



TOWN OF
VICTORIA PARK

Agenda Briefing Forum

Agenda – Tuesday 3 February 2026



WE'RE OPEN
VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 3 February 2026** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr David Doy – Acting Chief Executive Officer
29 January 2026

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Table of contents

Item	Page no
1 About the Agenda Briefing Forum	5
2 Opening	6
3 Acknowledgement of country	6
4 Announcements from the Presiding Member	6
5 Attendance.....	8
5.1 Apologies	8
5.2 Approved leave of absence	8
6 Declarations of interest.....	9
7 Public participation time	10
8 Presentations	10
9 Deputations.....	10
10 Method of dealing with agenda business.....	10
11 Chief Executive Officer reports	11
11.1 Council Resolutions Status Report - January 2026	11
12 Chief Community Planner reports.....	14
12.1 Community Group and Club Development Plan Adoption.....	14
12.2 Response to WAPC Station Precincts Improvement Plans	18
13 Chief Operations Officer reports.....	25
13.1 Request for Deferral on Elizabeth Baillie Park investigation	25
13.2 TVP/25/21 Supply and Delivery of Sprinklers, UPVC Pressure Piping and Ancillary Equipment.....	28
13.3 Star St/Lion St Roundabout - Variation reporting and approvals.....	33
14 Chief Financial Officer reports.....	37
14.1 Proposed changes to parking restrictions for Allen Court, Bentley	37
14.2 Proposed changes to parking restrictions for the western portion of Burswood Road	41
14.3 Financial Statements - November 2025	45
14.4 Financial Statements - December 2025.....	49
14.5 Statement of Accounts - November 2025.....	53
14.6 Statement of Accounts - December 2025	57
14.7 Post year end budget review	60
14.9 TVP 25/29 Leisure Facilities Cleaning Services.....	63
15 Committee reports	69
16 Motion of which previous notice has been given	69

17 Public participation time	69
18 Questions from members without notice on general matters.....	69
19 Confidential matters	69
20 Closure	69

1 About the Agenda Briefing Forum

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

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

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

All others may participate in the meeting during the allotted Public Participation Time. While it is not required, members of the public are encouraged to submit their questions and statements in advance by [email](#) or by completing the [Public Question/ Statement Form on the Town's website](#). Please note that questions and statements at the Agenda Briefing Forum must be related to agenda items only.

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

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

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

2 Opening

3 Acknowledgement of country

Acknowledgement of the traditional owners

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

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

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

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

Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.

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

4 Announcements from the Presiding Member

4.1 Purpose of the Agenda Briefing Forum

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

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

4.2 Notice of recording and live-streaming

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

4.3 Conduct of meeting

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

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

4.4 Public participation time

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

The opportunity to ask questions and make statements at the end of the meeting is limited to those members of the public who did not participate in the first public participation time at this meeting.

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

4.5 Questions taken on notice

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

5 Attendance

Mayor

Mayor Karen Vernon

Banksia Ward

Cr Claire Anderson
Cr Scott Ingram
Cr Peter Melrosa
Deputy Mayor Lindsay Miles

Jarrah Ward

Cr Andra Biondi
Cr Sky Croeser
Cr Jack Gordon-Manley
Cr Daniel Minson

Chief Executive Officer

Mr Carl Askew

Chief Operations Officer Chief Community Planner Chief Financial Officer

Ms Alison Luobikis
Mr David Doy
Mr Duncan Olde

Acting Manager Governance and Strategy

Mr Jordan McDermott

Secretary Public liaison

Ms Winnie Tansanguanwong
Ms Tomoko Kidahashi

5.1 Apologies

5.2 Approved leave of absence

Nil.

6 Declarations of interest

6.1 Declarations of financial interest

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

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

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

6.2 Declarations of proximity interest

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

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

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

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

6.3 Declarations of interest affecting impartiality

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

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

11 Chief Executive Officer reports

11.1 Council Resolutions Status Report - January 2026

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Outstanding Council Resolutions Status Report February 2026 [11.1.1 - 30 pages]2. Completed Council Resolutions Status Report February 2026 [11.1.2 - 9 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 21 November 2025 to 29 January 2026. 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 Considerations

12 Chief Community Planner reports

12.1 Community Group and Club Development Plan Adoption

Location	Town-wide
Reporting officer	Clubs & Capacity Officer
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Community Group and Club Development Plan 2026-2030 [12.1.1 - 23 pages]2. Community Group and Club Development Plan Public Comment Engagement Report [12.1.2 - 16 pages]

Summary

The Community Group and Club Development Plan 2026 – 2030 (the Plan) has been finalised following the public comment period and is ready for adoption by Council.

Recommendation

That Council adopts the *Community Group and Club Development Plan 2026-2030*, as per Attachment 1.

Background

1. The Plan is the first of its kind and incorporates key elements of the Strategic Community Plan 2017 – 2032 and Public Health and Wellbeing Strategy 2023-2028.
2. The Plan was developed through a combination of research, best practice review, and early stakeholder engagement. This included consultation with sporting clubs, volunteer-run organisations, interest groups and members of community within the Town.
3. It was developed to position the Town of Victoria Park as a pro-active and innovative leader in club and community development.
4. The Plan includes three key outcome areas:
 - a. Increased capacity for community groups and clubs to deliver programs and activities
 - b. Increased participation and membership in local community groups and clubs through volunteerism and partnerships
 - c. Increased inclusion and diversity in community groups and clubs.
5. The draft Plan was presented to the Council for approval to proceed to broader public consultation in November 2025 and was advertised for public comment from 21 November to 12 December 2025.

Discussion

7. The public comment period on the draft version of the Plan featured a survey which sought feedback from the whole community. The survey was open between 21 November to 12 December 2025 and was promoted via social media channels, direct email to subscribers of the Vic Park Clubs newsletter, to previous community engagement participants and targeted meetings with community groups and clubs. A total of 25 survey responses were received.

8. A summary of the feedback is provided in *Attachment 2 – Community Group and Club Development Form Public Comment Engagement Report*.
9. The Plan represents the culmination of stakeholder and community engagement and outlines future actions to enhance the Town's support for its community clubs and groups.
10. All community feedback was carefully considered in the preparation of the Plan that is now presented to Council for adoption. No formal changes were made to the Plan, as the comments and suggestions received can be covered off by the actions outlined in the Plan through programming, targeted grant initiatives, and intentional Town-led projects. The feedback will be used as the foundation for the design and implementation of deliverables for the Plan.

Relevant documents

[Strategic Community Plan 2017 - 2032](#)

[Public Health and Wellbeing Strategy 2023 - 2028](#)

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	The actions in the Plan will inform future budget requests through the standard annual budget process. Actions will be adapted on an annual basis to address current priorities, endorsed budget amounts, and available resources.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Administration of Town funds that do not meet the scope and intention of the Community Group and Club Development Plan.	High	Low	Treat risk by budgeting for actions on an annual basis according to the implementation plan and staff resourcing.
Environmental	Not applicable.			
Health and safety	Not applicable			
Data, Information Technology and Cyber	Not applicable			
Assets	Not applicable			

Compliance Breach	Not applicable			
Reputation	The Town cannot deliver on the actions outlined in the Community Group and Club Development plan, impacting community trust in the Council's decision-making	Minor	Low	TREAT risk through adoption of the Plan and transparent reporting
Service delivery interruption	Delay in adopting the plan could disrupt community group and club programming continuity	Low	Medium	TREAT risk by aligning the adoption with planning and budget timelines

Engagement

Internal engagement	
Staff	Distributed the Plan to relevant officers and teams with deliverable responsibilities for comment.
Communications	Consultation conducted to promote the draft Plan to support community engagement and feedback.
Elected Members	Distributed the Plan for feedback in November 2025 alongside the request for public comment.

External engagement	
Stakeholders	Residents, community groups, clubs, and local stakeholders.
Period of engagement	21 November to 12 December 2025
Level of engagement	Consult
Methods of engagement	Online survey Meetings with clubs and groups
Advertising	Direct email, social media advertising, targeted advertising across the Town's digital platforms, as well as the Town's Vic Park Creatives newsletter and Your Thoughts Page.
Submission summary	See Attachment 2 – <i>Community Group and Club Development Public Comment Engagement Report</i>
Key findings	See Attachment 2 – <i>Community Group and Club Development Public Comment Engagement Report</i>

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The delivery of the Plan strengthens the Town's community, supporting meaningful and authentic engagement with community groups and clubs.
CL3 - Accountability and good governance.	The delivery of the Plan will improve governance and accountability for the Town's support in community group and club development, ensuring they are monitored and evaluated against the Town's strategic goals.

