TOWN OF VICTORIA PARK

Agenda Briefing Forum

Agenda – Tuesday 4 August 2026

WE'RE OPEN VIC PARK

Please be advised that an **Agenda Briefing Forum** will be held at **6:30 PM** on **Tuesday 4 August 2026** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Carl Askew
30 July 2026

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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.

Disclaimer
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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	Ms Alison Luobikis
Chief Community Planner	Mr David Doy
Chief Financial Officer	Mr Duncan Olde
Manager Governance and Risk	Mr Brett Douglas
Manager Stakeholder Relations	Mr Paul Dunlop
Manager Property Development and Leasing	Mr Matthew Bailey
Secretary	Ms Laine Cooke
Public liaison	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 - July 2026

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Risk
Voting requirement	Simple majority
Attachments	1. Outstanding Council Resolutions Status Report July 2026 [**11.1.1** - 20 pages] 2. Completed Council Resolutions Status Reports July 2026 [**11.1.2** - 8 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 30 June 2026 to 29 July 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.

11.2 Nomination of WALGA 2026 Annual General Meeting Delegates

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

Summary

For Council to nominate two voting delegates and two proxy delegates for the 2026 Annual General Meeting of the WA Local Government Association (WALGA).

Recommendation

That Council:

1. Nominates ______________________ and ________________________ as voting delegates for the 2026 Annual General Meeting of the WA Local Government Association to be held on Thursday 17 September 2026 at Perth Convention and Exhibition Centre.
2. Nominates ______________________ and ________________________ as proxy voting delegates for the 2026 Annual General Meeting of the WA Local Government Association to be held on Thursday 17 September 2026 at Perth Convention and Exhibition Centre, in the event that Council's appointed representatives are unable to attend.
3. Requests the Chief Executive Officer advise the WA Local Government Association of Council's nominees.

Background

1. WALGA is the peak industry body for local government in Western Australia and advocates on behalf of 139 local governments.
2. All member Councils are entitled to be represented by two voting delegates and two proxy voting delegates at the Annual General Meeting of WALGA.
3. At the Annual General Meeting, members consider WALGA's annual financial statements, the Presidents annual report and any executive or member motions that are raised
4. The 2026 WALGA Annual General Meeting is being held on Thursday 17 September 2026 at Perth Convention and Exhibition Centre.
5. The Town must register two voting delegates by Tuesday, 1 September 2026 to be able to participate in matters to be voted on.
6. Two proxy delegates should be nominated in the event that the appointed representatives are unable to attend on the day.
7. Pursuant to Policy 022, any Elected Member seeking to attend the WALGA Annual Convention in the capacity of an attendee, rather than as a voting delegate, must submit a written request to the Chief Executive Officer.

Discussion

8. At its Special Council Meeting held on 28 October 2025, Council appointed Deputy Mayor Lindsay Miles and Cr Andra Biondi as members to represent the Town on the WALGA South-East Metropolitan Zone for the period 28 October 2025 to 16 October 2027.
9. Cr Jack Gordon-Manley and Cr Scott Ingram were appointed as deputies for the period 28 October 2025 to 16 October 2027.
10. The Chief Executive Officer has received communication from WALGA requesting that the Town register its voting delegates by Tuesday, 1 September 2026.

Relevant documents

WALGA AGM Standing Orders

Policy 022 – Elected Member Professional Development

Legal and policy compliance

WALGA's constitution requires that voting delegates are registered.

Financial implications

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

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial			Low	
Environmental			Medium	
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	If the Town doesn't submit its voting members, it will not be able to vote on matters being considered	Low	Low	Treat risk by nominating voting members
Reputation			Low	

Service delivery interruption	Medium

Engagement

Not applicable

Strategic alignment

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

11.3 Appointment of Council Member Following Vacancy on the Audit, Risk and Improvement Committee and Business Advisory Group

Location	Town-wide
Reporting officer	Governance Officer
Responsible officer	Manager Governance and Strategy
Voting requirement	Absolute majority
Attachments	1. Audit Risk and Improvement Committee Terms of Reference [**11.3.1** – 3 pages] 2. Business Advisory Group Terms of Reference [**11.3.2** – 3 pages]

Summary

Cr Andra Biondi was appointed by Council on 28 October 2025 as a Council representative to the Audit, Risk and Improvement Committee (**ARIC**) and the Business Advisory Group (**BAG**) for a two-year term concluding in October 2027.

On 22 July 2026, Cr Andra Biondi formally advised the Chief Executive Officer in writing of her decision to withdraw from both appointments.

Accordingly, vacancies now exist on the ARIC and BAG for the remainder of the current term. Council is requested to appoint a replacement Council Member(s) to represent Council on the ARIC and BAG until the expiry of the current term in October 2027.

Recommendation
That Council: 1. Notes that Cr Andra Biondi was appointed as a Council representative to the Audit, Risk and Improvement Committee and Business Advisory Group on 28 October 2025 for a two-year term concluding in October 2027. 2. Notes that Cr Andra Biondi has subsequently stood down from membership of both groups. 3. Appoints Cr _________ as Council’s representative on the Audit, Risk and Improvement Committee for the remainder of the current term to October 2027. 4. Appoints Cr _________ as Council’s representative on the Business Advisory Group for the remainder of the current term to October 2027.

Background

1. At the Special Council Meeting held on 28 October 2025, Council appointed Mayor Karen Vernon, Cr Daniel Minson, Cr Scott Ingram and Cr Andra Biondi as Council’s representatives on the Audit, Risk and Improvement Committee, and Cr Andra Biondi as Council representatives on the Business Advisory Group for a two-year term..
2. On 22 July 2026, Cr Andra Biondi formally advised the Chief Executive Officer in writing that she wished to withdraw from both appointments.

3. As a result, vacancies now exist on the Audit, Risk and Improvement Committee and Business Advisory Group for the balance of the current term, expiring in October 2027.
4. Council is therefore requested to appoint replacement representative(s) to fill the vacancies for the remainder of the term in accordance with ARIC Terms of Reference and BAG Terms of Reference.

Discussion

5. The Audit, Risk and Improvement Committee provides advice and recommendations to Council regarding governance, risk management, internal controls, compliance and continuous improvement activities.
6. The Business Advisory Group provides advice and recommendations on matters affecting the local business community and assists Council in considering opportunities to support economic development and business engagement.
7. To ensure ongoing Council representation and participation in both groups, Council is requested to appoint a replacement Council Member(s) to serve for the remainder of the current term ending in October 2027.

Business Advisory Group

8. With respect to the Business Advisory Group Terms of Reference (**BAGTR**), Membership **shall** comprise three elected members, and the BAGTR are silent on resignation of elected members. By default, a resignation naturally assumes a further appointment for the remainder of the Term to maintain the required membership. This being so, if there is no appointment of a further elected member to the Committee, It is recommended the Council consider updating and replacing the word "shall" to "may" in the Terms of Reference at paragraph 4.

Audit, Risk and Improvement Committee

9. As foreshadowed above, within the ARIC Terms of Reference (**ARICTR**) at clause 5, *"Members are appointed for two (2) year terms to coincide with the local government election cycle, unless for a shorter period, in the event a Member cannot continue to fulfill the obligations of membership, and in such case, a new member shall be appointed by Council for the remainder of the Term of the outgoing member".*
10. This being so, if there was nobody available to replace Cr Biondi, Council should consider amending the ARICTR to replace the word "shall" to "may" at clause 5 and clause 3.
11. Council may appoint the same Council Member to both groups or appoint separate Council Members to each group.

Relevant documents

Local Government Act 1995

Audit, Risk and Improvement Committee Terms of Reference

Business Advisory Group Terms of Reference

Legal and policy compliance

Section 5.10 of the Local Government Act 1995 provides for the appointment of committee members by a local government and requires an Absolute Majority decision of Council for such appointments.

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	NIL		Low	
Environmental	NIL		Medium	
Health and safety	NIL		Low	
Data, Information Technology and Cyber	NIL		Medium	
Assets			Medium	
Compliance Breach	Terms of Reference not being complied with. No legislative breach event possible.	Low	Low	Appoint another committee member
Reputation	NIL		Low	
Service delivery interruption	NIL		Medium	

Engagement

Not applicable.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Having properly fulfilled membership is important for the proper functioning of Committees and Advisory Groups
CL3 - Accountability and good governance.	Having properly fulfilled membership is important for the proper functioning of Committees and Advisory Groups

12 Chief Community Planner reports

12.1 Endorsement to advertise the Draft Homelessness Action Plan

Location	Town-wide
Reporting officer	Coordinator Community Development
Responsible officer	Manager Community
Voting requirement	Simple majority
Attachments	1. Draft Homelessness Action Plan 2026-30 [**12.1.1** - 21 pages] 2. Homelessness Action Plan - Stakeholder Engagement - Findings Report [**12.1.2** - 31 pages] 3. Homelessness Action Plan 2022-2026 Impact Report [**12.1.3** - 3 pages]

Summary

The Draft Town of Victoria Park Homelessness Action Plan 2026-2030 (the Plan) is presented to Council for consideration to advertise for public comment. Council is requested to endorse a public advertising period of 21 days to ensure that community and stakeholder feedback is incorporated prior to the Plan's finalisation.

Recommendation
That Council: 1. Endorses the advertising of the Draft Homelessness Action Plan 2026-2030, as per attachment 1, for a 21-day public comment period. 2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present an updated Homelessness Action Plan 2026-2030 to Council for consideration and adoption.

