Town offers two options for consideration.

15. OPTION 1 – Bring a report back to Council by March 2026 to update Council on the FOGO processing capacities and capabilities, along with a recommended potential FOGO rollout date for the Town.

The collection and processing of the FOGO waste, if implemented in 2025, would present a number of risks and challenges including:

- a. Lack of certainty as to where the bulk of the processed FOGO will ultimately be used,
- b. Uncertainty as to whether there are large scale users of such compost in the metropolitan area, and
- c. Loss of the Town's GO material for blending and use as compost.

16. Under Option 1, the Town will continue to

- a. Monitor the development of the FOGO processing industry to achieve better overall cost effectiveness and a more environmentally sustainable outcome.
- b. Deliver waste education programs, composting workshops or similar initiatives and offer incentives such as rebates for home composting equipment to residents to promote diversion of waste from landfill.
- c. Provide updated information to residents on the FOGO rollout and organise more active workshops to further encourage the diversion of waste from landfill.
- d. Liaise with the contractor to ensure a satisfactory outcome on any revised rollout dates and changes to unit rates (for inflationary impacts related to the deferral) for the FOGO bin supply tender if Option 1 is adopted by the Council. It is noted that the contractor awarded the tender for the FOGO bin supply (as approved through the Council meeting of 15 April 2025) has indicated a willingness to defer the production of bins related to the anticipated rollout timeframe proposed under the tender.

17. OPTION 2 – Commence roll out and implementation of FOGO from November 2025.

18. Under Option 2, the Town will be required to

- a. Continue to work with the preferred tenderer for TVP/24/22 - FOGO Bins Procurement to ensure that bin delivery is achievable by November 2025.
- b. Understand the likelihood of MRC to award a potential FOGO processing contract and the commencement of service.
- c. Authorise the CEO to negotiate a short-term contract (STC) for FOGO processing outside of the Town's current arrangements with MRC, until MRC is capable of processing FOGO material.
- d. Bring the STC back to Council for approval if the value exceeds the CEO's delegation.
- e. Continue to deliver waste education programs, community education, composting workshops or similar initiatives and offer incentives such as rebates for home composting equipment to residents to promote diversion of waste from landfill.
- f. Actively promote the intended FOGO roll out date to residents.
- g. Provide updated information to residents on the FOGO rollout and organise more active workshops to further encourage the diversion of waste from landfill.

Relevant documents

[Strategic Direction Waste Avoidance and Resource Recovery Strategy 2030.pdf](#)

[Waste Avoidance and Resource Recovery Strategy 2030 - Consultation draft](#)

Legal and policy compliance

Nil.

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	When FOGO is implemented, additional annual operating budget will need to be provided to allow the Town to deliver the services required for the collection of FOGO bins, the processing of FOGO and associated activities such as education programs. It is estimated that FOGO pickup costs will be an additional \$600 000 p.a.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Significant increase in budget required for the initial bin purchase and subsequent FOGO bin collection and processing services	High	Low	Delay FOGO until MRC or its contractor is ready to process FOGO
Environmental	Organic waste entering landfill could result in leachate entering the water table.	High	Medium	Continue with GO in the meantime and promote Home Composting and similar initiatives which is a better alternative in terms of environmental cost.
Health and safety	Additional carbon emission due to additional truck trips required for FOGO bin collection.	High	Low	Continue with GO in the meantime and promote Home Composting or similar initiatives which is a better alternative in terms of environmental cost.
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	Not applicable.		Medium	
Compliance Breach	Not applicable.		Low	
Reputation	FOGO rollout precedes establishment of a more mature processing industry	High	Low	TREAT risk by delaying FOGO rollout until MRC can process it

	FOGO ending up in landfills	High	Low	TREAT risk by delaying FOGO rollout until MRC can process it.
	The community is expecting FOGO to be rolled out in the 2025 calendar year	High	Low	<p>TREAT by communicating the rationale behind the delay and proceed to community education.</p> <p>TREAT by managing the fall out of a delay with an informing communications plan. Agree to not make any commitments for future implementation to management expectations.</p>
	There may be a difference in expectations of consultation with the community on their preferred approach to FOGO.	High	Low	<p>TREAT by using the following months and any potential high contamination on launch to change behaviours while the processing facilities catch up e.g. bin tagging potentially.</p> <p>TREAT by setting clear targets for landfill diversion, contamination and useful product outcomes for FOGO, that are communicated to the community as part of the roll out.</p>
	Media interest in the current state FOGO system and its high annual cost with less than expected environmental benefits.	High	Low	TREAT by proceeding with FOGO implementation and using the period of any high contamination on launch to change behaviours while the processing facilities catch up e.g. bin tagging potentially.
Service delivery interruption	Additional enquiries associated with the FOGO roll out.	High	Medium	Appoint additional resources to manage these queries.
	Additional workload associated with contract management and assisting with customer queries	High	Medium	Ensure the required resources are provided.

Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	An Elected Members' workshop was held in March. Additional information such as environmental impact analysis was requested. There were concerns that some community members have been keen for the FOGO roll out in 2025 and would be disappointed if roll out is postponed past 2025.
Infrastructure Operations	There is a significant cost increase to collect FOGO bins and to process FOGO. The Town currently does not need any FOGO derived compost for parks maintenance.

	As was done for major procurement jobs such as the verge collection services, GO processing services and bin collection services, the Town's Procurement Team will continue to be heavily involved in the required procurement process for the proposed FOGO processing services.
Environment	The Town's GO material is relatively free of contaminants. Conversely, metropolitan Local Government FOGO contamination rate can be as high as 20%. It is understood that FOGO processing facilities can and do add garden organics and verge green waste to received FOGO materials to help increase the proportion of cleaner organics materials to the derived composts.
Asset Planning	The State Government Better Bins funding opportunities have been explored. This funding program currently contains conditions including the use of smaller red lid bins only. The Town's preference is to retain the normal size bins. Small bins could be considered on an opt in basis as per current practice for general waste bins to assist residents where required.
Stakeholder Relations	If there is a delay we will focus on engagement on waste reduction alternatives and compliance of the current bin model. If FOGO is implemented this year there is a short lead time to implementation. The Town will focus on communicating both the third bin delivery timeframes and on community education. Customer service impacts for delay to implementation will be minimal, if we do go ahead with implementation then a temporary waste customer service team will be formed.

External engagement	
Stakeholders	Comments
Senior Policy Advisor, Waste Management WALGA	<p>Stated that the draft state waste strategy has moved away from a set timeline to move to FOGO, to focus on "continuing to deliver FOGO" rather than requiring FOGO for all households in Perth/Peel.</p> <p>The FOGO target is reworded in the draft Waste Strategy as 'The Waste Authority and the Department of Water and Environmental Regulation continue to work with the nine Local Governments not yet committed to FOGO, to facilitate implementation'.</p>
Western Metropolitan Regional Council	<p>The Waste Strategy is currently under review. From the draft copy of the new version available here https://www.wasteauthority.wa.gov.au/about/view/waste-strategy-review (check the 'draft on a page' and the Priority 3 document), it is less specific. It does have an MSW recovery target of 70% by 2030. Implementing FOGO would help the Town achieve the target.</p> <p>There is no hard evidence indicating that FOGO can be produced to meet AS4454 requirements without heavy blending with GO or verge green waste.</p>

Various Local Government Waste Management Officers	<p>There are no signs of a major consumer shift to compost products having a large proportion of FOGO sourced from councils.</p> <p>There is no clear evidence of large scale use of FOGO derived compost materials by councils within the inner city metropolitan area.</p> <p>Strong support from a number of member council officers for rolling out FOGO when the MRC's FOGO processing services (outsourced) are available.</p>
Period of engagement	2024 to February 2025
Level of engagement	1. Inform 4. Collaborate
Methods of engagement	Email
Key findings	<p>State Waste Strategy is being reviewed.</p> <p>Current deadline for FOGO is 30 June 2026 but this could change.</p> <p>Councils that have not commenced FOGO roll out have the opportunity to postpone this service and therefore still provide the valuable GO and verge green waste materials to the industry to produce high quality compost products.</p>

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Diverting food waste from landfill will reduce GHG emissions and produce compost for soil improvement. Delaying FOGO until the industry has capacity to process it and put it to good use is a better option. More cost effective to delay FOGO rollout.

Environment	
Community Priority	Intended public value outcome or impact
EN2 - Facilitating the reduction of waste.	Diverting organic waste from landfill and turning it into a useful resource such as compost.