Social	
Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home.	The delivery of the Plan strengthens collaboration across the Town to foster inclusive, welcoming and safe communities, ensuring people of all ages, backgrounds and circumstances feel connected, supported and have a place to belong.
S3 - Facilitating an inclusive community that celebrates diversity.	The delivery of the Plan strengthens the connectedness of the Town's community, celebrating and supporting the diversity of the clubs and groups.
S4 - Improving access to arts, history, culture and education.	The delivery of the Plan enhances access to education through the Town, supporting diverse opportunities for participation, learning and expression that reflect and celebrate the Town's identity.

Further consideration

12.2 Response to WAPC Station Precincts Improvement Plans

Location	Carlisle
Reporting officer	Senior Strategic Planner
Responsible officer	Manager Place Planning
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL REDACTED - Attachment 1 - WAPC Chair Correspondence - Station Precincts Improvement Plan [12.2.1 - 2 pages]2. Attachment 2 - WAPC Chair Correspondence - Town of Vic Park - Station Precincts [12.2.2 - 15 pages]3. Attachment 3 - Town of Victoria Park Letter to WAPC [12.2.3 - 3 pages]4. Attachment 4 - 20251223 WAPC Chair Letter - Mayor Town of Vic Park I Oats Street and Carlisle Station Precincts [12.2.4 - 2 pages]

Summary

This report updates Council and proposes a response on the Western Australian Planning Commissions (WAPC) request for comment on a proposed Station Precincts Improvement Plan surrounding the Oats Street Station Precinct and Carlisle Station Precinct.

A Station Precincts Improvement Scheme will also be created to accompany the Station Precincts Improvement Plan, but there is no content nor request for comment on the Scheme at this stage.

Recommendation

That Council:

1. Requests the CEO to write to the WAPC providing the following feedback on the proposed Station Precincts Improvement Plan.
 - a. The Town does not support nor object to the current proposal due to limited information received at present.
 - b. The Town supports higher density development delivered particularly around stations, to align with transport-oriented development objectives set out in the Integrated Transport Strategy and Public Realm Strategy.
 - c. The Draft Oats Street Station Precinct Structure Plan has been prepared by the Town and is awaiting approval from the WAPC. While noting the WAPC's response as to why the Oats Street Station Precinct has been selected, significant work has already been undertaken by the Town and the project is well advanced. The Town remains of the view that simply assessing the current Oats Street Station Precinct Structure Plan and instead directing resources to plan an unplanned station precinct such as Burswood Station West would deliver greater benefit.
 - d. Strategic planning for Burswood Station West should be accelerated by the State as identified in the WAPC's 2015 Burswood Peninsula District Structure Plan.
 - e. The Town seeks further detail on the extent to which the Town will be engaged and/or participate in the development of the Station Precincts Improvement Scheme, and future development proposals, given the local knowledge of the Town's Officers and the

Background

1. As this report will reference 'Station Precincts Improvement Scheme', 'Station Precincts Improvement Plan', and 'Station Precincts Structure Plan', definitions are provided below to aid in understanding each.

a) Station Precincts Improvement Plan

A Station Precincts Improvement Plan is a strategic, non-statutory planning document that facilitates the development of land in areas identified by the WA Planning Commission (WAPC) as requiring special planning. A Station Precincts Improvement Plan helps to implement a Station Precincts Improvement Scheme, which are generally short-to-medium term instruments, are State Government led, and override local planning controls.

b) Station Precincts Improvement Scheme

A Station Precincts Improvement Scheme is a statutory planning document that provides the zoning, land use, and development control provisions of station precincts. It establishes the legal framework to implement the desired improvements and outcomes of station precincts. Improvement schemes are similar instruments to local planning schemes (LPS). They contain development control provisions regarding the scheme area and are prepared in the same manner as an LPS but do not need to comply with the Model Scheme Text. An Improvement Scheme allows the State Government to become the planning authority for a particular area of land with the intention to advance its planning and development.

c) Station Precinct Structure Plan

A Station Precinct Structure Plan is a strategic planning document that sets the long-term spatial vision of station precincts. They establish a broad framework for high density, transport-oriented development around stations, showing land use, layout and growth for the station precincts. They generally inform updates to a Local Planning Scheme, are used to inform subsequent planning decisions (Development Applications, Local Development Plans, etc), can also inform other policy decisions and public realm investment. They are generally (but not always) led by the Local Government Authority.

2. Correspondence was issued from the WAPC to the Town on 20 November 2025 on the topic of 'Station Precincts announcement – engagement and next steps' (Attachment 1). The correspondence outlines:
 - a) The State Government's intention of a 'targeted program to accelerate housing supply and urban renewal in priority station precincts across metropolitan Perth'.
 - b) The WAPC will lead the development of a Station Precincts Improvement Plan in close partnership with local government, communities and State agencies.
 - c) The Station Precincts Improvement Plan will apply to land within 800 metres of selected stations. Once an integrated planning framework has been established, certain development applications within defined station precincts will be determined by the WAPC, acknowledging that local knowledge will remain critical in decision-making.

3. Further communications were issued to the Town on 5 December 2025 confirming the WAPC had resolved to initiate the Draft Station Precincts Improvement Plan and could now consult affected Local Governments (Attachment 2). A draft Station Precincts Improvement Plan is included in the letter.
 - a) The letter also confirmed that Oats Street Station and Carlisle Station, and the surrounding land, have been included in the Station Precincts Improvement Plan. These stations have been considered together (Fig 1), as opposed to separately, unlike other selected stations which sit solo. No specific information on Oats Street Station nor Carlisle Station, with the exception of a high level plan (Fig 1), has been provided to date.

