



TOWN OF  
VICTORIA PARK

## Special Council Meeting Agenda – 30 October 2023

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**WE'RE OPEN**  
VIC PARK

Please be advised that an **Special Council Meeting** will be held at **6:30 PM** on **Monday 30 October 2023** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mr Anthony Vuleta – Chief Executive Officer**

26 October 2023

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# 1 Declaration of opening

## Acknowledgement of the traditional owners

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

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

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

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

*Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.*

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

## 2 Announcements from the Presiding Member

### 2.1 Recording and live streaming of proceedings

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

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

### 2.2 Public question time and public statement time

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

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

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

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

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

### **2.3 No adverse reflection**

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

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

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

### **3 Attendance**

<b>Mayor</b>	Ms Karen Vernon
<b>Banksia Ward</b>	Cr Claire Anderson Cr Peter Melrosa Cr Lindsay Miles
<b>Jarrah Ward</b>	Cr Sky Croeser Cr Jesse Hamer Cr Bronwyn Ife Cr Daniel Minson
<b>Chief Executive Officer</b>	Mr Anthony Vuleta
<b>Chief Operations Officer A/Chief Financial Officer Chief Community Planner</b>	Ms Natalie Adams Ms Grace Ursich Ms Natalie Martin Goode
<b>Manager Governance and Strategy Coordinator Governance and Strategy</b>	Ms Bernadine Tucker Ms Tracey Wilson
<b>Secretary Public liaison</b>	Ms Felicity Higham Ms Alison Podmore

#### **3.1 Apologies**

#### **3.2 Approved leave of absence**

<b>Banksia Ward</b>	Cr Peter Devereux
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## **4 Declarations of interest**

### **4.1 Declarations of financial interest**

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

### **4.2 Declarations of proximity interest**

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

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

### **4.3 Declarations of interest affecting impartiality**

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

**5 Public question time**

**6 Public statement time**

**7 Presentations**

**7.1 Petitions**

**7.2 Presentations**

**7.3 Deputations**

**8 Method of dealing with agenda business**

## 9 Chief Executive Officer reports

### 9.1 Appointment of Elected Members to Committees of Council

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

#### Recommendation

That Council:

1. Appoints Councillors 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_, and 4) \_\_\_\_\_ 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. Appoints the Mayor and Councillors 1) \_\_\_\_\_, 2) \_\_\_\_\_ from the Banksia Ward and Councillors 3) \_\_\_\_\_, and 4) \_\_\_\_\_, 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.

#### Purpose

To appoint Elected Members to the two Committees of the Town of Victoria Park Council, the Audit and Risk Committee and the Chief Executive Officer Recruitment and Performance Review Committee.

#### In brief

- The Town has two Council committees – the Audit and Risk Committee, and the Chief Executive Officer Recruitment and Performance Review Committee.
- A resolution of Council is required to appoint Elected Members to these committees.

#### Background

1. Section 5.8 of the *Local Government Act 1995* (the Act) allows the Council to establish Committees to assist the Council with its decision-making functions and responsibilities.
2. The Town has two Council Committees – the Audit and Risk Committee and the Chief Executive Officer Recruitment and Performance Review Committee.
3. Elected Members are appointed to these Committee's for a two-year period expiring on the next ordinary local government election day.
4. Council is required to appoint members to Committees under section 5.10(1)(a) of the Act.
5. Under section 5.10(2) each Councillor is entitled to be on at least one committee.



6. Under section 5.10(4) of the Act, if the Mayor nominates to be a member of a Committee, the local government must appoint the Mayor to that Committee.

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Appointment of Elected Members to Committees promotes good governance.

## Legal compliance

Sections 5.8, 5.9, 5.10, 5.11A and 5.11 of the [Local Government Act 1995](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Audit and Risk, Policy or CEO Recruitment and Performance Review Committee not able to perform its legislative functions.	Moderate	Rare	Low	Low	TREAT risk by appointing members to these committees.
Reputation	Town perceived as not having an interest in the functions of the local government.	Moderate	Unlikely	Moderate	Low	TREAT risk by appointing elected members to Committees.