Further consideration

At the Agenda Briefing Forum meeting held on 6 May 2025, the following information was requested

19. Reconsider the wording of paragraph 15c.

Amendment to 15c- Loss of the Town's GO material to the market which could be used for blending with other materials to produce and use as compost or soil improver.

20. Provide data or report, that supports the claim that FOGO waste might be ending up in landfill, specifically within the metropolitan area.

The risk table refers to a risk of (the Town's future) FOGO waste ending up in landfill, which can be treated by delaying FOGO rollout until it can be processed by MRC. Whilst the report (eg para 10) does make it plain that there are FOGO capacity and other FOGO processing challenges in the industry, the Town does

not have data or a written report to support a claim that FOGO waste from other local governments might currently be ending up in landfill, specifically within the metropolitan area.

21. Provide any anecdotal evidence from other metropolitan councils, who have been processing FOGO material for years, expressing concerns that their FOGO material is being sent to landfill instead of being processed into compost as intended.

Anecdotal evidence can mean evidence based on individual accounts, rather than on reliable research or statistics, and as such, may not be valid, reliable or suitable for publication. Officers do not propose to provide any such information.

22. Include transport cost details in confidential report 13.2.3 under cost estimation section.

Refer to confidential attachment 4.

23. To ensure that the Town has the authority to negotiate with the supplier to have the FOGO bins and associated items delivered at a later date, if necessary, Officers added the following recommendation 3 for Council to consider and endorse:

3. Approves a deferral of the current planned rollout of FOGO bins to accommodate the amended recommendation for a rollout date which will be established through the future proposed report back to Council.

24. In support of the added recommendation 3 above, Officers added point d under paragraph 16 as follows for Council's consideration:

16d. Liaise with the contractor to ensure a satisfactory outcome on any revised rollout dates and changes to unit rates (for inflationary impacts related to the deferral) for the FOGO bin supply tender if Option 1 is adopted by the Council. It is noted that the contractor awarded the tender for the FOGO bin supply (as approved through the Council meeting of 15 April 2025) has indicated a willingness to defer the production of bins related to the anticipated rollout timeframe proposed under the tender.

25. It is also noted that if Option 1 is adopted by Council (together with the new recommendation on the deferral of the FOGO bin rollout), the Town will not have to seek an interim contract for the processing of FOGO arising from the (earlier) collection of FOGO material. Hopefully, this will avoid FOGO processing rates which are likely to be at a significant premium due to the necessarily short-term nature of any tender to be offered. This deferral should also give MRC sufficient time to arrange a long-term contract for its member councils for processing of FOGO material (as it has already tendered for this arrangement and is in the later stages of negotiation with a preferred tenderer).

14 Chief Financial Officer reports

14.1 Schedule of Accounts- March 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Payment Summary March 2025 [14.1.1 - 10 pages] 2. Credit Card Transactions March 2025 [14.1.2 - 2 pages] 3. Fuel and Store Card Transactions March 2025 [14.1.3 - 1 page]

Summary

Council is required to confirm payments made from the municipal fund, payments by employees via purchasing cards each month and fuel and store card transactions under Section 13 and 13A of the Local Government (Financial Management) Regulations 1996. The information required for Council to confirm the payments made is included in the attachment for the month ended 31 March 2025.

Recommendation

That Council:

1. Receives the accounts for March 2025, as included in the attachment, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.
3. Receives the credit card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.
4. Receives the fuel and store card transactions attachment, pursuant to Regulation 13A of the Local Government (Financial Management) Regulations 1996.

Background

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

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

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn		\$0.00
Creditors – EFT Payments		\$7,983,899.96
Payroll		\$1,355,705.27
Bank Fees		\$7,020.51
Corporate MasterCard	March 2025	\$11,261.59
Fuel and Store Cards	March 2025	\$18,520.91
Total		\$9,376,408.24

Discussion

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

Relevant documents

Nil

Legal and policy compliance

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

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

[Procurement Policy](#)

Financial implications

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

Risk management consideration

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

Further consideration

Not applicable.

14.2 Financial Statements- March 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Statements March 2025 [14.2.1 - 26 pages]

Summary

To present the Statement of Financial Activity reporting on the revenue and expenditure for the period ending 31 March 2025.