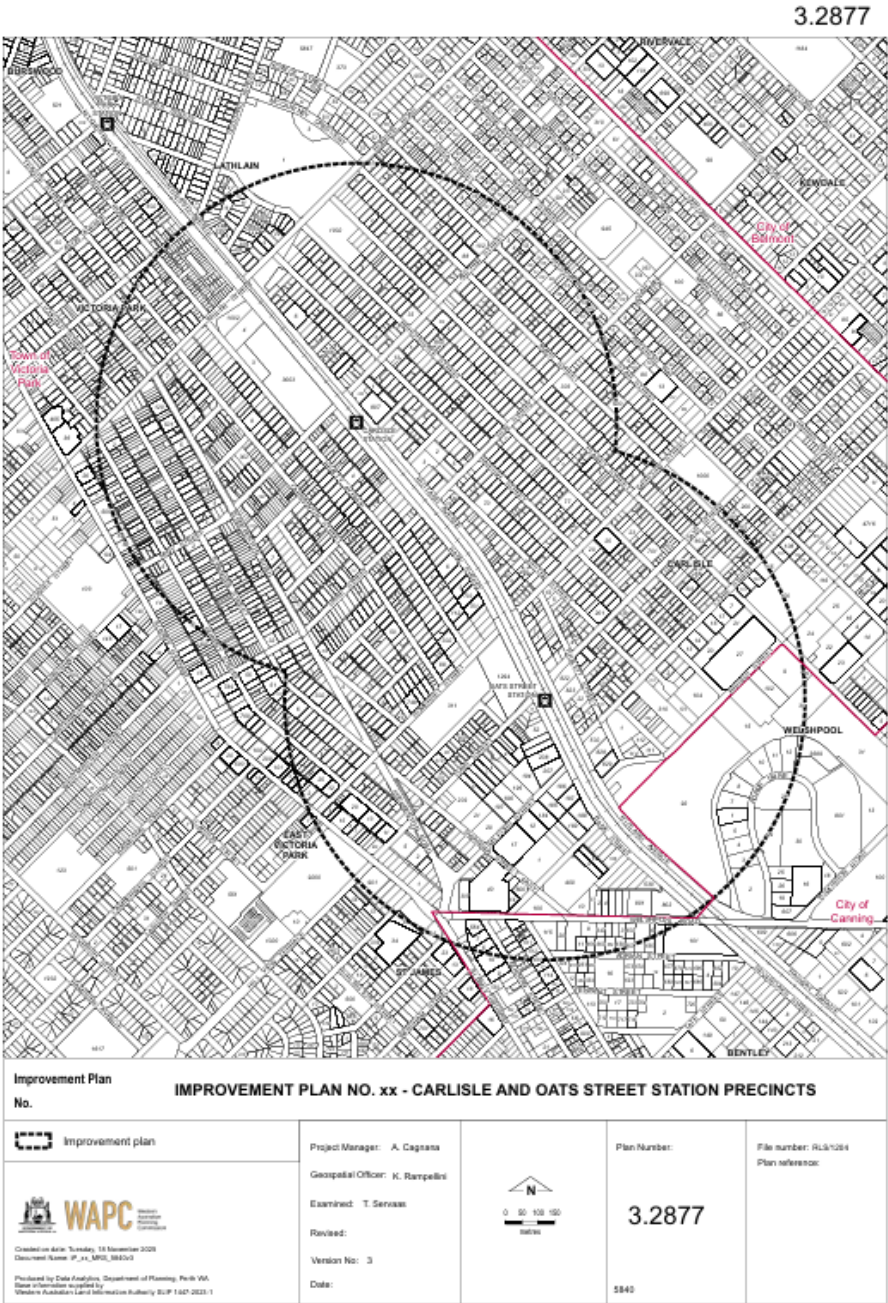


Fig 1. Improvement Plan for Carlisle and Oats Street Station Precincts

4. On 8 December 2025, the Town issued a first response (Attachment 3) to WAPC. The letter stated the Town:

- a) Acknowledged the request and confirmed that the Department for Planning, Lands and Heritage (DPLH) met with Town officers to discuss next steps and working methods.
 - b) Seeks to work positively and proactively with the State Government whilst remaining transparent with the local community.
 - c) The Town supports the use of Station Precincts Improvement Plans and Schemes for precincts that face very specific challenges (i.e. Burswood Station), but these issues do not seem to be apparent for the Oats Streets Station and Carlisle Station Precinct'; and
 - d) Provides WAPC with comments and questions to help understand and communicate the rationale for a Station Precincts Improvement Plan and Scheme approach. The key heading in this letter are included below:
 - *Why a Station Precincts Improvement Plan and Scheme at Oats Street Station and Carlisle Station?*
 - *Ensuring Local Planning remains a fundamental to best practice planning and great outcomes; and*
 - *Understanding the benefits/disbenefits and the reality of a future Station Precincts Improvement Plan and Scheme approach for Oats Street Station and Carlisle Station Precincts*
5. On 23 December 2025, the WAPC issued a response (Attachment 4) to the Town's first response (Attachment 3). The letter stated:
- a) That the WAPC appreciates the *Town's sustained effort to modernise its planning framework and the constructive partnership with [DPLH]*, and that they welcome opportunities for further work together.
 - b) Their reasonings for creating the Station Precincts Improvement Plan and Scheme.
 - In short, to take a more active role alongside Local Governments to ensure alignment, consistency and coordination in the planning and development of station precincts.
 - c) Their reasonings for selecting Oats Street and Carlisle stations.
 - In short, due to the significant investment under the METRONET program and the opportunity to align with this and the Town's wider work on both Oats Street and Albany Highways precincts.
 - d) Their reasoning for not selecting Burswood Station.
 - In short, due to 'limitations on the use of the land' due to the 'Casino (Burswood Island) Agreement Act 1985'.
 - e) Foreseen next steps.
 - In short, that meetings will be held in the new year to agree ongoing collaboration with the Town and resourcing implications.
 - f) A weblink to a 'Station Precincts' page, for use by Elected Members and the local community, which holds information on the approach and process.
6. The Town has not yet issued a response to the WAPC's latest correspondence (Attachment 4).
7. The WAPC will accept comment from local governments on the Draft Station Precincts Improvement Plan (NB, not the Station Precincts Improvement Scheme as it has not yet been created) by no later

than 27 February 2026, prior to making a recommendation to the Minister under s.119(1) of the Planning and Development Act 2005.

Discussion

8. The Town recommends the response to WAPC's latest correspondence include:
- a) The Town does not support nor object to the current proposal due to limited information received at present.
 - b) The Town supports higher density development delivered particularly around stations, to align with transit-oriented development objectives set out in the Town's Local Planning Strategy, Local Planning Scheme No.2 and Integrated Transport Strategy.
 - c) The Draft Oats Street Station Precinct Structure Plan has been prepared by the Town and is awaiting approval from the WAPC. While noting the WAPC's response as to why the Oats Street Station Precinct has been selected, significant work has already been undertaken by the Town, and the project is well advanced. The Town remains of the view that directing resources to another station precinct would deliver greater benefit to the Town and the broader Perth region.
 - d) The Town's correspondence to the WAPC suggested that Burswood Station replace Oats Street Station and Carlisle Station, to become part of the Station Precincts Improvement Plan and Scheme instead. This was on the basis that the WAPC approved Burswood Peninsula District Structure Plan envisions significant proposed high-density developments around the station, and while the Town has updated the local planning framework in relation to the area known as Burswood Station East, planning work for Burswood Station West is yet to be undertaken by the State. The WAPC's response is that much of the land in Burswood Station West is affected by the Casino (Burswood Island) Agreement Act 1985 which places limitations on the use of the land. The Town's Officers accept that while this Act is in place (in its current format) a Station Precincts Improvement Plan and Scheme may not yet be suitable for Burswood Station West, but the Town would reiterate its position that strategic planning for Burswood Station West should be accelerated by the State as identified in the 2015 District Structure Plan.
 - e) The Town seeks further detail on the extent to which the Town will be engaged and/or participate in the development of the Station Precincts Improvement Scheme, and future development proposals, given the local knowledge of the Town's Officers and the significant background work and knowledge already gained in developing the draft Oats Street Station Precinct Structure Plan.
9. Outside of consulting with the Town, there are currently no mandatory community consultation requirements for a Station Precincts Improvement Plan. However, following the initiation of the Station Precincts Improvement Plan, the WAPC will prepare (as previously stated) a complementary Station Precincts Improvement Scheme for public advertising and will seek to collaborate with the Town to support consistent public engagement and communications. The Town is committed to consulting meaningfully with our local community (as per Local Planning Policy No.37) and will therefore advocate strongly to the WAPC for meaningful engagement during the development of the Station Precincts Improvement Scheme.

Relevant documents

[Draft Oat Street Precinct Structure Plan](#)

[Burswood Peninsula District Structure Plan](#)

Legal and policy compliance

- [Improvement plans and schemes](#)
- [s.119\(1\) of the Planning and Development Act 2005.](#)
- [s.122A of the Planning and Development Act 2005](#)

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	Development of Station Precincts Improvement Plan and Scheme creates delays and uncertainty around the vision and outcomes for the precinct set in the Draft Oat Street Precinct Structure Plan. This potentially undermines confidence among residents and developers of the Town' delivery capability.	Medium	Medium	TREAT risk by Requesting WAPC to provide a detailed outline of the process for developing the Station Precincts Improvement Plan and Scheme, and consultation with the community (including timeframes) to communicate the rationale and timeframes to residents and developers.
Service delivery	Resourcing required to engage in the		Medium	TREAT risk by

interruption	development of the Station Precincts Improvement Plan and Scheme is not adequately planned for and puts pressure on existing program of work delivered by the Town.	Requesting WAPC to provide a detailed outline of the expertise, local knowledge and timeframes required to assist develop the Improvement Plan and Scheme to ensure the Town can adequately meet timeframes.
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Engagement

Stakeholder	Comments
Urban Planning	Urban Planning reviewed and supported the proposed approach and comments for providing feedback to WAPC by 27 February 2026.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Requesting WAPC for a detailed outline of the process and rationale of the Station Precincts Improvement Plan and Scheme will assist the Town in communicating the future vision and timeline to the community.

Environment	
Community Priority	Intended public value outcome or impact
EN3 - Enhancing and enabling liveability through planning, urban design and development.	Requesting WAPC to provide rationale and details of the proposed Station Precincts Improvement Plan and Scheme will enable the Town to provide informed feedback, helping to ensure future development and growth are well-planned, coordinated and contribute positively to the Town's liveability, character and long-term community outcomes.

Further consideration

13 Chief Operations Officer reports

13.1 Request for Deferral on Elizabeth Baillie Park investigation

Location	East Victoria Park
Reporting officer	Chief Operations Officer
Responsible officer	Chief Executive Officer
Voting requirement	Absolute Majority
Attachments	Nil

Summary

At the November 2025 Ordinary Council Meeting (OCM), Council resolved to receive a report on the investigation into the removal of trees at Elizabeth Baillie to be presented at the February 2026 OCM. The Town has made significant progress in undertaking this investigation, however, requests Council defer the report to the March 2026 OCM.

Recommendation

That Council:

1. Note progress of the investigation.
2. Agrees to defer receiving the investigation report into the removal of trees at Elizabeth Baillie until the March 2026 Ordinary Council Meeting.

Background

1. In October 2025, the Town engaged an arboricultural consultant to undertake a series of site visits to assess and review the trees on the entire parcel of land at 999 Albany Highway, East Victoria Park
2. The resulting report provided an overview of the trees currently on site and assessed their condition against the 2023 tree inventory that was undertaken prior to the works commencing.
3. The report identified that of the 235 trees that were surveyed in 2023, 94 had been removed.
4. The Town and Mayor issued public statements to provide the community with the most up to date information about the tree removals. This attracted statewide media coverage.
5. Following escalation of this issue, a new business item was raised at the Ordinary Council Meeting of 18 November 2025, and the following resolution was made:

COUNCIL RESOLUTION (250)/2025):**Moved:** Mayor Karen Vernon**Seconded:** Deputy Mayor Lindsay Miles

That Council:

1. approves this motion being brought as new business of an urgent nature without notice to be decided upon in accordance with clause 24 of the *Meeting Procedures Local Law 2019* as a case of extreme urgency or the other special circumstances;
2. requests the Chief Executive Officer to conduct an investigation into the removal of trees at Elizabeth Baillie Park that were not authorised under the Tree Removal Plan approved by Council for the park redevelopment upgrade project;
3. requests the Chief Executive Officer to report to the Ordinary Council Meeting in February 2026 as to the outcome of the investigation.