Service delivery	Not applicable.	Medium
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## Financial implications

<b>Current budget impact</b>	Not applicable.
<b>Future budget impact</b>	Not applicable.

## Analysis

7. Information on the two Council Committees are listed below. This information includes what each Committee does, how many elected members should be appointed, who was previously appointed and frequency of the meetings.

### Audit and Risk Committee

8. In line with the Local Government (Audit) Regulations 1996 (the Regulations), the purpose of the Audit and Risk Committee is to:
- Support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems and external audit functions and ethical accountability.
  - Critically examine the audit and management reports from external audits and ensure that the Town appropriately implements any actions.
  - Receive and review reports prepared by the Chief Executive Officer in accordance with the Regulations and present a report back to Council on its findings and recommendations.
  - To support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government.
9. The Town's Audit and Risk Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.
10. The committee can comprise of up to six members. It must have at least four elected members, with at least one member from each ward. The Town also appoints up to two independent members to its Audit and Risk Committee. This is dealt with as a separate matter and is not a consideration for this item.

Vacancies	Immediate past Members	Meeting frequency
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Four	Mayor Karen Vernon Cr Wildred Hendriks Cr Jesvin Karimi Cr Jesse Hamer	Quarterly
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**Chief Executive Officer Recruitment and Performance Review Committee**

11. The Chief Executive Officer Recruitment and Performance Review Committee (CEORPR Committee) exists for the purpose of:
- a. developing a process for the recruitment and selection of the Chief Executive Officer
  - b. ensuring the selection process is in accordance with principles of merit and equity
  - c. reviewing the Chief Executive Officer’s performance on an annual basis
  - d. reviewing the Key Performance Indicators to be met by the Chief Executive Officer
  - e. reviewing the Chief Executive Officer’s employment contract and remuneration package.
12. The CEORPR Committee does not have any delegated authority or authority to implement its recommendations without resolution of Council.
13. The Committee comprises of five elected members being the Mayor and two elected member representatives from each of the Town’s two wards, with four alternate deputy members.

Vacancies	Immediate past members	Meeting Frequency
Members	Mayor Karen Vernon Cr Peter Devereux Cr Bronwyn Ife Cr Vicki Potter Cr Jesvin Karimi	Quarterly
Deputy Members	Deputy Mayor Claire Anderson Cr Wilfred Hendriks Cr Luana Lisandro Cr Jesse Hamer	

- One Member must be the Mayor.

## 9.2 Appointment of Elected Members to external bodies

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

Recommendation	
That Council:	
<ol style="list-style-type: none"> <li>1. Appoints _____ as Member and _____ as a Deputy Member to the Mindarie Regional Council for the period 30 October 2023 to 18 October 2025.</li> <li>2. Appoints _____ as Member and _____ as a Deputy Member to the Catalina Regional Council for the period 30 October 2023 to 18 October 2025.</li> <li>3. Appoints 1) _____ and 2) _____ as Members and 1) _____ and 2) _____ as Deputy Members to the Western Australian Local Government Association South-East Zone for the period 30 October 2023 to 18 October 2025.</li> <li>4. Advises the Minister for Planning that the Town of Victoria Park nominates 1) _____ and 2) _____ as Members and 1) _____ and 2) _____ as Deputy Members to the Metro Central Joint Development Assessment Panel in accordance with Regulation 24 of the Planning and Development (Development Assessment Panels) Regulations 2011 to commence on 27 January 2024 to 26 January 2026.</li> <li>5. Appoints _____ as a Member and _____ as a Deputy Member to the South East Metropolitan Regional Road Sub-Group for the period 30 October 2023 to 18 October 2025.</li> <li>6. Appoints _____ and 1) _____ and 2) _____ as Deputy Members to the Perth Airports Municipalities Group Inc. for the period 30 October 2023 to 18 October 2025.</li> <li>7. Appoints _____ to the Canning College Board for the period 30 October 2023 to 18 October 2025.</li> <li>8. Appoints 1) _____ and 2) _____ to be Ordinary Members of Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association for the period 30 October 2023 to 18 October 2025 and advises the association of this decision.</li> </ol>	

### Purpose

To appoint Elected Members to external bodies on behalf of the Town of Victoria Park.