Recommendation

That Council receives the financial statements for March 2025, as included in the attachment, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Background

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

Revenue

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

Expense

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

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

Period variation

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

Primary reason(s)

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

End-of-year budget impact

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

Discussion

4. The Financial Statements – March 2025 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 – March 2025 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	
Data information technology and cyber	Not applicable.		Medium	
Assets	Not applicable.		Medium	
Compliance Breach	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.		Medium	
Service delivery interruption	Not applicable.		Medium	

Financial implications

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

Engagement

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

Strategic alignment

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

Further consideration

An incorrect entry between the 'Future Projects' and 'Plant and Machinery' reserve account (Transfer to Reserve), was reflected in the Financial Statements for March 2025 (Note 5 - Reserve Accounts), at the Agenda Briefing Forum. This has now been corrected in the attachment (Financial Statements March 2025), for the Ordinary Council Meeting and has no financial impact on the Financial Statements presented at the Agenda Briefing Forum. Additional 'explanation of material variances' have also been added.

14.3 2025/26 Proposed Differential Rates and Minimum Payments

Location	Town-wide
Reporting officer	Manager Strategic Accounting
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Statement of Rating Objects and Reasons For Differential Rates 2025-2026 [14.3.1 - 5 pages]

Summary

To seek Council endorsement of the:

- Proposed differential rates and minimum payments for 2025/2026, and
- Statement of Rating Objects and Reasons for Differential Rates 2025/2026.

Recommendation

That Council:

1. Applies differential rates for the 2025/2026 financial year.
2. Advertises, in accordance with section 6.36 of the Local Government Act 1995, for public submissions on the proposed differential rates and minimum payments as set out in the Statement of Rating Objects and Reasons for Differential Rates 2025/2026 (Attachment 1) as follows:
 - (1) Residential – Gross Rental Valuation (GRV)
 - (1) Minimum payment - \$1,425
 - (2) Rate in the dollar - \$0.09511
 - (2) Non-Residential – GRV
 - (1) Minimum payment - \$1,482
 - (2) Rate in the dollar - \$0.11550
 - (3) Vacant Land – GRV
 - (1) Minimum payment - \$2,309
 - (2) Rate in the dollar - \$0.17994
3. Authorises the Chief Executive Officer to give local public notice (21 days) seeking public submissions on the proposed differential rates and minimum payments for 2025/2026.
4. Requests that any public submissions received relating to the above proposed differential rates and minimum payments are considered as part of the Council item proposing the adoption of the 2025/2026 annual budget.

Background

1. Council may impose differential general rates and minimum payments on any rateable land in its district and is required to give local public notice of its intention to levy differential rates.
2. Every three years Landgate undertakes a general revaluation of all GRVs in the metropolitan area. The most recent revaluation was undertaken in 2023/2024.

3. When GRVs increase, the rates in the dollar are adjusted downwards to achieve the same level of rates income. When GRVs reduce, the rates in the dollar are adjusted upwards to achieve the same level of rates income. As no revaluation was undertaken this year, the rates in the dollar should change relatively uniformly.
4. Rates revenue changes for the past five financial years (including rates growth) were:
 - a. 2020/2021 – There was a 7.88% reduction, with actual rates revenue of \$43,062,877,
 - b. 2021/2022 – There was a 0.88% increase, with actual rates revenue of \$44,322,879,
 - c. 2022/2023 – There was a 3.5% increase, with actual rates revenue of \$46,250,611,
 - d. 2023/2024 – There was a 5.9% increase with actual rates revenue of \$48,871,872, and
 - e. 2024/2025 – There was a 8.0% increase with budget rates revenue of \$53,041,616.
5. The projected rates yield for 2025/2026 is estimated at \$55,772,039, which represents a 5% average increase compared to 2024/2025 rates.
6. The Town has experienced significant cost increases over the past few years.
7. A number of core operational costs and capital costs are expected to exceed the CPI increase. These include:
 - a. Tip fees for waste disposal – increase of 8%
 - b. Verge collection (60%) and Waste collection (40%) increase.
 - c. The WA State government listed streetlighting to increase at 5.9% p.a. for the next 4 years.
 - d. Other utility costs are expected to increase by 9.0%.
 - e. Insurance costs (as advised by LGIS) are expected to increase by between 8-10%.
 - f. Employee costs are expected to increase by 3.0%.
8. Capital asset renewal and construction continues to be a priority, with a potential \$5.8 million of rating income allocated to capital projects, in addition to grant and externally funded projects.
9. The Town does not levy a separate waste charge. The cost of providing this service is recovered through the rating mechanism. A review of other metropolitan local governments who do charge a separate waste charge indicates a fee of \$350 - \$450 for the average residential property.
10. Rates in the dollar and minimum rates have been updated in the recommendation and the Statement of Rating Objects and Reasons for Differential Rates 2025-2026 (Attachment 1). The rate model is based on the gross rental valuations for all rateable properties as advised by Landgate in April 2023.
11. The number of rateable properties for the adopted 2024/2025 annual budget was 18,254. The proposed number of rateable properties for the 2025/2026 draft annual budget is 18,276. This represent a 0.12% rates base growth. The same level of growth has been factored into the 2025/2026 annual budget.
12. Council is required to advertise by way of local public notice the proposed differential rates and minimum payments and consider any submissions received when adopting the annual budget.
13. Council may adopt different rates and minimum payments but must give reasons for doing so.