Carried (9 - 0)**For:** Mayor Karen Vernon, Cr Claire Anderson, Deputy Mayor Lindsay Miles, Cr Scott Ingram, Cr Andra Biondi, Cr Daniel Minson, Cr Peter Melrosa, Cr Jack Gordon-Manley and Cr Sky Croeser**Against:** Nil

Discussion

6. The Town has convened a review team led by the Chief Operations Officer with representation from Place Planning, Procurement and Communications and Engagement and is well advanced in its investigation applying Incident Cause Analysis Method (ICAM) principles.
7. Appreciating the importance of this work and the learning opportunity that this investigation affords, the Town has initiated a process to facilitate a peer review of the resultant report.
8. This decision was taken mid-way through this investigation.
9. The availability of resources with the intervening festive season and prior annual leave commitments has meant that the investigation and investigation process has not yet concluded.
10. The Town is requesting a resolution be made by Council to defer the delivery deadline for this report the March 17, 2026, Ordinary Council Meeting.

Relevant documents

[Elizabeth Baillie Redevelopment Project](#) (formerly known as the Edward Millen Redevelopment Project)

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		Low
Reputation	A robust and thorough report will not be acceptable to the community – repeated media exposure	High Low AVOID: allow extra time to facilitate a peer review, integrating opportunities for improvement
Service delivery interruption	Not applicable	Medium

Engagement

Internal engagement	
Stakeholder	Comments
C-Suite	Supportive of request for additional time
Stakeholder Relations	Supportive of request for additional time

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Building trust and confidence in our project delivery
CL3 - Accountability and good governance.	Delivering a robust and transparent investigation leading to learning opportunities

13.2 TVP/25/21 Supply and Delivery of Sprinklers, UPVC Pressure Piping and Ancillary Equipment

Location	Town-wide
Reporting officer	Manager Infrastructure Operations
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
	1. CONFIDENTIAL REDACTED - TVP-25-21 Evaluation Report (FINAL) [13.2.1 - 17 pages]

Summary

The Town has recently completed a procurement process to secure a supplier for irrigation parts. In accordance with Policy 301 Procurement and [Section 3.57 of the Local Government Act 1995](#), this report seeks Council approval to appoint a preferred supplier. The estimated value of the contract is in the order of \$1,200,000 over the next 5 years, with the contract being for an initial 3 year term with 2 possible 12-month extensions.

Recommendation

That Council awards the contract associated with TVP/25/21 Supply and Delivery of Sprinklers, UPVC Pressure Piping and Ancillary Equipment, to Respondent B (ABN: 47010119895), for providing required parts to maintain the Towns Irrigation infrastructure, with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.

Background

1. The Town has over 100 hectares of irrigated Public Open Space (POS) comprising Parks, Reserves and Streetscapes.
2. These areas have irrigation infrastructure to allow for watering of the greenspace. In order to maintain them the Town requires an extensive range of spare and replacement parts.
3. Tender TVP/25/21 Supply and Delivery of Sprinklers, UPVC Pressure Piping and Ancillary Equipment was published through VendorPanel and advertised in the West Australian newspaper, council notice boards and on the Town's website 28 October 2025. The tender period closed at 2pm on Wednesday 19 November 2025.
4. Suppliers were requested to supply pricing for irrigation parts based on a schedule of rates.
5. The estimated cost of the tender over 5 years is \$1,236,710.95(Excluding GST). From 2 year onwards, the price is subject to CPI increase.
6. The Town received 3 Submissions. Of these, one (1) was considered not fully compliant with the requirements of the RFT but all submissions were assessed.
7. An evaluation of the tender submissions against the prescribed criteria has been completed, and it is recommended that Council accepts the submission made by Respondent B and enters a contract for supply of the Irrigation parts with the terms and conditions as outlined in the contract as a

schedule of rates. Based on the indicative quantities outlined in the tender package, the cost is estimated at \$247,342.19 per annum, or \$1,236,710.95 over 5 years (excluding GST).

8. It should be noted that pricing supplied by tenderers is for the entire schedule of rates, based on estimated quantities, which is higher than the Town's proposed expenditure. The Town has based this estimate on previous expenditure and allowing for increase in Irrigation Infrastructure due to taking over Peninsula POS, park upgrades and the likely take-over of Long Park from Metronet. It is not expected that the Town will need all quantities and estimates used for the pricing but wanted to ensure any potential supplier had the capacity to meet the potential high volumes of irrigation stock.

Discussion

The assessment of the submissions was formally undertaken by a panel that included:

- Manager Infrastructure Operations
- Reserves and Capital works Supervisor
- Irrigation Officer

The Town received three (3) submissions. Of these submissions, one (1) was not fully compliant due to failure to respond to Addendums and complete required schedule of rates to an acceptable level, but all submissions were assessed.

The evaluation of the submissions against the quantitative and qualitative criteria resulted in respondent B being recommended as the successful tenderer.

Compliance criteria

All Respondents were required to comply with providing information for the following compliance criteria to be eligible for consideration at the evaluation stage:

Compliance with the Conditions of this Tender.

Submission of OSH Management Policy and Plan, JSA's and Safe Work Method Statements etc.

Compliance to Specification (Part 2 of this Request).

Possession of applicable certifications to Australian/ International Standards (please list any specific licenses and registrations).

References.

Complete Respondents Offer.

Complete Pricing Schedule (both WORD and EXCEL formats) in the format required by the Principal.

Corporate Information.

Financial Position.

Conflict of Interest.

Insurance

Disability Access and Inclusion Plan (DAIP)

Evaluation process

<p>Relevant experience</p> <p>i). The Tenderer must provide details of contracts for similar Goods and any related services provided for other clients. The Tenderer 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>The Tenderer 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</p> <p>25%</p>
<p>Organisational capacity</p> <p>i). The Tenderer must demonstrate that it has the organisational capacity to perform the Customer Contract.</p> <p>ii). The Tenderer must provide a comprehensive timeframe for the delivery of the proposed Goods and / or Services, identifying key dates and milestones and outlining how any timing requirements specified in Schedule 2 - Specification / Statement of Requirements, will be met.</p>	<p>Weighting</p> <p>20%</p>
<p>Economic sustainability Support of Local Businesses</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> <ol style="list-style-type: none"> Does your organisation have premises (i.e. main office / branch office / depot) located within the Town's boundaries? YES / NO, if yes, please specify and provide street address, and duration of tenancy at this location. What percentage of your employees lives within the Town's boundaries? Detail the involvement of any employees listed above in the delivery of the contract should you be successful. Please provide a Community Method Benefit Statement. 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>Weighting</p> <p>5%</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>Price The price to supply the goods in accordance with the Request Rates or prices for variations. Tenderers are required to fill in the Price Schedules in the format requested by the Principal in this Request.</p>	<p>Weighting 50%</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 Parks Maintenance annual budget to address this recommendation.</p>
<p>Future budget impact</p>	<p>Funds to cover the ongoing maintenance of the Town's irrigation infrastructure 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 secure value for money irrigation parts.	High	Low	TREAT by carrying out appropriate tender process
Environmental	Not applicable		Medium	
Health and safety	Not applicable		Low	
Data,	Not applicable		Medium	

Information Technology and Cyber				
Assets	Assets deteriorating over time	High	Medium	TREAT risk by carrying out regular testing and repairs of Irrigation systems
Compliance Breach	Not applicable		Low	
Reputation	Failure to maintain POS to acceptable standard causing public backlash	Medium	Low	TREAT risk by having a regular testing regime of all irrigation infrastructure.
Service delivery interruption	Failure to maintain irrigation due to lack of suitable spare parts	High	Medium	TREAT risk by ensuring suitable level of stock and access to spare parts

Engagement

Internal engagement	
Stakeholder	Comments
Procurement	Provided advice and acted as a probity advisor throughout the process.
Parks	Provided information on irrigation systems, spare parts and stock level requirements.

Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN1 - Protecting and enhancing the natural environment.	Providing suitable irrigation assets assists in growing and providing passive and active spaces for recreation as well as cooling the environment.
EN4 - Increasing and improving public open spaces	Maintaining the Towns reticulation to a high standard reduces water use and improves the usability and aesthetics of the POS.