In brief:

- The Town has eight (8) external memberships with other organisations that require Elected Member representation. These are:
  1. Mindarie Regional Council,

2. Catalina Regional Council,
  3. Western Australian Local Government Association (WALGA) South-East Zone
  4. Metro Central Joint Development Assessment Panel.
  5. South East Metropolitan Regional Road Sub-Group
  6. Perth Airports Municipalities Group Inc
  7. Canning College Board
  8. Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association
- A resolution of Council is required to appoint members to each of these external groups.

## Background

1. The Town has membership with eight (8) external organisations.
2. Elected Members are appointed to these external organisations for a two-year period expiring on the next ordinary local government election day.
3. Following the 2023 ordinary local government election, Council are required to appoint Elected Members to each of these organisations.

## Strategic alignment

Civic Leadership	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Appointment of Elected Members to these external organisations will promote accountability and good governance.

## Legal compliance

Not applicable

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/	Not applicable				Medium	

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
ICT systems/ utilities						
Legislative compliance	Not applicable				Low	
Reputation	Town perceived as not having an interest in the matters considered by external organisations.	Moderate	Unlikely	Moderate	Low	TREAT risk by appointing elected members to external organisations. If it is decided that it's inappropriate to appoint members to an external organisation then reasons should be clearly communicated to that organisation.
Service delivery	Not applicable				Medium	

## Financial implications

<b>Current budget impact</b>	Not applicable.
<b>Future budget impact</b>	Not applicable.

## Analysis

- The eight (8) external organisations that the Town has membership with are all listed below. This information includes what each organisation does, how many elected members should be appointed, who was previously in the positions, any applicable remuneration and the frequency of their meetings.

### Mindarie Regional Council

- The Mindarie Regional Council is responsible for the efficient treatment and disposal of waste on behalf of the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo; and the Towns of Cambridge and Victoria Park.

6. It was established to run the waste disposal, recycling facility at Tamala Park and the resource recovery facility at Neerabup.
7. It comprises delegates from each of the member local governments, on a basis of acknowledged equity held within the landfill enterprise. The Town has one delegate on this regional council.
8. A deputy member can also be appointed however, the appointment of that deputy needs to be by Council resolution for the specific period that the appointed member is not available.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
One	Mayor Karen Vernon	Meeting fee - \$10,990 per annum Technology expenses - \$1,040 per annum Childcare and Travel Costs reimbursed as per Local Government (Administration) Regulations 1996	Every second month

### Catalina Regional Council

9. The Catalina Regional Council was previously called the Tamala Park Regional Council. It is a corporate entity representing the interests of seven (7) local governments in the urban development of 180 hectares of land in Clarkson and Mindarie which is known as Catalina (the 'Land'). The seven (7) local governments represented are the Cities of Joondalup, Perth, Stirling, Wanneroo and Vincent, and the Towns of Cambridge and Victoria Park.
10. The purpose of the Catalina Regional Council is to undertake the rezoning, subdivision, development, marketing and sale of the land.
11. The objectives of the regional council are to:
  - a. develop and improve the value of the land
  - b. maximise, within prudent risk parameters, the financial return to the participants
  - c. balance economic, social and environmental issues
  - d. produce a quality development demonstrating the best urban design and development practice.
12. The Town has a one-twelfth share in the project, entitling it to be represented by one elected member and one alternate member.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
One	Cr Bronwyn Ife	Meeting fee - \$10,990 per annum	Every second month