Background

1. The Town's Homelessness Action Plan 2026-2030 has been developed to guide the Town's approach, efforts and resources within the homelessness ecosystem to address causes and impacts of homelessness.
2. The Plan aligns closely with the Town of Victoria Park's Strategic Community Plan 2017-2032. It will contribute to key strategic objectives including:
    a. S1 – Helping people feel safe.
    b. S2 – Collaborating to ensure everyone has a place to call home.
    c. S3 - Facilitating an inclusive community that celebrates diversity.
3. This Plan is positioned alongside existing Town plans and sits under the Public Health and Wellbeing Strategy. This Plan supports and delivers on Key Priority Area 9 of the Public Health and Wellbeing Strategy, which is *Our Community Priorities Accommodation and Homelessness Support.*

Discussion

4. In August 2025, the Council rescinded its Homelessness Policy to shift focus to developing a new Homelessness Action Plan 2026-2030 (the Plan).
5. In November 2025, the Town engaged Janali & Co to undertake stakeholder engagement to support development of the new Plan. Research and feedback from key targeted stakeholders, including staff, people working and volunteering in the sector, community members with lived experience of homelessness, and Elected Members has also informed the Plan.
6. The Plan outlines 'Our Role' and the following 'Guiding Principles':
    a. Compassion & respect
    b. Inclusiveness
    c. Right to housing
    d. Partnership & collaboration and
    e. No wrong door.
7. The Plan defines a vision for the Town as follows:

    A connected and compassionate community that works collaboratively to ensure people experiencing homelessness can readily access the support they need and that everyone has a place to call home.
8. The Plan identifies and will work towards three key outcome areas for the Town:
    a. Increased **connection** across the Town, organisations, and the community.
    b. Increased **understanding** of homelessness and the supports that are available.
    c. Increased organisational and community **capacity** to respond to the challenges of homelessness.
9. To achieve these outcomes, the Plan sets out actions across five focus areas:
    a. Advocacy
    b. Information
    c. Collaboration
    d. Coordination
    e. Education
10. Releasing the Plan for public comment will allow for additional feedback from key stakeholders, organisations, and local residents.
11. Feedback collected through the public consultation process will be analysed and used to inform the final Homelessness Action Plan 2026-2030, which will be presented to Council for consideration and adoption.

Relevant documents

- Public Health and Wellbeing Strategy 2023-2028
- Homelessness Implementation Plan 2022-2026
- Community Outreach Service – Social Impact Storyboard and Scorecard
- Safer Neighbourhoods Impact Report 2024-2025

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 proposed Draft Plan has a suite of deliverables that will be subject to future budget processes.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not applicable			
Environmental	Not applicable			
Health and safety	Not applicable			
Data, Information Technology and Cyber	Not applicable			
Assets	Not applicable			
Compliance Breach	Lack of community engagement would contradict the Town's priorities and values of inclusive community planning.	Medium	Low	TREAT risk by conducting broad and accessible consultation.
Reputation	Releasing the Plan without community input could damage trust in the Town.	Medium	Low	TREAT risk by seeking public comment before final adoption.
Service delivery interruption	Not applicable.			

Engagement

Internal engagement	
Relevant Officers and Responsible Teams	Staff were provided the opportunity to provide insights through a staff survey and review of the draft document.
Service Area Leadership Team (SALT)	Reviewed and provided feedback on the Plan.

Senior Management Team (SMT)	Reviewed and provided feedback on the Plan.
Elected Members	Concept forum was conducted in April 2026 to seek input on Our Role, Guiding Principles and Recommendations for the development of the Plan. Collated feedback and adjustments based on feedback were recirculated to Elected Members via the Elected Member portal for any additional feedback in June 2026. The draft Plan was shared for feedback via a portal post in July 2026.

External engagement	
Stakeholders	13 interviews with local homelessness sector organisations 8 stories from people with lived experience 16 Town staff surveys
Period of engagement	February – March 2026.
Level of engagement	3. Involve
Methods of engagement	One-on-one interviews, staff survey, and one-on-one interviews with community members with lived experience of homelessness and/or hardship facilitated by support services.
Advertising	Direct contact of stakeholders.
Submission summary	See attached Attachment 2 – Homelessness Action Plan –Stakeholder Engagement - Findings Report
Key findings	See attached Attachment 2 - Homelessness Action Plan –Stakeholder Engagement - Findings Report

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	Endorsing the public comment period for the Plan demonstrates the Council’s commitment to transparent and inclusive community engagement.

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 will help to increase access to supports, improve community education, reduce stigma and discrimination, increase upstream preventive measures, improve public health and safety, and coordinate services effectively.

13 Chief Operations Officer reports

13.1 Performance Review - On Demand Verge Collection Service

Location	Town-wide
Reporting officer	Chief Operations Officer
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	Nil

Summary

In August 2025, the Town commenced delivery of an on-demand verge collection service through Verge Valet. This report provides Council with a snapshot of the service's performance during its first year of operation, including service uptake, customer experience, operational performance and key outcomes achieved to date.

Recommendation
That Council receive the performance report surrounding the first 12 months of the on-demand, verge collection service.

Background

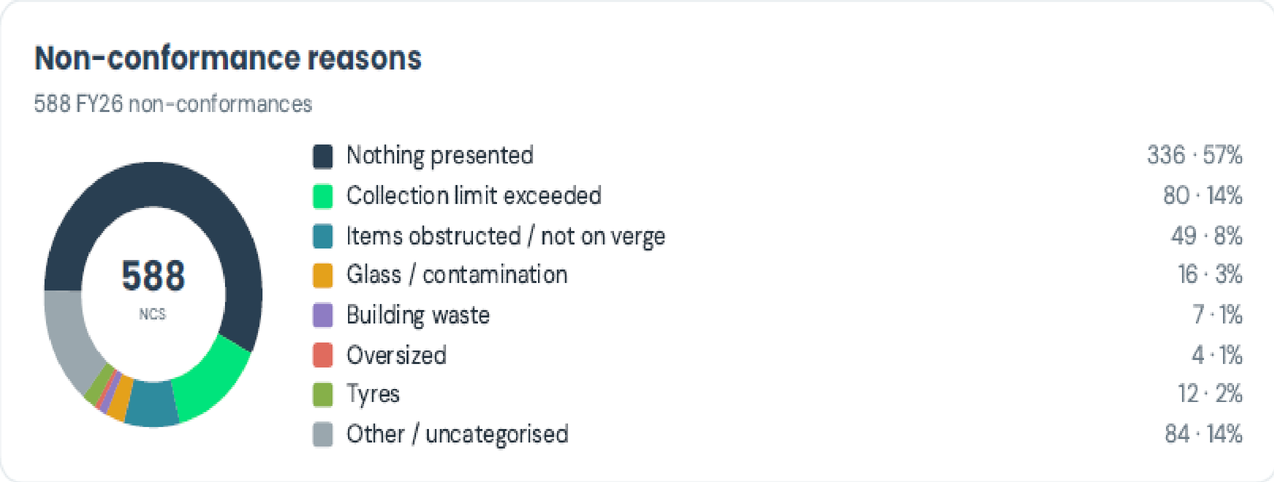
1. At its Ordinary Council Meeting on 15 April 2025, Council approved the transition from area-by-area scheduled bulk verge waste collections to a pre-booked verge collection service model (Verge Valet).
2. Under the new service model, residents are able to:
   a. Book collections when required rather than waiting for a scheduled verge collection.
   b. Arrange both hard waste and green waste collections through an on-demand booking system.
   c. Utilise their collection allocations throughout the year according to their individual needs.
3. As part of Resolution 78/2025, Council endorsed a service level of up to three verge waste collections per property per year, with a maximum of two collections being hard waste. Council further requested that the Chief Executive Officer undertake a review of the service after 12 months of operation and present a report to Council no later than 31 August 2026 on the effectiveness, financial impacts and user feedback associated with the service.
4. Experience across Australian local governments indicates that on-demand verge collection services are generally well accepted by residents and are often retained following implementation. Reported benefits include greater flexibility and convenience, improved streetscape amenity, reduced opportunities for illegal dumping and scavenging, and improved resource recovery outcomes. Notwithstanding these benefits, some residents continue to express a preference for traditional scheduled verge collections, particularly where booking wait times are extended or collection entitlements are perceived as insufficient.
5. It is now timely to provide Council with some preliminary advice on the experience of this service for our community in Victoria Park.