Further consideration

13.3 Star St/Lion St Roundabout - Variation reporting and approvals

Location	Town-wide
Reporting officer	Principal Traffic and Design Co-ordinator
Responsible officer	Chief Operations Officer
Voting requirement	Absolute majority
Attachments	1. Attachment Budget and Contract Variation Details Star Street Lion Street R (1) [13.3.1 - 4 pages]

Summary

The Star and Lion Streets roundabout upgrade was delivered under the Federal Blackspot project approved under the 2024/25 capital budget. At the time of approval, it was thought that this would be a State Blackspot Funded program which is a cost sharing arrangement whereby the grant program funds two thirds of the project cost with the remaining one third funded via municipal funding. Now that the funding sources has been approved as Federal Blackspot the project costs are 100% recoverable. Currently the approved budget is \$500,000, however the Town has applied for a variation of costs and is awaiting a decision on the application.

The contract for delivery was awarded under CEO delegation following a tendering process through the WALGA Preferred Supplier Program, Contract TVP/25/04 (for the construction of a roundabout at Star St/ Lion St). In the intervening period between issue for tender and issue for construction drawings there were adjustments to the design that whilst considered minor has resulted in additional costs. These are beyond the 10% threshold that can be approved by CEO.

Recommendation

That Council

1. Endorse the proposed contract variation against TVP/25/04 (for the construction of a roundabout at Star St/ Lion St) in line with the attachment.
2. Approves the capital project budget amendment for the WO839 Intersection Improvement – Star and Lion Streets:
 - a. To increase the capital project budget by \$96,000. The total capital project budget is now \$596,000.
 - b. To increase the capital grant budget by \$166,667. The total capital grant budget is now \$500,000.
 - c. To reduce the municipal fund budget by \$70,667 and the variance to be transferred to Road Renewal Reserves. The total municipal fund budget is now \$96,000.

Background

1. The Star St/Lion St roundabout works were approved within the project cost of \$500,000 (with 2/3 funding from Main Roads in its State Blackspot program funding) in the Town's 2025-26 annual budget as a carry forward project from the 2024-25 capital program.

2. The works were tendered out through the WALGA Preferred Supplier Program, and an award was made to the successful tenderer under authority delegated to the CEO under the Town's Register of Delegations and Sub-delegations.
3. Works have now been completed following award of the contract. Among other minor variation claims, the contractor has put in a claim for a variation to allow for costs involved with raising the level of the roundabout by 200mm as required in the issued for construction drawings.

Discussion

4. The refinement of the design drawings between issue for tender and issue for construction. The key change was confirmation of the finished levels. The finished levels necessitated the need to use corrector. This was not known at the time of tender.
5. The Town is satisfied that the rates provided by the contractor for these works are reasonable (actual costs plus markup from a recognised and experienced asphalt supplier being used to determine the value of the variation). The Town also considers that the proposed variation would not have had an impact on the Town's decision to award the tender, with the contractor's bid also being superior to other tenders submitted in areas outside pricing.
6. Consequently, the Town recommends that a variation be entered into to reflect the extra costs involved.
7. A council decision is required to approve this variation as the Register of Delegations and Sub-delegations limits the CEO authority to approve a contract variation to within 10% of the original contract value (Function 11a under item 1.1.16A).
8. While recognising that this main variation is valid, it does also mean that the original project budget of \$500,000 will be exceeded. The overall cost of the project now includes the original contract value, extra charges for Western Power streetlighting relocation costs and other necessary works (separate to this contract), and the proposed contract variations as detailed in the attachment.
9. While recognising that this main variation is valid, it does also mean that the original project budget of \$500,000 will be exceeded. The overall cost of the project now includes the original contract value, extra charges for Western Power streetlighting relocation costs and other necessary works (separate to this contract), and the proposed contract variations as detailed in the attachment.
10. The anticipated overrun on the total project budget of \$96,000
11. This project has been accepted under the Federal Blackspot program (which had not been recognised at the time of budget approval), meaning that the project cost should be totally 100% funded through Federal funds (if Main Roads approves the cost overrun on the project).
12. The Town still awaits a Main Roads decision on the acceptance of extra project costs above the approved project budget of \$500,000. However, even without approval from Main Roads for this cost overrun, the Town effectively has sufficient funds available to meet the overall cost overrun as the original 1/3 municipal funding for the initial \$500,000 project budget (\$166,667) *will no longer be required*. If future approval is obtained from Main Roads for the cost overrun the position of the Town will be further improved, and this will be reflected in the Town accounts (depending on the date of this approval through the budget review process or in final cost recoveries from Main Roads).
13. Given that all works under the contract have been completed satisfactorily, the validity and quantum of contract variation claims have been confirmed by the Town and the time limit for settlement of variation claims have been reached; the Town seeks Council's endorsement for the main variation in relation to raising the level of the roundabout works which exceeds the internal authority approval level.

Relevant documents

Register of Delegations and Sub-delegations.

Legal and policy compliance

Register of Delegations and Sub-delegations., item 1.1.16 A
<https://www.victoriapark.wa.gov.au/documents/389/2024-2025-register-of-delegations-and-sub-delegations>

Financial implications

Current budget impact	<p>Sufficient funds do not exist within the annual budget for this project variation.</p> <p>As noted in the Discussion section of the report, the project budget of \$500,000 is expected to have a shortfall of around \$96,000. However, due to the change in the program funding available through Main Roads (resulting from a reassessment of projects), this shortfall will be 100% funded through the Blackspot program if the cost overrun is approved. Depending on the final approval from Main Roads for the cost overrun and the date of approval, the changes will be reflected through budget review or through cost recoveries from Main Roads.</p> <p>In addition, as the project is now part of the Federal Blackspot program and is 100% funded (rather than 2/3 funded under the State Blackspot program), the initial \$166,667 municipal funds approved at the budget adoption for the project will no longer be required.</p> <p>It is also noted that even without future cost overrun approval from Main Roads the Town effectively has sufficient funding to meet the contract variations due to this change in grant funding mechanism, without seeking additional municipal funding.</p>
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	No endorsement of the variation may lead to extra costs involved with contract dispute.	Medium	Low	TREAT risk by approving variation
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	

Assets	Medium			
Compliance Breach	Low			
Reputation	No endorsement of the variation may lead to a fall in reputation as contract manager.	Medium	Low	TREAT risk by approving variation
Service delivery interruption	Medium			

Engagement

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	Continue to deal with tenders and contractors in a forthright manner, obtaining approvals at the level required, and adjusting contract terms as appropriate for situations which arise and lead to variations under the Town's contractual obligations.

Further consideration

14 Chief Financial Officer reports

14.1 Proposed changes to parking restrictions for Allen Court, Bentley

Location	Bentley
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	1. 4 Allen Court - Traffic Management Plan [14.1.1 - 1 page]

Summary

A formal request was received from Assistant Director of the Corrective Services Academy to remove existing on-street parking on Allen Court, Bentley, between the signalised intersection at Hayman Road and the driveway of 4 Allen Court. The Assistant director raised concerns regarding traffic congestion and safety along Allen Court.

Recommendation

That Council endorses the removal of the existing two-hour (2P) on-street parking bays along Allen Court, between Hayman Road and No. 4 Allen Court, and approves the installation of "No Parking on Road or Verge" signage within the affected section, as outlined in **14.1.1 - 4 Allen Court – Traffic Management Plan**.

Background

1. A formal request was received from Assistant Director of the Corrective Services Academy, located at 4 Allen Court, Bentley.
2. The Assistant Director raised ongoing concerns regarding traffic congestion and safety along Allen Court, particularly between the Academy driveway and the signalised intersection at Hayman Road. Key concerns included:
 - a. On-street parking exceeding marked bays.
 - b. Reduced road width (<5.0m when vehicles are parked), impacting two-way vehicle movements, particularly for trucks and service vehicles.
 - c. Poor visibility when exiting 4 Allen Court due to parked vehicles near crossovers, resulting in frequent near misses.
 - d. High vehicle movements generated by the Corrective Services Academy and Swan Care facility, compounding traffic and safety issues.
3. A site inspection was conducted by the Town's Traffic and Transport Engineer on 4 October 2025 to complete a street assessment of the road network.

Discussion

4. The Town's Traffic and Transport Engineer undertook a road assessment on 4 October 2025 that confirmed:

- a. Public parking in the vicinity of 4 Allen Court is at capacity during early morning hours.
 - b. Vehicles parked along the southern verge of Allen Court reduced lane width and sightlines for entering/exiting vehicles.
 - c. Visibility for drivers exiting both 20 Hayman Road and 4 Allen Court is restricted due to the incline and presence of parked vehicles.
 - d. Opposing vehicle movements are forced to yield to one another to pass safely.
 - e. Several pedestrians were observed walking along the carriageway towards Hayman Road due to the absence of a dedicated pedestrian path, increasing the risk of vehicle–pedestrian conflict.
5. To ensure safety is maintained in the area, Officers recommend several changes as outlined within attached **14.1.1 - 4 Allen Court – Traffic Management Plan**. The plan proposes that:
- a. Existing 2P parking bays and signs be removed and replaced with “No Parking on Road or Verge” signage as per the attached plan.
 - b. The affected businesses and property owners (Corrective Services Academy, SwanCare, Activ East Victoria Park and Morling College) have all be notified of the proposed plan.
 - c. This measure is expected to improve two-way traffic flow, reduce near-miss incidents, and improve overall road safety for both vehicles and pedestrians.