### South-East Metropolitan Zone - Western Australian Local Government Association

13. The Western Australian Local Government Association's (WALGA) structure includes a State Council and geographically aligned groups of local governments called zones, which advise the WALGA State Council.
14. The Town of Victoria Park belongs to WALGA's South-East Metropolitan Zone, which consists of two elected member representatives from each of the Cities of Armadale, Canning, Gosnells, South Perth and the Town of Victoria Park.
15. Zones have an integral role in shaping the political and strategic direction of WALGA. Zones are responsible for bringing relevant local and regional issues to the State decision making table along with developing policy and legislative initiatives for local government.
16. Being appointed as a member of the Zone also entitles a member to nominate as a member for the WALGA State Council.
17. The Zones will then meet in November and elect their State Council representatives and deputy representatives.
18. An induction session will be held for all incoming State Councillors and Deputy State Councillors on Thursday, 30 November at the WALGA offices in West Leederville.
19. The new State Council will take office at the Ordinary Meeting of State Council on Wednesday, 6 December.
20. The positions of President and Deputy President of WALGA will be elected at the Ordinary Meeting of State Council on Wednesday, 6 March 2024.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
Two	Cr Bronwyn Ife Cr Peter Devereux  Deputies: Mayor Karen Vernon Deputy Mayor Claire Anderson	Not applicable	Quarterly

### Metro Central Joint Development Assessment Panel

21. The Metro Central Joint Development Assessment Panel (JDAP) exists to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.



22. The Metro Central JDAP comprises of the Bassendean, Bayswater, Belmont, Canning, Melville, South Perth and Victoria Park local government areas.
23. Under the Planning and Development (Development Assessment Panels) Regulations 2011, each Development Assessment Panel (DAP) will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme.
24. The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.
25. Development assessment panels consist of five panel members, three being specialist members and two local government Elected Members. Each Council is responsible for nominating two Elected Members to be part of the JDAP. Two alternate Members are also needed for when a Member is unable to attend.
26. The current appointments to the JDAP end on 26 January 2024. The Town is required to nominate four elected members (two being the local panel members and two as alternate local members) by 24 November 2023 to ensure local interests are represented in future DAP determinations.
27. Once nominations are received, the Minister will appoint local government members for the term ending 26 January 2026.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
Two Panel Members	Cr Luana Lisandro Cr Vicki Potter	\$425 per meeting	As required
Two Alternate Members	Alternate Members: Deputy Mayor Claire Anderson Cr Jesvin Karimi		

### South East Metropolitan Regional Road Sub-Group

28. The South East Metropolitan Regional Road Sub-Group is established under the Metropolitan Regional Road Group to:
  - a. assist to identify road funding priorities
  - b. provide advice to the Regional Road Group
  - c. consider local roads issues to inform decision making by the Regional Road Group.
29. The Town is a member of the group along with the Cities of Armadale, Belmont, Canning, Gosnells, South Perth and the Shire Serpentine-Jarrahdale.
30. The Town has one (1) Elected member representative on the sub-group.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
One Member	Cr Wilfred Hendriks	Not applicable	At least twice per year

One Deputy Member	Nil.
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**Perth Airports Municipalities Group Inc.**

31. The Perth Airports Municipalities Group Inc. is a not-for-profit association comprising of 13 local government members. These are the Cities of Armadale, Bayswater, Belmont, Canning, Cockburn, Gosnells, Kalamunda, Melville, South Perth and Swan, the Towns of Bassendean, Victoria Park and the Shire of Mundaring.

32. The group meets with stakeholders such as the operators of Perth Airport, Jandakot Airport, representatives from Airservices Australia and the Department of Infrastructure and Regional Development and others to discuss matters which either directly or indirectly impact on the community such as aircraft noise, flight paths, off-airport development and on-airport development.

33. The Town requires one delegate and two deputy delegates.

Vacancies	Immediate past members	Remuneration	Meeting Frequency
One Delegate	Cr Wilfred Hendriks		
Two Deputy Delegates	Deputies: Mayor Karen Vernon Cr Vicki Potter	Not applicable	Quarterly

**Canning College Board**

34. Canning College is located within the Town’s boundaries in Bentley.

35. The Canning College Board is formed with the fundamental purpose of enabling members of the community to engage in activities that ensure students at the College receive a quality education and an enhanced student experience.

36. The Canning College Board participates fully in:
- a. endorsing the Delivery and Performance Agreement
  - b. reviewing and endorsing the annual College budget and Business Plan
  - c. processes to review the College’s performance
  - d. processes to determine satisfaction levels of parents, staff and students, with results reported in the College Annual Report
  - e. endorsing the College Annual Report
  - f. selecting the Principal when a vacancy arises
  - g. the Department of Education Services (DES) independent review of the school in the final year of the Delivery and Performance Agreement (with the report made public)
  - h. communicating with the broader school community regarding the Board’s function and activities.