Discussion

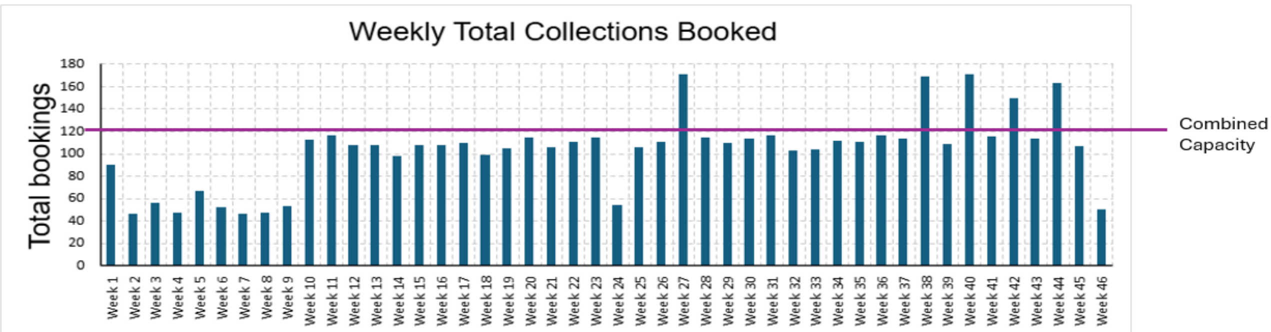
6. The Verge Valet contract was fully executed on 25 June 2025 with services commencing in August of that year.
7. The contract outlines the following objectives:
    a. To provide a reliable, convenient and cost-effective bulk waste collection, processing and disposal service, with a focus on continuous improvement.
    b. To ensure bulk waste collection, processing and disposal services are delivered in an environmentally responsible manner and in compliance with environmental legislation and the Western Australian Waste Strategy 2030.
    c. To provide accurate and timely data to assist the Town in effectively managing the bulk waste collection, processing and disposal service.
    d. To minimise customer complaints and ensure the prompt resolution of issues associated with the bulk waste collection and disposal service.
    e. To reduce the amount of waste disposed to landfill across all waste streams.
8. Eligibility for the service is currently restricted to rateable residential properties. This includes single dwellings, grouped dwellings and multiple dwellings. The service is not available to non-residential properties, including churches, schools, shops, hotels, commercial premises or industrial premises.
9. At the time of tendering, the procurement documentation anticipated a service capacity of up to 50 collections per day for both green waste and hard waste streams. Having regard to the approved service levels, annual collection entitlements and expected uptake rates, the contractor mobilised a base service capacity comprising:
    a. one dedicated green waste collection vehicle operating within the Town each week; and
    b. one dedicated hard waste collection vehicle operating within the Town each week.

    Each vehicle can undertake approximately 60 collections per day, providing capacity above the anticipated daily demand and allowing flexibility to accommodate fluctuations in booking volumes.
10. Throughout the first year of operation, the Town has progressively monitored service performance through regular reporting on service uptake, booking volumes, customer feedback and any identified service level concerns
11. As at the end of June 2026, 24% (3,424) of eligible households utilised this service with:
    a. 2589 booking a single hard waste collection
    b. 684 booking a second hard waste collection
    c. 1305 booking a single green waste collection
    d. 260 swapping a bulk waste collection for an additional green waste collection
    e. 246 cancellations

12. Of the 4,838 booked services, 12.2% were classified as non-conforming by the contractor:



13. We have yet to receive a consolidated annual report on the waste composition from Verge Valet to assist in the understanding of the type of waste being presented.
14. As at the end of March, the peak waiting period for a verge collection booking had increased to approximately 19 to 20 days. Investigation determined that the extended wait times were primarily attributable to the number of public holidays occurring between December and February that coincided with the Town's scheduled collection days, reducing available collection capacity. In response to the increasing wait times and growing demand, the contractor deployed an additional collection vehicle to increase service capacity and reduce booking delays.
15. The chart below shows the number of bookings per week and provides an indication of service performance against demand. The data demonstrates that, in most weeks, the combined collection service operates at or near full capacity.



16. Resident access to the service is facilitated through the Verge Valet booking platform. The system provides residents with the ability to book and manage collections online, while Verge Valet's customer service centre serves as the primary point of contact for customer enquiries, booking support and the resolution of service requests.
17. To provide a seamless customer experience, enquiries received by the Town relating to Verge Valet are generally directly transferred to the Verge Valet customer service team for resolution in the first instance.
18. Since the implementation of the service, only 24 service requests have been recorded by the Town requiring direct investigation or resolution and 11 enquiries recorded in the Town's content management system. The service requests were primarily related to the placement of cones to ensure that vehicles do not obstruct collection. Properties that have booked a Verge Valet collection and are located on streets with on-street parking, residents can request traffic cones from the Waste Team. The

cones will be delivered the day prior to the scheduled collection and can be placed on the road in front of the Verge Valet materials to help reserve adequate space for presentation and collection.

19. The enquiries were related to:
    a. Levels of Service (2)
    b. Damage to lawn and kerb (1)
    c. Booking system issues/timeframes (3)
    d. Non-collection (3)
    e. Illegal dumping (1)
    f. Praise (1)
20. The relatively low number of service requests escalated to the Town suggests that the Verge Valet customer service arrangements have been effective in managing customer enquiries and resolving issues at first point of contact.
21. The cost of providing the Verge Valet service during the 2025/26 financial year is projected to be $668,832, comprising $515,934 in actual expenditure and the remaining balance in commitments relating to services delivered up to 30 June 2026.
22. To support the introduction and uptake of the Verge Valet service, the Town implemented a series of communication and engagement initiatives throughout the year. These included:
    a. promotional campaigns announcing the commencement of the service and explaining how residents could access it;
    b. educational communications (including video) demonstrating the allowable collection sizes and acceptable materials for collection;
    c. reminders to residents on how to make, amend or cancel bookings; and
    d. ongoing information updates through the Town's website, social media channels and other resident communication platforms.
23. These campaigns were designed to increase community awareness of the service, encourage appropriate use of collection allocations and minimise booking-related enquiries and service issues. After using the Verge Valet-designed collateral for the first six months of promotion, the Town created its own “Book It, Don’t Dump It” campaign to avoid message fatigue and avoid confusion with other local governments. Indicators of impact and efficacy are positive:
    a. Reach and uptake of printed materials has been strong, with nearly 700 copies of the instructional brochure collected from the Town admin building, the library, the depot and Leisurelier and Aqualife centres.
    b. Posters and flyers have been distributed to businesses throughout the Town and are currently on display in food and beverage outlets along the Albany Highway strip.
    c. Reaction to social media messaging has been positive, with dedicated Verge Valet posts averaging 1500-2000 impressions. Comments are largely requests for more information, with very little negative criticism.
    d. Paid advertisements continue to run on Facebook and Instagram. Ongoing updates in the Town’s weekly ‘What’s on’ posts and eVibe digital newsletters ensure that messaging is strong and consistent.
24. Across the industry, a 24% utilisation rate would generally be considered a positive result for an on-demand verge collection service, although benchmarks vary between councils. While comparable utilisation data is not consistently published by other Perth local governments, this level of uptake would typically be regarded as good for an on-demand service model, where only households with a genuine need are expected to access the service. More broadly, utilisation rates in the range of 20-30% of eligible households often indicate that residents are aware of the service and are using it when required, without councils incurring the inefficiencies associated with unnecessary collections.
25. This level of utilisation provides confidence that the implementation, communication and community engagement activities have been effective in driving awareness and adoption of the service. Furthermore, based on feedback received directly from the community, it appears that residents are generally receptive to the current service model and the level of service being provided.

26. The information presented in this report reflects the performance outcomes observed during the first year of delivery of the on-demand verge collection service. While these results provide an initial indication of service performance and community uptake, the Town has commenced a more comprehensive review of the service's overall effectiveness. It is the view of the provider that transition to this kind of service requires 12 to 18 months to fully embed.
27. This review will consider the service from a broader waste management perspective, including its contribution to the Town's waste reduction objectives, impacts on illegal dumping, resource recovery outcomes, customer experience and the appropriateness of the current service scope.
28. It is intended that the findings and insights arising from this review will inform the development and update of the Town's Strategic Waste Management Plan, ensuring that future waste service delivery models are supported by operational experience, community feedback and evidence-based outcomes

Relevant documents

Climate Emergency Plan

Waste Avoidance and Resource Recovery Strategy 2030

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			Low	
Environmental	Underperformance of this service means that there is a lost opportunity to increase recycling and reuse	Medium	Medium	Treat: work to increase participation rates in this service
Health and safety			Low	
Data, Information Technology and Cyber			Medium	
Assets			Medium	

Compliance Breach			Low
Reputation	Implementation of this service does not improve the cleanliness of the streets as compared to the bulk collection Community are not receptive of this service	Low Low	Low
Service delivery interruption			Medium

Engagement

Internal engagement	
Stakeholder	Comments
Communications	Input was provided regarding the community information and promotional campaigns conducted by the Town to raise awareness of the Verge Valet service.
Customer Relations	An analysis was undertaken to establish the number and nature of customer enquiries received, and the process undertaken to manage the requests.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL3 - Accountability and good governance.	
Environment	
Community Priority	Intended public value outcome or impact
EN2 - Facilitating the reduction of waste.	Providing suitable and cost-effective options for collection and processing of verge waste.

13.2 874 Albany Highway, East Victoria Park - Evaluation of EOI Submissions

Location	East Victoria Park
Reporting officer	Property Development and Leasing Manager
Responsible officer	Chief Operations Officer
Voting requirement	Simple Majority
Attachments	Nil

Summary

This report seeks Council's authority for the Chief Executive Officer to accept the surrender of the lease for 874 Albany Highway, East Victoria Park.

Recommendation

That Council:

1. Authorises the Chief Executive Officer to accept the surrender of the lease for 874 Albany Highway, East Victoria Park between the Town and Aster Health Group Pty Ltd, subject to:
    a. the premises being vacated and returned in a condition satisfactory to the Chief Executive Officer; and
    b. the effective date of surrender being determined by the Chief Executive Officer.
2. Authorises the Chief Executive Officer to execute all documents necessary to give effect to the surrender of the lease referred to in point 1.