Relevant documents

Not applicable.

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not Applicable.		Low	
Environmental	Not Applicable.		Medium	
Health and safety	Harm or injury may occur through motor vehicle accidents.		Low	Treat risk by implementing the plan as recommended by the technical staff from the Street Improvement Business Unit.
Data, Information Technology and Cyber	Not Applicable.		Medium	
Assets	Not Applicable.		Medium	

Compliance Breach	Not Applicable.	Low	
Reputation	Negative media exposure that may impact the Towns reputation or image.	Low	Accept by implementing the plan as recommended by the technical staff from the Street Improvement Business Unit.
Service delivery interruption	Not Applicable.	Medium	

Engagement

Internal engagement	
Operations	Engaged as technical experts to complete a site assessment and to create a plan to address the immediate safety concerns raised by the Assistant Director of the Corrective Services Academy.

External engagement	
Stakeholders	Corrective Services Academy, SwanCare, Activ East Victoria Park and Morling College.
Period of engagement	Not Applicable.
Level of engagement	1. Inform
Methods of engagement	Letter drop and email.
Advertising	Not Applicable
Submission summary	Not Applicable
Key findings	The below feedback was provided. Corrective Services Academy: Support the changes. SwanCare: Agree with the proposed changes to parking but raise concerns that less parking will make it difficult for visitors. Requested the restrictions be Monday to Friday only.

Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	Improve two-way traffic flow, reduce near-miss incidents, and improve overall road safety for both vehicles and pedestrians.

Further consideration

Not applicable.

14.2 Proposed changes to parking restrictions for the western portion of Burswood Road

Location	Burswood
Reporting officer	Coordinator Parking and Rangers
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. West End Burswood Road - Existing Restrictions - Paid Parking [14.2.1 - 1 page]2. West End Burswood Road - Proposed Restrictions - Paid Parking [14.2.2 - 1 page]3. Area 4 - Causeway Precinct Proposal - 2011 [14.2.3 - 19 pages]

Summary

To seek Council approval to change parking restrictions due to the high parking occupancy during the week at the west end of Burswood Road (adjacent Charles Patterson Park) to paid parking in line with the actions for Burswood South in the Town's Parking Management Plan (PMP).

Recommendation

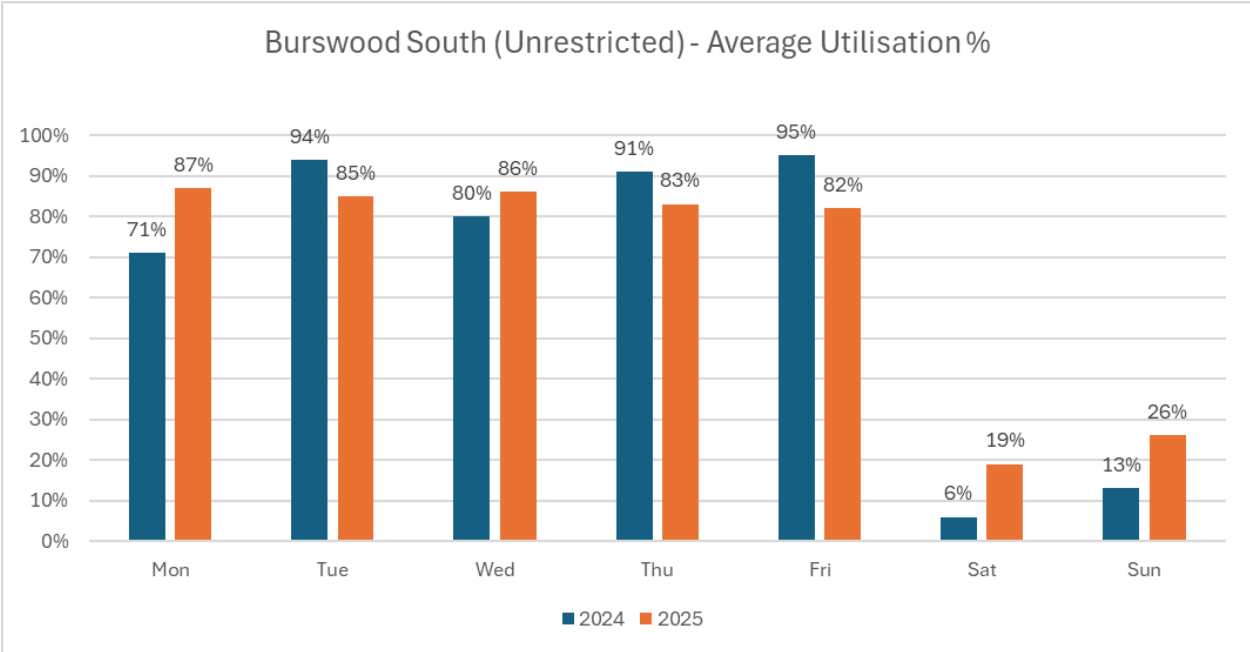
1. That Council endorses the conversion of the western end of Burswood Road, adjacent to Charles Patterson Park, to all day paid parking between the hours of operation: 8:00am to 6:00pm, Monday to Friday.

Background

1. The Integrated Transport Strategy and Parking Management Plan were adopted by Council on 12 April 2022, establishing key priorities and actions to guide the Town's future transport and parking decision-making. The development of these documents followed extensive engagement with the broader community, including public advertising, detailed consultation, and the review of community submissions—both the Integrated Transport Strategy and Parking Management Plan received over 90% support during the public comment period.
2. The Town has been completing occupancy surveys to the west end of Burswood Road (adjacent Charles Patterson Park) that consists of approximately 22 marked and unmarked bays of free unrestricted parking as shown in attachment 14.2.1.
3. The area is primarily used by local employees and all-day commuters. The proximity to Great Eastern Highway, the Causeway, and the bus interchange make the bays an attractive parking location due to the unrestricted all-day free parking.
4. This area was previously identified for all-day paid parking in the 2012 Area 4 plan (attachment 14.2.3).
5. Surrounding streets including Hawthorne Place, Asquith Street, GO Edwards carpark and the remainder of Burswood Road have already transitioned to paid parking.
6. The Town completed occupancy surveys between January and December in 2024 and 2025.

Discussion

- 7. Occupancy surveys were completed January to December in 2024 and 2025. The surveys consisted of 5,664 scans in 2024 and 10,688 scans in 2025.
- 8. The occupancy data showed a peak weekday occupancy of 71% - 95% in 2024 and 82% - 87% in 2025. Weekend use of the bays is low with 6-13% occupancy in 2024 with no material change in 2025 indicating limited non-commuter or visitor demand on weekends. The graph below shows the average daily occupancy for each day.



- 9. Officers have identified a key trend between Monday to Friday, where vehicles will park from early morning through to later afternoon, demonstrating persistent all-day commuter parking with minimal turnover.
- 10. The Parking Management Plan (PMP) has a specific action for Burswood South to ensure off-street parking is at a cheaper rate to provide an incentive for drivers to park in the off-street areas, leaving the desirable bays for the short to medium-stay parkers.
- 11. The PMP intervention matrix outlines triggers for restriction change when on-street parking exceeds occupancy rates above 85%.
- 12. To ensure consistency in the area and meeting the action items of the PMP it is proposed:
 - a. Paid parking is implemented to the bays at the west end of Burswood Road, as per attachment **14.2.2 - West End Burswood Road - Proposed Restrictions - Paid Parking**.
 - b. A tariff of \$1.80 p/h and \$10/day between the hours of 8:00am – 6:00pm Monday to Friday.
- 13. If the proposed parking changes are endorsed by council, the Town’s Officers will provide four weeks prior notice to nearby businesses and commuters by letter drop and on-street signage about the parking changes.

Relevant documents

[Parking Management Plan](#)
[Integrated Transport Strategy](#)

Legal and policy compliance

Not applicable.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not adopting the proposed change will result in a loss of revenue of up to \$50,000 per year.	High	Low	TREAT risk by accepting the proposed changes.
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	Complaints from community and visitors that currently use the bays for free.	Medium	Low	Accept the risk as the PMP requires off street parking to cheaper than on street parking in Burswood South and allows for a restriction change when occupancy exceeds 85%
Service delivery interruption	No applicable.		Medium	

Engagement

Internal engagement	
Parking and Rangers	Engaged as technical experts to complete the occupancy assessment and determine the appropriate treatments in line with the actions of the Parking Management Plan.