The Town of Victoria Park has been requested to appoint one (1) member as a community representative on the board.Vacancies	Immediate past Members	Remuneration	Meeting frequency
One	Cr Jesvin Karimi	Not applicable	Quarterly

### Harold Hawthorne Senior Citizens' Centre and Homes Inc. Association

37. Harold Hawthorne Senior Citizens' Centre and Homes Inc. is located in Carlisle. The objects of the association are:

- a. to operate a community centre that promotes the well-being of seniors and people with disabilities, and to assist them to remain living independently within the District of the Town by conducting programs that encourage active participation and opportunities for social interaction.
- b. to conduct home and community care support services for seniors and people with disabilities (and their carers) to help them to live independently.
- c. to operate a meals on wheels service.
- d. to provide seniors with independent living accommodation within the District of the Town.
- e. to pursue objectives of a benevolent nature.
- f. to promote and assist the general wellbeing of all seniors and people with disabilities in the District of the Town by assisting the work of statutory authorities and voluntary organisations engaged in respect of seniors and people living with disabilities by providing facilities for physical and mental and exists to support the independence, personal growth and wellbeing of seniors and younger people with disability in the local community.

38. As part of the board's constitution, the Town of Victoria Park is entitled to nominate up to two representatives to be members of the board.

39. When the board's constitution was reviewed in 2019, some concerns were raised about the value and appropriateness of having Town's representation on the board. These concerns were related to Harold Hawthorne receiving an operating subsidy from the Town to support them in delivering their programs, services and events. As a result, elected members who are board members must declare an interest whenever a matter relating to Harold Hawthorne is to be discussed at a Council or Committee meeting. Council may wish to consider these concerns when deciding whether to exercise the Town's entitlement to representation.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Up to two vacancies	Cr Wilfred Hendriks	Not applicable	Monthly

## **Relevant documents**

[About Perth Airports Municipalities Group Inc](#)

[Catalina Regional Council](#)

[DAP Standing Orders 2020](#)

[Mindarie Regional Council Constitution](#)

[Roles and Responsibilities of Regional Road Group Members](#)

[WALGA Zone Elected Member Prospectus 2023](#)

### 9.3 Appointment of Elected Members to advisory and working groups

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

Recommendation	
That Council:	
1.	Appoints Councillors 1) _____, 2) _____, and 3) _____, to the Access and Inclusion Advisory Group.
2.	Appoints Councillors 1) _____, 2) _____, and 3) _____, to the Business Advisory Group.
3.	Appoints Councillors 1) _____, 2) _____, and 3) _____, to the Hockey Working Group.
4.	Appoints Councillors 1) _____, 2) _____, and 3) _____, to the Mindeera Advisory Group.
5.	Appoints Councillors 1) _____, 2) _____, and 3) _____, to the Urban Forest Implementation Working Group.
6.	Appoints all Councillors as Deputies to all Advisory and Working Groups.

#### Purpose

To appoint elected members to advisory and working groups at the Town of Victoria Park.

#### In brief

- The Town has five Council Advisory groups – the Access and Inclusion Advisory Group, Business Advisory Group, Hockey Working Group, Mindeera Advisory Group and Urban Forest Implementation Working Group.
- A resolution of Council is required to appoint members to these advisory and working groups.

#### Background

1. The Town has established five advisory and working groups.
2. Advisory groups are intended to give community members a formal avenue to advise Council on a specific matter, whilst working groups are intended to empower and support the community in delivering strategic outcomes in partnership with the Town.
3. Up to 3 Councillors are appointed to each advisory and working group.
4. Each Council Member’s membership on these groups expires when an ordinary local government election is held. Therefore, Council is required to reappoint members to these groups.

## Strategic alignment

<b>Civic Leadership</b>	
Community priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Appointing Elected Members to advisory and working groups promotes accountability and good governance.

## Legal compliance

Nil.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Town perceived as not having an interest in the matters considered by working and advisory groups.	Moderate	Unlikely	Moderate	Low	TREAT risk by appointing elected members to advisory and working groups..
Service delivery	Not applicable.				Medium	

## Financial implications

<b>Current budget impact</b>	Not applicable.
<b>Future budget impact</b>	Not applicable.