Background

1. The Town owns 874 Albany Highway, East Victoria Park, comprising a 526m² site improved with a 92m² character-style brick and iron building currently configured for commercial office use
2. The property was previously leased and managed through an external real estate agency. In October 2024, the Town brought leasing and property management in-house to:
    a. improve oversight of the asset;
    b. strengthen property management outcomes;
    c. reduce ongoing management costs; and
    d. gain greater visibility of the property's condition.
3. The property has been leased to Aster Health Group Pty Ltd since 28 October 2024 and is currently used for psychology consulting rooms.
4. In May 2026, Aster Health advised the Town that it would not be exercising any option for a further term and requested to surrender the lease prior to its expiry on 27 October 2026.
5. Aster Health has been a satisfactory lessee throughout the term of its lease. However, it advised that it had outgrown the premises and, to accommodate the continued growth of its psychology practice, required additional consulting rooms beyond those available at the property.
6. Following advice that the current lessee wishes to vacate the premises, Town officers conducted an expression of interest (EOI) campaign from 3 June 2026 to 29 June 2026. The EOI process did not result in a suitable commercial outcome for the Town. Accordingly, officers will continue to market the property to secure an appropriate commercial tenant.

Discussion

7. Following Aster Health's request to surrender the lease, officers have progressed arrangements to secure a replacement tenant and minimise any period of vacancy. The Town is also working with the current tenant to ensure they continue to maintain the property and present it to an acceptable condition in accordance with their lease.
8. The property is a Town-owned commercial investment asset within the Albany Highway Precinct and is zoned District Centre under Local Planning Scheme No. 2. The precinct is one of the Town's key commercial and activity centres, with a mix of retail, hospitality, office, entertainment and service-based businesses.
9. The Town will continue to advertise the property and seek a suitable tenant that can deliver an appropriate commercial return and contribute to the ongoing activation of the Albany Highway Precinct.
10. Any future lease proposal will be assessed against the Town's strategic asset management objectives, Policy 221 – Strategic Management of Land and Building Assets and Policy 310 – Leasing and Licensing, including market rental requirements, rent reviews and recovery of property outgoings.
11. Subject to identifying a suitable tenant, a new lease will be negotiated and executed by the Chief Executive Officer under the existing delegated authority for leases of up to five years, in accordance with Policy 310 – Leasing and Licensing. Where required, the Town will also comply with the statutory disposal requirements under section 3.58 of the Local Government Act 1995. Should public notice be required and submissions received, a further report will be presented to Council.

Relevant documents

Policy 310 - Leasing and Licensing

Policy 221 – Strategic Management of Land and Building Assets

Local Planning Scheme No. 2

Draft Albany Highway Precinct Structure Plan

Legal and policy compliance

A lease of the property is a disposal under section 3.58 of the Local Government Act 1995 unless it is an exempt disposition under regulation 30 of the Local Government (Functions and General) Regulations 1996.

Where section 3.58 applies, local public notice must be given and any submissions considered before the lease is entered into. The Town will ensure the market valuation relied upon satisfies section 3.58(4).

The lease must comply with Policy 310 – Leasing and Licensing. The proposed use remains subject to Local Planning Scheme No. 2 and all necessary statutory and planning approvals.

Financial implications

Current budget impact	Sufficient funds exist within the adopted budget.
Future budget impact	Rental income and recoverable property outgoings will be incorporated into future budgets

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	If a replacement lessee is not secured before the current lease expires, the Town may experience a temporary loss of rental income and become responsible for holding costs associated with the property.	High	Low	TREAT by undertaking a further Expression of Interest process to secure a suitable tenant at an appropriate commercial market rent as soon as practicable.
Environmental	Not applicable.		Medium	
Health and safety	A vacant building may increase the risk of vandalism, unauthorised access or deterioration if left unoccupied for an extended period.	Low	Low	TREAT through regular property inspections, routine maintenance and timely re-marketing of the property to minimise the vacancy period.
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	An extended vacancy may result in deterioration of the Town-owned asset and increased maintenance requirements.	Medium	Medium	TREAT through proactive asset management, routine inspections, minor maintenance works and progressing a further EOI process to secure a suitable tenant.
Compliance Breach	Not applicable.		Low	
Reputation	An extended vacancy of a Town-owned commercial property may create a perception that the asset is underutilised or not being effectively managed.	Low	Low	TREAT by actively marketing the property and seeking a tenant that delivers an appropriate commercial outcome for the Town.
Service delivery interruption	Not applicable.		Medium	

Engagement

Community	Community supports the officer recommendation, noting that further work will occur in an effort to attract a suitable tenant for this location.
Place Planning	Place Planning supports the recommendation that Council authorise the Chief Executive Officer to accept the surrender of the lease for 874 Albany Highway and continue actively marketing the property to attract a suitable tenant capable. Ideally this tenant should deliver a suitable commercial outcome, and also a social outcome contributing to the ongoing activation of the Albany Highway Precinct
Urban Planning	No objection to the surrender of the lease, with the future use of the premises by an alternative tenant needing to be in accordance with the provisions of Local Planning Scheme No. 2.
Governance	Alignment with S5.23(4) of Local Government Act

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL1 – Effectively managing resources and performance.	Managing the lease surrender and continuing to market the property supports the effective management of Town-owned assets, minimises potential vacancy and seeks to achieve an appropriate commercial outcome.
CL2 - Communication and engagement with the community.	The public Expression of Interest and statutory disposal processes support transparent decision-making and provide opportunities for community participation where required.
CL3 - Accountability and good governance.	The proposed approach is consistent with the Town's Policy 221 – Strategic Management of Land and Building Assets, Policy 310 – Leasing and Licensing, and the statutory disposal requirements of the *Local Government Act 1995*.
Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	Continuing to market the property supports the occupation of a Town-owned commercial asset, contributing to economic activity, activation of the Albany Highway Precinct and an appropriate commercial return for the Town.

Environment	
Community Priority	Intended public value outcome or impact
EN4 - Providing facilities that are well-built and well-maintained.	Securing an ongoing tenancy supports the continued occupation, maintenance and stewardship of a Town-owned asset, helping to

	ensure the property remains well maintained and fit for purpose.

13.3 10 Kent Street, East Victoria Park - Evaluation of EOI submissions

Location	East Victoria Park
Reporting officer	Property Development and Leasing Manager
Responsible officer	Chief Operations Officer
Voting requirement	Simple Majority
Attachments	**Reason for Confidentiality** These attachments are confidential in accordance with: i. Section 5.23(4) of the *Local Government Act 1995*, as the business to be considered relates to the following: (d) Tender information disclosing proprietary technology or trade processes that are not public and would likely adversely affect the tenderer's business interests. And; ii. Section 5.23(3) of the *Local Government Act 1995*, as the business to be considered must be dealt with confidentially to comply with another written law that prohibits or restricts the making public of information. Attachment 1 - Draft Key Terms – Applicant 1 Attachment 2 - Draft Key Terms - Applicant 2 Attachment 3 - Draft Key Terms – Applicant 3 Attachment 4 - Property Prospectus -10 Kent St, East Victoria Park

Summary

This report presents the outcomes of the Expressions of Interest (EOI) process for 10 Kent Street, East Victoria Park, and seeks endorsement for the CEO to negotiate with Applicant 1 as the preferred proponent, followed by Applicant 3 and Applicant 2 if required, subject to the conditions in the recommendation.

Recommendation

That Council:

1. Notes the outcome of the Expressions of Interest process for 10 Kent Street, East Victoria Park and endorses Applicant 1 as the preferred proponent.
2. Authorises the Chief Executive Officer to negotiate with Applicant 1 for a lease of 10 Kent Street, East Victoria Park, substantially in accordance with its proposal and the key terms outlined in Attachment 1, subject to satisfactory financial information and the requirements of point 5.
3. Authorises the Chief Executive Officer, should negotiations with Applicant 1 not be finalised or the lease not commence within a reasonable timeframe as determined by the Chief Executive Officer, to:
    a. cease negotiations with Applicant 1;

    b. commence negotiations with Applicant 3, substantially in accordance with the key terms outlined in Attachment 3, subject to satisfactory financial information and the requirements of point 5.
4. Authorises the Chief Executive Officer, should negotiations with Applicant 3 not be finalised or the lease not commence within a reasonable timeframe as determined by the Chief Executive Officer, to:
    a. cease negotiations with Applicant 3; and
    b. commence negotiations with Applicant 2, substantially in accordance with its proposal and the key terms outlined in Attachment 2, subject to satisfactory financial information, further information on the proposed use and community benefit, planning feasibility and the requirements of point 5.
5. Determines that, in respect of any lease negotiated under point 2,3 or 4:
    a. The annual rent is to not be less than the amount specified in the relevant Draft Key Terms attachment, with the final annual rent to be determined by the Chief Executive Officer having regard to the Town's market rental valuation and the overall financial and community benefits of the proposal;
    b. Any rent abatement is not to exceed the period specified in the relevant Draft Key Terms attachment;
    c. To the extent that the annual rent or rate abatement does not satisfy clause 12(a) of Policy 310 – Leasing and Licensing, approves a departure from that clause; and
    d. All other lease terms are to be in accordance with Policy 310 – Leasing and Licensing.
6. Authorises the Chief Executive Officer, in respect of any proposed lease arising from point 2,3 or 4, to undertake any required statutory disposal process under section 3.58 of the *Local Government Act 1995* and, if submissions are received, present a further report to Council before entering into the lease.
7. Authorises the Chief Executive Officer to settle the final terms of any lease and associated documentation arising from point 2,3 or 4, on the advice of the Town's legal representatives, incorporating any variations or amendments to the key terms as considered reasonable and necessary by the Chief Executive Officer
8. Subject to point 6, authorise the Chief Executive Officer to execute as a deed all documents necessary to give effect to a lease arising from point 2,3 or 4.