Place Planning	Supportive of the proposed changes and their alignment with the Town's place-based approach to planning and overall strategic transport direction.
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External engagement	
Stakeholders	Nil
Period of engagement	Nil
Level of engagement	Nil
Methods of engagement	Nil
Advertising	Not applicable
Submission summary	Not applicable
Key findings	Not applicable

Strategic alignment

Environment	
Community Priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	Increase parking turnover in the area to prioritise short to medium-term parking opportunities by making all day parking options cheaper in off street car parks.

Further consideration

Not applicable.

14.3 Financial Statements - November 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Statements November 2025 [14.3.1 - 25 pages]

Summary

To present the Monthly Financial Report for the period ending 30 November 2025, as included in the attachment, to Council, noting that there are reportable material variances for the period.

The 2024-25 capital projects that were adopted by Council to be carried forward to the 2025-26 financial year, is still in the process of being finalised. This will result in new capital projects being carried forward, which is evident in the Monthly Financial Report for 30 November 2025, where some capital projects have actual expenditures without budgets or have exceeded budgets.

The variations reported in the Monthly Financial Report for the period ending 30 November 2025, predominantly still relate primarily to the phasing of the budgets and timing of revenues and expenditures.

Recommendation

That Council receives the Monthly Financial Report for the period ending 30 November 2025, as included in the attachment, pursuant to Regulation 34 and 35 of the Local Government (Financial Management) Regulations 1996.

Background

1. Regulation 34 and 35 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.
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 Monthly Financial Report for the period ending 30 November 2025 complies with the requirements of Regulation 34 and 35 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996.

It is therefore recommended that the Monthly Financial Report for the period ending 30 November 2025 be received.

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> .
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Further consideration

Not applicable.

14.4 Financial Statements - December 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Statements December 2025 [14.4.1 - 25 pages]

Summary

To present the Monthly Financial Report for the period ending 31 December 2025, as included in the attachment, to Council, noting that there are reportable material variances for the period.

The 2024-25 capital projects that were adopted by Council to be carried forward to the 2025-26 financial year, is still in the process of being finalised. This will result in new capital projects being carried forward, which is evident in the Monthly Financial Report for 31 December 2025, where some capital projects have actual expenditures without budgets or have exceeded budgets.

The variations reported in the Monthly Financial Report for the period ending 31 December 2025, predominantly still relate primarily to the phasing of the budgets and timing of revenues and expenditures.

Recommendation

That Council receives the Monthly Financial Report for the period ending 31 December 2025, as included in the attachment, pursuant to Regulation 34 and 35 of the Local Government (Financial Management) Regulations 1996.

Background

1. Regulation 34 and 35 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.
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 Monthly Financial Report for the period ending 31 December 2025 complies with the requirements of Regulation 34 and 35 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996.

It is therefore recommended that the Monthly Financial Report for the period ending 31 December 2025 be received.

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> .
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Further consideration

Not applicable.

14.5 Statement of Accounts - November 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Payment Summary November 2025 [14.5.1 - 8 pages]2. Credit Card Transactions November 2025 [14.5.2 - 2 pages]3. Fuel and Store Cards Transactions November 2025 [14.5.3 - 1 page]

Summary

Council is required to receive 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.

1. To present the list of accounts paid by the Chief Executive Officer (CEO) under delegated authority for the period 1 to 30 November 2025.
2. To present the list of payments made by authorised employees using purchasing cards for the period 1 to 30 November 2025.

The information required for Council to receive the payments made is included in the attachment for the period 1 to 30 November 2025.

Recommendation

That Council for the period 1 to 30 November 2025, as included in the attachment:

1. Receives the list of accounts paid (cheques and EFT payments).
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees.
3. Receives the list of payments made using credit cards.
4. Receives the list of payments made using fuel and store cards.

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
Creditors – EFT Payments (incl. Fuel and Store Cards)		\$5,637,529.84
- Fuel and Store Cards (\$19,354.51)	November 2025	
Payroll		\$ 1,501,231.85
Bank Fees		\$ 20,465.44
Corporate MasterCard	November 2025	\$ 12,885.52
Total		\$ 7,172,112.65

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 receive the payments, as included in the attachments, for the period 1 to 30 November 2025.

Relevant documents

Not applicable.

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

14.6 Statement of Accounts - December 2025

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	<ol style="list-style-type: none">1. Payment Summary December 2025 [14.6.1 - 10 pages]2. Credit Card Transactions December 2025 [14.6.2 - 2 pages]3. Fuel and Store Cards Transactions December 2025 [14.6.3 - 1 page]

Summary

Council is required to receive 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.

1. To present the list of accounts paid by the Chief Executive Officer (CEO) under delegated authority for the period 1 to 31 December 2025.
2. To present the list of payments made by authorised employees using purchasing cards for the period 1 to 31 December 2025.

The information required for Council to receive the payments made is included in the attachment for the period 1 to 31 December 2025.

Recommendation

That Council for the period 1 to 31 December 2025, as included in the attachment:

1. Receives the list of accounts paid (cheques and EFT payments).
2. Receives the direct lodgement of payroll payments to the personal bank accounts of employees.
3. Receives the list of payments made using credit cards.
4. Receives the list of payments made using fuel and store cards.

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
Creditors – EFT Payments (incl. Fuel and Store Cards)		\$13,305,689.41
- Fuel and Store Cards (\$16,450.63)	December 2025	
Payroll		\$ 1,462,743.39
Bank Fees		\$ 16,024.11
Corporate MasterCard	December 2025	\$ 12,022.47
Total		\$ 14,796,479.38

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 receive the payments, as included in the attachments, for the period 1 to 31 December 2025.

Relevant documents

Not applicable.

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

14.7 Post year end budget review

Location	Town-wide
Reporting officer	Manager Strategic Accounting
Responsible officer	Chief Financial Officer
Voting requirement	Absolute majority
Attachments	<ol style="list-style-type: none">1. Final 2024-25 Carry Forward Projects Program [14.7.1 - 3 pages]2. Revised Reserve Accounts Movement - for the year ending 30 June 2026 [14.7.2 - 1 page]3. Revised Statement of Financial Activity - for the year ending 30 June 2026 [14.7.3 - 1 page]

Summary

To seek approval from Council to review the 2025-26 Annual Budget following the completion and sign off the Annual Financial Statements 2025.

Recommendation

That Council:

1. Approves the final 2024-25 carry forward projects program detailed in Attachment 14.7.1.
2. Approves the revised reserve accounts movement as detailed in Attachment 14.7.2.
3. Approves the revised Statement of Financial Activity as detailed in Attachment 14.7.3.

Background

1. When the Town's 2025-26 Annual Budget was adopted by the Council on 8 July 2025, the 2024-25 actuals within the Statement of Financial Activity were presented as estimated forecasts and were therefore subject to final adjustments.
2. The Town has now completed and signed off the Annual Financial Statements 2025. The confirmed financial position as at 30 June 2025 shows a surplus of \$5,259,124.

Discussion

3. The estimated amount for the 2024-25 carry forward projects at the time the 2025-26 Annual Budget was adopted was \$14,442,601.
4. The revised and final amount for the 2024-25 carry forward projects to be carried into to the 2025-26 financial year is \$19,370,364. The list comparing estimated and final carry forward projects is provided in Attachment 14.7.1.
5. The opening balance of the reserve accounts has been updated for the revised annual budget. The amounts now align with the closing balance of the reserve accounts of the Annual Financial Statements 2025. The changes to the reserve accounts movement are provided in Attachment 14.7.2.
6. The changes to the "to and from" reserve amounts are due to the updated carry forward projects. The funding sources of these projects have been adjusted accordingly.
7. Although the total amount of carry forward projects has increased, the municipal funding requirement has decreased due to the availability of other funding sources. The changes to the Statement of Financial Activity are provided in Attachment 14.7.3.

Relevant documents

Not applicable

Legal and policy compliance

[Section 6.8 of the Local Government Act 1995](#)

Financial implications

Current budget impact	Adjustment to the carry forward projects program will enable more assets and service deliveries within the 2025-26 financial year. Variations to the adopted annual budget, as contained within the attachments, will form a new revised annual budget once adopted.
Future budget impact	Not applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Financial loss that may or may not be managed within the existing budget and may or may not impact a program or services.	Unlikely	Low	TREAT risk by ensuring stringent analysis and reconciliation is conducted to present the balanced budget.
Environmental	Not applicable.			
Health and safety	Not applicable.			
Data, Information Technology and Cyber	Not applicable.			
Assets	Not applicable.			
Compliance Breach	Not applicable.			
Reputation	Not applicable.			
Service delivery interruption	Disruption to a service or major project in progress that may	Unlikely	Medium	TREAT risk by ensuring stringent analysis and reconciliation is conducted to present the balanced budget.

result in delays to delivery.