Discussion

- 14. A rate modelling option of an average 5% increase across all rating categories has been prepared for Council consideration, as listed in the attachment in the table 'Summary of Estimated Rate Revenue'.
- 15. This is required to fund the operational and capital needs of the Town and is a result of the collation and investigation of the 2025/2026 draft annual budget.
- 16. This also enables the Town to transfer a portion of Rates Revenue to the Future Projects Reserve to fund future asset renewals, significant streetscape improvements or strategic projects identified by Council.

Relevant documents

Not applicable.

Legal and policy compliance

[Section 6.32 of the Local Government Act 1995](#)

[Section 6.33 of the Local Government Act 1995](#)

[Section 6.35 of the Local Government Act 1995](#)

[Section 6.36 of the Local Government Act 1995](#)

Financial implications

Current budget impact	There is no current budget impact as the recommended rates in the dollar and minimums relate to next financial year.
Future budget impact	The recommended increase in rates in the dollar and minimum rates will achieve an expected yield of \$55,238,148 for 2025/26. This will form part of the total income received for the Town to fund next financial year’s operating and capital budget.

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	
Data, Information Technology and Cyber	Not Applicable		Medium	

Assets	Not Applicable	Medium		
Compliance Breach	Not complying with the Local Government Act 1995 statutory requirements	High	Low	TREAT risk by ensuring differential rates is advertised for 21 days local public notice.
Reputation	Not meeting the statutory requirement to advertise its intention to levy differential rates and minimums.	Moderate	Low	TREAT risk by advertising its intention to levy differential rates and minimums and Rating Objects and Reasons including, a summary of submissions in the report to Council to adopt the annual budget
Service delivery interruption	Not Applicable	Medium		

Engagement

Internal engagement	
Stakeholder	Comments
Elected Members	Elected members have considered the current economic climate and the Town's financial health and have considered the rate in the dollar and minimum payments for the various rating categories, with the need to advertise any proposed differential rates and seek public comment.
Finance & Town staff	Finance staff have assisted in the rate modelling scenarios to achieve a rate revenue increase sufficient to fund planned operations and capital works. Numerous Town staff have been consulted and assisted in formulating anticipated operational and capital costs for the various services and facilities the Town provides

External engagement	
Stakeholders	Ratepayers will be invited to make submissions on the proposed rates in the dollar and minimum payments proposed for 2025/2026.
Period of engagement	21 days local public notice will be given.
Level of engagement	3. Involve
Methods of engagement	Written submissions will be invited.
Advertising	<i>Newspaper advertisement (The West and Perth Now), Town's Website and social media.</i>
Submission summary	Submissions from Electors or Ratepayers.

Key findings	Submissions received will be considered as part of the Council item proposing the adoption of the 2025/2026 annual budget.
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Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The Council is considering endorsing an increase in rate revenue for all rating categories, for the 2025/2026 annual budget.

Further consideration

Not applicable.

15 Committee Reports

15.1 Final Audit Report Leases and Licensing Management

This item is considered confidential in accordance with section 5.23(2)(f)(ii) of the Local Government Act 1995.