Background

1. The Town owns 10 Kent Street, East Victoria Park, comprising an approximately 300m^2 site improved with a renovated 110m^2 character building converted from residential to office accommodation.
2. The property was most recently occupied by the Victoria Park Centre for the Arts Inc, under a licence agreement with the Town from 16 December 2022 to 15 December 2025.
3. The property is currently reserved as Public Open Space under Local Planning Scheme 2.
4. The draft Albany Highway Precinct Structure Plan proposes a District Centre zoning. However, the proposed zoning has not been finalised by WAPC, and the current Public Open Space reservation continues to apply.
5. The Town advertised an Expression of Interest (EOI) for the lease or licence of the property from 21 August to 20 October 2025. Council Resolution 33/2026 authorised the Chief Executive Officer to negotiate with the preferred applicant and, if unsuccessful, the second-ranked applicant.
6. The preferred and second-ranked applicants subsequently withdrew.
7. Following the withdrawal of both applicants, the Town advertised a second EOI from 21 May to 5 July 2026, seeking proposals for lease or licence of the property in accordance with Policy 310 – Leasing and Licensing.

8. The second EOI sought proposals that would activate the property, deliver community benefit and provide an appropriate financial return while remaining compatible with the current planning framework.

Discussion

9. The second EOI process attracted three submissions proposing a range of uses for the property.
10. The independent market valuation obtained by the Town in February 2026 valued the rental for the property at $30,000 per annum net plus GST.
11. As the proposed rezoning of the property has not been finalised, submissions were assessed having regard to the current planning framework under Local Planning Scheme 2. The EOI documentation required proposed uses to be capable of aligning with one of the following:
    a. Use by a community-based organisation providing educational or social services for community benefit; or
    b. An ancillary and complementary commercial land use with the potential to support, enhance or activate the recreational use and amenity of the reserve.
12. Any proposed use remains subject to obtaining all necessary statutory and planning approvals. Council's selection of the preferred proponent in its capacity as landowner does not constitute planning approval.
13. An evaluation panel comprising officers from Property Development and Leasing, Place Planning and Community, independently assessed the submissions.
14. Submissions were assessed against the following published weighted criteria, including:
    a. Commercial offer - 35%
    b. Use and site alignment - 15%
    c. Financial capacity - 15%
    d. Experience and capability - 15%
    e. Social value, activation and community benefit - 20%
15. The individual panel assessments were combined to produce the following overall weighted results:

Applicant	Ranking
Applicant 1	1st
Applicant 2	2nd
Applicant 3	3rd

16. All three submissions achieved an overall weighted score above 50% and were considered sufficiently responsive for further consideration. The material differences related to the commercial offers, proposed uses, financial information, and community outcomes presented by each proponent.
17. Applicant 1 submitted a balanced and comprehensive proposal, achieved the highest weighted score.
18. Applicant 1 provides a range of information technology services, including managed IT support, hardware and software training, cloud and network solutions, and web hosting. In addition to its commercial operations, the business supports the local community through student internship opportunities and by providing meeting space for local not-for-profit organisations.
19. The proposal from Applicant 1 included a commitment to provide a meeting space with not-for-profit groups on a monthly basis and committed to delivering a community internship and skills development program, providing one fully supported student internship every three months at its own expense. Over the initial five-year lease term, this will provide a minimum of 20 internship placements, representing a significant in-kind contribution to developing the skills and employability of local students.

20. The applicant has requested a rent abatement, or alternatively a rent-free fit-out period of four to six weeks at the commencement of the lease, to facilitate minor fit-out work prior to commencing operations.
21. Having regard to the assessment criteria, officers consider the proposal to be of a high standard, demonstrating the capability to deliver positive community outcomes. Having achieved the highest overall weighted assessment score, the proposal is recommended as the preferred submission.
22. Applicant 2 proposed the highest annual rent and demonstrated relevant operational experience. These factors contributed to it achieving the second-highest weighted score.
23. The proposed use comprises a place of worship, spiritual education and associated community activities. While officers acknowledge the community value associated with these activities, the proposal was considered to provide a comparatively lower level of ongoing public activation and broader community engagement than other submissions. In addition, the proposed use is considered to fall within the definition of a *Place of Worship*, being an 'A' discretionary use under Local Planning Scheme No. 2, and would therefore require development approval prior to occupation.
24. Applicant 3 demonstrated a strong alignment with the intended activation of the property and the strategic objectives for the site. Officers considered the proposal to be particularly well suited to the location, given its proximity to the Victoria Park Centre for the Arts. Rather than duplicating the Centre's existing visual arts focus, applicant 3 proposed to deliver complementary music, performing arts, workshops, community choirs, early childhood music education and other creative programming, creating opportunities to strengthen the precinct as a destination for arts, culture and community participation.
25. The submission also demonstrated substantial experience delivering community arts programs, festivals and cultural initiatives in partnership with local governments and government agencies throughout Western Australia. Officers considered that this experience, together with the proposed programming, would result in a high level of ongoing activation of the premises and provide significant social and community benefits extending beyond the immediate tenancy.
26. Applicant 3 proposed a peppercorn rental and provided limited supporting financial information. Consequently, the submission received lower scores against the commercial offer and financial capacity criteria. While these factors reduced its overall weighted assessment score, officers considered that the proposal performed strongly against the Use and Site Alignment and Social Value, Activation and Community Benefit criteria. Given that these criteria collectively represented 35% of the total assessment and directly relate to the strategic objectives for the site, officers consider the proposal offers a level of community activation and precinct integration that exceeds the alternative submissions.
27. Although Applicant 3 commercial offer was lower than that submitted by applicant 2, officers consider the proposal delivers a stronger overall strategic outcome for the Town through its complementary relationship with the Victoria Park Centre for the Arts, its demonstrated ability to deliver ongoing community programming, and its capacity to maximise the social and cultural value of this Town-owned asset. Accordingly, officers consider Applicant 3 to be the preferred reserve applicant should lease negotiations with Applicant 1 not be successfully concluded.
28. If applicant 3 does not satisfy the proposed conditions or negotiations are unsuccessful, officers recommend negotiating with applicant 2. Any negotiations would be subject to satisfactory financial information, further detail on the proposed use and community benefit, planning feasibility and rent in accordance with Policy 310 – Leasing and Licensing.
29. Policy 221 – Strategic Management of Land and Building Assets requires decisions about Town land and buildings to seek maximum return through either a commercial financial return or a community benefit aligned with the Town’s vision. The recommended negotiation sequence balances these objectives.
30. Any lease terms will be required to comply with Policy 310 – Leasing and Licensing, including the applicable market rental requirements, rent reviews and recovery of property outgoings.

31. Following agreement of lease terms, the Town will complete the applicable statutory disposal process. If local public notice is required and submissions are received, a further report will be presented to Council before the lease is entered into.
32. Overall, Applicant 1 provides the strongest overall outcome for the Town. The alternative negotiation sequence provides a clear pathway to secure an appropriate tenant if agreement with the preferred proponent cannot be reached.

Relevant documents

Policy 310 - Leasing and Licensing

Policy 221 – Strategic Management of Land and Building Assets

Local Planning Scheme No. 2

Draft Albany Highway Precinct Structure Plan

Legal and policy compliance

A lease of the property is a disposal under section 3.58 of the Local Government Act 1995 unless it is an exempt disposition under regulation 30 of the Local Government (Functions and General) Regulations 1996.

Where section 3.58 applies, local public notice must be given and any submissions considered before the lease is entered into. The Town will ensure the market valuation relied upon satisfies section 3.58(4).

The lease must comply with Policy 310 – Leasing and Licensing. The proposed use remains subject to Local Planning Scheme No. 2 and all necessary statutory and planning approvals.

Financial implications

Current budget impact	Sufficient funds exist within the adopted budget to progress lease negotiations and any required statutory advertising. A lease will generate unbudgeted rental income, with the amount dependent on the outcome of negotiations.
Future budget impact	Rental income and recoverable property outgoings will be incorporated into future budgets. The final budget impact will depend on the negotiated lease terms. applicable.

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Not appointing a new tenant means the Town is fully responsible for the financial costs of the premises.	High	Low	TREAT risk by appointing a new tenant.
Environmental	Not applicable.		Medium	
Health and safety	Leaving the building vacant for an extended period may increase the	Low	Low	TREAT risk by appointing a new tenant to occupy the building.

	safety risk for the Town and nearby residents.			
Data, Information Technology and Cyber	Not applicable.		Medium	
Assets	Not appointing a tenant may result in the Town building being vacant for an extended period of time and maintenance duties falling to the Town.	Medium	Medium	TREAT risk by appointing a new tenant to mitigate the risk of the building being vacant for longer than required.
Compliance Breach	Not applicable.		Low	
Reputation	Not appointing a new tenant may result in reputational loss as a Town owned building may be vacant for an extended period.	Low	Low	TREAT risk by appointing a new tenant.
Service delivery interruption	Not applicable.		Medium	

Engagement

Internal engagement	
Community	Community support the assessment panel's recommendations, which were based on the information and evidence provided by applicants. However, consistent with the panel's discussions, a review of the weighting of the selection criteria may be beneficial to ensure greater emphasis is placed on social value, activation, and community benefit, while continuing to appropriately manage and mitigate associated risks.
Place Planning	Place Planning are in agreement that the Officer Recommendation aligns with the discussion as per the assessment process. However, Place Planning would suggest that the weighting of the selection criteria be reassessed in future to ensure alignment with the Town's strategic priorities for each specific place, specifically the 'Social Constraints' identified within the LAOS.
Urban Planning	Provided input relating to the Local Planning Scheme No.2 requirements relating to the land's reservation as 'Public Open Space' and advising of the proposed zoning under the draft Albany Highway Precinct Structure Plan.
Governance	Alignment with S5.23(4) of Local Government Act

External engagement	
Stakeholders	Business/Organisation owners, residents.
Period of engagement	Thursday 21st May 2026 – Sunday 5th July 2026
Level of engagement	Inform
Methods of engagement	Online advertising
Advertising	- The West Australian Newspaper - Town Website - Noticeboards - Town Social Media - REIWA, Real Commercial and Commercial Real Estate website
Submission summary	Three EOI submissions were received.