Engagement

Internal engagement	
Stakeholder	Comments
Service Area Managers	All Service Area Managers were consulted and reviewed 2024/25 capital and operating projects to input the final carry forward projects information.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Budget review is conducted frequently to ensure the budget is reflective of the community's current needs.
CL3 - Accountability and good governance.	Accurate presentation of the budget is reflective of the community's current needs.

Further consideration

14.9 TVP 25/29 Leisure Facilities Cleaning Services

Location	Town-wide
Reporting officer	Manager Business Services
Responsible officer	Manager Business Services
Voting requirement	Simple majority
Attachments	1. CONFIDENTIAL REDACTED - TVP 25 29 Leisure Facilities Cleaning Services Evaluation Report [14.9.1 - 20 pages]

Summary

The Town has recently completed a procurement process to secure an experienced supplier for cleaning services for the Town's Leisure Facilities (Aqualife & Leisurelife). In accordance with Policy 301 Procurement and Section 3.57 of the Local Government Act 1995, this report seeks Council approval to appoint a preferred supplier for the management of TVP/25/29 Leisure Facilities Cleaning Services with a total estimated cost of \$1,125,675.00 over five (5) years.

Recommendation

That Council awards the contract associated with TVP/25/29 Leisure Facilities Cleaning Services, to Respondent F, for cleaning services of the Town's Leisure Facilities, with the terms and conditions as outlined in the contract, as their offer has been evaluated as the most advantageous to the Town.

Background

1. TVP/25/29 – Leisure Facilities Cleaning Services was published through the Town E-Tendering Portal on Tenderlink through the WALGA Preferred Supplier Program on VendorPanel.
2. Suppliers were requested to provide a lump sum cost for the supply and delivery of cleaning services for the two Leisure Facilities within the Town of Victoria Park.
3. The approved municipal funding allocation for this item is \$226,196 per year.
4. An evaluation of the tender submissions against the prescribed criteria has been completed, and it is recommended that Council accepts the submission made by Respondent F and enters a contract for the provision of cleaning services at the Aqualife and Leisurelife facilities.
5. The Town received 7 Submissions, of which, all were compliant and of good quality in terms of experience, capability and understanding of the requirements of the project.

Discussion

6. The assessment of the submissions was formally undertaken by a panel that included:
 - (i) Acting Manager Business Services
 - (ii) Leisure Facilities Operations Manager
 - (iii) Building Officer
 - (iv) Probity Advisor – Australian Audit (Non-Voting Member)
7. The Town received 7 submissions, which were all deemed to be compliant.

8. The evaluation of the submissions against the quantitative and qualitative criteria resulted in the rankings as shown below, with the first ranking scoring the highest percentage score (77%).
 - (i) Respondent A (74%)
 - (ii) Respondent B (59%)
 - (iii) Respondent C (74%)
 - (iv) Respondent D (54%)
 - (v) Respondent E (68%)
 - (vi) Respondent F (77%)
 - (vii) Respondent G (72%)
9. Further breakdown of the rankings and justifications have been detailed within the attachment **TVP-25-29 Leisure Facilities Cleaning Services Evaluation Report**.

Compliance criteria

10. All Respondents were required to comply with providing information for the following compliance criteria to be eligible for consideration at the evaluation stage:
 - (i) Compliance with the conditions of submission to the Tender.
 - (ii) Compliance with the General Conditions of Contract, Special Conditions, and this Request.
 - (iii) References (minimum of three)
 - (iv) Completion of a Pricing Schedule in the format required by the principal.
 - (v) Corporate Information.
 - (vi) Financial Position.
 - (vii) Conflict of Interest.
 - (viii) Insurance
 - (ix) Compliance to Specification (Part 4 of this Request).

Evaluation process

<p>Suitability of Proposed Services</p> <p>The Respondent must:</p> <ol style="list-style-type: none"> i) Demonstrate how the proposed Services meet the description set out in Part 2 - Specification; 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 inclusive of the detailed cleaning methodology, products, and frequencies required to achieve each of the performance outcomes for each area at each of the sites. Refer to the "Contractor to Complete" section of Appendix 1. b. A description of critical issues, and quality control mechanisms used in undertaking the requirements. This includes the cleaner's approach, training, and monitoring processes to achieve health and hygiene. 	<p>Weighting 35%</p>
<p>Specified Personnel</p> <p>The Respondent must:</p> <ol style="list-style-type: none"> i) Identify any proposed Specified Personnel together with a brief curriculum vitae for each of them; 	<p>Weighting 10%</p>

<ul style="list-style-type: none"> ii) Detail the availability of the proposed Specified Personnel for the Contract during the Term; and iii) Describe the skills and industry experience of all proposed Specified Personnel, especially how their experience relates to the requirements set out in Part 2 – Specification. 	
<p>Organisational Capacity</p> <ul style="list-style-type: none"> i) The Respondent must demonstrate that it has the organisational capacity to perform the Contract. ii) The Respondent must demonstrate that it has the resources and ability to promptly provide, train, and induct replacement personnel should the specified nominated personnel become unavailable for any reason. 	Weighting 10%
<p>Demonstrated Experience</p> <ul style="list-style-type: none"> i) The Respondent must provide details of contracts for similar Goods and / or Services provided for other clients. The Respondent must provide: <ul style="list-style-type: none"> a. A detailed description of the Goods and / or Services provided; b. Similarities between the previous contracts and this Request; c. When the previous contracts were performed; and d. The outcome of the previous contracts. ii) The Respondent must also provide a minimum of [2] referees in respect of the contracts detailed above. Referee details must include: <ul style="list-style-type: none"> a. The referee's name and position; b. Company name; c. The contact telephone number; and d. The contract or project title. 	Weighting 35%
<p>Social (Indigenous, disabled, human rights, labour practices) and Environmental Sustainability</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.</p> <ul style="list-style-type: none"> i) Does your organisation follow any sustainable strategies? YES / NO, if yes, please provide details. ii) Does your organisation have any Social Impact Policy and Initiatives? i.e. Indigenous, modern slavery, diversity, human rights, labour practices. YES / NO, if yes, please provide details. iii) Does your organisation have an Environmental Management System (EMS) or adopt any environmental/sustainability practices? If yes, please provide details. iv) Does your organisation practice waste minimisation e.g., reduce packaging, or packaging with recycled materials or using compostable packaging? Please provide details including % of reused/recycled materials used. v) Has your organisation ever received a warning or convicted of an environmental breach in Australia or overseas? If so, please provide details and outcome of the matter. vi) Please provide examples relating to the key environmental impacts considered over the life cycle of the goods/service. <p>Some examples for consideration are:</p> <ul style="list-style-type: none"> • Design for energy efficiency for energy using products. 	Weighting 10%

- Reduced use of water (e.g. water saving/ efficiency)
- Design for recyclability
- Carbon Neutrality
- Substitution of environmentally harmful or scarce materials.
- Noise levels of plant and equipment when in use.

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

Current budget impact	<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>
Future budget impact	<p>The passing of the recommendation will result in funds of \$230,535.00 excluding GST per year being required in future budgets with the Building Services unit to maintain the contract and cleanliness of both the Aqualife and Leisurelife leisure facilities.</p>

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Loss of revenue resulting in a decrease in memberships due to cleanliness issues and complaints.	High	Low	TREAT risk by awarding a contract with clear scope objectives, service level agreement and KPI's to ensure the facilities are maintained at the agreed standards.
Environmental	Not applicable		Medium	
Health and safety	Facilities not hygienically cleaned and resulting in health concerns for customers and staff	Medium	Low	TREAT risk by detailing the preventative, reactive, and routine cleaning scheduling within the contract terms.
Data, Information Technology and Cyber	Not applicable		Medium	

Assets	Accelerated deterioration of building services components and major assets.	Medium	Medium	Treat risk by undertaking periodic inspections of these components with the contractor.
Compliance Breach	Not applicable		Low	
Reputation	Poorly cleaned facilities may have an impact on the Town's reputation and risks losing community users and members for these services.	High	Low	TREAT risk by awarding the contract to the recommended, reputable contractor.
Service delivery interruption	Impact on service delivery and customer experiences		Medium	Treat risk by scheduling cleaning times during off-peak periods and after-hours.

Engagement

Internal engagement	
Procurement	Provided advice and acted as a probity advisor throughout the process.
Leisure Facilities	The Leisure Facilities unit has been heavily involved in the refinement of the specifications of the contract and the evaluation process.
Building Services	The Building Services unit has been heavily involved in the refinement of the specifications of the contract and the evaluation process.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	The Town undertook a public tender process to determine the best value for money and a suitable supplier to undertake the cleaning services for the Leisure Facilities.

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Providing facilities that are well-built and well-maintained.	The Town undertook a detailed review of the preventative, routine, and reactive cleaning requirements to ensure that the leisure facilities at maintained effectively.

Further consideration

Not applicable

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