Location	Town-wide
Reporting officer	Audit, Risk and Assurance Adviser
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - Leases and Licenses Internal Audit Report - Final 8 April 2025 [15.1.1 - 21 pages]

Summary

On the 8 April 2025 Australian Audit presented its final report on the Internal Leases and Licensing Management Audit.

Recommendation

That the Audit and Risk Committee recommends that Council notes the final Leases and Licensing Management Audit Report as contained in confidential attachment 7.1.1.

15.2 Audit Update Report March 2025

Location	Town-wide
Reporting officer	Audit, Risk and Assurance Adviser
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - Audit actions Q3 2025 [15.2.1 - 6 pages] 2. CONFIDENTIAL REDACTED - Audit actions dashboard Q3 2025 [15.2.2 - 1 page]

Summary

The Audit and Risk Committee recommends that Council receives the Audit Update Report for March 2025 as contained in Attachment 1.

Recommendation

The Audit and Risk Committee recommends that Council receives the Audit Update Report for March 2025 as contained in attachment 7.2.1.

Background

1. The 2023-2026 Internal Audit Program was adopted by Council on 19 June 2023.
2. For 2024/2025, the following Audits are scheduled:
 - a) Emergency Management
 - b) Leases and Licensing Management
 - c) Assessment of Operational Risks
3. Leases and Licensing Management audit has been completed.
4. Emergency Management audit is currently underway.
5. The Assessment of Operational Risks is due to be completed by the end of the year.

Discussion

6. The findings for the Leases and Licensing Management Audit include 5 low risk process improvements.
7. Last quarter there were 11 outstanding audit actions at 43% completion.
8. For Q3, there are 7 actions at 79% complete.

Audit Actions	Total Actions	No. of actions completed	No of actions overdue	No. of actions behind	No. of actions on track
Totals	7	0	5	1	1

9. All outstanding audit actions are being monitored.

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.		Medium	
Health and safety	Not applicable.		Low	
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	Not applicable.		Medium	
Compliance Breach	Not adopting an internal audit program means we cannot test our legislative compliance and mitigate financial loss through	High	Low	TREAT risk by ensuring commitment to management actions to address findings.

	administrative errors, fraud, and corruption.			
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 interruption	Not applicable.		Medium	

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.

Further consideration

Not applicable.

15.3 Corporate Business Plan Quarter 3 Progress Report Jan - Mar 2025

Location	Town-wide
Reporting officer	Audit, Risk and Assurance Advisor
Responsible officer	Chief Executive Officer
Voting requirement	Simple majority
Attachments	1. 01 Corporate Business Plan Q 3 2024-2025 report [15.3.1 - 47 pages]

Summary

Recommendation
That the Audit and Risk Committee recommends that Council accepts the Corporate Business Plan Quarter 3 Progress reports for 1 January – 31 March 2025.

Background

1. At the Ordinary Council Meeting held 17 September 2024, Council resolved to receive one consolidated quarterly progress report on the actions, projects and outcomes of the Towns plans and strategies.
2. The quarterly progress reports 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.
3. Quarterly reporting also gives the Council a higher level of transparency and accountability relating to strategic actions, plans and projects.

Discussion

4. An amended Corporate Business Plan 2023-2027 (CBP) was endorsed by Council on 16 July 2024.
5. For Q3, there were 79 goals with a 76% goal completion.

Strategic outcome	Total Actions	No. of actions completed	No of actions overdue	No. of actions behind	No. of actions on track
Social	26	3	0	0	23
Economic	5	0	0	2	3
Environment	26	3	0	9	14
Civic Leadership	22	1	0	0	21

Totals	79	7	0	11	61
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6. Attachment 1 contains a report on the Corporate Business Plan actions for Q3.

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		Low	
Environmental	Not Applicable		Medium	
Health and safety	Not Applicable		Low	
Data, Information Technology and Cyber	Not Applicable		Medium	
Assets	Not Applicable		Medium	
Compliance Breach	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 report
Service delivery interruption	Not Applicable		Medium	

Engagement

Internal engagement	
Governance and Strategy	Governance and Strategy coordinates the progress reports for Corporate Business Plan actions with input from all relevant service areas across the organisation.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Council is provided with information on the progress of items contained within the CBP to effectively manage resources and organisational performance.
CL3 - Accountability and good governance.	The Council and community are provided with a higher level of transparency and accountability relating to strategic actions, plans and projects

Further consideration

Not applicable.