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The public EOI and statutory disposal processes support transparent decision-making and community participation.
Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	The proposal supports the activation of a Town-owned property, contributing to increased activity within the precinct and broader economic and community outcomes.
Social	
Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home.	The proposal supports social outcomes by creating opportunities for community engagement, participation, and improved access to services.

13.4 18 Kent Street, East Victoria Park (Victoria Park Carlisle Bowling Club) - Lease Renewal

Location	East Victoria Park
Reporting officer	Property Development and Leasing Manager
Responsible officer	Chief Operations Officer
Voting requirement	Simple majority
Attachments	Attachment 1 - Draft Key Terms - 18 Kent Street, East Victoria Park - Amended Attachment 2 - Street Roller Hockey League Support Letter VPCBC Attachment 3 - Vic Park Collective Letter of Support VPCBC

Summary

The lease at 18 Kent St is currently due for renewal, to this end the Town has been working with the Victoria Park Carlisle Bowling Club to negotiate terms and conditions. This paper provides an overview of negotiation points and seeks Council to consider a lease renewal with Victoria Park Carlisle Bowling Club for the premises.

Recommendations
That Council: 1. Authorises the Chief Executive Officer to execute a lease agreement with Victoria Park Carlisle Bowling Club for the premises at 18 Kent Street, East Victoria Park, consistent with keys terms outlined in Attachment 1 and in accordance with Policy 310 Leasing and Licensing. 2. Authorises the Chief Executive Officer to execute as a deed all documents necessary to give effect to the lease referred to in 1 above, together with any reasonable and necessary amendments. Terms to be set by the Towns lawyers and to incorporate any variations or amendments to key terms as may be considered reasonable and necessary by the Chief Executive Officer.

Background

1. The Town has leased 18 Kent Street, East Victoria Park to the Victoria Park Carlisle Bowling Club (hereafter “VPCBC” or “the Club”) since September 1992. Originally operating as the Victoria Park Bowling Club, the organisation merged with the Carlisle Lathlain Bowling Club Inc. in 2011 to form the Victoria Park Carlisle Bowling Club Inc.
2. The Club has increased its registered bowling membership from 78 members in 2024/25 to 100 members in 2025/26 and is regarded as having a strong standing within the Western Australian bowling community, including Bowls WA.
3. In addition, the Club maintains approximately 200 social members, and the facility is utilised by a range of community groups, including craft, sporting, educational, and general community organisations. it is estimated that these activities collectively attract in excess of 1,000 patrons to the facility throughout the year.
4. The Club’s previous lease expired on 31 October 2025 and has been on holding over (month by month).
5. At the time the previous lease was negotiated, an independent valuation (2014) assessed the market rental value of the premises at $60,000 per annum (excluding GST and outgoings).

6. In determining the lease terms, Council considered a range of factors including the Club's financial position, the condition of the facilities, the length of tenure, the Club's historical rent, its community value, and alignment with the Sport and Recreation Facilities Strategy.
7. Balancing these considerations, Council set a significantly reduced rent of $1,500 per quarter (excluding GST), with annual increases of 3%.
8. This position was acknowledged in the Council report of 13 October 2015, which noted that while the above factors were valid considerations, the Club had been paying rent well below market value for several years, and that the proposed rent-setting mechanism represented a reasonable approach on balance.
9. Today, the Club currently pay $1,957.16 per quarter ($7,828.64 per annum).
10. To assist in determining an appropriate rental value for the new lease, the Town commissioned an updated market valuation in May 2026. The valuation assessed the market rental value of the grounds and buildings at $65,000 per annum, excluding GST and outgoings.
11. The Club currently maintains sublease arrangements with The Vic. Park Collective Inc. and Perth Street Hockey League Inc., and anticipates generating a combined annual income of approximately $4,000. The Club has indicated its intention to continue these arrangements upon securing a new head lease.
12. The Town has received letters of support from the Vic Park Collective Inc. and the Perth Street Hockey League Inc. (attachment 2 & 3), highlighting the value the Club provides to their organisations and supporting its request for a new lease of the site.

Discussion

13. The Town has been engaged in ongoing negotiations with the VPCBC since June 2025, with the aim of establishing mutually acceptable lease terms.
14. As part of initial discussions, the Club requested a number of amendments to the proposed lease arrangements. In considering these requests, the Town has had regard to matters including equity across community leasing arrangements, long-term financial sustainability, and potential precedent implications.
15. Town Officers and the Club's executive committee have met on multiple occasions to discuss the terms of the lease including the rental amount, rent increase mechanism, sinking fund contributions schedule, redevelopment notice and administrative matters.

Rent

16. The Club's initially requested a peppercorn lease ($1.00 per annum), citing arrangements of other bowling clubs in local government areas and other sporting clubs within the Town. While this context is noted, upon review, the rent proposed in the new lease is considered appropriate in this instance and is consistent with Policy 310, having regard to the nature of the asset, comparable arrangements, and the level of existing in-kind support provided by the Town. A rental figure in line with their current lease was agreed to and a rent freeze for the first 2 years of the lease was offered in good faith.
17. The proposed rent reflects a balanced position, recognising the Town's significant capital investment in the facility while ensuring the Club contributes appropriately towards its use of the premises. The rent is proposed to be maintained at the current level for the first 2 years of the lease, with annual increases of 3% applied thereafter for the remainder of the lease term.
18. Email correspondence has indicated that the Club is in agreement with the proposed rent and rent review mechanisms

Outgoings

19. The Club initially raised concerns in relation to the recovery of outgoings. While these concerns are acknowledged, the proposed approach is consistent with Policy 310 and provides a more transparent and consistent application of cost recovery across lease arrangements.
20. The Club currently meets the majority of outgoings associated with the premises. While the Emergency Services Levy has not historically been recovered from tenants of Town-owned properties, the Town has introduced this requirement consistently across its property portfolio. Although this will

represent an additional cost to the Club, it is considered reasonable in the context of the Town's ongoing support through subsidised rent, capital investment and other in-kind contributions.

Maintenance

21. The Town has identified approximately $3,500 per annum in preventative maintenance and compliance costs. Under a standard lease arrangement, these responsibilities would typically rest with the tenant.
22. The Town has continued to undertake maintenance works to support the Club's operations and to ensure the facility remains safe and presentable. This has included approximately $4,355 in general maintenance in the previous financial year, as well as ongoing servicing such as weekly car park cleaning where access permits.
23. While this level of support has been provided in good faith, it is not considered appropriate or sustainable to continue under a formal lease arrangement. It is therefore necessary to clearly define and allocate maintenance responsibilities within the lease moving forward. To support this approach, a property condition report will be completed at the commencement of the lease, with inspections conducted annually thereafter to review the condition of the property and support the delivery of the agreed maintenance requirements.

Redevelopment Clause

24. The Club initially requested a 24-month notice period and relocation provisions in the event of redevelopment.
25. Officers consider that extending the current notice period from 6 months to 12 months strikes an appropriate balance, providing the Club with sufficient time to plan and transition, while preserving the Town's ability to respond flexibly to future opportunities and requirements. The Town will endeavor, where practicable, to ensure that the expiry of the notice period does not fall within the peak bowling season.
26. The inclusion of relocation provisions or compensation is generally not provided for within the terms of a standard lease agreement. Such provisions would introduce significant financial and legal risk and may limit the Town's flexibility to respond to strategic priorities and evolving community needs.
27. Notwithstanding this, discussions undertaken during the Macmillan Precinct Master Plan process included consideration of the Club's future accommodation requirements should redevelopment occur and an alternative location within the precinct not be available.
28. The inclusion of a redevelopment clause providing a 12 month notice period is considered appropriate and exceeds the standard provisions outlined in Policy 310. Any future consideration of accommodation or relocation requirements for the Club would be subject to further assessment as greater certainty is achieved through progression of the Macmillan Precinct Master Plan.