## Analysis

5. The advisory and working groups are all listed below.

### Access and Inclusion Advisory Group

6. The purpose of the Access and Inclusion Advisory Group (the group) is to provide strategic advice to Council on:
  - a. The implementation of the Town's Disability Access and Inclusion Plan (DAIP);
  - b. Continual improvement as an accessible and inclusive community; and
  - c. Specific items referred to the group by Town administration, including but not limited to development applications, plans for special events, identified Town initiated projects or programs, and proposals for works on Town managed property.
7. This advice is related to the following strategic outcomes from the Town's Strategic Community Plan 2017 – 2032:
  - a. CL02 – A community that is authentically engaged and informed in a timely manner;
  - b. S02 – An informed and knowledgeable community; and
  - c. S03 – An empowered community with a sense of pride, safety and belonging.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Mayor Karen Vernon Deputy Mayor Claire Anderson Cr Luana Lisandro	Not applicable	Quarterly

### Business Advisory Group

8. The purpose of the Business Advisory Group (the Group) is to provide strategic advice to Council on:
  - a. The implementation and review of the Town's Economic Development Strategy 2018- 2023;
  - b. The implementation of economic development initiatives, including events, campaigns and other economic development projects and partnerships;
  - c. Opportunities for the Town to collaborate with local businesses;
  - d. Opportunities to improve the Town's processes to make it easier for businesses to interact with the Town; and
  - e. COVID-19 economic recovery measures for local businesses.

9. This advice is related to the following strategic outcomes from the Strategic Community Plan 2017 – 2032.
- a. EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.
  - b. EC02 - A clean, safe and accessible place to visit.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Mayor Karen Vernon Cr Jesvin Karimi Cr Wilfred Hendriks	Not applicable	Meet twice per annum as a minimum

### Hockey Working Group

10. The purpose of the Hockey Working Group (the Group) is to provide strategic advice to Council on the future sporting requirements of the Victoria Park Xavier Hockey Club, including but not limited to:
- Locations within the Town that accommodates grass and/or synthetic hockey fields consistent with the Town’s Public Open Space Strategy;
  - Club house requirements including storage;
  - Partnership opportunities with private and public institutions; and
  - Funding opportunities.
11. This advice is related to the following strategic outcomes from the Strategic Community Plan 2017 – 2032:
- a. CL02 - A community that is authentically engaged and informed in a timely manner.
  - b. CL03 - Well thought out and managed projects that are delivered successfully.
  - c. EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.
  - d. S03 - An empowered community with a sense of pride, safety and belonging.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Cr Claire Anderson Cr Wilfred Hendriks Cr Jesse Hamer	Not applicable	Bi-monthly or as required

### Mindeera Advisory Group

12. The purpose of the Mindeera Advisory Group (the group) is to provide strategic advice to Council on:
- a. The implementation of the Town’s Reconciliation Action Plan (RAP);
  - b. The embedding of culturally appropriate reconciliation initiatives and practices; and
  - c. The implementation of culturally appropriate policy development and community consultation.



13. This advice is related to the following strategic outcomes from the Town’s Strategic Community Plan 2017 – 2032:

- a. CL02 – A community that is authentically engaged and informed in a timely manner;
- b. S02 – An informed and knowledgeable community;
- c. S03 – An empowered community with a sense of pride, safety and belonging; and
- d. S04 – A place where all people have an awareness and appreciation of arts, culture,
- e. education and heritage.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Cr Jesvin Karimi Cr Peter Devereux Cr Vicki Potter	Not applicable	Bi-monthly or as required

### Urban Forest Strategy Implementation Working Group

14. The strategic focus for the Urban Forest Strategy (UFS) Implementation Working Group (IWG) is aligned to the Town of Victoria Park’s (the Town) Strategic Community Plan 2017 – 2032, the Urban Forest Strategy and the UFS Implementation Action Plan. The IWG will provide advice and recommendations to guide the detailed planning process of UFS implementation activities.