15.4 Review of Policy 004 Risk Management

Location	Town-wide
Reporting officer	Audit, Risk and Assurance Adviser
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple Majority
Attachments	<ol style="list-style-type: none">1. Policy 004 Risk- Management - Current version [15.4.1 - 3 pages]2. Policy 004 Risk Management - With proposed Marked Up changes [15.4.2 - 4 pages]3. Policy 004 Risk Management - Accepted changes version [15.4.3 - 3 pages]

Summary

Policy 004 – Risk Management was Adopted on 8 November 2016 and last Reviewed and Amended 13 December 2022.

The purpose of the risk management policy is to outline the mechanisms through which risks to the Town are identified and managed on an ongoing basis, ultimately helping to protect assets, stakeholders, and reputation. This report is being presented to Council to accept the minor changes made to the expansion of policy definitions to ensure clarity, consistency and a shared understanding among all stakeholders.

Recommendation

That the Audit & Risk Committee recommends to Council that the changes to Policy 004 Risk Management as contained in attachment 7.4.3 be adopted.

Background

1. Policy 004 – Risk Management was adopted on 8 November 2016 and last Reviewed and Amended 13 December 2022.
2. This policy has undergone further review.

Discussion

3. After a review of this policy, the following amendments are recommended:
 - (a) The Objective Statement has been revised to provide more clarity about the purpose of the policy and aligning risk management efforts with broader organisational goals
 - (b) The Scope has been amended to be more specific.
 - (c) The definition of Risk in the Policy Definitions has been rephrased for clarity and includes a clearer link to organisational objectives.
 - (d) The Policy Statement – Commitment to Risk Management Framework has been amended to emphasise a proactive approach to managing risks.
 - (e) The Policy Statement - Goals of Risk Management Commitment has been amended to frame the goals with stronger protective language, aligning with an organisation-wide approach to risk.

- (f) The revised version highlights that risk management is a fundamental part of the Towns overall governance and management activities, emphasising its central role in decision-making.
- (g) Critical factors have been expanded with additional focus on continuous monitoring, escalation of risk events.

Relevant documents

Policy 004 – Risk Management

Legal and policy compliance

The policy definitions are based on the AS/NZS ISO 31000:2018 Risk Management Guidelines.

Financial implications

Current budget impact	Not applicable
Future budget impact	Not applicable

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable			
Environmental	Not applicable			
Health and safety	Not applicable			
Data, Information Technology and Cyber	Not applicable			
Assets	Not applicable			
Compliance Breach	Could lead to significant compliance breaches and a variety of consequences, both legal and operational	Low	Low	Establish a clear Policy review cycle
Reputation	Not applicable			
Service delivery interruption	Not applicable			

Engagement

Internal engagement	
Stakeholder	Not applicable

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Ensures that the risk management framework remains effective, relevant, and aligned with the Towns goals, the changing business environment, and any emerging risks.

Further consideration

Not applicable.

16 Applications for leave of absence

17 Motion of which previous notice has been given

18 Questions from members without notice

Questions taken on notice from members without notice at the Ordinary Council Meeting held on 15 April 2025

Cr Jesse Hamer

Regarding item 5.2 Response to previous public questions taken on notice at Agenda Briefing Forum 1 April 2025

4. Is it correct that the budget amount of \$70,000, which was approved at the December Ordinary Council Meeting, will be enough to deliver these three treatments?

The lowest quote for the refined treatment locations was just under \$100,000. Works will proceed despite the funding shortfall, with a purchase order to be raised for installation in mid-June. As some elements align with the original two-way design, the Town will use existing funds from the Rutland Avenue Shared Path project to cover the additional costs of the Rutland Avenue Traffic Calming project.

This will be discussed in further detail in the upcoming concept forum and letters will be sent to all residents of Lathlain to advise of the outcome. The 3 locations chosen align with the recent consultation and treat both the key risk locations and locations already contained within the original 2-way design that is not subject to change.

19 New business of an urgent nature introduced by decision of the meeting

20 Public question time

21 Public statement time

22 Meeting closed to the public

22.1 Matters for which the meeting may be closed

22.1.1 Chief Executive Officer Probation Report

22.1.2 Chief Executive Officer Contract Variation

22.1.3 Public reading of resolutions which may be made public

23 Closure