Synthetic Green and Sinking Fund

29. The sinking fund, established and administered by the Club in 2024 as a condition of the external grant funding application process, is intended to solely support the renewal of the synthetic green at the end of its approximate 10-year lifetime. The initial installation, valued at approximately $369,000, is predominantly funded by the Town, supplemented by external grant funding.
30. Funding for the project included $156,707 through the Community Sporting and Recreation Facilities Fund (CSRFF) and an original municipal contribution of $156,706. Following the tender award process, additional costs were identified above the originally allocated budget, resulting in Council approving a further $55,944 municipal contribution to cover contract related expenses during the mid-year budget review on 17 March 2026. This brought the Town's total municipal contribution to $206,706.
31. Given the Club's exclusive use of the facility, it is considered reasonable that the Club contributes towards future renewal costs. The sinking fund has been structured on the basis that approximately one-third of the original capital cost will be required for resurfacing, approximately $120,000.
32. Sinking contributions will continue at the current rate, $7,800.00 p/a ($150.00 p/w) for the first five (5) years of the lease term followed by increasing to $12,000.00 p/a ($230.00 p/w) for the following five (5) years.

33. The sinking fund is intended solely to accumulate contributions toward future asset renewal of the synthetic green and is not intended to generate revenue for the Town.
34. No reimbursement will apply in the event termination occurs due to default or where the Club elects to vacate the premise.
35. The establishment of the sinking fund is considered appropriate and reflects prudent financial management, enabling the Club to meet future renewal obligations and reducing reliance on the Town's resources.
36. Following extensive negotiations between the Town and the Club, consensus has been reached on the proposed lease arrangements and the key commercial terms have been agreed in principle. The proposed terms represent a balanced and sustainable outcome that supports the Club's continued operation while appropriately protecting the Town's financial and strategic interests.

Relevant documents

Policy 310 - Leasing and Licencing

Legal and policy compliance

Policy 310 - Leasing and Licencing

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	If the lease is not renewed with the Bowling Club the Town will suffer a loss of future income and will also assume responsibility for all other operational costs that are currently offset through the lease arrangement.	High	Low	TREAT risk by renewing the lease with the Victoria Park Carlisle Bowling Club.
Environmental	Not Applicable.		Medium	
Health and safety	Not Applicable.		Low	
Data, Information Technology and Cyber	Not Applicable.		Medium	

Assets	If the lease is not renewed with the Bowling Club, the Town will assume full responsibility for the asset, including ongoing maintenance and operational costs that are currently offset through the lease arrangement.	High	Medium	TREAT risk by renewing the lease with the Bowling Club.
Compliance Breach	Not Applicable.		Low	
Reputation	Not renewing the lease with the Bowling Club could damage the reputation for the Town as there are no alternative bowling clubs within the Town.	High	Low	TREAT risk by renewing the lease with the Bowling Club.
Service delivery interruption	Not renewing the lease with the Bowling Club will remove access for residents to the only bowling club within the Town.	High	Medium	TREAT risk by renewing the lease with the Bowling Club.

Engagement

Internal engagement	
Stakeholder	Comments
Development Services	Support the proposed lease renewal.
Community	Community support the proposal. Consideration for the future functioning and sustainability of the club is an important element to balance in terms of income generated by the Town from lease fees, and the club's ability to generate revenue to maintain as well as build the club into the future. This includes its ability to invest in the sinking fund, as well as fund outgoings, repairs, maintenance, and general operational functioning.
Projects	Support the proposed lease renewal. The proposal will not compromise the delivery of the current site project.
Place Planning	Place Planning are supportive of the proposed lease renewal is it looks to ensure the presence of the only bowling club in the Town, while also balancing appropriate lease support. The condition of the development of a sinking fund is essential to the long term sustainability of the turf. Additionally, an increase of the redevelopment clause from 6 to 12 months reflects the support of the clubs

	operations while ensuring the Town is able to proceed with strategic opportunities when suitable.
Assets and Environment	The proposed lease renewal is appropriate and supports the Town's long-term interests. The report appropriately balances community benefit with responsible management of a Town owned ageing asset, and the lease term support sustainable asset management, improved cost recovery consistency, and reduction of future unfunded maintenance and renewal liabilities for the Town.
Rates	The proposed lease renewal is considered appropriate and is consistent with the Town's long-term interests. As a community organisation, the Bowling Club may submit an application for a rates concession of up to 100 per cent, subject to Council approval.
Governance	Alignment with S5.23(4) of Local Government Act

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	A lease with the bowling club supports communication and engagement with the community by encouraging regular community participation, social interaction and increased visitation to surrounding local businesses.

Economic	
Community Priority	Intended public value outcome or impact
EC2 - Connecting businesses and people to our local activity centres through place planning and activation.	By securing a lease with the bowling club, the Town can create a stable, community-focused destination that strengthens connections between local businesses, residents and visitors within the Town.

Social	
Community Priority	Intended public value outcome or impact
S2 - Collaborating to ensure everyone has a place to call home.	The Club is the only bowling club within the Town and provides a valuable sporting and social function for the community to participate in.

13.5 Petition response regarding road safety concerns - Hampshire Street, East Victoria Park

Location	East Victoria Park
Reporting officer	Principal Traffic and Design Coordinator
Responsible officer	Manager Technical Services
Voting requirement	Simple majority
Attachments	**Reason for Confidential Attachment** This attachment is confidential in accordance with Section 5.23(4) of the *Local Government Act 1995*, as the business to be considered relates to the following: Information relating to the personal affairs of an individual. 1. [CONFIDENTIAL] Hampshire St Traffic Management Review Petition 2026.06 [**13.5.1** – 9 pages]

Summary

To consider the petition received by the Town on the 16 June 2026, Ordinary Council Meeting requesting that the implementation of traffic control measures to address residents' road safety concerns on Hampshire Street, East Victoria Park.

Recommendation

That Council:

1. Requests the Chief Executive Officer to direct technical staff to undertake community consultation with Hampshire Street residents and collect relevant data to evaluate potential options for addressing community concerns.
2. Requests the CEO to provide a report back to Council regarding the engagement outcomes by no later than February 2027 Ordinary Council Meeting.

Background

1. A petition was presented by residents of Hampshire Street to Council on 16 June 2026 at the June Ordinary Council Meeting, containing 72 signatures from 42 residences along Hampshire Street. The petition requests that the Town review residents' road safety and amenity concerns and identify suitable mitigation measures to improve conditions.
2. The petition requests that Council –
    a. Undertake a formal Local Area Traffic Management review of Hampshire Street;
    b. Assess traffic flow, parking arrangements, safety risks, and access conditions;
    c. Consider appropriate traffic management options to improve safety and functionality for residents and road users, including (but not limited to) potential one-way traffic arrangements, restrictions on turning movements (such as left-turn-only at Albany Highway), and parking controls, with the aim of reducing through-traffic between Berwick Street and Shepperton Road and directing traffic to more suitable surrounding roads (such as wider local distributor roads).

   d. Consult residents on remediation options and keep us informed of the progression of the assessment process
3. The reasons or concerns provided for the request are as follows –
   a. Traffic congestion and restricted vehicle movement due to the narrow width of the street;
   b. Parking pressures, particularly during peak periods associated with nearby commercial activity;
   c. Unsafe driving behaviour, including excessive speed and difficulty passing vehicles safely
   d. Incidents involving vehicle damage, near misses, and general road safety risks;
   e. Access constraints, including difficulty entering and exiting residential driveways.

4. These issues have intensified in recent years and are impacting the safety, accessibility, and amenity of the street.
5. It is important to note that similar concerns have been identified for Balmoral Street, Willis Street and other nearby streets.
6. This follows a petition previously presented in February 2023 which considered parking interventions for Willis, Balmoral and Hampshire St.

Discussion

7. The Town is aware of local concerns and has been monitoring traffic in these areas. To this end, the Town has conducted a review of traffic surveys undertaken in May 2025, site visits and parking occupancy surveys on 25 June and 29 July 2026. Occupancy survey times were 10:30am, 6:00pm & 7:00pm. The morning period at 10:30am recorded an occupancy of 36% and 42% respectively. The highest recordings noted were at 7:00pm with observations of 86% and 106% with 3 vehicles parking illegally across driveways or in areas of no stopping. Whilst only a small data sample was collected it is clear parking later in the evening periods were in high demand. Traffic data surveys provided daily traffic volumes and peak-hour movements on Hampshire Street, as well as along the neighbouring streets of Willis Street, Balmoral Street and Westminster Street.
8. The petition suggested possible LATM treatments, such as a one-way street and reduced turning access at intersections to be investigated due to concerns over traffic volume and rat running. Any decision regarding appropriate traffic management measures should be evidence-based and informed by data.
9. As part of the recent petition submissions, it is suggested to convert Hampshire Street into a one-way street with the following advantages noted;
   a. Eliminates opposing vehicle conflicts
   b. Reduces unsafe passing and reversing movements
   c. Improves predictability for drivers, cyclists, and pedestrians
   d. Reduces congestion caused by two-way traffic negotiation
   e. Better reflects the street's narrow built form
   f. Reduces pressure for verge modification or road widening
   g. Maintains the number of parking spaces available to local residents, their guests and the wider public seeking to visit the popular café strip
   h. Improves overall residential amenity.
10. The points above raised are considered valid by staff, however no disadvantages were provided in the submission, and the proposal may have unintended consequences for the residents of Hampshire Street. The disadvantages could include the following;
    a. Permeability and legibility of the existing network reduced.
    b. Hampshire Street is approximately 400m in length with no other side streets adjoining it. Given its length and limited opportunities to use alternative routes it does not lend itself as a good candidate for a one-way street.
    c. Restriction movements will be required at one end of the street, either the Albany Highway or Berwick Street end to manage traffic flow and restrict illegal manoeuvres.

d. A significant majority of residents would need to agree with the changes.
e. Albany Highway is a vibrant commercial strip and side roads play a pivotal road for parking and accessibility. Entry via Albany Highway for all road users should be maintained.
f. Speed will likely increase as motorists will no longer be required to yield to allow passing opportunities.
g. Any major incident that occurs at an intersection could result in resident access or egress impeded for prolonged periods of time.
h. Redistribution of traffic to other nearby streets.
i. Difficulty in policing and enforcement.
j. Journey time increases for some residents. This may include congestion at peak time as traffic flow will be reduced to a single direction. (Note - No assessments have been completed at intersection to better understand service level reductions.)