15. The IWG will assist in delivering the following strategic outcomes through the implementation of the UFS Implementation Action Plan:

- a. EN7 – Increased vegetation and tree canopy.
- b. CL3 – Well thought out and managed projects that are delivered successfully.
- c. CL9 – Appropriate devolution of decision making and service provision to an empowered community.

Vacancies	Immediate past Members	Remuneration	Meeting frequency
Three	Cr Bronwyn Ife Cr Peter Devereux	Not applicable	Monthly or as required

### Relevant documents

Not applicable.

## 9.4 Appointment of independent members to the Audit and Risk Committee

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Manager Governance and Strategy
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	

### Recommendation

That Council appoints Applicant Four (4) and Applicant One (1) as independent members to the Town of Victoria Park Audit and Risk Committee for a two-year term expiring on 18 October 2025.

### Purpose

For Council to appoint two independent members to the Town's Audit and Risk Committee for a two-year term, expiring 18 October 2025.

### In brief

- The Audit and Risk Committee is a standing committee of Council.
- The term for the last two independent members appointed to the Audit and Risk Committee expired on 21 October 2023 in line with local government elections and in accordance with section 5.11 of the *Local Government Act 1995* (Act).
- The Town advertised an expression of interest for these two vacancies and received four applications (confidential attachments).
- An assessment of the suitability for each candidate is contained in confidential attachment 1.
- Council are requested to endorse the two nominated applicants for appointment to the Audit and Risk Committee for a two-year term expiring 18 October 2025.

### Background

1. Under section 7.1A of the Act, a local government is to establish an audit committee of 3 or more persons.
2. The Town has an Audit and Risk Committee in accordance with the Act.
3. The term for independent members appointed to the Audit and Risk Committee is for two years in line with the local government elections and the Act. Following the October 21 local government election, the two independent positions have now become vacant.
4. The Town called for expressions of interest by advertising in Perth Now Southern, on social media, the Town's website and by placing a notice on our notice board.

5. The expression of interest was opened on Friday 18 August and closed at 4pm on Friday 15 September 2023.
6. At the close of the period, four applications were received.

## Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Appointing independent members to the Audit and Risk Committee will assist the Council in ensuring the delivery of good governance.

## Engagement

External engagement	
Stakeholders	An expression of interest was publicly advertised
Period of engagement	The expression of interest was open for 29 days.
Level of engagement	3. Involve
Advertising	The Town called for expressions of interest by advertising in Perth Now Southern, on social media, the Town's website and by placing a notice on our notice board.
Submission summary	4 submissions were received

## Legal compliance

[Part 5 Division 2 of the Local Government Act 1995](#)

[Part 7 Division 1A of the Local Government Act 1995](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable.				Low	
Environmental	Not applicable.				Medium	
Health and safety	Not applicable.				Low	

Infrastructure/ ICT systems/ utilities	Not applicable.					Medium
Legislative compliance	Not applicable.					Low
Reputation	The Audit and Risk committee does not appear to be independent.	Moderate	Unlikely	Moderate	Low	Treat risk by appointing independent members to the Audit and Risk Committee.
Service delivery	Not applicable.					Medium

## Financial implications

<b>Current budget impact</b>	Nil.
<b>Future budget impact</b>	Nil.

## Analysis

7. The expression of interest called for applicants for the Audit and Risk Committee to have senior financial management experience, an understanding of internal and external audit processes and an understanding of risk management.
8. All applicants were required to submit a current CV and a covering letter.
9. Submissions were assessed against the following criteria:

Senior financial management experience
An understanding of internal and external audit processes
An understanding of risk management

10. As per policy 025 – Independent Committee Members, a panel was convened to assess the applications. The panel members were the Chief Executive Officer, Chief Financial Officer and Manager Governance and Strategy.

11. Each applicant was assessed against the above criteria and given a score (see confidential attachment 2).
12. A referee report was also obtained for each applicant.
13. All four members were deemed suitable for appointment to the Audit and Risk Committee.
14. The top two scoring applicants are recommended for appointment to the Audit and Risk Committee.

## **Relevant documents**

[Policy 025 Independent Committee Members](#)

**10 Public question time**

**11 Public statement time**

**12 Meeting closed to the public**

**13 Closure**