11. Recorded traffic data specifically for Hampshire Street indicates an average weekday volume of 587 vehicles per day and a peak-hour volume of 52. Peak-hour volume represents around 8.8% of the daily volume. As a rule of thumb, an 8 –12% peak hour volume of the total daily traffic is not deemed excessive rat-running traffic warranting modifications.
12. Reviewing the local road network bounded by Berwick Street, Hill View Tce, Oats Street, Shepperton Road and Kent Street it was noted that only Hampshire Street continues through to Dane Street and provides a direct connection between Berwick Street and Shepperton Road. This has been suggested as rat-run between the two arterial roads when congestion occurs. At this stage, this has not been substantiated with any factual data. As previously mentioned in this report, peak hour data for Hampshire Street is consistent with normal operating conditions relating to volume surveys conducted.
13. As a comparison, daily vehicle volumes of 587, 1,143 and 1,169 for Willis Street, Balmoral Street and Westminster Street respectively, show that traffic volumes along Hampshire Street are also lower than neighbouring streets.
14. Recorded speed data for Hampshire Street indicates an 85th percentile of 38kph in 2025. This is consistent with other previous surveys. Technical staff of the opinion that the low readings are direct result of parking on both sides of the carriageway, leaving a narrow through passage for motorists to get through. Furthermore, many motorists have been observed yielding at crossover locations to give space for others to pass, this reducing overall speeds in the street. To ensure vehicles are not bunching behind each other a headway gap of 5 seconds was considered in the analysis. This is typically applied in highly congested locations. The results did not change the 85th percentile speed.
15. Crash data identified a total 7 mid-block type crashes. Five (5) of which related to On-street parking and conflicts between drivers exiting crossovers and through traffic. This pattern of crashes indicates that visibility for vehicles egressing out from private property is a significant factor, however due to lower operating speeds the crashes are of lower severity. Property damage only in nature.
16. A warrant assessment score for Hampshire Street identified that “Minor physical treatments to be considered for funding and implementation”. The score was below 50 and therefore, parking changes may be a suitable mitigation measure in the short term.
17. The Town has assessed on-street parking against AS2890.5 and Austroads visibility guidance for suitable parking conditions and line marking. Observations were made regarding parked vehicles encroaching over crossovers and sightline visibility at crossovers causing risky behaviour and manoeuvrability issues. Due to demand for on-street parking and lack of onsite parking on private property finding a balanced solution that will suit all residents will be difficult and possibly impractical when meeting standard requirements.
18. The design provides a minimum 5.4 m parking bay length (with reference to AS2890.5-On-street parking) and at least 1 m clearance from crossovers where practical and space between neighbouring

properties permits. In most circumstances this improves turning movements for drivers exiting/entering driveways.

19. The on-street environment for Hampshire Street (Albany Hwy to Berwick Street) currently accommodates 50 car parking bays. Six bays are formally marked as dedicated bays closest to Albany Highway with the remainder being informal bays adjacent residential properties. Please note that one loading zone area adjacent to 915 Albany Highway is included as one parking bay.
20. Given the concerns raised by residents in adjacent streets, and the potential for changes on Hampshire Street to shift traffic or create unintended impacts elsewhere, it is important that any investigation adopts an area-wide approach. Data will therefore also be collected from surrounding roads, including Balmoral Street, to ensure Council is equipped with information to support informed and balanced decision-making.
21. In conclusion, given the need for additional data collection, including video surveys and updated traffic counts, it is recommended that further engagement be undertaken with the affected community to obtain feedback on the various options under consideration. This information will help ensure that any future decision is evidence-based, reflects community views, and considers potential impacts on the surrounding road network.

Relevant documents

Not applicable.

Legal and policy compliance

Road Traffic Code 2000

Financial implications

Current budget impact	Measures to improve parking or make physical alterations to the Street environment are unknown at this stage and therefore funds to address resident concerns do not exist within the annual budget.
Future budget impact	Not applicable as future budget impact is unknown at this stage

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Any major works to the street environment will likely require municipal funding and budget set aside in future years	High	Low	Accept risk - Allocate budget as required to address the issues
Environmental			Medium	
Health and safety	Harm or injury may result as access to properties is difficult, passing	Medium	Low	Treat risk – Implement parking changes that improve road safety objectives even if loss

	opportunities are limited and sight lines at driveways blocked			of parking is deemed an appropriate action in the short term
Data, Information Technology and Cyber			Medium	
Assets			Medium	
Compliance Breach	Continual illegal parking	Medium	Low	
Reputation	Negative representation by community members may impact the Town's reputation or image via social media posts being shared	Low	Low	Treat risk - Ensure community consultation is undertaken and outcomes are communicated with impacted residents
Service delivery interruption			Medium	

Engagement

Internal engagement	
Parking	The Town's Parking & Rangers business unit has been consulted and supports the recommendation contained within this report.
Place Planning	Place Planning will work with Street Operations to discuss options aligned to the Integrated Transport Strategy, including looking at best practices in the Perth Metro Area. Place Planning will also support Street Operations in the development of an engagement approach and support in discussions with residents. This will be via a Your Thoughts page with the engagement approach still to be designed.

External engagement	
Stakeholders	Pending councils' direction on engagement – Residents of Hampshire Street
Period of engagement	September 2026 – 3 to 4 weeks
Level of engagement	involve

Methods of engagement	Your thoughts survey.
Advertising	Letter drop, website information and social media posts will be considered
Submission summary	Pending submission details on completion of future engagement process
Key findings	Pending submission findings

Strategic alignment

Civic Leadership	
Community Priority	Intended public value outcome or impact
CL2 - Communication and engagement with the community.	The concerns outlined in the petition are noted and have been reviewed in the assessment.

Environment	
Community Priority	Intended public value outcome or impact
EN6 - Improving how people get around the Town.	Future road safety measures will positively impact safety and accessibility for residents of Hampshire Street. As a result of improvements some on-street parking may be lost.

14 Chief Financial Officer reports

14.1 Statement of Accounts - June 2026

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Payment Summary June 2026 [**14.1.1** - 12 pages] 2. Credit Card Transactions June 2026 [**14.1.2** - 2 pages] 3. Fuel and Store Card Transactions June 2026 [**14.1.3** - 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 June 2026.
2. To present the list of payments made by authorised employees using purchasing cards for the period 1 to 30 June 2026.

The information required for Council to receive the payments made is included in the attachment for the period 1 to 30 June 2026.

Recommendation

That Council for the period 1 to 30 June 2026, 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 were 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		
Creditors – EFT Payments (incl. Fuel and Store Cards)		$7,609,619.77
- Fuel and Store Cards ($14,725.85)	June 2026	
Payroll		$ 1,470,295.02
Bank Fees		$ 28,819.83
Corporate MasterCard	June 2026	$ 11,537.63
Total		**$ 9,120,272.25**

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 June 2026.

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.

14.2 Financial Statement- June 2026

Location	Town-wide
Reporting officer	Coordinator Finance
Responsible officer	Chief Financial Officer
Voting requirement	Simple majority
Attachments	1. Financial Statements June 2026 [**14.2.1** - 26 pages]

Summary

To present to Council the Statement of Financial Activity for the period ending **30 June 2026**, detailing revenue and expenditure performance as outlined in the attached report and noting the presence of material variances for the period.

The variances identified in the Monthly Financial Report for the period **predominantly** relate to the **timing and phasing of budgets**, as well as the **timing differences in revenue recognition and expenditure** across the financial year.

Recommendation
That Council receives the financial statements for 30 June 2026, as included in the attachment, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996.

Background

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

   Revenue

   Operating revenue and non-operating revenue – material variances are identified where, for the period being reported, the actual varies to the budget of ±10%, where the variance is also greater than $50,000; 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 of ±10%, where the variance is also greater than $50,000; an explanatory comment has been provided.
3. For the purposes of explaining each material variance, a three-part approach has been applied. The parts are:

   Period variation

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

   Primary reason(s)

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

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

Discussion

4. The Financial Statement – 30 June 2026 complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that the Financial Statement – 30 June 2026 be accepted.

Relevant documents

Not applicable.

Legal and policy compliance

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*

Risk management consideration

Risk impact category	Risk event description	Risk rating	Risk appetite	Risk Mitigation
Financial	Misstatement or significant error in financial statements	Medium	Low	Mitigate by performing daily and monthly reconciliations, supported by periodic internal and external audits.
Financial	Fraud or illegal transaction	High	Low	Mitigate by maintaining strong internal controls, ensuring segregation of duties, and undertaking regular 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	Mitigate by providing clear reasoning and detailed explanations to support Council's decision making.
Reputation	Not applicable.		Low	
Service	Not applicable.		Medium	

delivery interruption				

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	
Strategic outcome	Intended public value outcome or impact
CL6 - Finances are managed appropriately, sustainably and transparently for the benefit of 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.
CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.	Ensure the Town meets its legislative responsibility in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996.*

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 *Local Government (Financial Management) Regulations 1996.*

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